

HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

USER MANUAL

COMPUTERIZED SYSTEM FOR CLUBS
AND SOCIETIES IN A TERTIARY
EDUCATIONAL ESTABLISHMENT

CS/214

RODOSTHENOUS ANTIGONI

9 JUNE 1999

HIGHER TECHNICAL INSTITUTE	LIBRARY NO. 3044A
----------------------------------	----------------------

HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

USER MANUAL

**COMPUTERIZED SYSTEM FOR CLUBS AND SOCIETIES
IN A TERTIARY EDUCATIONAL ESTABLISHMENT**

CS/214

RODOSTHENOUS ANTIGONI

9 JUNE 1999

3044A

**COMPUTERIZED SYSTEM FOR CLUBS AND SOCIETIES IN A
TERTIARY EDUCATIONAL ESTABLISHMENT**

Project Number: CS/214

Project Report submitted by: Antigoni Rodosthenous

This project is submitted in partial fulfillment of the requirements of the award for the DIPLOMA in COMPUTER STUDIES of the Higher Technical Institute, Nicosia-Cyprus.

Project Supervisor: Mrs. Pagona Katsouri
BSc, MCCS,
Lecturer of Computer Studies,
(General Studies Department)
Higher Technical Institute

External Assessor: Mr. Niko Anastasiou
BSc. Computing & Statistics
Systems Engineer
Information Technology Department
Cyprus Airways

3044A

COMPUTERIZED SYSTEM FOR CLUBS AND SOCIETIES IN A TERTIARY EDUCATIONAL ESTABLISHMENT

Table of Contents

	Page
1. Introduction	
1.1. Introducing the system	1
1.2. How to use this manual	2
1.3. System requirements	2
1.4. System Installation	3
1.5. Getting Started	5
1.5.1. Loading the system	5
2. Quick Start Tutorial	
2.1. Overview of the system	6
3. System Functions	
3.1. Introduction	12
3.2. Forms	15
3.2.1. General Forms	15
3.2.2. Accounting Forms	25
3.3. Reports	32
3.3.1. General Reports	32
3.3.2. Accounting Reports	45
3.4. Enquiries	58
3.5. Graphs	63
3.6. Calendar of Activities	66
3.7. Utilities	67
3.7.1. Backup and Recovery	68
3.7.2. Conversion to ASCII	69
3.7.3. Report Generator	70
3.7.4. Security Maintenance	71
3.8. Help	73
3.8.1. About	73
3.8.2. Microsoft Access Help	74
3.8.3. General Help	74

COMPUTERIZED SYSTEM FOR CLUBS OR SOCIETIES IN A TERTIARY EDUCATIONAL ESTABLISHMENT

1. INTRODUCTION

1.1 Introducing the system

The purpose of this system is to create a computerized information system for clubs or societies in a tertiary educational establishment. The existing system of the most clubs the investigation has been carried out, is mostly manual except the Survivor club of the University, which uses a mixture of computerized and manual handling of information. The existing system was found very inefficient and time consuming. For this reason, a computerized system is developed to handle all this time consuming and make the overall operations of a club or society more efficient.

The new System is powerful, user-friendly, less time consuming and more efficient. It runs under Windows 98 environment. It covers all the needs of a club or society in terms of forms, reports, statistics and graphs. It maintains data about the clubs, societies, their members, councils and the activities of those clubs and societies. The system also provides basic accounting facilities and scheduling facilities for the activities of the clubs and societies as well as a calendar of events.

The system is user-friendly and includes security measures in different user levels, backup and recovery procedures, on line-help as well as a conversion to ASCII.

The computerized system for clubs or societies is a very simple to use system with friendly menus with meaningful options and messages.