

Decision Making Helper

©Copyright Infonautics GmbH, Switzerland

Contents

Thank you 4

Part 1 Introduction 5

1 Description ... 6
2 Benefits ... 8
3 Features ... 9
4 Screenshots ... 10
5 System Requirements ... 15

Part 2 Purchasing / Support 17

1 Buy ... 18
2 Support ... 19
3 Producer ... 20

Part 3 Operating Instructions 21

1 Installation ... 22
2 Start Program ... 23
3 Operation ... 24
Controls ... 26
Results ... 27
4 Update ... 31

Part 4 Licence Agreement 33

Index 35

©Copyright Infonautics GmbH, Switzerland

Thank you

Thank you very much for using Decision Making Helper.

"Everything should be as simple as it is, but not simpler."

Albert Einstein

©Copyright Infonautics GmbH, Switzerland

1 Introduction



Decision Making Helper

Make decisions easy.

Version 1.14

www.infonautics.ch/decisionmakinghelper

©2014 Infonautics GmbH, Switzerland

1.1 Description

Decision Making Helper for Microsoft Windows™ supports you in a very easy way in the decision-making process. When using the software you will make rational, comprehensive, understandable and clear decisions. You can make decisions and either opt for a single option whether you should take it or not or you can choose between several options in order to find the best.

Application examples:

° I have got three job offers. Which one should I accept?
° Which car should I buy?
° Should I immigrate to the United States?
° Which applicant will fit best in our company?
° Which computer is best for me?
° Should I take the step to self-employment?

Working Method:

The program operates on the principle of **Weighted Decision Matrix** that allows you a differentiated assessment of all decision criteria. While the manual application is complex and time-consuming the decision process will become a child's play with this software.

The use of the software is simple.
- Name one or more possibilities of decisions (options).
- Create the list of criteria and their importance.
- Rate each criterion for each option.

The program then calculates automatically the decision value for each option, in percentage terms from -100% to +100% and in words "negative / rather negative / neutral / rather positive / positive". Additionally, there are various graphics available in order to compare the rating of each single option.

To find the right decision for the best option will become a child's play without losing sight of the seriousness of the decision-making process.

Decision Making Helper runs on all Windows versions (from Windows XP and newer) and is available in the languages English, German and French.

Decision Making Helper can be tested free of charge as a limited demo version before purchase. When installing the software no modification will be taken on your system and the program can be easily uninstalled in case you might not be satisfied.

The **costs for a Single-User License** are USD 25.- or Euro 20.-. There is also a Business License (for up to 10 PCs within the same company) as well as a Corporate License (for an unlimited number of PCs within the same company) available. The licenses are non-expiring

©Copyright Infonautics GmbH, Switzerland

and valid for all future updates.

©Copyright Infonautics GmbH, Switzerland

1.2 Benefits

- **Simple use** of the decision aids in one program.
- **Precise evaluation of the options** by weighted criteria.
- **Rational decision-making,** comprehensive, understandable and clear.
- **Reliable and traceable decision-making** also in complex situations.
- **High degree of trust and confidence** in the found decision.
- **Good recognition of the framework conditions** of a decision.
- **Clear graphics** of the decision-making.
- **Playful approach** to the decision-making process.
- **Convincing instrument** to enforce a decision towards partners.

©Copyright Infonautics GmbH, Switzerland

1.3 Features

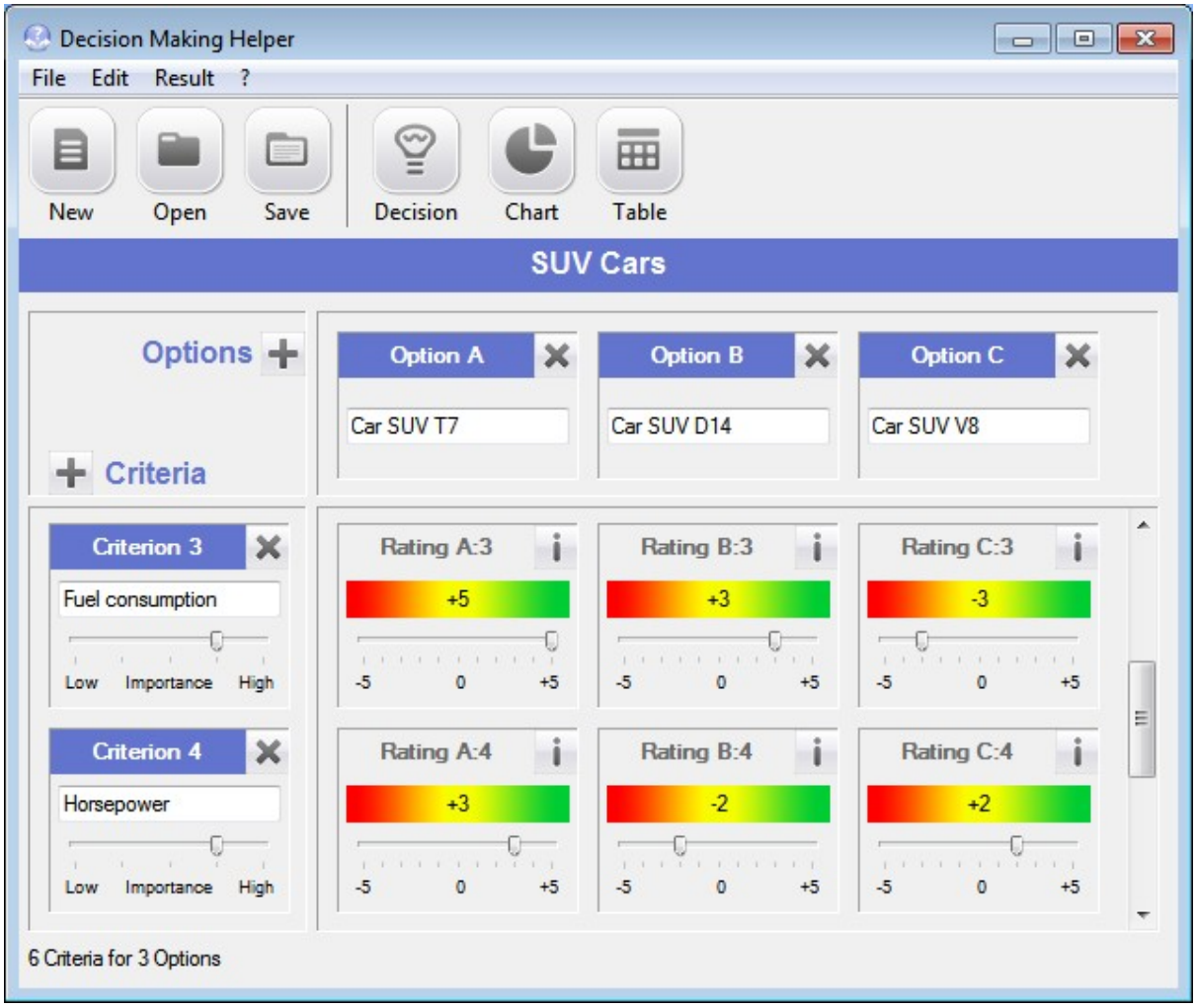
- **Decision-making** about up to **300 criteria, 26 options** (choices) or **1000 valuations.**
- **Weighting of the criteria in 5 levels** from "low" to "high".
- **Evaluation of the criteria of each option in 10 levels,** from negative "-5" over neutral "0" to positive "+5".
- **Enter comments** for each evaluation.
- **Calculation of each evaluation, in percentage terms** from -100% to +100% **and in words** "negative / rather negative / neutral / rather positive / positive".
- **Calculation of the decision** of the best available option.
- **Graphical display as Bar Chart** in order to compare the ratings of all the options.
- **Graphical display as Scatter Chart** of the position of all the criteria for each option.
- **Graphical display as Radar Chart** for a comparison of all the criteria and options of the entire project.
- **Tabular display** as an overview of all the options, criteria and evaluations and comments of the entire project.
- **Copying of the graphics** to the clipboard and storing them into a file (jpg, bmp, gif, tif).
- **Copying the tables** to the clipboard and storing them into a file (html, mht).
- **Direct printing** of all reports.
- **Storage of each decision-making** as a project into a file (dmh).
- **Data export** as a tab-delimited file (txt), tabulated according to options or criteria**.**
- **Manual** in German, English and French.
- **Support by email** in German and English.

