HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

(USER MANUAL)

COMPUTERIZED SYSTEM FOR A SOCIETY SUPPORTING PEOPLE WITH SPECIAL NEEDS

CS/245

KIMON MARMARAS

JUNE 2000

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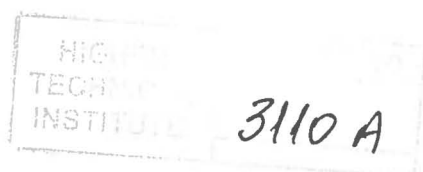
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TABLE OF CONTENTS

Contents...1

INTRODUCTION

1.1. How to use this manual.

This manual was designed as a guide to all users of the system, 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 frames, as the quantity of information was large enough to fit in one screen.
- Many of the input values can be selected from drop down menus, making the user's work much faster.
        - All the forms include the following buttons.

ADD   Used to add a new record.

MODIFY Used to modify the current record.

DELETE Used to delete the current record.

SAVE   Used to save the changes made to the current record or to save the new record.