HIGHER TECHNICAL INSTITUTE
COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

A COMPUTERIZED SYSTEM FOR THE HTI STUDENT UNION

USER MANUAL

CS/247

BY

CHRISTOFOROU ELIANA

KOUPMOUZI YIANNOS

JUNE 2000

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CONTENTS

INTRODUCTION 1

Welcome 1

How to use this Manual 1

CHAPTER 1: GETTING READY 3

What you need 3

Installing the system 4

CHAPTER 2: COMMON BUTTONS AND CONTROLS 5

Introduction 5

Explanation of buttons 5

CHAPTER 3: QUICK START TUTURIAL 8

Overview of the system 8

Making you are first operation 9

CHAPTER 4: LOGIN TO THE SYSTEM 12

Load the system 12

Login to system 12

CHAPTER 5: ACCOUNTING MODULE 14

Introduction 14

Manipulate orders 14

Manipulate receipts 18

Manipulate suppliers 23

Manipulate clubs 26

Manipulate FEATI-ATI 30

Manipulate Items 34

CHAPTER 6: MEMBERS MODULE 37

Introduction 37

Manipulate Members 37

CHAPTER 7: SCHEDULING MODULE 41

Introduction 41

Scheduling entries 41

CHAPTER 8: DOCUMENT HANDLING 43

Introduction 43

Option Explanation 43

Add new option 45

Other Important options 45

CHAPTER 9: ELECTION MODULE 47

Introduction 47

Manipulate political parties 47

Manipulate candidates 50

Manipulate committees 56

Manipulate elections status 60

CHAPTER 10: ON-LINE ELECTIONS 64

Introduction 64

Entry screen 64

Introductory screen 65

Voting paper screen 65

CHAPTER 11: WEB MODULE 68

Introduction 68

Home page option 69

Web design option 70

CHAPTER 12: ADMINISTRATION MODULE 71

Introduction 71

Manipulate user accounts 71

Manipulate Parameters 73

Utilities and tools 76

Log files 81

CHAPTER 13: REPORTS 83

Introduction 83

Standard reports 84

Accounting module 84

Members module 86

Elections module 87

Administration module 88

Custom reports 88

Report Designer 89

CHAPTER 14: HELP 90

Introduction 90

Contents 90

WELCOME

Welcome to the "Computerized system for the HTI Student Union". This system includes many features that cover all the actions performed by the HTI student union such as accounting, elections, registration, Document handling, scheduling and Web Page facilities for viewing and modifying. All these features provided are described one-by-one later on this manual.

HOW TO USE THIS MANUAL

To make the text easier to understand, this manual adopts several style conventions. This manual presents a variety of examples, tutorials how to use the system, and step-by-step guidance for performing the basic functions/transactions of the system.

Several type and font conventions are used in this manual to help make reading it easier:

- *Italic type* is used to explain any example that concerns the use of the system
- References to appendices and other chapters will be in **bold type**

Pictures are also provided for making the examples easier to understand

As you read this manual, you will come across icons and boxes that mark off separated sections of text. These notes, tips, and cautions might not necessarily be part of the subject under discussion, but related pieces of important information. Some examples of these elements follow.