©Copyright Infonautics GmbH, Switzerland

1.4 Screenshots

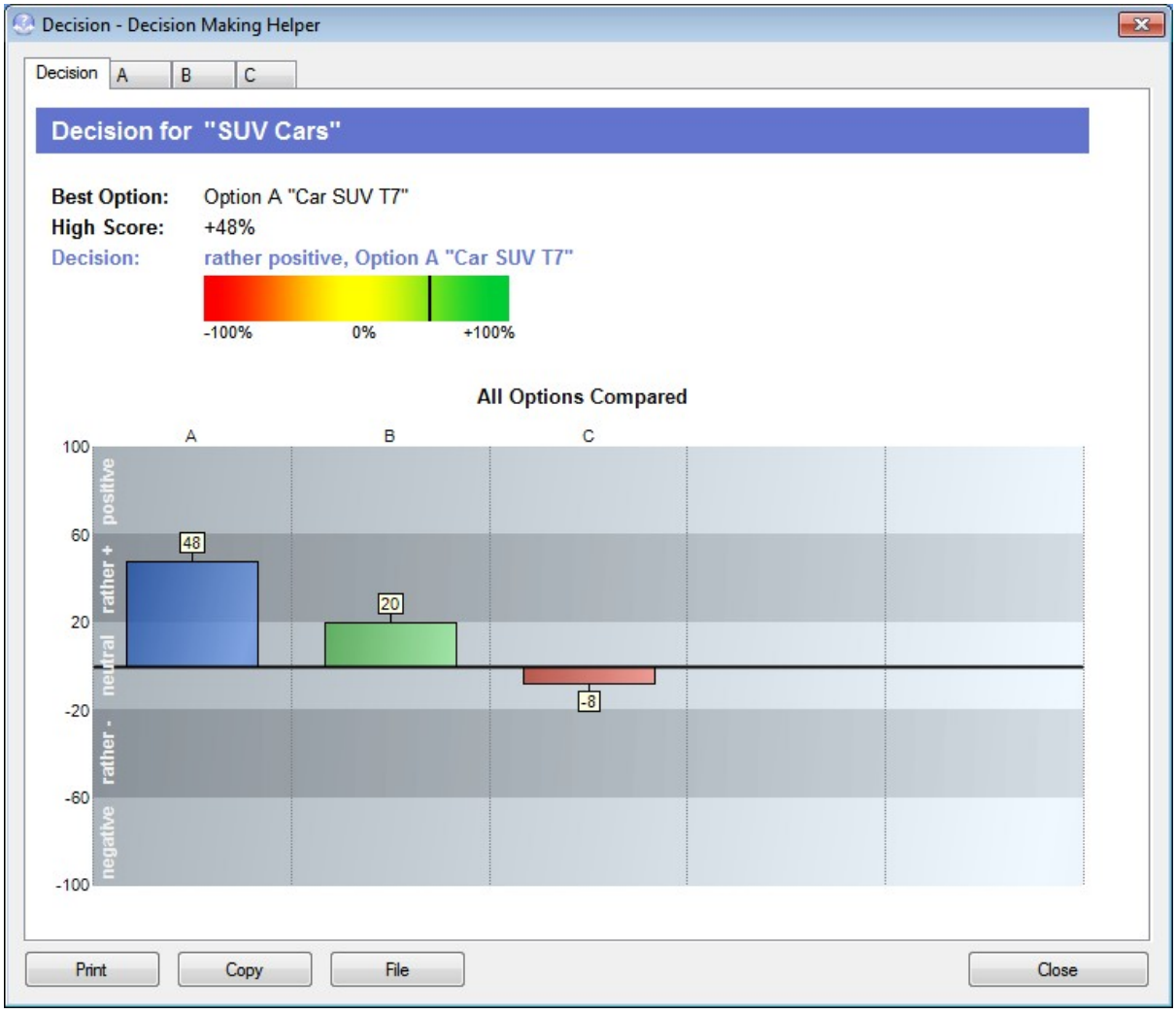
Standard display of a decision-making project

The choices (options) are horizontally and the criteria vertically displayed. The importance of each criterion can be individually defined. For the rating of a criterion a value can be set for each option, including a relating comment.



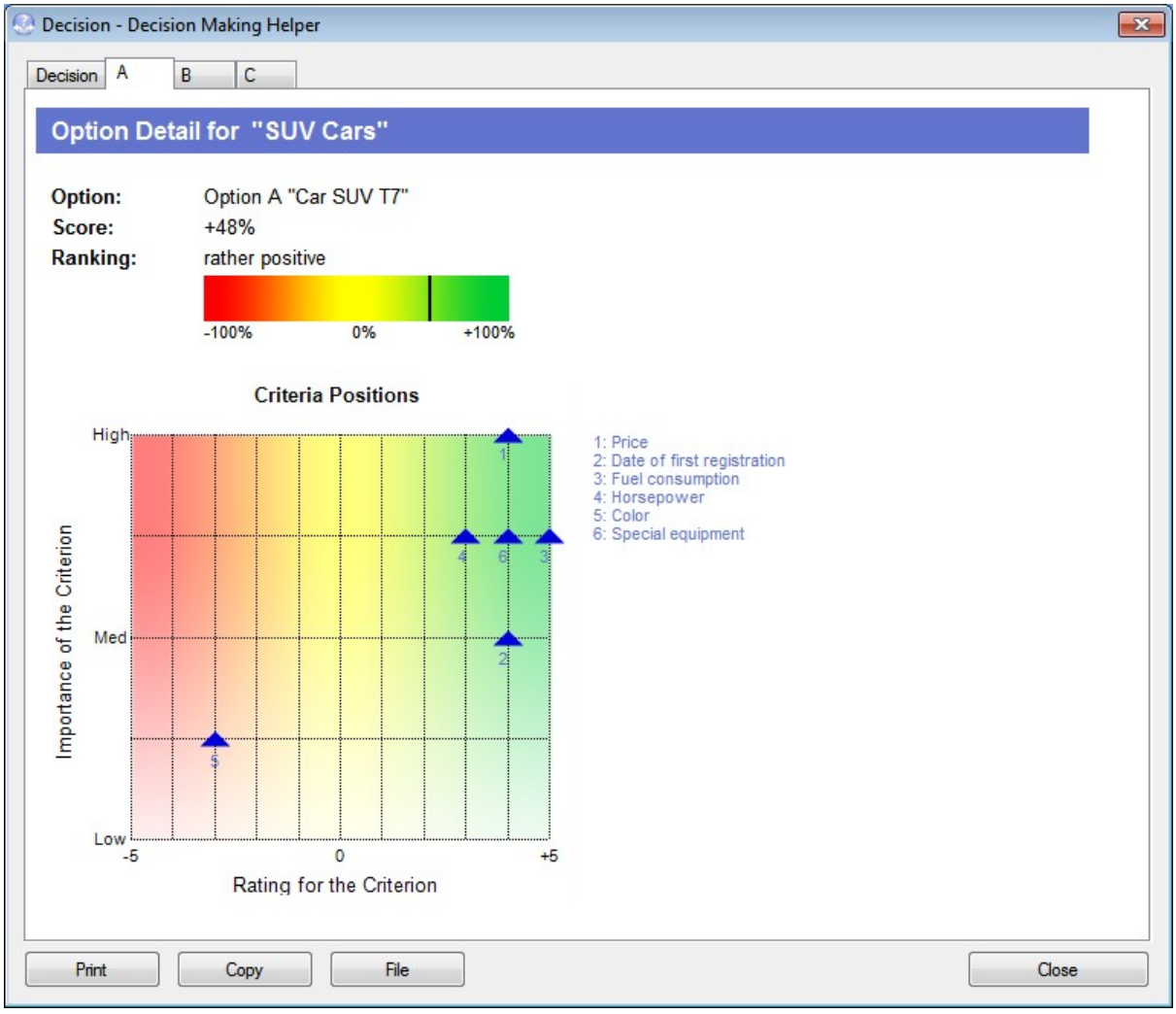
©Copyright Infonautics GmbH, Switzerland

