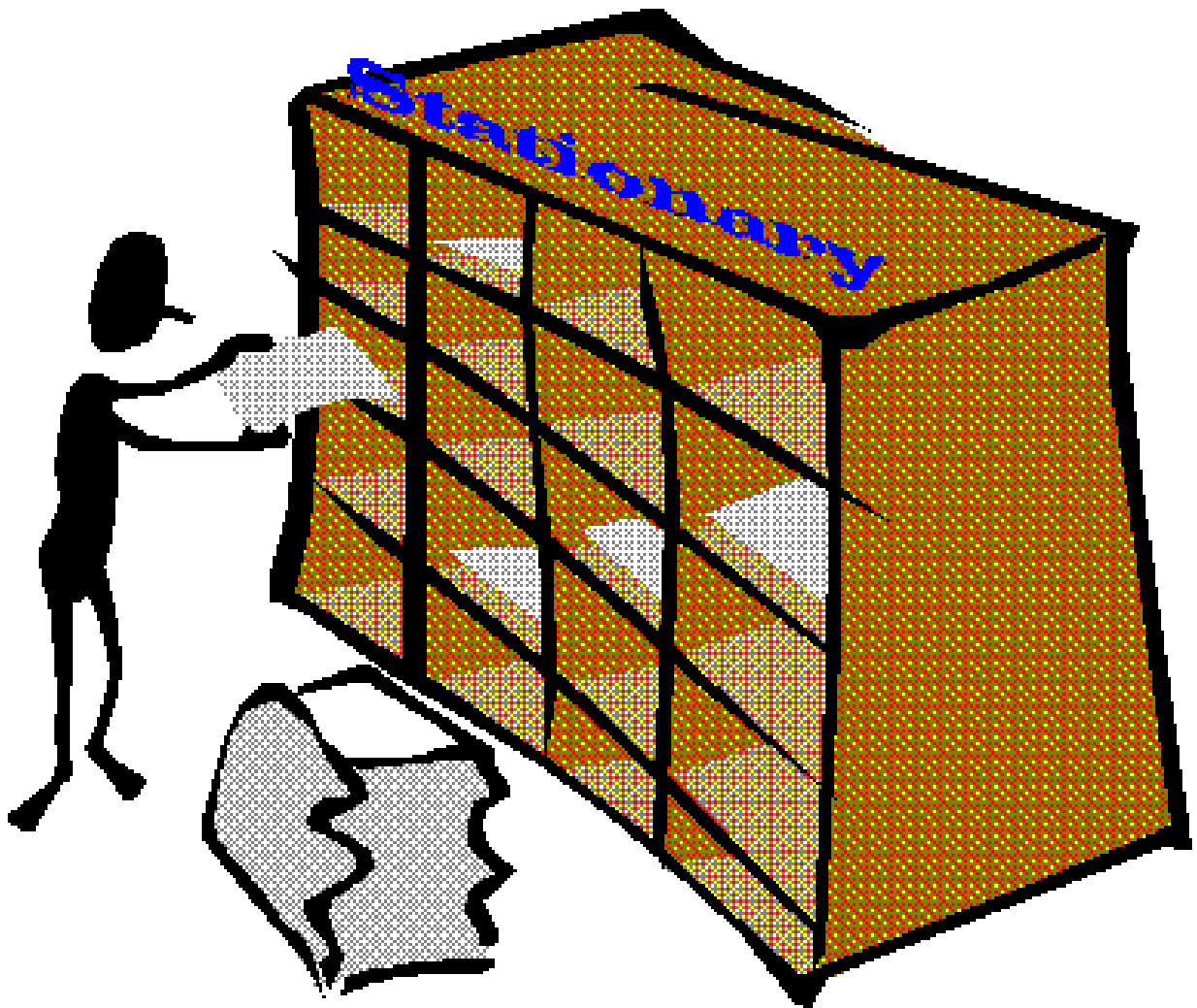


# User Guide

for



**St. Bede's School "Stationary"**

By Tim Guhl

# Contents :

Introduction:

How to start the program

The main screen

If you get stuck or lost anywhere in the program

How to use the program

Sell

Stage one: Select a student

Stage two: Select an article and the quantity

Error message: You sold to many

Stage three: Another one?

“Let's shop”:

How to use a report:

Empty:

Bill:

**Important Notice:**

N. Student

Change data of an existing student:

Enter data of a new student:

N. Article:

N. Provider:

Help:

Quit:

Appendix:

## Introduction:

This is the user guide for the “Stationary”-programme. This program is designed to help the secretary in the following ways:

- During the selling process it will display a picture of the student to prevent cheating.
- The selling process will update the stock automatically.
- The stock control will print out a shopping list for the secretary. This list will be sorted by provider and give information about the costs.
- You will be able to print out a stock record and the bills for the students.

