HIGHER TECHNICAL INSTITUTE
COMPUTER STUDIES DEPARTMENT

DIPLOMA PROJECT

HTI ACCOUNTING AND STOREHOUSE SYSTEM

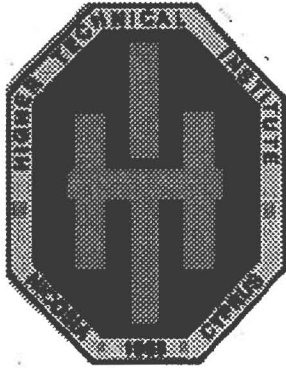*By*
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JUNE 1996

USER MANUAL

HIGHER TECHNICAL INSTITUTE
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This project is submitted to the Department of the
COMPUTER STUDIES
of the
HIGHER TECHNICAL INSTITUTE
in
NICOSIA CYPRUS
in partial fulfillment of the requirements for diploma in
COMPUTER STUDIES

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USER MANUAL
CS/155

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1. __INTRODUCTION__

HTI Accounting and Storehouse system, is a system designed to handle some of the tasks of the HTI Storehouse as well as some of the major tasks of the HTI Office Account.

The system operates in a Windows environment. It is very user friendly and it provides some extra features to the users for security. There are three user levels for user security since the system will be used by four users from which the two of them have the same privileges. The system, also provides on-line Help which is an extra feature for further details about the system.

The system offers many useful utilities such as Backup, Restore, Reorganize (Reindex) and Password Maintenance which are very easy to be used.

Firstly, in the Accounting Office System which is the first part of the HTI Accounting Office and Storehouse System, you must enter all the appropriate information of the permanent monthly paid employees of the HTI in order to be able to use these information for calculating the employees' salary, preparing the proposed salary budget etc. The second part of the HTI Accounting and Storehouse System which is the HTI Storehouse system, the user has to enter all the information about all the items that the Higher Technical Institute has in order to get results.

HTI Accounting and Storehouse system is designed for the users' convenience. It has very friendly menus and whenever is needed messages are prompted to guide the users throughout the operation of each screen in order to perform the required operations.

However, if anything goes wrong, this user manual contains more explanations about every operation of the system and you can refer to it.

1.1 USER INTERFACE

For better user interface, HTI Accounting Office and Storehouse System offers to the users :

- Hierarchical Push Button Menus
- On-Line Help for further explanations
- Messages whenever needed in order to guide the user what to do next
- Horizontal and Vertical scrolling in inquiries and previews

1.2 HOW TO USE THIS MANUAL

Every time you have any kind of difficulty regarding the operation of the system, you must refer to this manual. This user guide explains in great detail all the operations performed by the system. With the use of the table of contents, you will be able to find the topic you are looking for, quickly. Every module of the system is explained in detail in separate sections.

If, for any reason, you can not find the solution to any problem concerning the system, please conduct the developers of the system.