Display of the decision



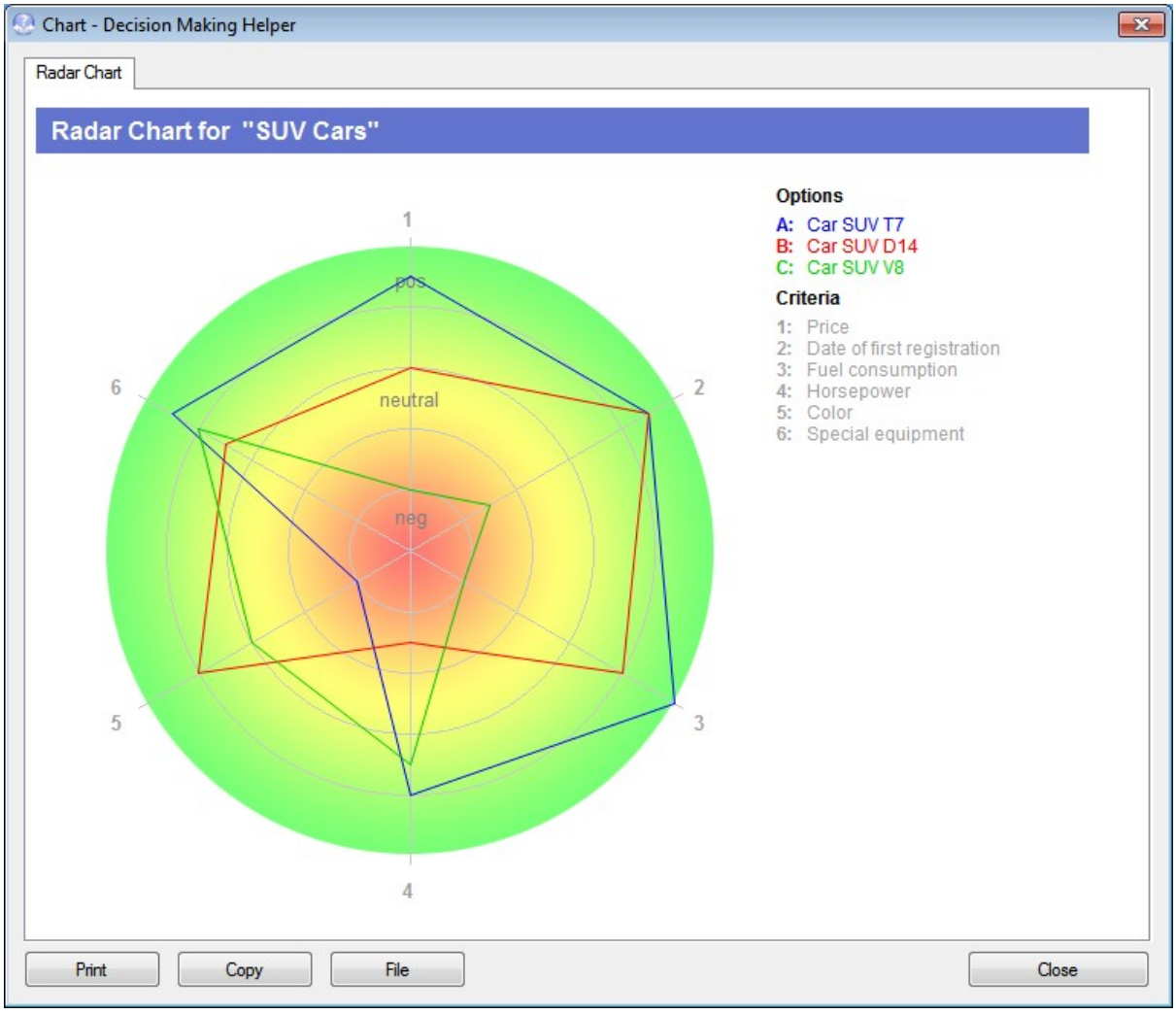
©Copyright Infonautics GmbH, Switzerland

Display of the positions of the criteria for each option



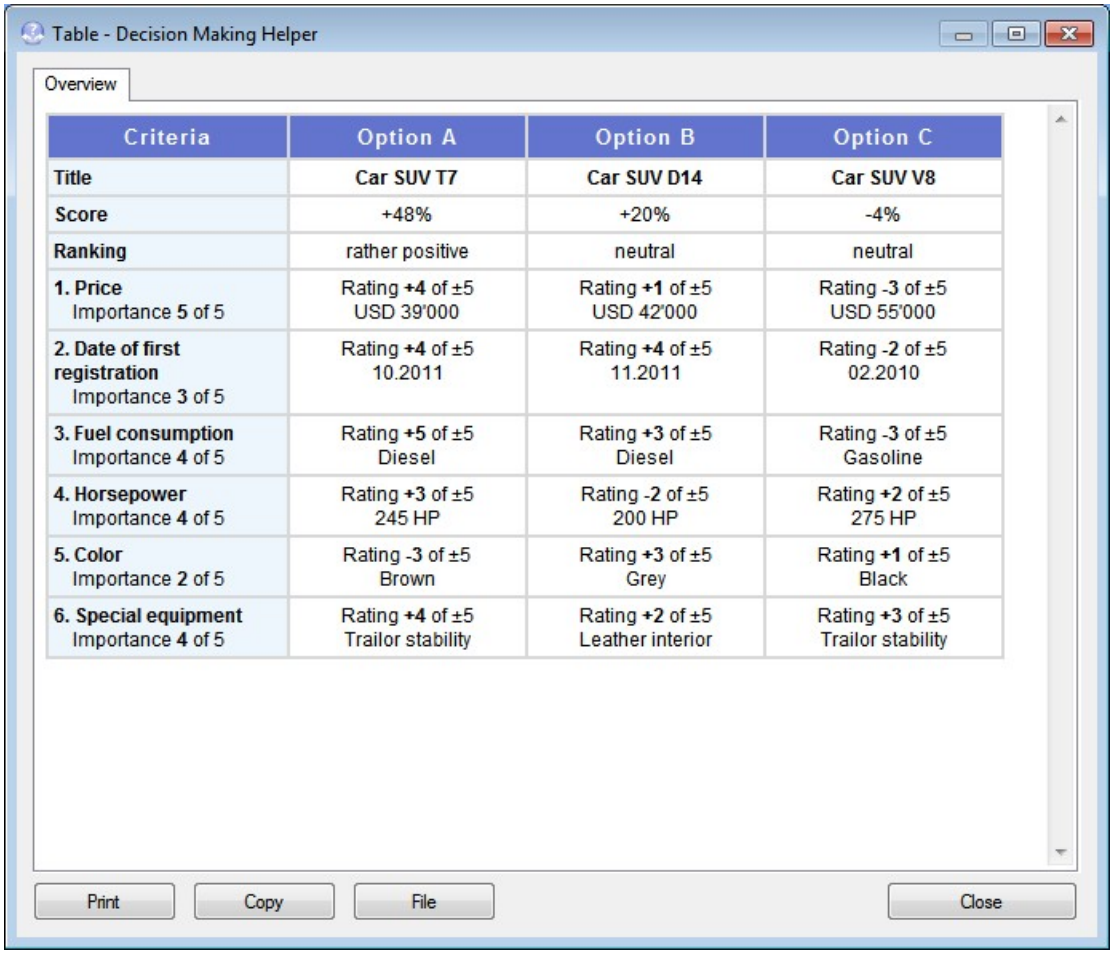
©Copyright Infonautics GmbH, Switzerland