Now I will describe the program to you, so that you can use it effectively.

## How to start the program:

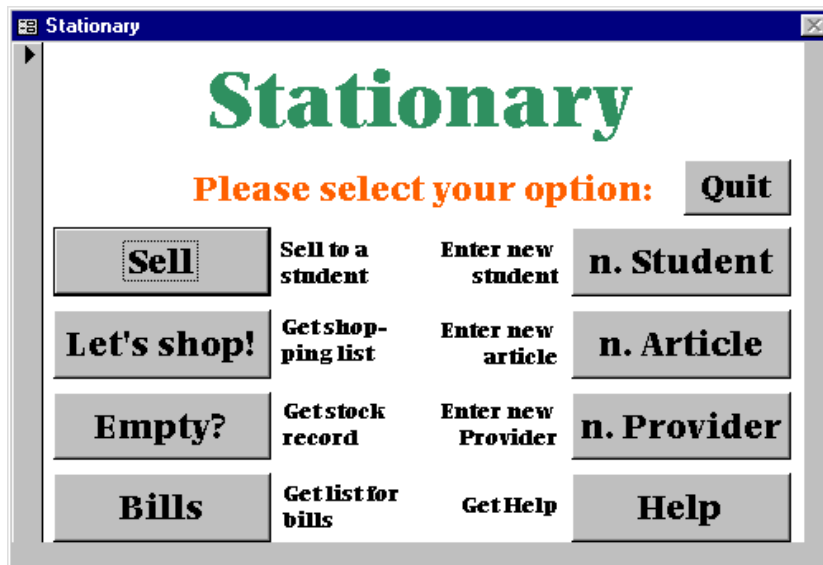


You **start** the program by clicking on the icon. If you can not find the icon ask the system administrator how he installed it.

*You should ask your system administrator about everything. He can vary the way the program is set up and he can change it to fit your needs if these vary for any reason.*

After starting the program you will see the main screen.

## The main screen:



Every process will start and end here.

**Note:** You will also see toolbars at the top of the screen. These are for use of the system administrator **only**. I did not take them out as this makes life for the administrator easier and I believe that you are responsible enough not to click on the buttons if you are asked not to do so. Remember, you do not have to save or anything. These tasks are all automated.

## If you get stuck or lost anywhere in the program:



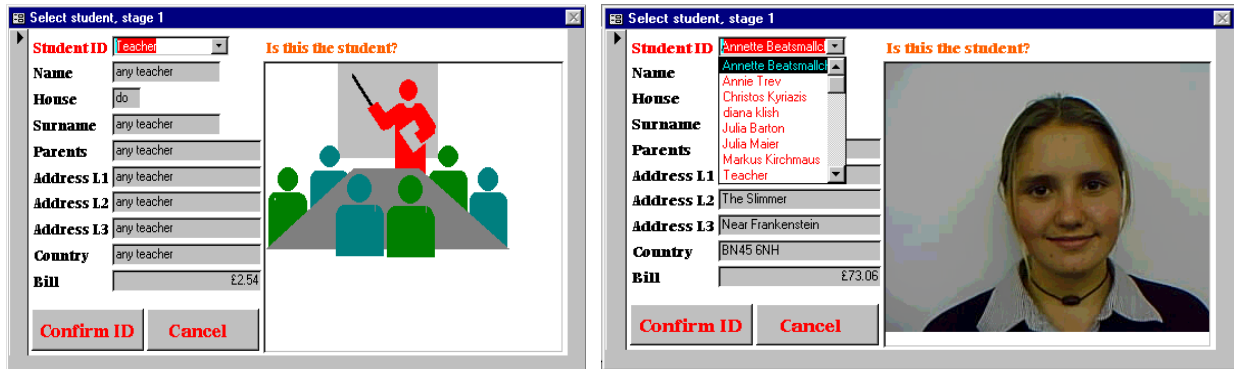
If you click on cancel at any stage the program will return to the main screen (Rev: ) without altering the database. You can not get lost or destroy any data. So do not be scared to try something out.

## How to use the program:

By clicking on any of the buttons on the main screen you start one process. I will now explain one after another. The headers correspond directly with the inscriptions on the buttons.

