

HIGHER TECHNICAL INSTITUTE
COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT
USER MANUAL

INFORMATION SYSTEM FOR
CENTRAL HEATING FUNDING

CS/328

BARRI NIKI

JUNE 2005

HIGHER TECHNICAL INSTITUTE

GENERAL STUDIES DEPARTMENT

DIPLOMA PROJECT

INFORMATION SYSTEM FOR CENTRAL HEATING FUNDING

This project is submitted
in partial fulfillment
of the requirements
for the award
of the Diploma
in Computer Studies

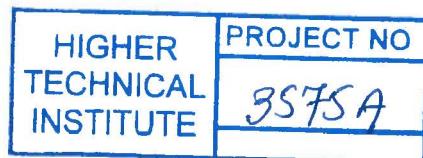
CS/328

USER MANUAL

Project Supervisor: Mr Pericles Antoniades

DESIGNED AND IMPLEMENTED BY:

BARRI NIKI
JUNE 2005



CONTENTS

CHAPTER 1: INTRODUCTION

1. Introduction.....	5
1.1 How to use this manual.....	6

CHAPTER 2: GETTING READY

2. Getting Ready.....	8
2.1 Installing the system.....	8
2.2. Starting and exiting the system.....	16
2.3 Logging in the system.....	17

CHAPTER 3: QUICK START TUTORIAL

3.1. Overview of <i>Information System for Central Heating Funding</i>	19
3.2 System main menu.....	21

CHAPTER 4: SYSTEM SCREENS

4.1 Screens for all users – main menu.....	24
Home.....	24
How to login.....	25
How to remember your password.....	27

4.2 Screens for normal users.....	28
How to join.....	28
How to fill in an application.....	31
How to get a receipt for the submission of your application.....	34
How to view the decision concerning a user's application.....	35
How to change your password.....	37
How to contact the Subsidies Department.....	39
How to log out.....	40
4.3 System operator's screens.....	41
Home.....	41
How to modify an application.....	42
How to enter the results into the system.....	45
How to enter the Subsidy amount in the system.....	46
How to log out.....	48
4.4 System administrator's screens.....	49
Home.....	49
How to view a user's details.....	50
How to delete a user.....	51
How to create an operator.....	52
How to generate statistical reports.....	54
How to enter the results into the system.....	61
How to enter the Subsidy amount in the system.....	63
How to modify an application.....	65
How to log out.....	68

CHAPTER 1

INTRODUCTION

1. INTRODUCTION

The *Information System For Central Heating Funding* is a system that operates Online on the Web for offering the opportunity to the Cypriot civilians to make applications over the internet. The applications are for a funding, given by the Government, to ease them from the cost of the Central Heating Oil during the winter.

It is designed using ASP that stands for Active Server Pages. ASP runs on Microsoft's Web Server called Internet Information Server (IIS).

The system is accompanied by a database developed in Microsoft Access 2000 for keeping all information entered either from the registration, either from the application, the users' information, etc. Only the system administrator has access to that database and is responsible for managing that information.

The online system is designed for users' convenience. Its has a user-friendly environment, and its friendly interface and the messages provided guide the user through the system in order to be able to perform the operations of the system successfully.

It provides security and all the information entered is validated to avoid entering wrong, missing or unreal information. The system also offers links for announcing results and producing statistical reports for the supervisor.

However, if anything goes wrong, please, refer to this manual for further explanations.