Display of all options and criteria in a Radar Chart



©Copyright Infonautics GmbH, Switzerland

Display of the tabular overview with comments



Criteria	Option A	Option B	Option C
Title	**Car SUV T7**	**Car SUV D14**	**Car SUV V8**
Score	+48%	+20%	-4%
Ranking	rather positive	neutral	neutral
1. Price Importance **5** of 5	Rating **+4** of ±5 USD 39'000	Rating **+1** of ±5 USD 42'000	Rating **-3** of ±5 USD 55'000
2. Date of first registration Importance **3** of 5	Rating **+4** of ±5 10.2011	Rating **+4** of ±5 11.2011	Rating **-2** of ±5 02.2010
3. Fuel consumption Importance **4** of 5	Rating **+5** of ±5 Diesel	Rating **+3** of ±5 Diesel	Rating **-3** of ±5 Gasoline
4. Horsepower Importance **4** of 5	Rating **+3** of ±5 245 HP	Rating **-2** of ±5 200 HP	Rating **+2** of ±5 275 HP
5. Color Importance **2** of 5	Rating **-3** of ±5 Brown	Rating **+3** of ±5 Grey	Rating **+1** of ±5 Black
6. Special equipment Importance **4** of 5	Rating **+4** of ±5 Trailor stability	Rating **+2** of ±5 Leather interior	Rating **+3** of ±5 Trailor stability

See Operating Instructions 21 for more details.

©Copyright Infonautics GmbH, Switzerland

1.5 System Requirements

Operating System: Microsoft Windows™ XP / Vista / 7 / 8 (runs on 32bit and 64bit systems)

Main memory RAM: about 30 MB

Program space on disk: about 10 MB

©Copyright Infonautics GmbH, Switzerland

2 Purchasing / Support

The program **Decision Making Helper** has been developed by Infonautics GmbH Switzerland and is distributed as shareware, i.e. a license key per PC/user has to be purchased for a regular use of the software.

As long as no valid license key has been entered, following restrictions of the software apply:
- There are only 3 options and 3 criteria available.

Licence types

- **Single**: The software can be installed as single licence on one PC. The licence refers to the name of the user. For any further PC an additional licence is requested.
- **Business**: The software can be installed on up to 10 PCs maximum within the same company. The licence refers to the name of the company.
- **Corporate**: Within the same company the program can be installed on any number of PCs. The licence refers to the name of the company.

For further information see: Buy Licence 18

©Copyright Infonautics GmbH, Switzerland

2.1 Buy

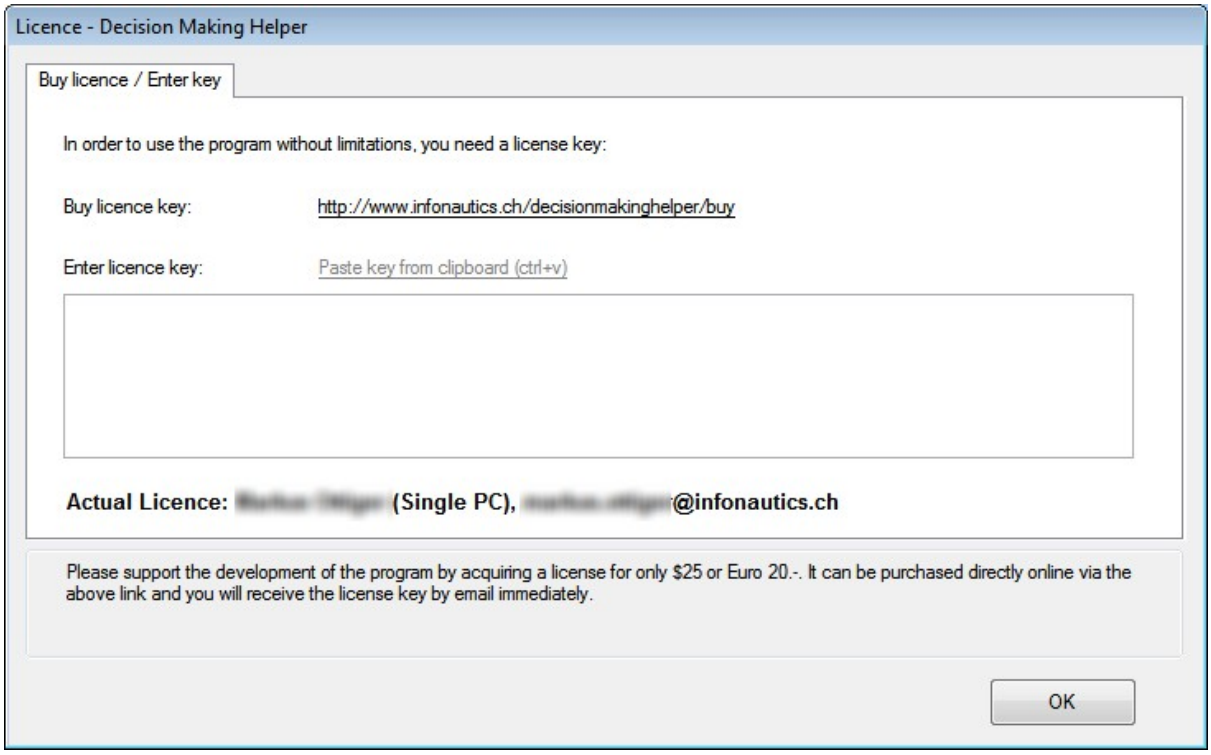
The software **Decision Making Helper** is shareware. It can be downloaded and tested free of charge at:

http://www.infonautics.ch/decisionmakinghelper

For a regular use a **license key** is needed which can be bought online and will be forwarded by email:

http://www.infonautics.ch/decisionmakinghelper/buy

Copy the licence key which has been forwarded by email into the license window available in the help menu "?" "License / Buy". Then restart the program. The actual valid license is then shown under "Actual license:".



For further information see: User manual 21 / Installation 22

©Copyright Infonautics GmbH, Switzerland

2.2 Support

Support for **Decision Making Helper** is available by email. Any questions will be answered within 48 hours in English or German:

decisionmakinghelper@infonautics.ch

Any suggestions by you regarding new program features or criticism will be appreciated too.

Please check also the lastest answers at "**Frequently Asked Questions**" (FAQ); there are many questions already clearly answered:

Englisch: http://www.infonautics.ch/decisionmakinghelper/faq

German: http://www.infonautics.ch/decisionmakinghelper/hgf

©Copyright Infonautics GmbH, Switzerland

2.3 Producer

INFONAUTICS GmbH

Eichholzweg 16
CH-6312 Steinhausen
Schweiz / Switzerland

Phone +41 41 7431001
Fax +41 41 7431002

Homepage www.infonautics.ch
Email decisionmakinghelper@infonautics.ch

INFONAUTICS GmbH was founded in 1995 and is based in Steinhausen / Switzerland. The core compentences of the company are in the following fields:

- Software development
- Internet solutions
- Online booking systems
- Quality management software

Based on 20 years of experience in software development on many different operating systems the company is able to realize innovative and reliable solutions for the business of small and mid caps. Infonautics GmbH offers user-friendly, reasoned and successful solutions which can easily be integrated into already existing business transactions.

Our guidance motive reads accordingly:

Software solutions - Clever. Easy. Reliable.

