

HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

( USER MANUAL )

ECDL MANAGEMENT SYSTEM

CS / 226

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JUNE 1999

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## 1. INTRODUCTION

### 1.1 How to use this manual

This manual was designed as a guide to all users of the system (with any sophistication level), on how to operate the system. It explains step by step all the details of the system as simple and understandable as possible.

All user interfaces are analyzed with the help of pictures and simple narratives. It also explains what data type should be entered in each field, in every task input of data is required.

Using the system is very easy. Though it is recommended you study this manual before you start operating the system. You must also refer to this manual every time you have any difficulty regarding the operation of the system.

### 1.2 Important Hints

Before you start operating the system there are some important hints you should know related with the system.

- All forms are separated into tabs, the one related with the other, as the quantity of information was large enough to fit in one interface form.
- Many of the input values can be selected from drop down menus, making the user's work much easier.
- All the basic data entry forms include the following buttons:



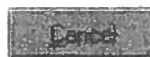
Used to add a new record



Used to delete the current record



Used to save the changes made to the current record



Used to cancel the changes made, before the save button is pressed