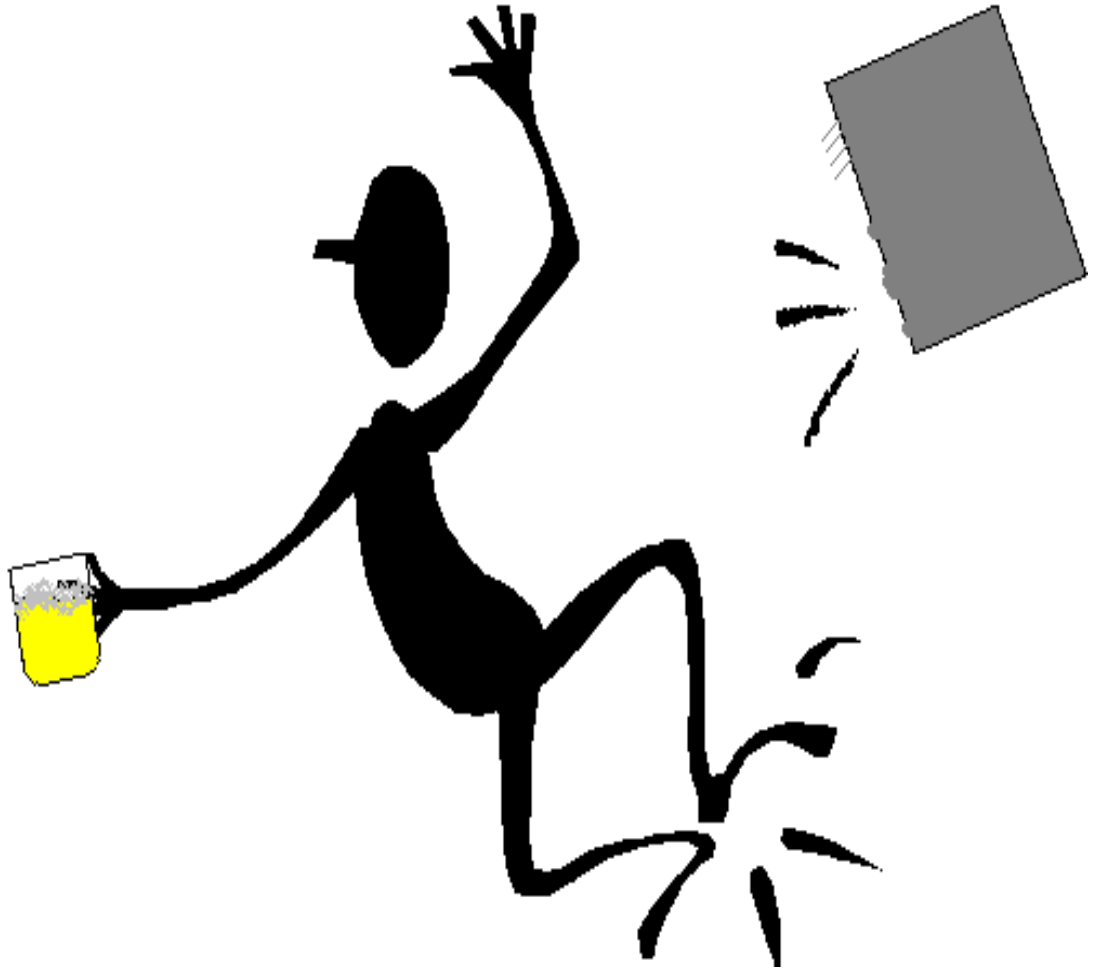


Barnight,



The most modern school bar of England

User guide for
Barkeepers and
Supervisors

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Introduction:

This program was design to improve the management of St Bede's School Barnight.

It will improve the system in the following points:

- It will make underage drinking impossible as it will only permit the barkeepers to sell beer to people in the list and only 17 year old students will be entered there.
- The number of beers the person drank already will be checked automatically.
- This problem of missing money and beers will be brought more light into by having precise numbers of what was stolen. Then we might stand a chance of finding the thief.
- Statistical data is produced automatically. This will help to plan the shopping.
- It will enable the user to print out letters and notices for further information.

The system is build up out of two parts, which use Excel and Word.

