

# Next Analytics

Automation  
For Windows 7/Vista  
Step-by-Step

# Scheduled Updates

- \* Typical Scenarios:

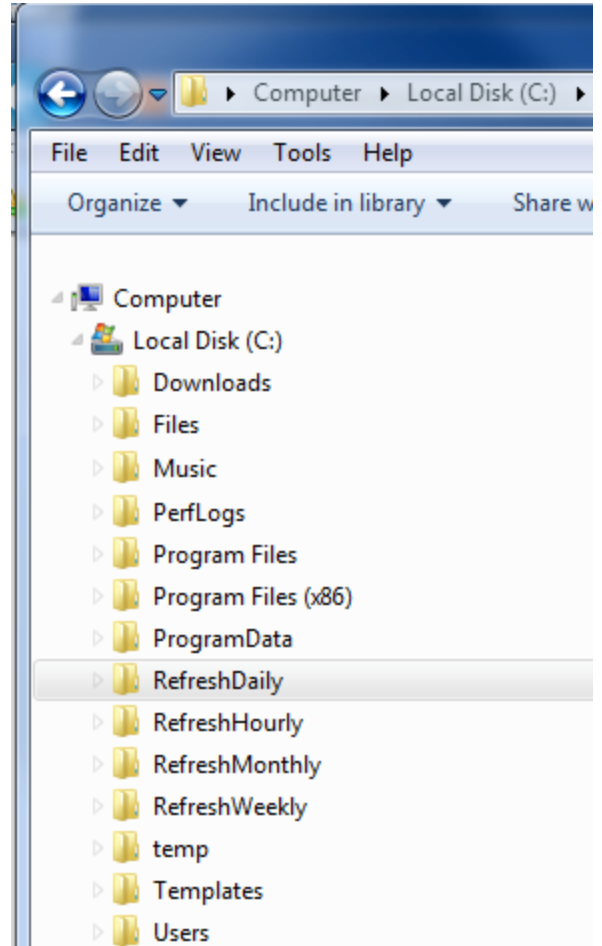
- \* Prepare the monthly reports for my boss or my clients
- \* Capture competitive Facebook metrics weekly
- \* Capture Twitter message traffic daily
- \* Have my daily sales lead report waiting for me
- \* Refresh specific reports overnight for me

- \* Command Line Utility

- \* Provides Windows batch/command interface
- \* Used with Windows Task Scheduler for ultimate flexibility

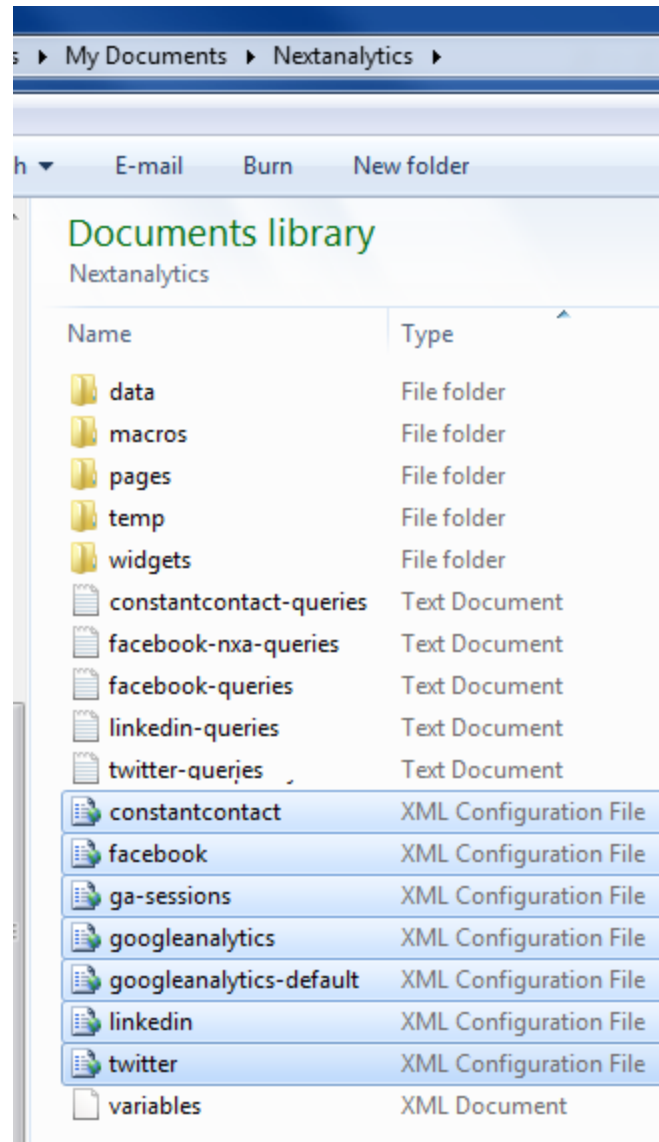
# Step 1 – Create a Directory

- \* Create a new directory for the workbooks to be refreshed
- \* Avoid really long directory paths (too many sub-directories of sub-directories)
- \* Group by frequency of refresh as all files in each directory will be updated at the same time



