

HIGHER TECHNICAL INSTITUTE  
COURSE IN COMPUTER STUDIES  
DIPLOMA PROJECT

ASSETS CONTROL SYSTEM OF THE  
CYPRUS TOURISM ORGANIZATION

USER MANUAL

CS/172

ELENI ZANTI

JUNE 1997

**HIGHER TECHNICAL INSTITUTE  
COURSE IN COMPUTER STUDIES**

**DIPLOMA PROJECT**

**ASSETS CONTROL SYSTEM OF THE  
CYPRUS TOURISM ORGANIZATION**

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

**Project Supervisor : Mrs Pagona Katsouri (HTI Lecturer)  
BSC, M CCS**

**External Supervisor : Mr Antonis Neocleous (Programmer  
of the CTO)  
Master/Bachelor in  
Computer Studies**

USER MANUAL  
CS/172

**DESIGNED AND IMPLEMENTED BY**

ELENI ZANTI

10 JUNE 1997

HIGHER TECHNICAL INSTITUTE	PROJECT NO.  2737A
----------------------------------	--------------------------

# TABLE OF CONTENTS

1. INTRODUCTION	1
1.1 USER INTERFACE	2
1.2 HOW TO USE THIS MANUAL	2
2. GETTING READY	3
2.1 HOW TO INSTALL THE ASSETS CONTROL SYSTEM OF THE CTO	3
2.2 STARTING AND EXITING	4
2.3 LOGGING IN THE ASSETS CONTROL SYSTEMS OF THE CTO	4
3. ASSETS CONTROL SYSTEMS FOR THE CTO BASICS	5
4. INTERFACE (of Assets Control Systems of the CTO)	8
4.1 MAIN MENU SCREEN	8
4.1.1 MAINTENANCE MENU SCREEN	9
4.1.2 TRANSACTIONS MENU SCREEN	11
4.1.3 CALCULATION OF THE DEPRECIATION AT THE END OF THE YEAR SCREEN	12
4.1.4 REPORTS MENU SCREEN	13
4.1.5 UTILITIES MENU SCREEN	14
4.1.6 DEPARTMENT OF CTO SCREEN	16
4.1.7 ASSETS CATEGORIES & SUBCATEGORIES SCREEN	18
4.1.8 ASSETS RECORDS SCREEN	21
4.1.9 UPDATE HISTORY FILE	24
4.1.10 ENTER THE END OF YEAR PROCEDURE DATE SCREEN	24
4.1.11 ACQUISITIONS OF ASSETS	25
4.1.12 SALES OF ASSETS	28
4.1.13 LOSSES OF ASSETS	32
4.1.14 DAMAGES OF ASSETS	35
4.1.15 TRANSFERS OF ASSETS	39