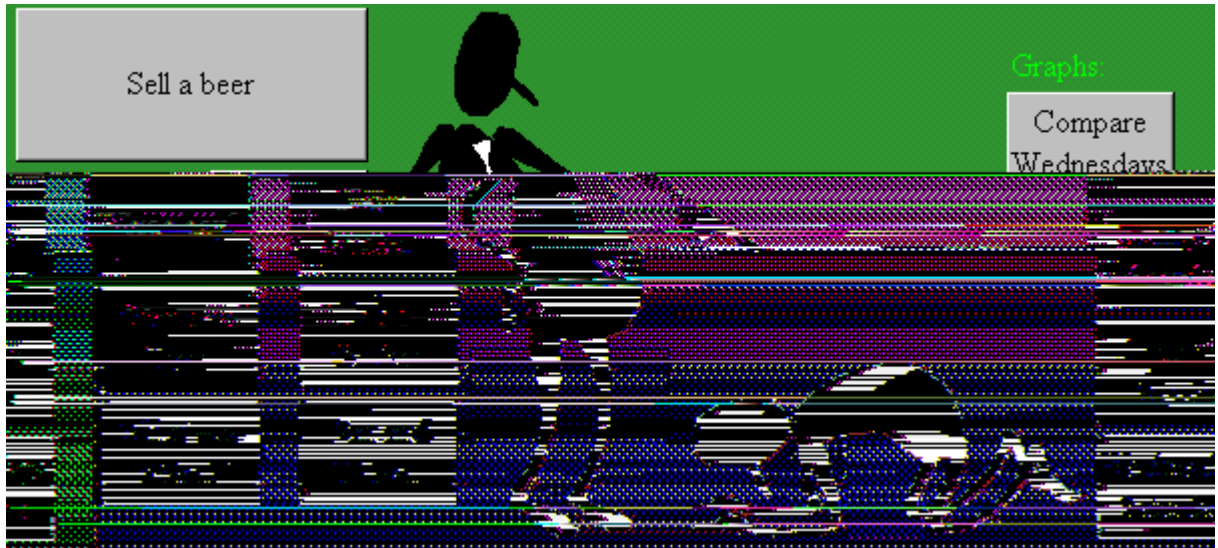
The excel part:



You have to start the program by clicking on this icon:

Excel will start and you will see the following screen.

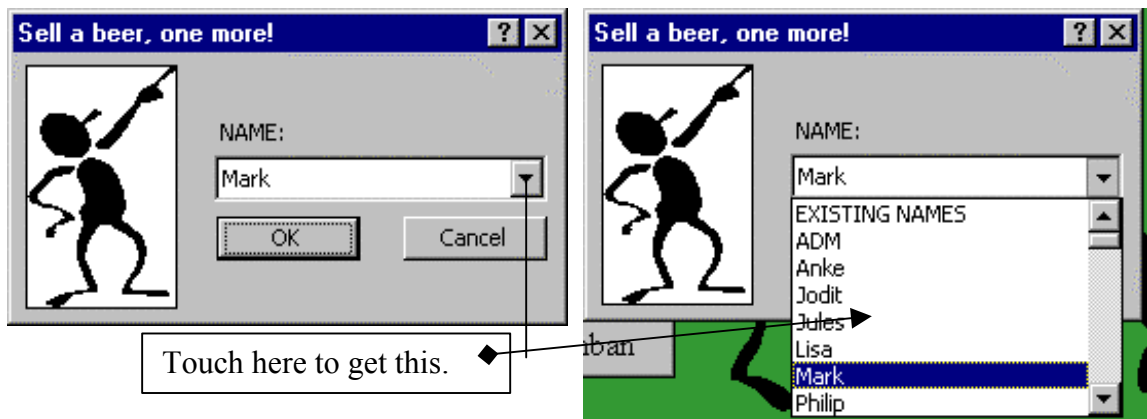
The barkeepers job:



This is the main screen. Every thing starts and ends here. Each of the grey fields is a mouse button. Tap on the screen to start the processes I will describe now.

The selling process:

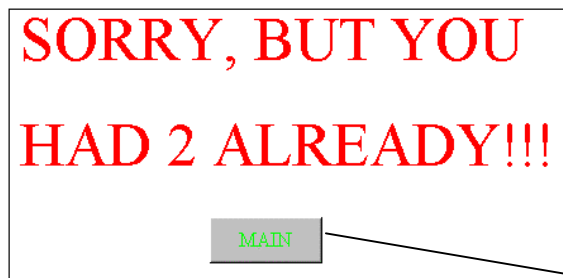
During Barnight you want to sell beer. The only way to do this is by running this process as the program will otherwise assume the beer was stolen. To sell a beer you click on the Sell button. After that you can see a dialog box.