# Step 2 – Copy Config Files

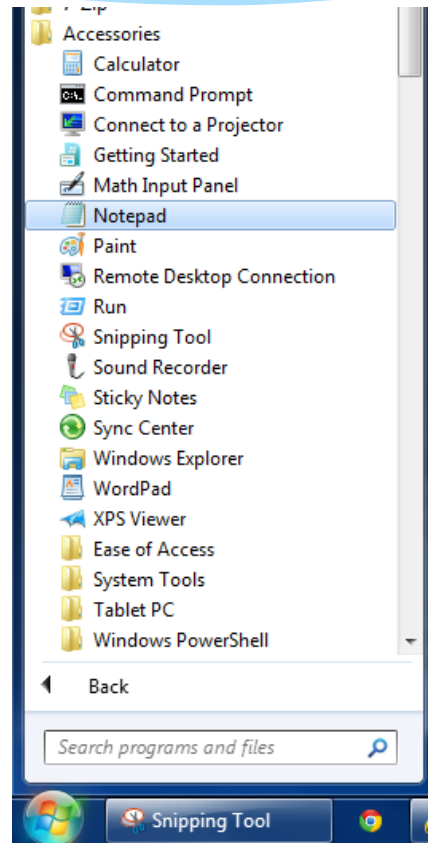
- \* Copy all config files from  
My Documents > Nextanalytics  
to the new directory



# Step 3a – Create a Command File

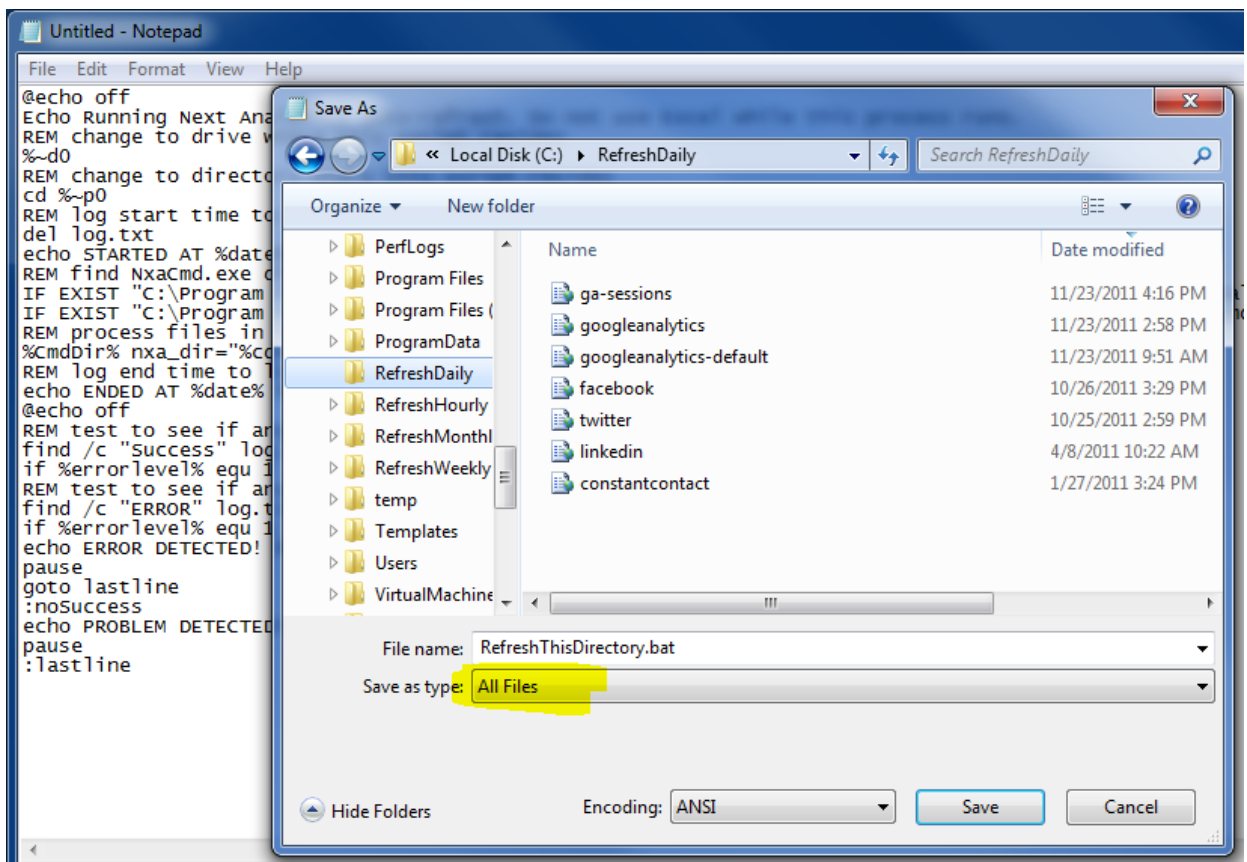
- \* Open Accessories > Notepad
- \* Copy the script below
- \* Paste it into Notepad

```
@echo off
setlocal EnableExtensions
tasklist /nh /fi "imagename eq EXCEL.EXE" 2>NUL | find /I /N "EXCEL.EXE">NUL
if %ERRORLEVEL%==1 goto notrunning
Echo You must close Microsoft Excel before you can run Next Analytics batch refreshes
pause
:notrunning
Echo Running Next Analytics auto-refresh. Do not use Excel while this process runs.
%~d0
cd %~p0
del log.txt
echo STARTED AT %date% %time% >> log.txt
IF EXIST "C:\Program Files (x86)\Nextanalytics\NxaCmd.exe" SET CmdDir="C:\Program Files (x86)\Nextanalytics\NxaCmd.exe"
IF EXIST "C:\Program Files\Nextanalytics\NxaCmd.exe" SET CmdDir="C:\Program Files\Nextanalytics\NxaCmd.exe"
%CmdDir% nxa_dir="%cd%" >> log.txt
REM log end time to local log file
echo ENDED AT %date% %time% >> log.txt
@echo off
find /c "Success" log.txt
if %errorlevel% equ 1 goto noSuccess
find /c "ERROR" log.txt
if %errorlevel% equ 1 goto lastline
echo ERROR DETECTED! Read log.txt file for details.
pause
goto lastline
:noSuccess
echo PROBLEM DETECTED! Read %cd%log.txt file for details.
pause
:lastline
```



