

HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

(USER MANUAL)

A STATISTICAL PACKAGE  
FOR THE MENTAL HEALTH SERVICES

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## **1. INTRODUCTION**

### **1.1 How to use this manual**

This manual explains in detail all the steps needed for a user to operate this system.

To begin with, there is an introduction giving an overall understanding of what the whole system is all about. Further more, all the necessary requirements (both hardware and software) are indicated in order for the system to work successfully. Afterwards, step by step explanations are given for various methods of running the system.

Also, all user interfaces are analyzed with the help of pictures and simple words so that they could be easily comprehended and used. It is explained what and how data should be manipulated together with what the expected results are (Reports and Enquiries).

Generally speaking, **step by step instructions** are given to the end users for every operation for performing a specific task.

Using the system is very simple. Even if you do not have any previous experience with computers, you can easily learn the keyboard before you start using the computer.

You must also refer to this manual every time you have some difficulty regarding the operation of the system. Everything about the operations of the system is explained in this user guide.

### **1.2. Important Hits**

Before you start operating the Mental Health Services system, there are some important hits that you must notice.

- All fields of all forms and so the results are in an encoded form.
- All forms are separated to pages, because there are a lot of fields in each form.
- Most of the fields in the forms are combo boxes, so it is much more easy for the user to fill in the form. Also, the user does not need to remember every code. The combo boxes include the codes as well as a description for it.