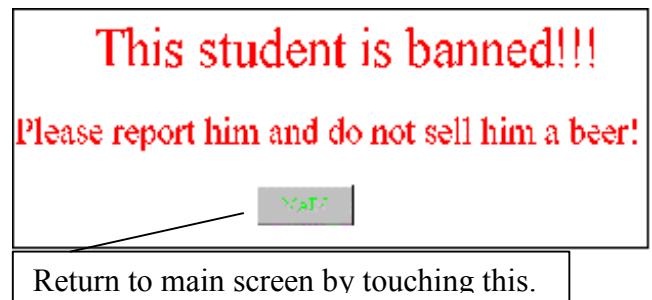
Here you have to select the student buying. Only students old enough will be in the list. The software will then check whether the student had 2 beers already or whether he is banned. Three things can happen now:

1. **Main screen:** the student is allowed to buy a beer.
2. **Error message 1:** the student had 2 beers already.
3. **Error message 2:** the student is banned. You should at least warn him and throw him out of the common room.

Error message 1:



Error message 2:



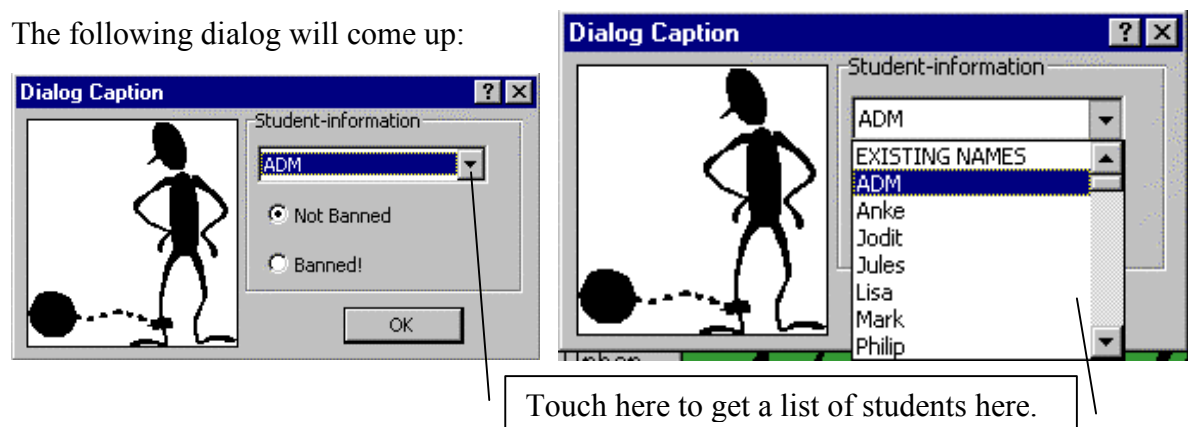
This should make clear to you, when you are allowed to sell a beer and when the student is not allowed any more.

Note: If you sell the beer anyway the system will report that as being stolen.

The banning process:

Sometimes it might be necessary to ban a student from the sixth form common room as he misbehaved. Then you start the banning process by clicking on ban and unban.

The following dialog will come up:



When you select a name the little dot will jump to the current status of the student. Then you can see whether you have to change anything.

This was the part that is interesting to the barkeepers. The rest of the document is for the use of the supervisor.

The supervisors job:

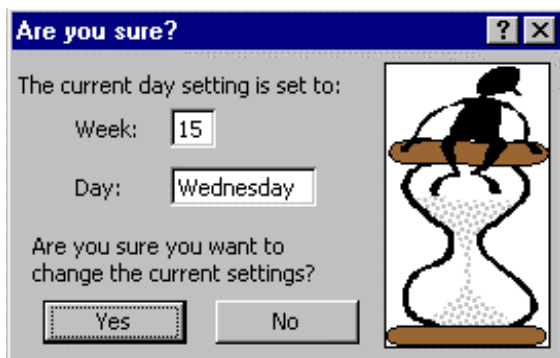
This part should only interest the supervisor as it is harder to understand and it gives a greater insight into the program.

Which day-process:

This process is designed to let the program know what day it is so that it can save statistical data.