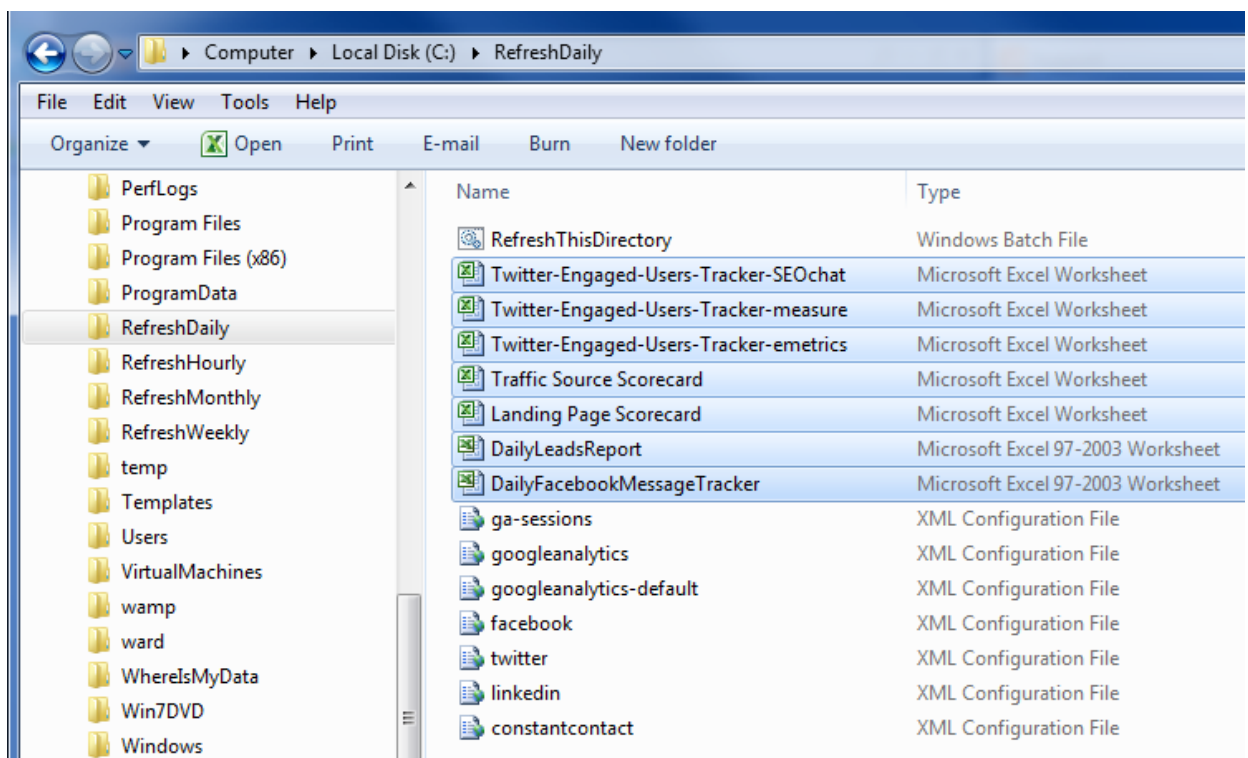
# Step 3b – Create a Command File

- \* Save the File to your new directory
  - \* Call it RefreshThisDirectory.bat
  - \* Be sure to select **Save as type: All files**