## Sell:

This is to sell an article to a student. First you will see the following:



### *Stage one: Select a student:*

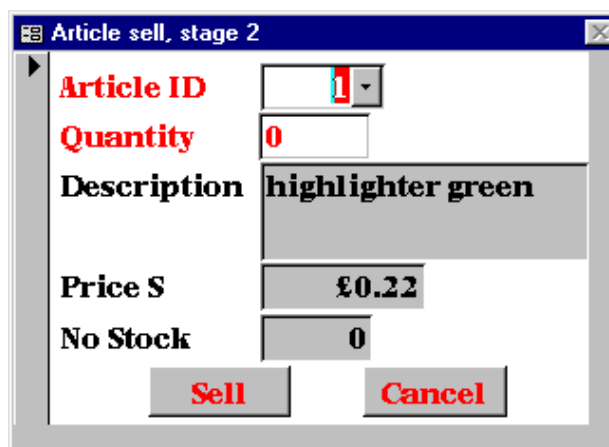
The best tactics to select a student is to type in the first letter. The list will automatically jump to the right area of the list. Then you can select the student out of the list. This will avoid spelling problems. If you selected the wrong one just click on the list again and you can select another one.

**Note:** If you forget to select a student the amount is added to the standard entry “Teacher” which should be used to sell a product to any teacher.

As soon as you typed in the name and pressed enter or you clicked on a name the grey fields and the picture will be updated. If you are convinced that the student is the one he pretends to be you will click on **Confirm ID**.

**Note:** The values in the grey fields can not be altered.

### *Stage two: Selecting an article and the quantity:*



I would advice you to set up your stationary in the following way. When you give the list of articles to the system administrator to enter the first time, give him one that is sorted in the way you want the article numbers to ascend. Then stick little labels corresponding to the article ID on the shelf next to the article.

Like this you can **select the article** by typing in the article number you saw when you took the article out of the shelf. The grey fields will be updated and you can check on your entry. Then you just enter the quantity in the next box.

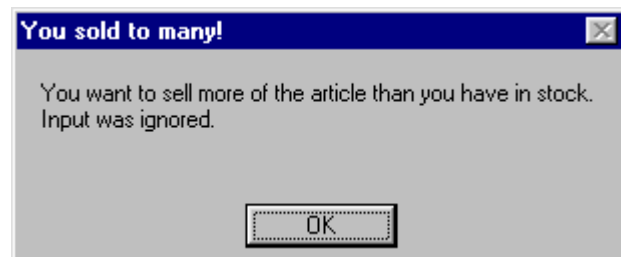
**Note:** The standard quantity is 0 so in case you accidentally click on sell before entering a value you do not sell anything.

“Sell” brings you on to the next, the third stage. Also the program will update stock and bill.

### ***Error message: You sold too many:***

This error message might come up instead of the third selling stage. It comes up if you wanted to sell a higher quantity of an article than you have in stock.

Just confirm it by pressing Enter or clicking on OK.



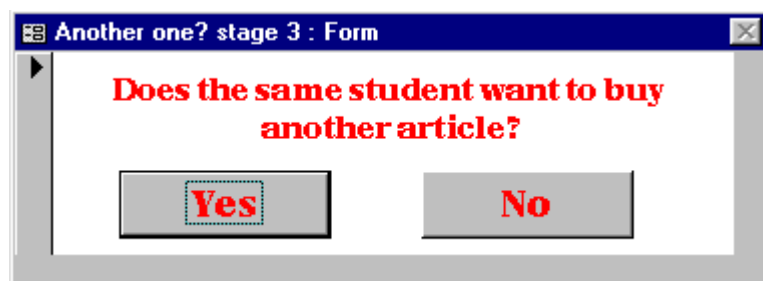
**Note:** No alterations will have been made to the database.

### ***Stage three: Another one?***

This stage exists so that you do not have to enter the student's name multiple times if he wants to buy more than one article at a time. Answer the question accordingly.

“Yes” brings you back to stage two.

“No” brings you back to the main screen. (Rev:



This was the first and most important process.

## “Let's shop”:

“Let's shop” will present you a report called shopping list. How to work with a report will be explained right after this.

How does it work? When you gave your list of articles to the system administrator you had to state a minimum value for each article. As soon as the stock level falls beyond this value you will have an entry for this article in the list.

As you will see in the picture you can easily go shopping as this list is sorted by the shop you will get it from and it gives you information on who to talk to and how much you will have to pay in total.

Underneath that you will find a list of the articles one has to buy. Additional information will be given on how many to buy, how expensive this will be and the article ID to make it easy to update the stock and to sort it into the shelves.