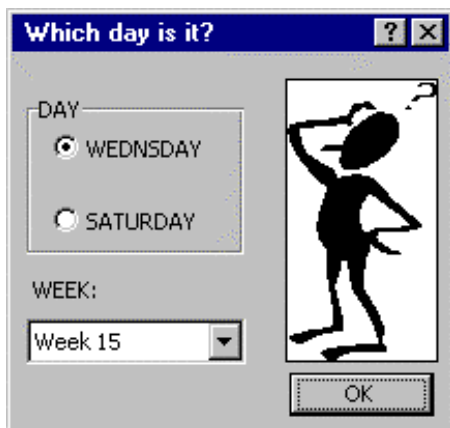
The process consists of two steps. The first step will give you information on the current setting. Only proceed if you have to change the setting. This macro has more affects than only changing the day.

The first dialog will look like this:



Only click on yes if data is not correct. No will bring you back to the main screen.

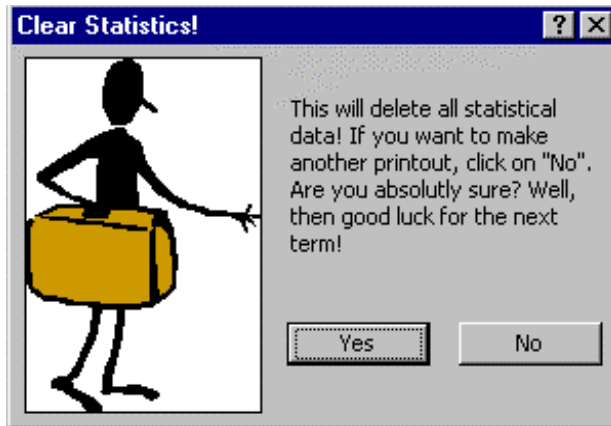
Yes opens the following dialog:



Change the day by clicking on the other one. You can select a week in the same way as if you select a student during selling or banning. Clicking on Ok will bring you back to the main screen.

Start new term:

This process will be run once a term. It exists to clear the statistical data. Starting the process will open the following dialog:



Answering the answer with yes, the data will be cleared and you will end you on the main screen.

If you click no you find yourself on the main screen as well, only the data was not deleted. Then you can print the charts again (explained later, how to) or you can save the file for later reference using the "Save as"-command you can find in the file menu. You could save it as something like "Summer term 1998 statistical data".

Then you run the process again, answer with yes and save the file using the original name.

The student management:

You will have to add students (birthdays happen) and sometimes you will have to delete students (when they leave for one reason or another).

ADD NEW STUDENT:

You probably guessed that this process will add new students to the list.

Starting the process will open this dialog:

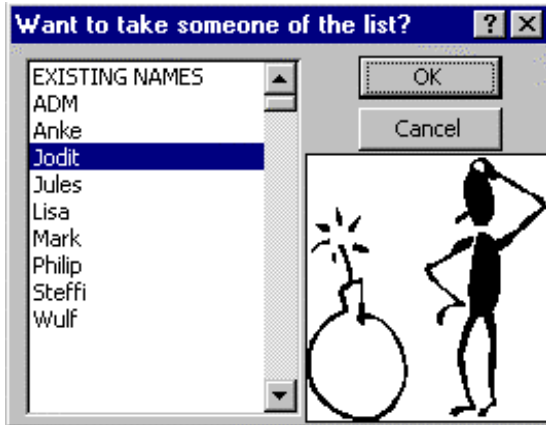
The dialog box 'What is the name of the new student?' features a list of existing names: ADM, Anke, Jodit, Jules, Lisa, and Mark. Below the list is a text input field containing 'ADM'. At the bottom, there are radio buttons for 'male' (selected) and 'female', along with 'OK' and 'Cancel' buttons. Callout boxes provide instructions: 'List of existing names so you can see whether the name does exist or whether you can use it.' points to the list; 'Enter the new name here.' points to the input field; and 'Select sex of the new student by touching the dots.' points to the radio buttons.

Clicking on Cancel will bring you back to the main screen without making changes. Ok can have two results. Either you are back on the main screen. Then the name has been added. Or you will see the following error message and you will have to run the process again and choose another name.

The error message dialog box displays the text 'YOU ENTERED THIS NAME TWICE!' in red. Below the text is an 'OK' button. A callout box labeled 'Return to main screen.' points to the 'OK' button.