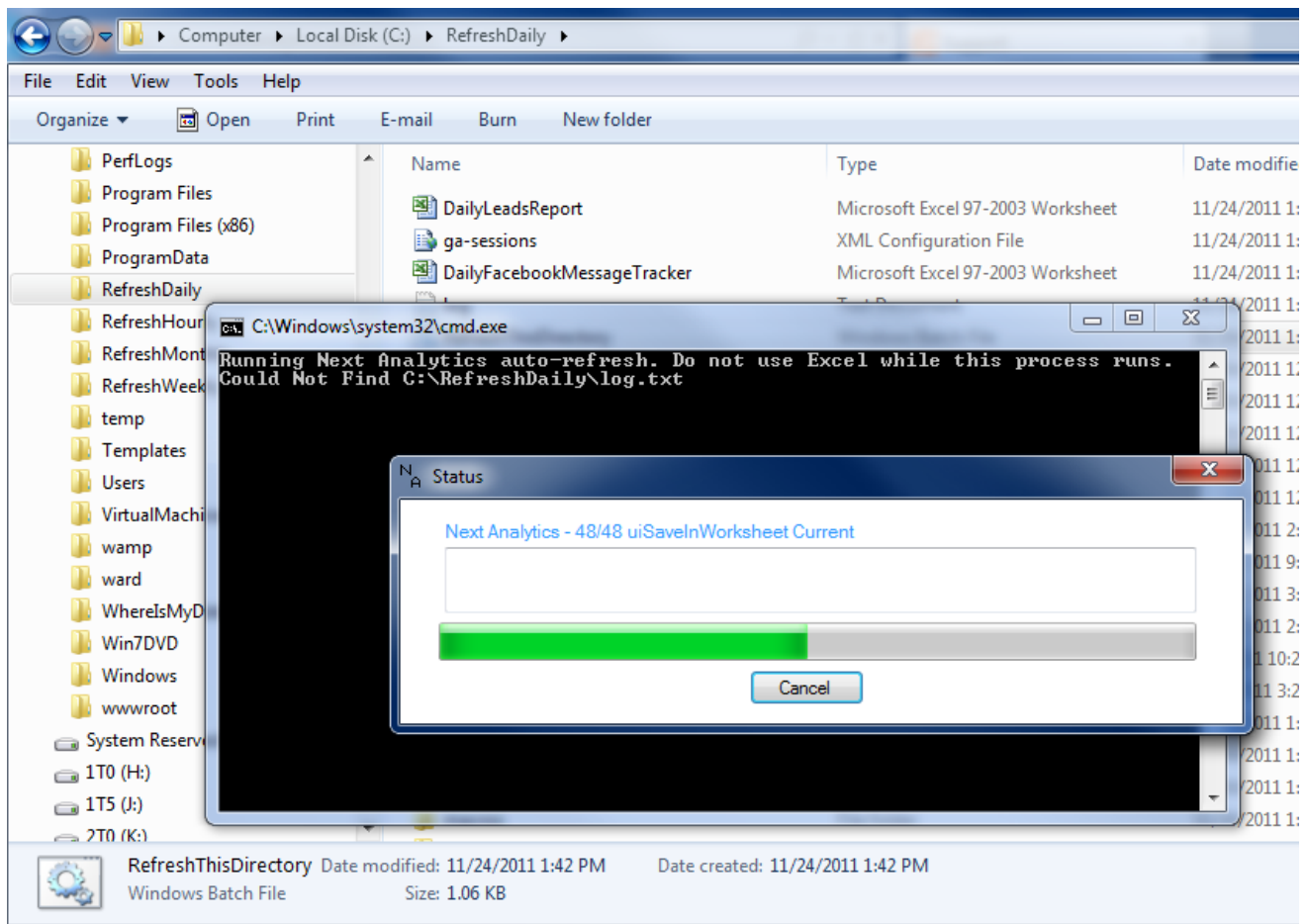
# Step 4 – Copy your workbooks

- \* Copy the workbooks you want to refresh on schedule into the new directory



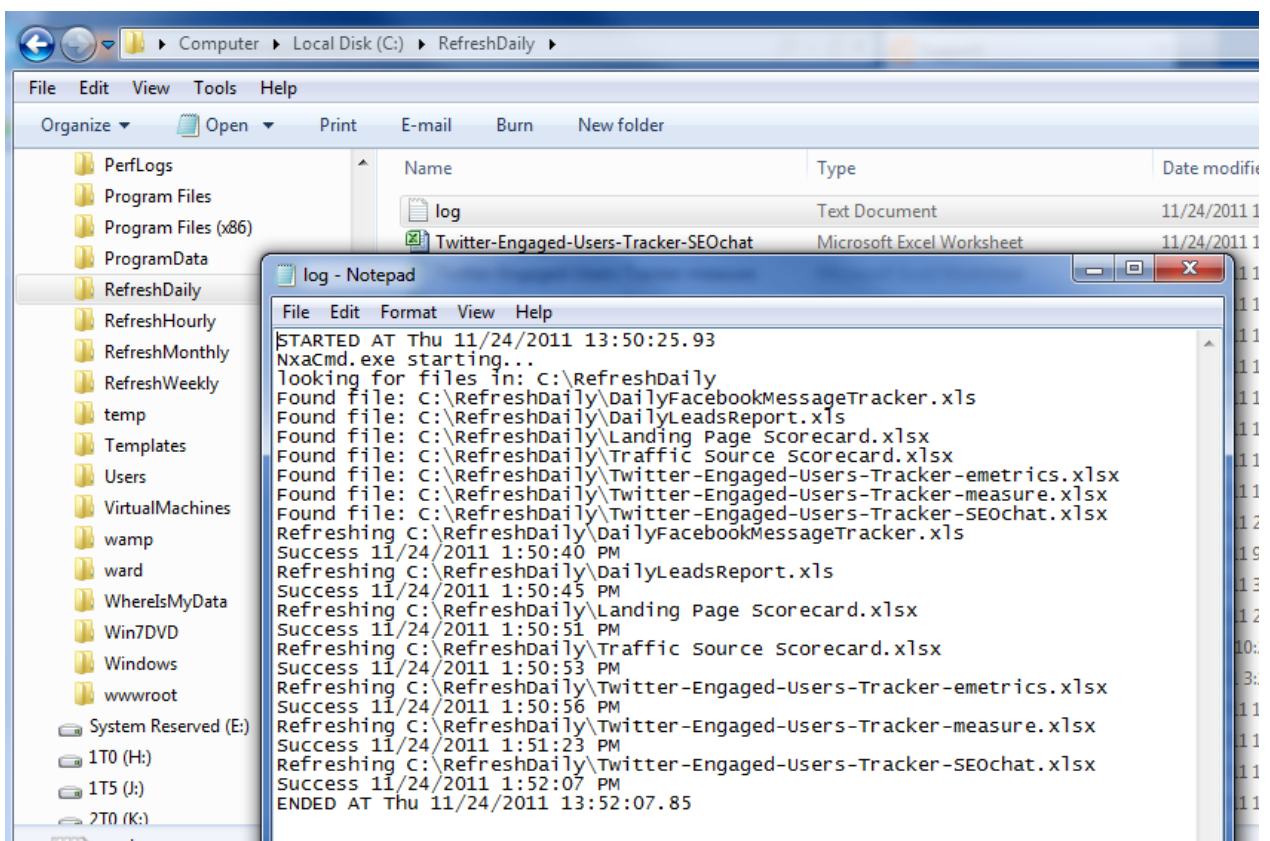
# Step 5 – Test the Refresh

- \* Double-click on RefreshThisDirectory to run the batch file
- \* A black command window should open and Next Analytics progress bar dialogs may appear as the files refresh