INFONAUTICS GmbH is member of following organizations:





©Copyright Infonautics GmbH, Switzerland

3 Operating Instructions



Decision Making Helper

Operating Instructions

Version 1.14

http://www.infonautics.ch/decisionmakinghelper

©2014 Infonautics GmbH, Switzerland

3.1 Installation

Decision Making Helper can be installed fast and easily.

Installation

First download the latest installation file in the requested language to your PC:

http://www.infonautics.ch/decisionmakinghelper

Then start the installation program "DecisionMakingHelperEN.exe" and confirm all questions and indications positively. Thereupon, a new program group "Decision Making Helper" will be shown in the start menu.

When you start the installed program **Decision Making Helper** for the first time please verify your personal settings according to the operating instructions 24.

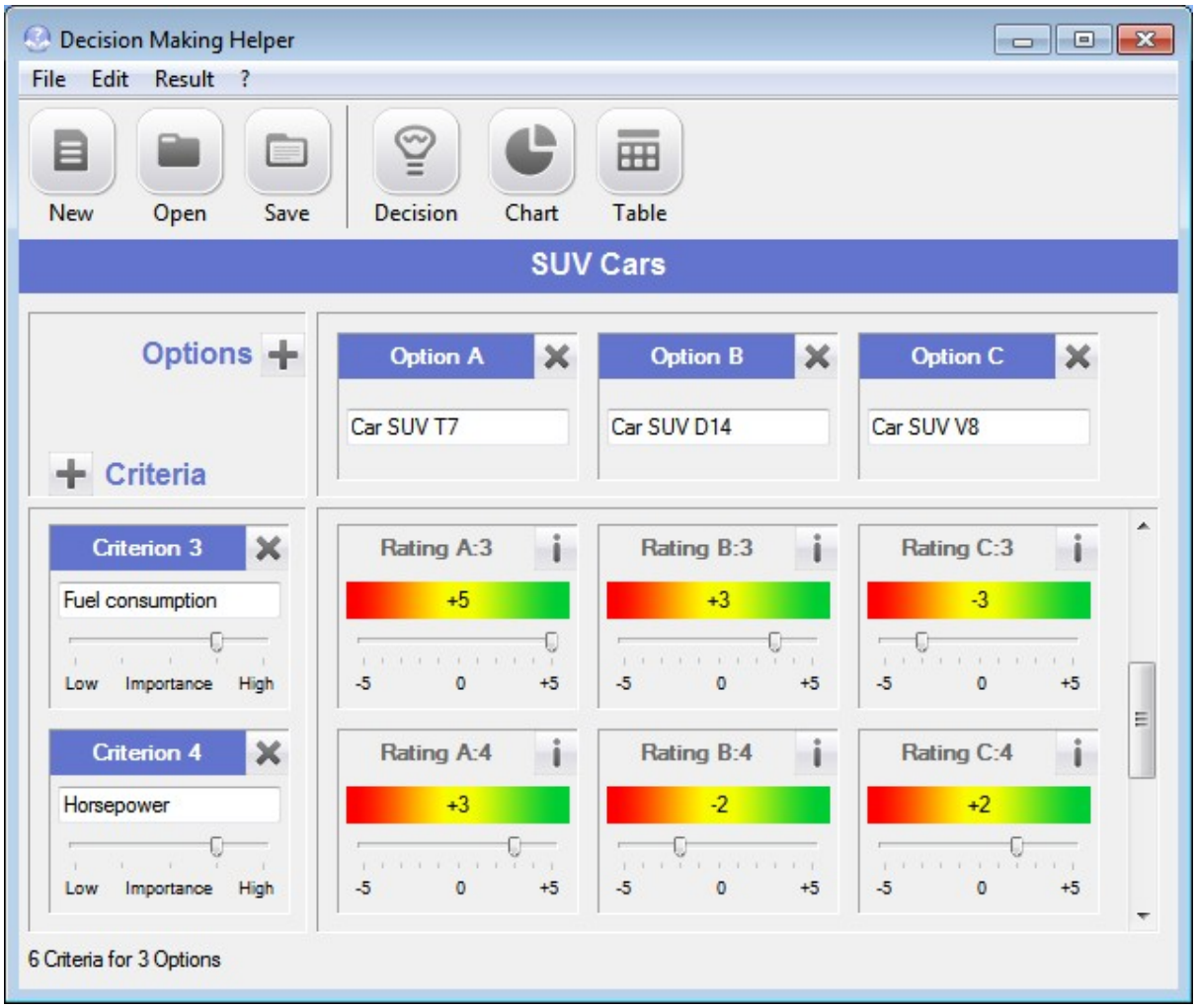
©Copyright Infonautics GmbH, Switzerland

3.2 Start Program

Start the program **Decision Making Helper** for the first time in the program group "Decision Making Helper" listed in the Windows start menu.

The standard display shows up with an empty project which you can freely expand. Please do not forget to save this project and enter a meaningful project name. As in a text document, the modified data will only be saved when you save the project.

If you have already created and saved a project the last modified project will automatically be opened at program start up, on condition the file is available anymore.



©Copyright Infonautics GmbH, Switzerland

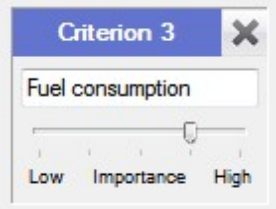
3.3 Operation

Basically, the **Decision Making Helper** handles always one **project for the decision-making** at the same time. This project can be considered as a single document, just like in word processing.

The **project** consists primarily of a number of options (choices, e.g. three different types of cars) and a number of criteria (e.g. price, fuel consumption, horsepower…), which describe the possible options (types of cars). For each criterion of each option a rating can be set. Based on these statements the program calculates a rational and objective recommendation for a decision.



Options: You can define one or more options (choices) and provide them with a name/description. In case only one option has to be examined, the program will calculate whether this option is valued as positive/affirmative or negative/rejecting. If there are several options to choose from then the program will additionally recommend the best option in the sense of a decision.



Criteria: You can create different criteria and provide them with a name/description. The importance of each criterion can be set (e.g. the price is more important than the fuel consumption). The importance can be defined in 5 levels from "low" to "high".

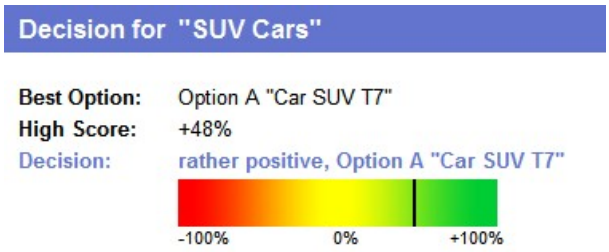


Ratings: Each criterion of each option can be rated. The scale ranges from "-5" (very negative) to "0" (neutral) up to "+5" (very positive). For example an expensive car can be rated at the criterion "Price" with "-3" as "rather negative" or low fuel consumption with "+5" as "very positive". Additionally each rating can be commented (button “i”). These comments will later be shown in the output table as explanations. Eg. in the example above, the effective price could be stated in the comment field as "USD 40'000".

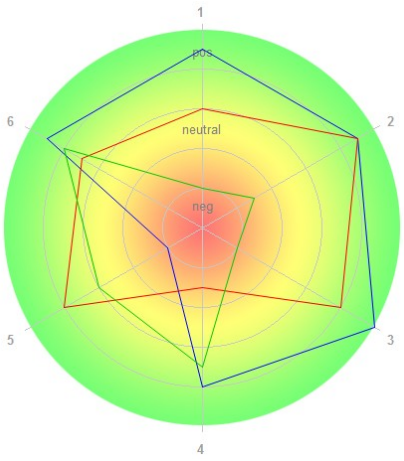
©Copyright Infonautics GmbH, Switzerland

The Results are available in various modes. As a key message a score for each option is calculated, expressing in percentage terms the positive approval or the negative rejection. It can show values from -100% (negative) to 0% (neutral) up to +100% (positive). Additionally, the score is expressed in words: "negative", "rather negative", "neutral", "rather positive", "positive".

