

HIGHER TECHNICAL INSTITUTE

**COMPUTER STUDIES DEPARTMENT
DIPLOMA PROJECT**

**COMPUTERISED REGISTRATION AND SCHEDULING
SYSTEM FOR THE NEEDS OF THE CYPRUS INSTITUTE OF
NEUROLOGY AND GENETICS (CING)**

by

ANTIGONI THEODOROU (CS/113)

JUNE 1994

HIGHER TECHNICAL INSTITUTE

**COMPUTER STUDIES
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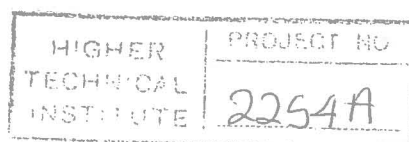
**COMPUTERISED REGISTRATION
AND SCHEDULING SYSTEM FOR
THE NEEDS OF THE CYPRUS
INSTITUTE OF NEUROLOGY AND
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USER MANUAL

CS/113

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USER MANUAL

PROJECT NUMBER: CS113

PROJECT REPORT SUBMITTED BY: ANTIGONE THEODOROU

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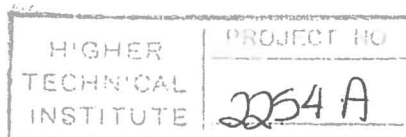


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1. INTRODUCTION

The Appointments and Registration System is a User friendly system where the user can have access to the specified option that he/she wants. The friendly menus, colors, use of the mouse and messages guide the user to the right location.

You must refer to this manual whenever you have a specified problem. When there is a problem the messages appear either in a window or at the bottom of the screen. Read them in order to guide you to correct your mistakes.

2. IMPORTANT INSTRUCTIONS

There are some important instructions that you must always have in mind, when operating the system.

(1) Whenever you type something you press the ENTER key to finish the operation.

(2) In order to select an option from the menu.

With a mouse: You move your mouse to the menu in order to highlight the option that you want and then you click the left button of the mouse.

With the keyboard: You press Alt in order to highlight the menu. Then you by using the arrows you move to the desired option and press Enter. Another way to activate the desired option is to press Alt and the underline letter.

(3) When you want HELP you just select the option Help from the menu.

(4) When you type something wrong then a message is displayed on the screen and you just click the OK button or press O with the keyboard.

(5) In order to return to the Main Menu you just select the option Main. If you want to exit the system then you choose the option Exit and you will go to the windows environment.

(6) If you are using the mouse then always click the left button.

3. STARTING THE APPLICATION

How to Install the system:

After you switch your computer on, insert the Installation diskette into drive A and type **Install**. When the installation procedure is finished you will be able to activate and use the system.

To activate the system, type **REG_APP**. Now you have in front of you the System introductory screen (See the next page). To get into the main system press **ENTER**. Now you are the system Login Screen (See next Page). In order to be allowed to get into the system you must enter the Security Information, that is your **USER ID** and your **PASSWORD**. If you type an Invalid user Id an error will be displayed. If you type the correct user Id you will be asked to type your password. The password is not displayed while you are typing, for security purposes. If you type an incorrect password you will be requested to retry. If you fail to enter the correct Security Information after three trials, you will return back to the Windows environment. If you type the correct User Id and Password you will enter the system. The System Main Menu will be displayed when entering the system. (See next page)