

**HIGHER TECHNICAL INSTITUTE**

**COMPUTER STUDIES COURSE**

**DIPLOMA PROJECT  
(USER MANUAL)**

**ENTRANCE EXAMINATIONS SYSTEM**

*By*

**GEORGE ZORPAS (CS/1-65)**

**JUNE 1996**

**HIGHER TECHNICAL INSTITUTE**

**COMPUTER STUDIES COURSE**

**DIPLOMA PROJECT**

**ENTRANCE EXAMINATIONS SYSTEM**

**USER MANUAL**

**CS / 165**

**GEORGE ZORPAS**

**JUNE 1996**



**CONTENTS**

	<b><u>Page</u></b>
<b><u>Chapter 1 : INTRODUCTION</u></b>	
1.1 Introduction . . . . .	1
1.2 Easy to Use . . . . .	2
1.3 How to use this Manual . . . . .	3
<b><u>Chapter 2 : GETTING READY</u></b>	
2.1 Installing the system . . . . .	5
2.2 Starting and exiting the system . . . . .	7
2.3 Logging in EES. . . . .	8
<b><u>Chapter 3 : QUICK START TUTORIAL</u></b>	
3.1 About the System . . . . .	10
3.2 Important Instructions . . . . .	13
3.3 Using Help . . . . .	14
3.4 Context Sensitive Help. . . . .	22
<b><u>Chapter 4 : INTERFACE</u></b>	24
<b><u>Chapter 5 : SYSTEM'S FUNCTION KEYS</u></b>	28
<b><u>Chapter 6 : WINDOWS</u></b>	
6.1 Help Window. . . . .	32
6.2 Locate Record Window. . . . .	33
<b><u>Chapter 7 : DIALOGS</u></b>	
7.1 Calculator Dialog. . . . .	36
7.2 Calendar / Diary Dialog . . . . .	37
7.3 Puzzle Dialog . . . . .	39
7.4 Open Dialog . . . . .	40
7.5 Page Preview Dialog. . . . .	42
7.6 Printer Setup Dialog. . . . .	44
7.7 Character Set Conversion Dialog . . . . .	46
<b><u>Chapter 8 : SYSTEM'S SCREENS</u></b>	
8.1 Convert Files Screen. . . . .	49
8.2 Available Places Screen . . . . .	51
8.3 Non-Filled Places Screen . . . . .	54
8.4 Pass Marks Screen . . . . .	56
8.5 Reserve Mark Screen . . . . .	58
8.6 Merge Past Candidate Screen . . . . .	60
8.7 User Setup Screen. . . . .	62
8.8 Find Status Screen . . . . .	65

## ENTRANCE EXAMINATIONS SYSTEM

8.9 Allocate Screen . . . . .	67
8.10 Re-Allocate Screen. . . . .	69
8.11 Departments Report Screen. . . . .	71
8.12 Academic Council Report Screen . . . . .	73
8.13 School Report Screen . . . . .	75
8.14 Candidates by Name Report Screen. . . . .	77
8.15 Candidates by Registration Report Screen. . . . .	79
8.16 Candidates by Rank Report Screen . . . . .	81
8.17 Status Report Screen . . . . .	83
8.18 Passed Report Screen . . . . .	85
8.19 Reserve Report Screen . . . . .	87
8.20 Failed Report Screen . . . . .	89
8.21 Backup Screen. . . . .	91
8.22 Restore Screen. . . . .	93
8.23 Reserved Years Screen . . . . .	95
8.24 Reorganize Screen . . . . .	97

### **Chapter 9 : SYSTEM'S MESSAGES**

9.1 Alert Messages . . . . .	100
9.2 Reminder Messages . . . . .	103
9.3 Notification Messages . . . . .	104
9.4 Informational . . . . .	105

# CHAPTER 1

## INTRODUCTION

---



## 1.1 INTRODUCTION

The HTI Entrance Examination Result System has as its main objective to allocate candidates competing for a place in one of HTI's fields, according to HTI regulations.

The HTI Entrance Examination Results System accepts data from the Ministry of Education about the candidates wishing to compete for a place in HTI, and after applying certain regulations and policies, it derives a list of the candidates who had been successful in receiving a place in HTI. Besides these, the system also produces various other important and helpful reports.

EES is a system supported by a powerful database and all the advantages provided by databases. It operates in Windows environment and therefore incorporates all the user friendly features provided by Windows. It also provides the user with a user friendly environment where any necessary inquiries can be made. Amongst others, certain helpful utilities are provided together with on-line help so as to make the task of the user even more easy.

EES, has been designed for the users convenience. Its friendly menus and messages guide the user throughout the system. Furthermore, the main menu options are enabled or disabled accordingly since the execution of the different important options provided by the system, has to be carried out in a certain predefined order. This makes the use of the system even more easy.

However, if for any reason, something goes wrong, refer to this manual for further explanations.