The Decision highlights the best available option and indicates the name/description, the score as well as the evaluation in words. In addition, the scores of all other options will be compared in the Bar Chart.



On further pages each separate option is shown with the relating individual value and ranking. A Scatter Chart shows the position of each criteria in relation to importance and rating. Thus, the decision-making can be reproduced clearly and understandably.



In the **Radar Chart** all options including all criteria are shown together. Thus, in the direct comparison the strengths and weaknesses of each option become visible and the decision can be reconsidered in retrospect.

Finally, the **Table** lists clearly all data entered including the additional comments of each rating.

©Copyright Infonautics GmbH, Switzerland

3.3.1 Controls

Toolbar



New: Create a new project.

Open: Open an existing project.

Save: Save modifications of the actual project or save the project for the first time if it has not yet been saved before.

Decision: Show the evaluation of the recommended decision.

Chart: Show the evaluation in the Radar Chart for a combined presentation of all options and criteria.

Table: Overview table of all data entered.

Program Menu (unless identical entries as in toolbar)

File / Save as...: The project displayed can be saved under a different name.

File / Export: The data entered can be saved as a tab-delimited text file (txt), tabulated according to options or criteria.

? / Help: This manual.

? / Website: Relating website providing further information about the program.

? / License/Buy: Purchase and entering of license key.

? / About ...: Display of program version.

Controls for options, criteria, ratings

 Add new option or new criterion.

 Delete this option or this criterion.

 Add a comment for this rating. An existing comment is shown as tooltip instead of the help text "Comment rating".

©Copyright Infonautics GmbH, Switzerland

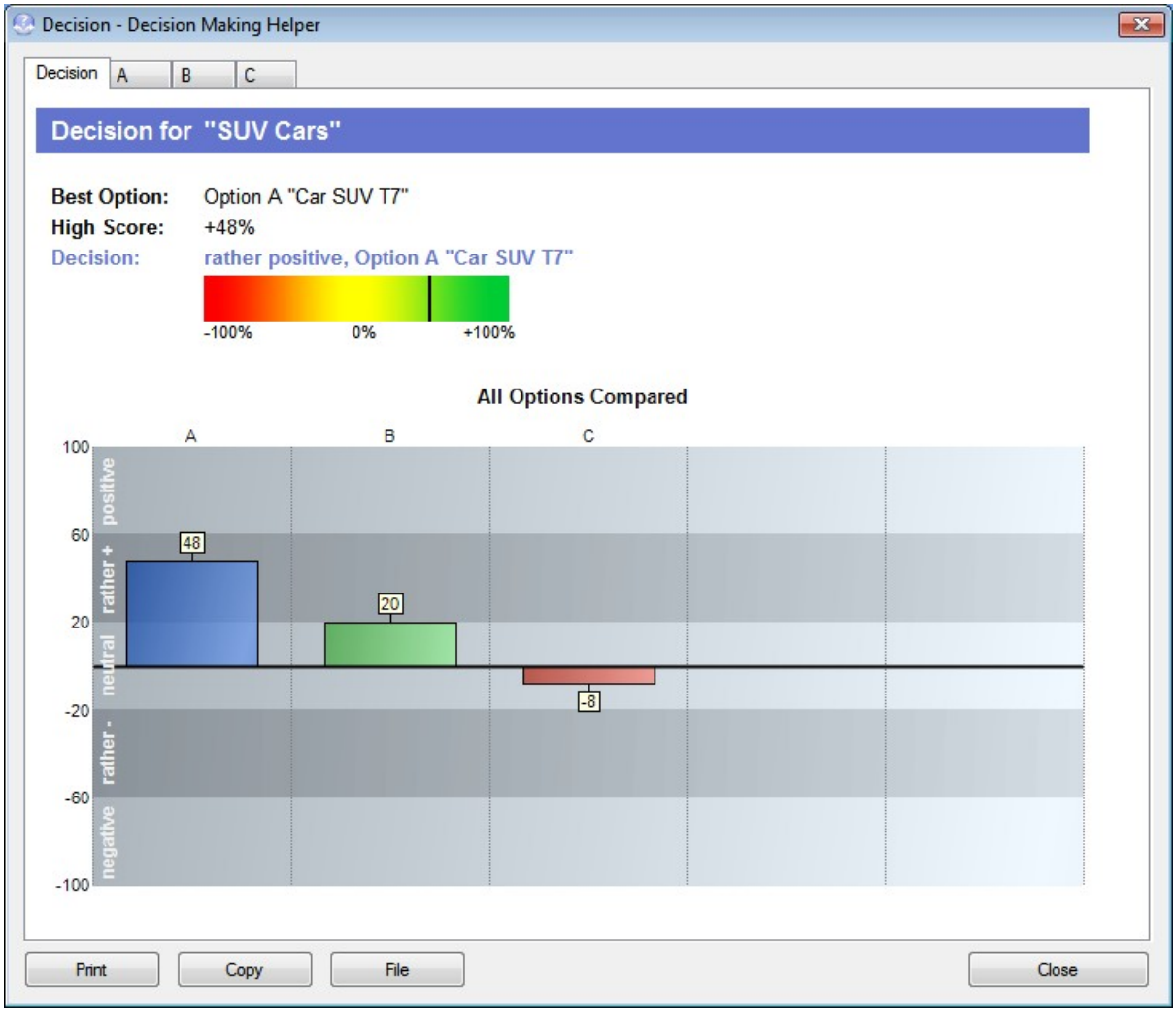
3.3.2 Results

Decision

The "Best Option" is the option with the highest score (High Score). It expresses in terms of percentage the positive approval or the negative rejection. The evaluation can range from -100% (negative) to 0% (neutral) up to +100% (positive). As "Decision" the score of the best option (or options) is expressed in words: "negative", "rather negative", "neutral", "rather positive", "positive". Furthermore, this value is displayed in a light indicator (red-yellow-green).

Thus, a significantly positive affirmative decision shows for at least one option with a score value of +20% "rather positive".