- \* **DO NOT USE EXCEL** while it is running



# Step 6 – Check for Errors

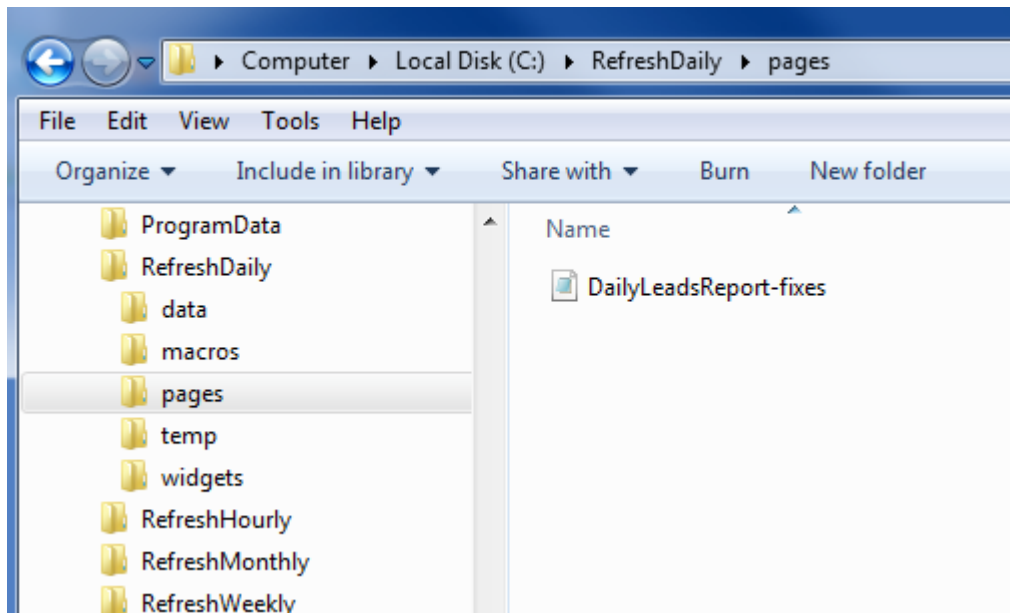
- \* If there were errors, the command window will stay open with a warning message
- \* Open the log file and check for any errors
- \* Manually refresh any workbooks that failed
- \* Check each workbook to be sure they refreshed properly