DEL STUDENT:

This process is used to delete students of the list. Start it and you will see the following dialog:



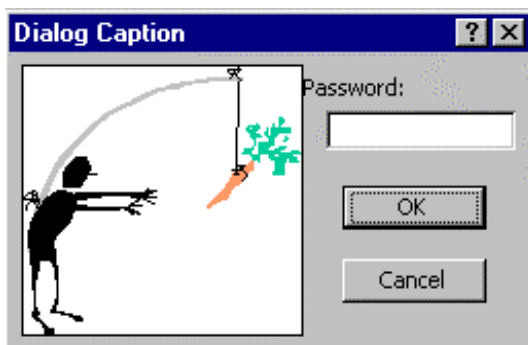
Using this process is easy enough. Just select the name in the list and click on Ok, to delete the student. If you changed your mind you just click on cancel. No matter what you do you end up on the main screen.

What was stolen:

This process is designed to be run before Wednesday's Barnight and it will tell you how much money and how many beers went missing last week.

You will need the following information: Beers and money left after last Wednesday and Saturday as well as the number of beers and the amount of money that will be in the bar next Wednesday.

The first screen you have to enter a password:



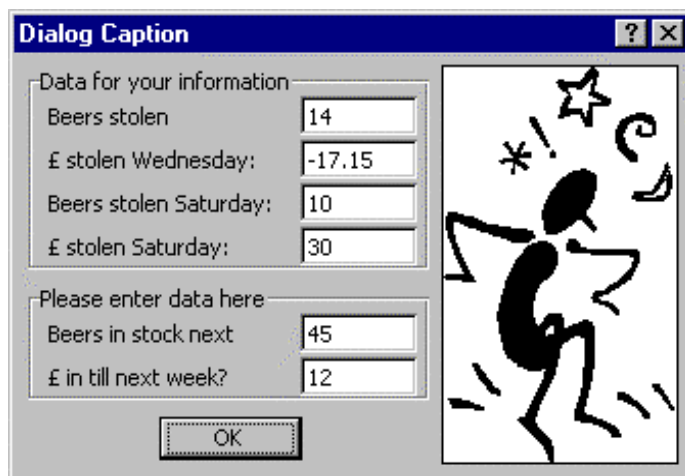
Type the password "Pool" into the field. The field is Cases sensitive meaning that you have to spell the word exactly like this. If the password was incorrect you are back on the main screen.

Otherwise you will see the following screen:



Insert Remainders.	
Beers remaining Wednesday:	<input type="text"/>
Beers remaining Saturday:	<input type="text"/>
£ remaining Wednesday:	<input type="text"/>
£ remaining Saturday:	<input type="text"/>
1 + 1 = 3	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Please enter the appropriate information. You can still cancel the process or you can proceed by clicking on OK. Then you will see the following:



Dialog Caption	
Data for your information	
Beers stolen	<input type="text" value="14"/>
£ stolen Wednesday:	<input type="text" value="-17.15"/>
Beers stolen Saturday:	<input type="text" value="10"/>
£ stolen Saturday:	<input type="text" value="30"/>
Please enter data here	
Beers in stock next	<input type="text" value="45"/>
£ in till next week?	<input type="text" value="12"/>
<input type="button" value="OK"/>	

The top part of the dialog gives you the information. We do hope it will not be as extreme as in my example. Positive numbers mean that something went missing. Negative numbers mean someone added something. So someone did put £17.15 into the register.

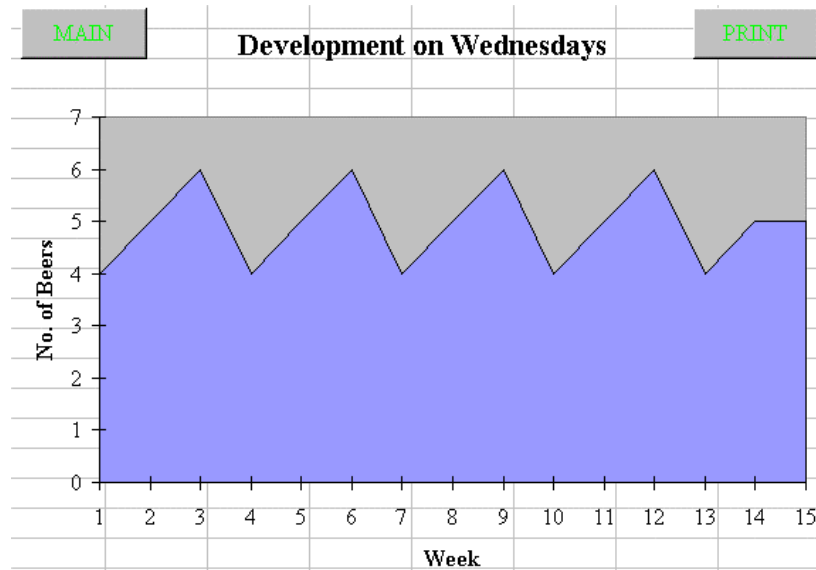
Then you have to enter the data. After ending the process you will end up on the main screen.