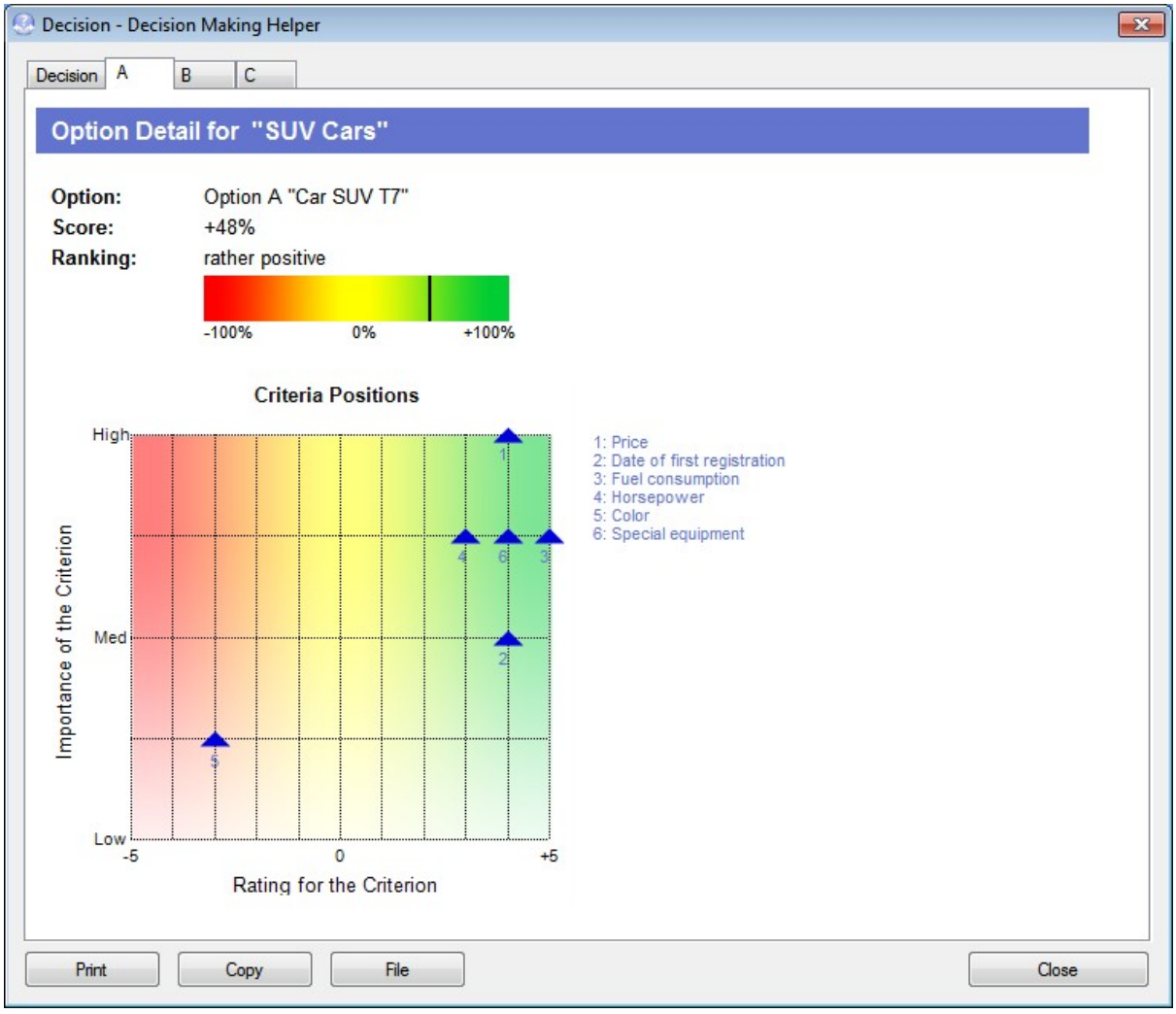
The Bar Chart compares the scores of all options.



©Copyright Infonautics GmbH, Switzerland

Pages of options **A**, B, C ...

For each option the individual score and ranking are illustrated. The Scatter Chart shows the position of the relating criteria with regard to the importance and the rating defined. Thus, the important criteria are in the upper part of the chart, the positively rated criteria in the green zone at the right and the negatively rated criteria in the red zone at the left side.

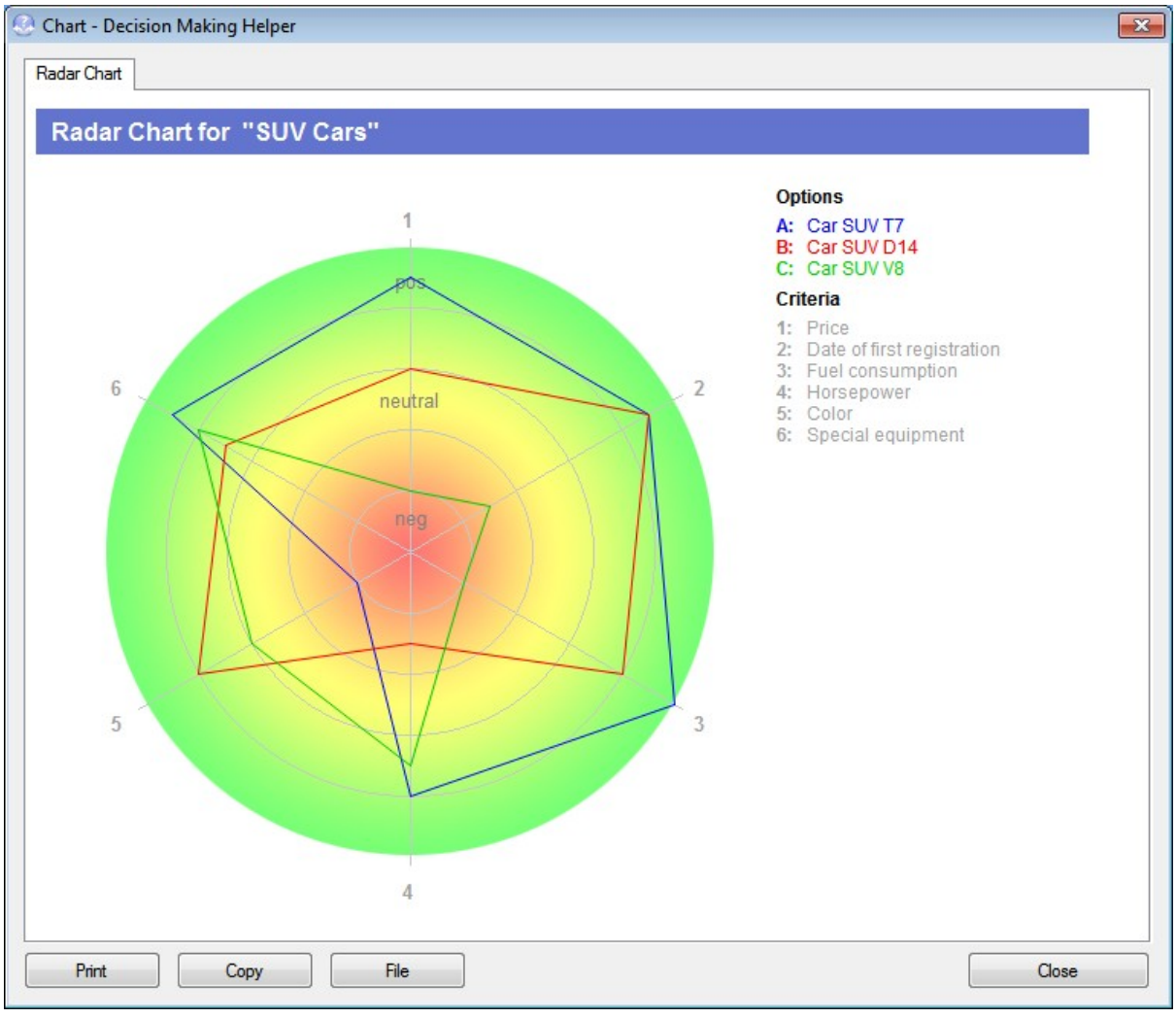


The relating buttons at the bottom enable **printing** of these pages, **copying** the image to clipboard and **saving** as a file.