# Step 7 – Copy Supporting Files

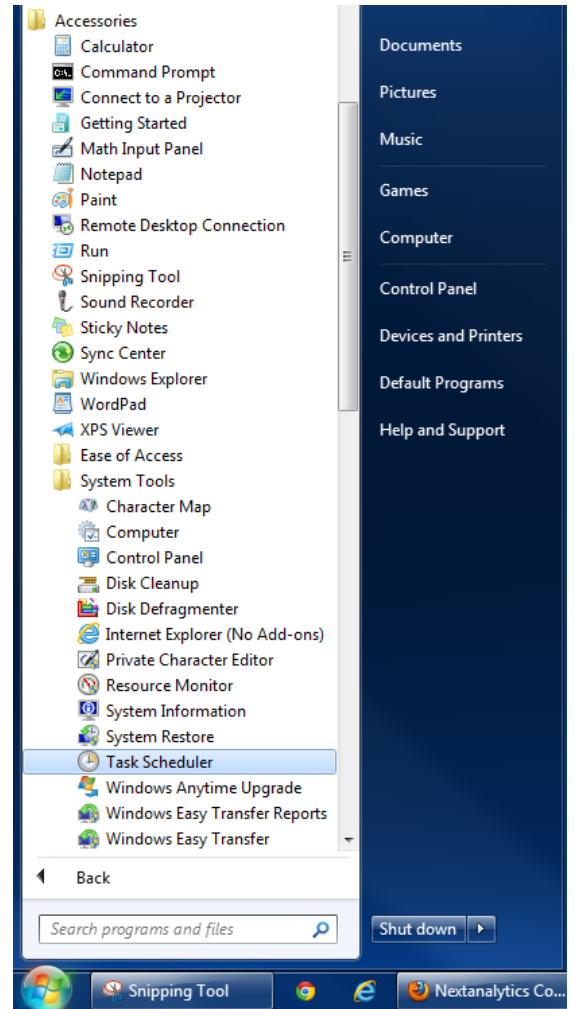
- \* If you have not used the Fix (search and replace) function of Next Analytics, then ignore this step
- \* If any of your workbooks needed Fix (search/replace) definition files, they will need to be copied from:

My Documents > Nextanalytics > pages  
into the ‘pages’ directory that now exists In your new directory



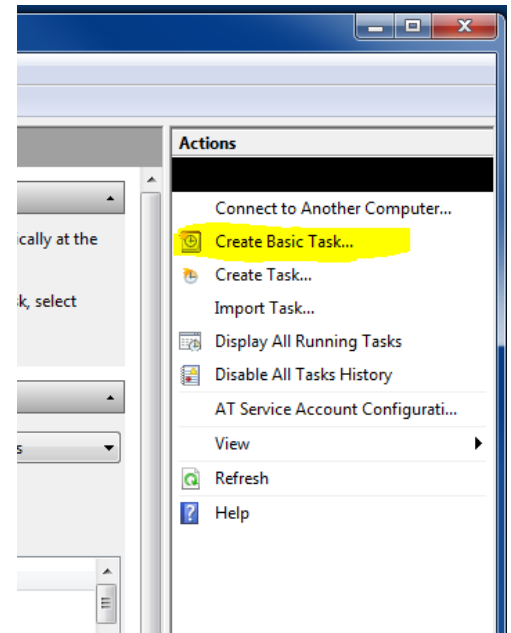
# Step 8 – Start Task Scheduler

- \* Windows menu
  - \* Accessories
    - \* System Tools
      - \* Task Scheduler

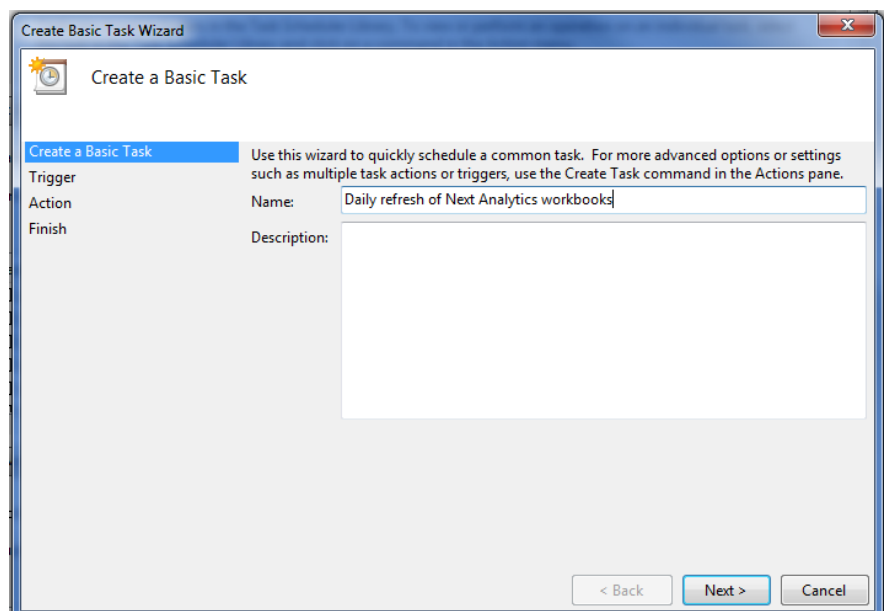


# Step 9a – Schedule a new task

- \* Select Create a Basic Task...