The charts:

I have several charts. You open them by clicking on the buttons on the right side of the main screen.

COMPARE WEDNESDAY:

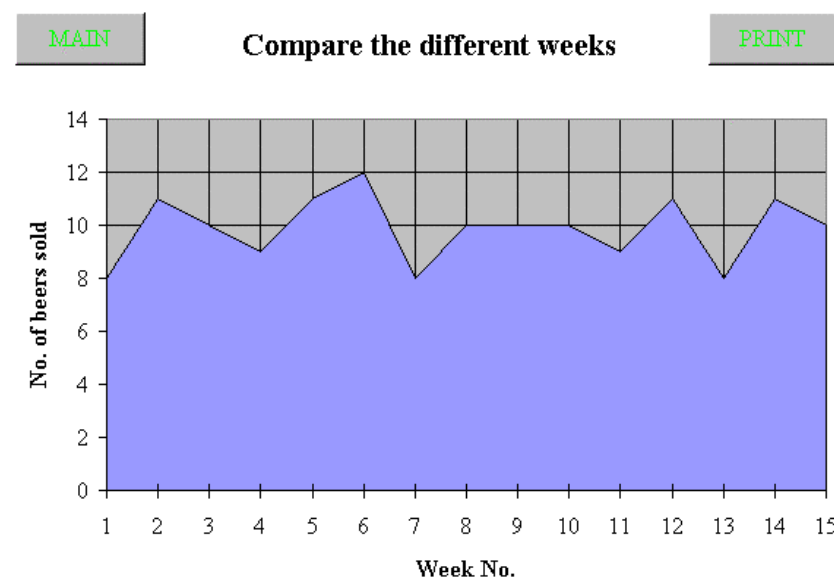
This chart compares all Wednesdays in a line chart. This looks like this:



You can see the two buttons at the top. Print lets you print the graph and Main is your way back to the main screen.

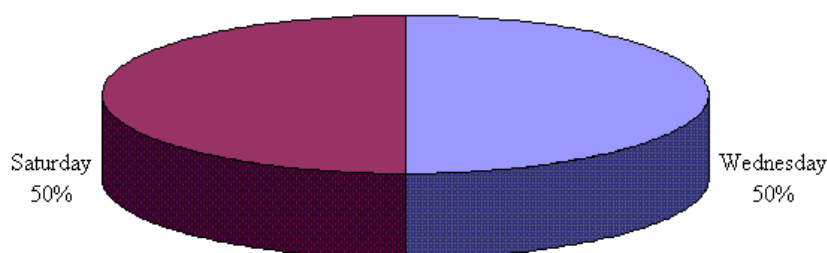
COMPARE SATURDAYS:

This is the same as the chart I described just now using data about the Saturdays.



WEDNESDAYS AND SATURDAYS:

This compares the total No of beers drunk on Wednesdays and Saturdays with each other. This looks like this:



This was the excel part of the system. Now I will explain the Word part to you, which is used to produce letters and notices as well as posters.

The word part :

In word I produced documents using mail merge and I produced a file with pictures and clip arts to produce posters.

The documents :

I produced documents, which will be sent to the students using house mail. I also have one macro to produce a notice.

MM Banning personal:

You will mail merge this document one time a week and send out to the students. That is to let them know that they are banned and how they can change their status.

Banning notice:

You will find a button on a toolbar labelled “Banning notice” when you click on this the computer will automatically produce and print out a list of all students currently banned. You can then hang this list on the notice board.

MM Summer ball:

This document is an invitation to the summer ball. When you mail merge the document you will be asked to fill in a fill in box. There you have to enter the date. The document will also automatically fill in the correct dress depending on the sex of the student.

MM Beginning of term:

This documents contains the rules of the sixth form common room and will be sent to every one at the beginning of every term.

MM end of term:

This document contains information on the dangers of alcohol. It will also inform the students how many beers they bought during term time and it will tell them how much it did cost them.

The poster file:

Open this file and you will find a lot of pictures that will be useful to you when producing posters as you can copy and paste the pictures.

I hope you will enjoy to work with the program.