©Copyright Infonautics GmbH, Switzerland

Chart

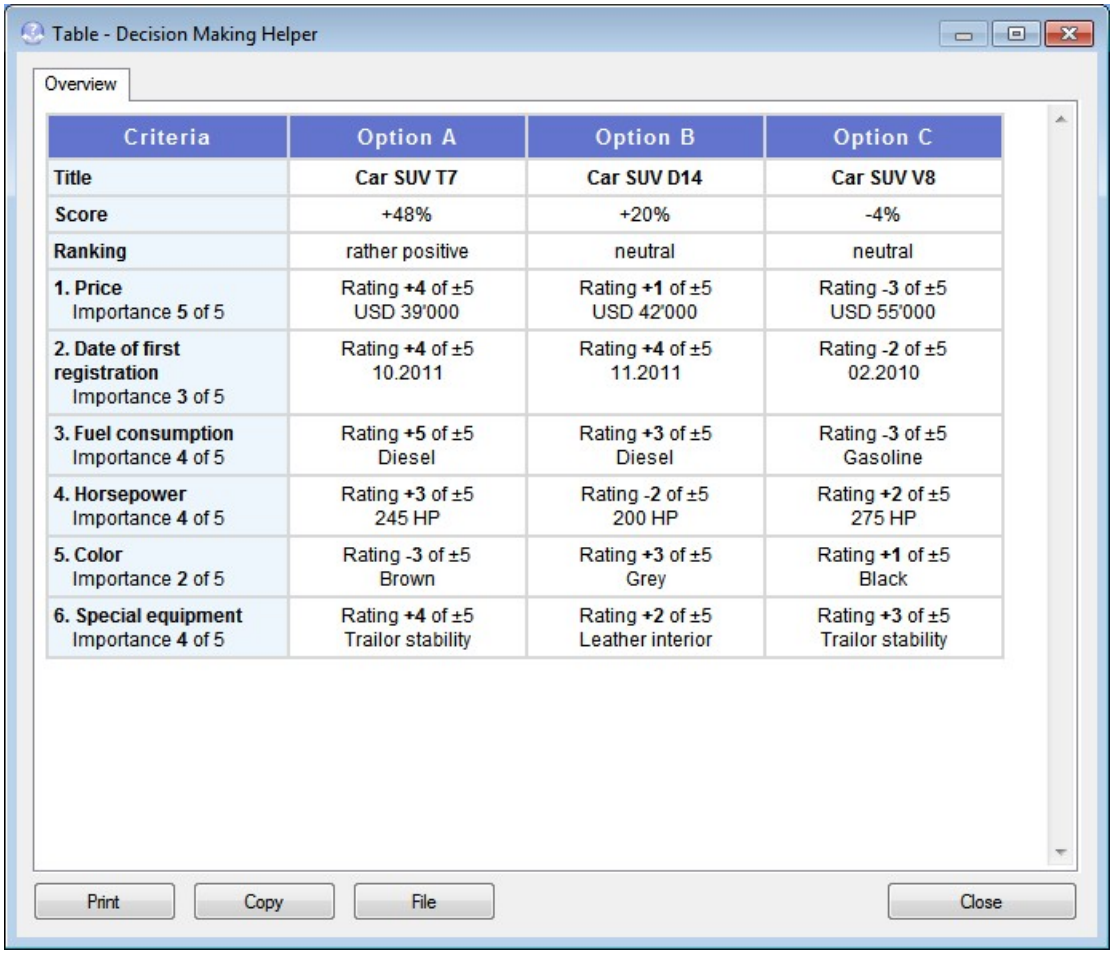
In the Radar Chart all options including all criteria are illustrated. Each option represents a polygon whose vertices lie on the axis of a criterion. The further the vertex lies to the inside of the axis the more negative this criterion of this option is rated (red background). The further the vertex lies to the outside of the axis the more positive this criterion of this option is rated (green background). In the yellow area in the middle the criterion is considered as neutral, neither positive nor negative. This chart is therefore especially suitable to get an overall impression on the one hand and to be able to examine which option meets particularly well the different criteria on the other hand. The weighting of the criteria is not expressed here.



©Copyright Infonautics GmbH, Switzerland

Table

The table lists clearly all data entered. Especially the explanatory comments regarding each rating are stated.



Criteria	Option A	Option B	Option C
Title	**Car SUV T7**	**Car SUV D14**	**Car SUV V8**
Score	+48%	+20%	-4%
Ranking	rather positive	neutral	neutral
1. Price Importance **5** of 5	Rating **+4** of ±5 USD 39'000	Rating **+1** of ±5 USD 42'000	Rating **-3** of ±5 USD 55'000
2. Date of first registration Importance **3** of 5	Rating **+4** of ±5 10.2011	Rating **+4** of ±5 11.2011	Rating **-2** of ±5 02.2010
3. Fuel consumption Importance **4** of 5	Rating **+5** of ±5 Diesel	Rating **+3** of ±5 Diesel	Rating **-3** of ±5 Gasoline
4. Horsepower Importance **4** of 5	Rating **+3** of ±5 245 HP	Rating **-2** of ±5 200 HP	Rating **+2** of ±5 275 HP
5. Color Importance **2** of 5	Rating **-3** of ±5 Brown	Rating **+3** of ±5 Grey	Rating **+1** of ±5 Black
6. Special equipment Importance **4** of 5	Rating **+4** of ±5 Trailor stability	Rating **+2** of ±5 Leather interior	Rating **+3** of ±5 Trailor stability

The relating buttons at the bottom enable **printing** of these pages, **copying** the table to clipboard and **saving** as a file.

©Copyright Infonautics GmbH, Switzerland

3.4 Update

The **update process to a newer program version** is as follows:

1. Close Decision Making Helper.
2. Download latest program version at: http://www.infonautics.ch/decisionmakinghelper
3. Install latest program version into the same folder of the already existing version.
4. Restart Decision Making Helper.

After the program update all settings remain unchanged.

©Copyright Infonautics GmbH, Switzerland

4 Licence Agreement

The program 'Decision Making Helper' has been developed by Infonautics GmbH Switzerland and is distributed as shareware, i.e. after the testing phase a license key per PC/user has to be purchased for a regular use of the software.

The activated full version of the software is restricted to the customer only. There is one license per PC needed.

The Software and all corresponding information material is owned and copyrighted by Infonautics GmbH, Switzerland. The Software must not be copied nor may it be used by any third party unless permitted explicitly by Infonautics GmbH in written form. The Software must not be modified, decompiled, disassembled nor otherwise reverse-engineered in any way.

The user of the Software is obligated to inform Infonautics GmbH in case of knowledge of any infringement of copyright or other intellectual property rights through third party.

By installing and using the Software the user agrees explicitly that Infonautics GmbH is not liable for any direct or indirect, special, incidental or consequential damages including, without limitation, damages for loss by work stoppage, computer failure or malfunction, data loss, or for any and all other damages or losses.

Any other services supplied by third parties to the customer are on no account subject of this Agreement. The Infonautics GmbH will not be liable for such services and products. Problems with the Software will be solved as soon as possible by Infonautics GmbH according to their personnel, technical and financial possibilities. Infonautics GmbH supports the customer with the use of the Software as good as possible. If this support exceeds the usual measure, or the corresponding reason is an improper operation or failure of the customers equipment, Infonautics GmbH will reserve the right to take into account the additional expenditure.

If any provision of this License Agreement is found void or unenforceable, the remainder will remain valid and enforceable according to its terms.

This Agreement will be governed by the laws of Switzerland. Place of jurisdiction is the court responsible for the domicile of Infonautics GmbH, Switzerland.

Infonautics GmbH
Eichholzweg 16
CH-6312 Steinhausen
Switzerland

Phone 041-7431001
Fax 041-7431002

Email info@infonautics.ch
Internet www.infonautics.ch

©2014 Copyright by Infonautics GmbH, Switzerland

Index

3

32bit 15

6

64bit 15

A

Analysis 27

B

Benefits 8
Buttons 26
Buy 17, 18
Buy online 18

C

Charts 27
Controls 26
Copyright 33
Costs 6
Criteria 24

D

Decision 24, 27
Description 6
Developer 20
Display 10

E

Email 19
Enter licence key 18

F

FAQ 19
Features 9
Functions 9

I

Infonautics GmbH 20
Installation 22
Introduction 5

L

Licence agreement 33
Licence key 17, 18
Licence types 17

M

Main menu 23
Manual 21
Menu 26
Microsoft Windows 15

O

Operating instructions 21
Operating System 15
Operation 24
Options 24
Overview 6

P

Producer 20
Program functions 27
Program start 23
Program windows 10
Purchasing 17

R

Rating 24

©Copyright Infonautics GmbH, Switzerland

Requirements 15
Restrictions 17
Result 27

S

Screenshots 10
Shareware 18
Starting the program 23
Support 19
System Requirements 15

T

Table 27
Toolbar 26

U

Update 31

©Copyright Infonautics GmbH, Switzerland

©Copyright Infonautics GmbH, Switzerland