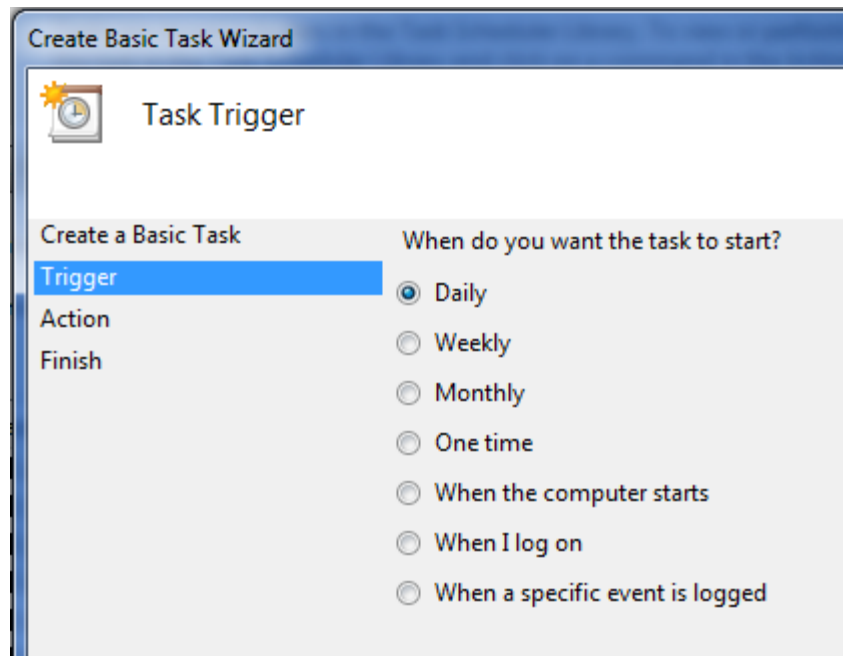


- \* Give the new task a name

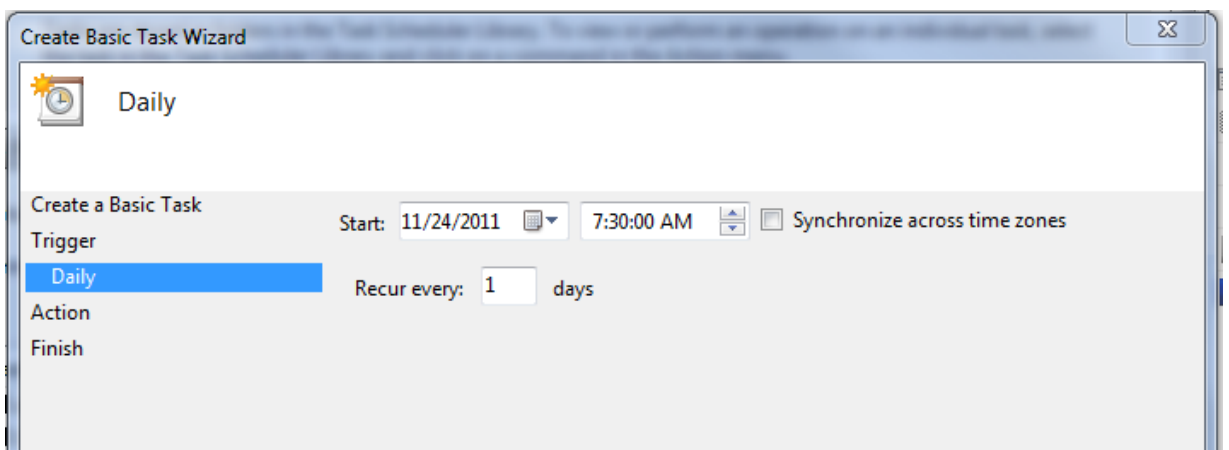


# Step 9b – Schedule a new task

- \* Schedule the task to run Daily

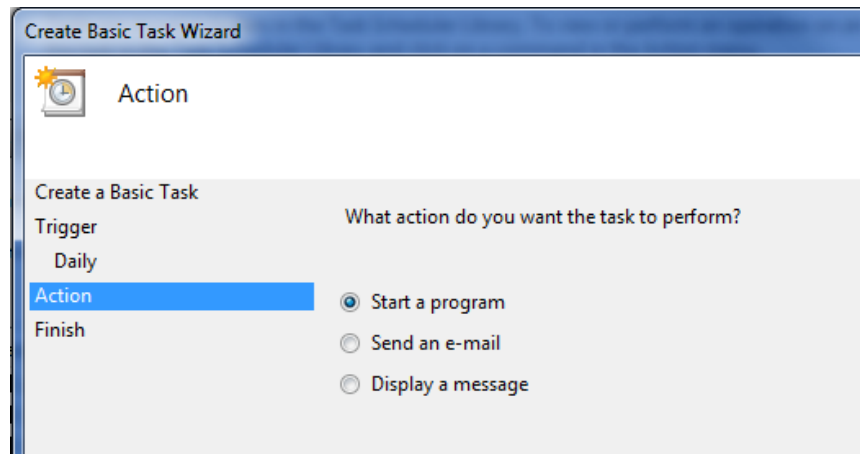


- \* At a specific time

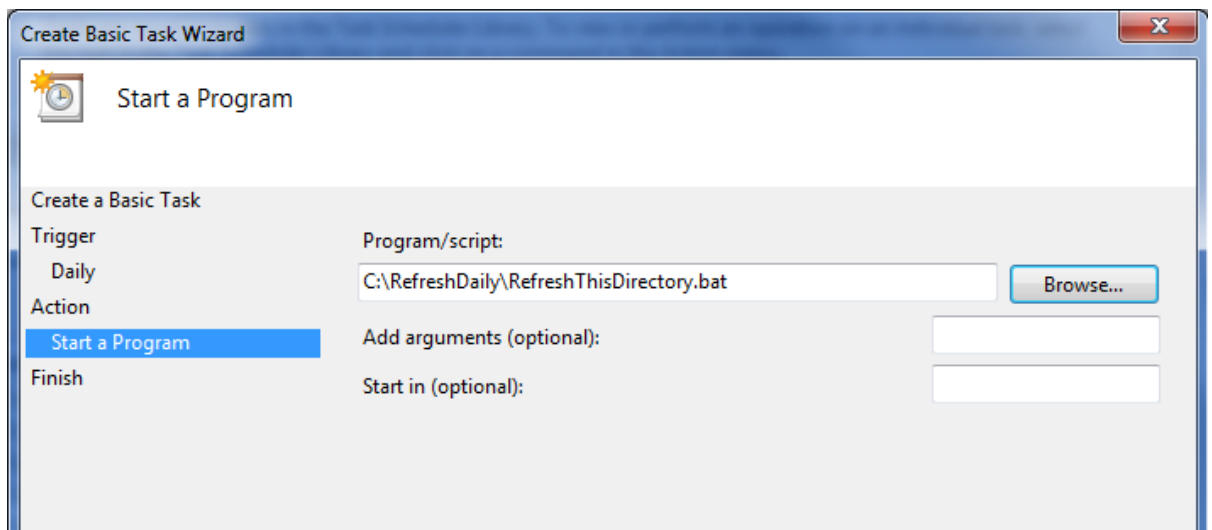


# Step 9c – Schedule a new task

- \* Have the task Start a program

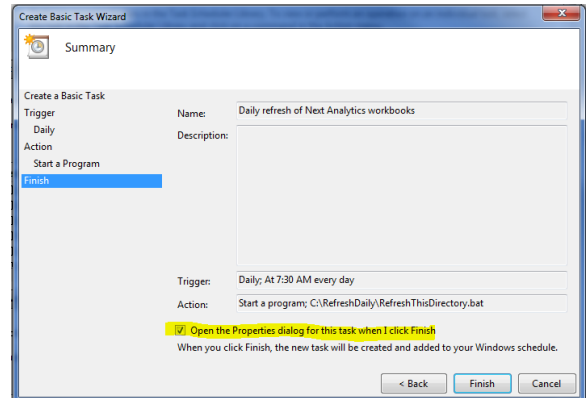


- \* And browse to the command file

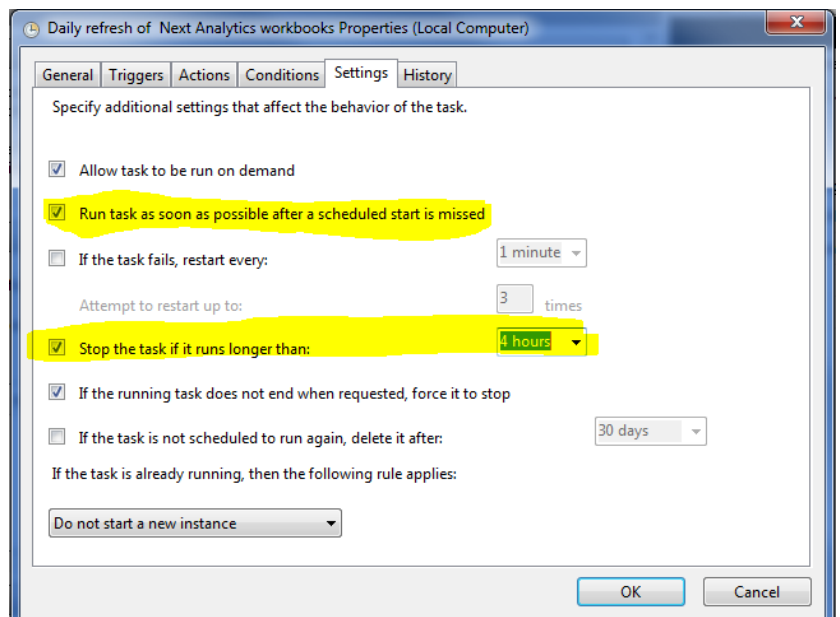


# Step 9d – Schedule a new task

- \* Check the box to open the Properties dialog



- \* Verify all the settings
- \* Check Run task if missed
- \* Set to Stop after 4 hours
- \* ...and you are Done!



# Summary

- \* Create a new directory
- \* Copy identity config files from My Documents\Nextanalytics
- \* Create a command file
- \* Copy your workbooks
- \* Test the command file refresh
- \* Check for errors
- \* Copy any missing support files
- \* Open Windows Task Scheduler
- \* Schedule a new task
- \* Verify operation