

HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT  
(USER MANUAL)

DEVELOPMENT OF AN INTRANET

CS/207

ANDREAS MICHAELOU  
PETROS SALAVASIDIS

17 JUNE 1998

**HIGHER TECHNICAL INSTITUTE  
COURSE IN COMPUTER STUDIES**

**DIPLOMA PROJECT  
(USER MANUAL)**

**DEVELOPMENT OF AN INTRANET  
CS / 207**

**ANDREAS MICHAELOU  
PETROS SALAVASIDIS**

**17 JUNE 1998**



# DEVELOPMENT OF AN INTRANET

Project Report Submitted by:

Andreas Michaelou  
Petros Salavasidis

**Project Supervisor**     Mr. Panicos Masouras  
   MSc  
   BSc  
   MCCS  
   MBCS

**External Assessor**     Mr. Constantinos Psaltis  
   IT Systems Administrator  
   MIMRB International  
   BSc

*Nicosia – Cyprus  
June 1998*

## Table of Contents

<b>A/A</b>	<b>Description</b>	<b>Page</b>
	Table of Contents	I
<b>A</b>	<b>Getting Started</b>	<b>III</b>
A-1	Introduction	III
A-2	About this manual	III
<b>1</b>	<b>Server and Client Configuration Section</b>	<b>1-1</b>
1.1	System requirements	1-1
1.2	System Installation	1-2
1.3	System Configuration	1-3
1.4	Client Setup	1-7
1.5	First Time Run	1-9
<b>2</b>	<b>All Users Section</b>	<b>2-1</b>
2.1	Greeting	2-1
2.2	Splash Screen	2-1
2.3	Main Page	2-2
2.4	Main Menu	2-3
2.5	User Authorization Form	2-5
<b>3</b>	<b>News and FAQ Section</b>	<b>3-1</b>
3.1	Introduction	3-1
3.2	Menus	3-1
3.2.1	Authorized Users Menu	3-1
3.2.2	All Users Menu	3-2
3.3	Forms	3-3
3.3.1	Add New Form	3-3
3.3.2	Modify New Form	3-3
3.3.3	Delete New Form	3-4
3.3.4	Add FAQ Problem (Question) Form	3-4
3.3.5	Add Solution (Answer) Form	3-5
3.3.6	Delete Problem (Question) Form	3-5
3.4	Reports	3-6
3.4.1	News Report	3-6
3.4.2	FAQ Reports	3-6
<b>4</b>	<b>E-Mail Center Section</b>	<b>4-1</b>
4.1	Introduction	4-1
4.2	Menu	4-1
4.2.1	E-Mail Center Menu	4-1
4.3	Forms	4-1
4.3.1	Login Form	4-1
4.3.2	Change Password Form	4-2
4.3.3	Send Email Form	4-2
4.3.4	Delete Checked e-Mails / Refresh Form	4-3
4.4	Reports	4-4
4.4.1	Write To Report	4-4

<b>5</b>	<b>Branch Director's Section</b>	<b>5-1</b>
5.1	Introduction	5-1
5.2	Menus	5-1
5.2.1	Branch Director's Main Menu	5-1
5.2.2	Students Menu	5-1
5.2.3	Accounting Menu	5-2
5.2.4	Reports Menu	5-2
5.3	Forms	5-3
5.3.1	Registration Form	5-3
5.3.2	History Form	5-4
5.3.3	Payment Form	5-5
5.3.4	Update Accounting Information Form	5-5
5.3.5	Diplomas Form	5-6
5.3.6	End of Month Form	5-6
5.3.7	Remind Password Form	5-6
5.3.8	Modify Student's Record Form	5-6
5.4	Reports	5-7
5.4.1	All Student's Report	5-7
5.4.2	Statements Report	5-7
5.4.3	Transaction Report	5-7
5.4.4	Diplomas Report	5-7
<b>6</b>	<b>Administrators Section</b>	<b>6-1</b>
6.1	Introduction	6-1
6.2	Menus	6-1
6.2.1	Administrators Main Menu	6-1
6.2.2	Operations Menu	6-1
6.2.3	Reports Main Menu	6-1
6.2.4	Systems Report Menu	6-2
6.2.5	Operations Reports Menu	6-2
6.3	Forms	6-3
6.3.1	Users Administration Form	6-3
6.3.2	Add Country Form	6-4
6.3.3	Add Branch Form	6-4
6.3.4	Update Discount Rates Form	6-5
6.3.5	Add Course Form	6-5
6.3.6	Delete Courses Form	6-6
6.3.7	Active Users Form	6-6
6.4	Reports	6-7
6.4.1	System Reports	6-7
6.4.2	Operation Reports	6-7

## A. Getting Started

### A-1 Introduction

CYBER Kids Intranet Zone is an Intranet system developed to handle the main operations of CYBER Kids Institutes. Since CYBER Kids is a multinational organization, a system able to connect all CYBER branches in both operation and education terms were needed. An innovative solution to their need was the Intranet that our team developed.

The system has been developed using Hypertext and Active Server Pages (ASP) scripting; running on a Microsoft Windows NT 4.0 server software.

### A-2 About this manual

This manual is a thorough guide for the Server, Client setup and the Cyber Kids Intranet Zone; provided for the System Administrator, Branch Directors, registered Students and simple users searching for information concerning Cyber Kids Institutes.

All screens have been captured, entered in this manual and sparingly commented so that the setup task of the Intranet on a new Server and the setup of Clients would be a "piece of cake".

The manual is divided into six sections. These are:

1. **Server and Client Configuration Section.**  
The server and client requirement and configuration are being displayed.
2. **All Users Section.**  
This section can be accessed by anyone browsing the Cyber Kids server.
3. **News and FAQ Section.**  
This section is divided into subsections. The first one, the one residing under the Cyber Kids IntraNet Zone, can be only used by authorized users. The second, the News and FAQ reports, can be viewed by anyone
4. **E-Mail Center Section.**  
This section can be used only Cyber Kids students and authorized Cyber Kids users.
5. **Branch Directors Section.**  
This section is to be used by Branch Directors.
6. **Administrators Section.**  
Only users having administrative rights can use this section. The system Administrators can access and use the whole system.