---

### Let's shop

---

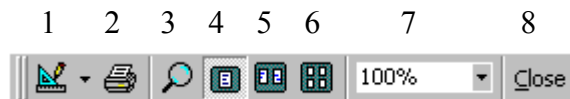
<i>Name</i>	<i>Town</i>	<i>Telephone</i>	<i>Fax</i>	<i>Name Contact</i>	<i>Address</i>		
<b>Description</b>		<b>Article ID</b>	<b>Price B</b>	<b>Reorder</b>	<b>Price total</b>	<b>Min Stock</b>	<b>No Stock</b>
<i>Boots</i>	<i>Eastbour</i>	<i>01232245432</i>		<i>Mr Freudenstadt</i>			
Stapler		4	£1.45	15	<b>£21.75</b>	8	1
<i>Amount spent at this provider:</i>			<b>£21.75</b>				
<i>WHSmit</i>	<i>Eastbour</i>	<i>023245231</i>					
A4 copying paper 500 leaves		2	£1.05	100	<b>£105.00</b>	20	0
Copying card		3	£5.00	40	<b>£200.00</b>	10	0
Ruler long		5	£0.23	50	<b>£11.50</b>	15	6
<i>Amount spent at this provider:</i>			<b>£316.50</b>				
<i>Woolwor</i>	<i>Eastbour</i>	<i>01232564325</i>		<i>Mrs Smith</i>			
highlighter green		1	£0.20	25	<b>£5.00</b>	10	0
<i>Amount spent at this provider:</i>			<b>£5.00</b>				
Total of this shopping list:			<b>£343.25</b>				

Please refer to page 12 for explanations what to do after going shopping.

## How to use a report:

In these report screens (also Empty and Bills) you are allowed to use the tool bar. (Normally they are only there for they system administrators use!). I assume that you are responsible enough not to use them at any other time. Whenever you have a problem talk to the system administrator.

The numbers correspond to the buttons underneath them.



1. For system administrator use only.
2. To print the report just click here.
3. Click here to switch between two zooms: 100% and the whole page.
4. Here you can click if you wish to see one page at a time.
5. Here you can click if you want to see two pages at once.
6. Here you click so see many pages at once and you can choose how many yourself.
7. Here you can select or type in a zoom factor of your own choice.
8. **This closes the report and returns to the main screen. (Rev:**

## Empty:

This is a very simple and short stock record. It gives you a comprehensive overview of your stock by presenting you with the description, the Article ID, the No in stock and the Min Stock. It also has a yes now statement whether you have to buy the article or not.

**Note:** If you so not know how to use a report please refer to “How to use a report”.

---

## Stock record

---

Description	Article ID	No in Stock	Min in Stock	Reorder?
A4 copiiing paper 500 leaves	2	0	20	Yes
Copiing card	3	0	10	Yes

## Bills:

This report was designed to be given to the house staff at the end of the term for them to add to the bills of the students.

Therefore the report is primarily sorted by the houses and whenever a student belongs to the next house the report starts a new page. It gives the house staff information about the address the bill is meant to be sent to. This is not really necessary but I included it so that, in case the headmaster changes his mind, you could introduce the itemised bill without changing the student table.


**Note:** If you do not know how to use a report please refer to "How to use a report".

The report looks like this:

Surname	Name	Parents Name	Address L1	Address L2	Address L3	Country	Bill
<b>House</b>		do					
Boonveldt	Arno	Klaus Maria	32 London cross way	The Stream	New Frederickson	BN45 6NH	£23.06
Flo	Wulf	Quaker Flo	Haugen 79	98732 Hinnerupfjorden		Oslo	£13.92
Kyrnes	Christos	Tony Kyrnes	Heibjorn 67			Oslo	£3.58

## **Important note:**

The processes “N. Student”, “N. Provider” and “N. Article” are only included for emergencies. Normally you should report any problems, which you can solve with these processes to your system administrator. He will then update the database accordingly. Still you can make any changes if you want but you should be aware of the fact that these processes are not as user-friendly as the rest of the program.

To end any of these three processes you click on the  –button and you will be returned to the main screen.

**Note:** There is one exception: The From N. Article is needed after shopping.

## **N. Student:**

Please read the important notice before running this process.

This dialog is designed to allow you to alter the data of existing students and to add new students to the database.

When you open the dialog you will see the following screen:



<b>Student ID</b>	Annette Beatsma	
<b>Name</b>	Annette	
<b>House</b>	Do	
<b>Surname</b>	Beatsmallchildre	
<b>Parents Nam</b>	Klaus Maier	
<b>Address L1</b>	32 London cross w	
<b>Address L2</b>	The Slimmer	
<b>Address L3</b>	Near Frankenstei	
<b>Country</b>	BN45 6NH	
<b>Bill</b>	£75.38	<b>Finished</b>

Record: 1 of 9

### ***Change data of an existing student:***

First you have to find the student. They are sorted alphabetically by the Student ID. In the button line you will see the navigating buttons. To find a student you will have to guess a little bit. If you want to find someone starting with “W” and you have 320 entries (you get

this value out of the little box after clicking on “>|”, which is next to the box.) then 280 might be a good guess. Then you go to the right record using “<” and “>”.

When you found the student you can alter his data by typing directly in the fields.

**Note:** Some of the fields are validated, that means they only allow entry of a certain kind. The program will not except any invalid data.

### ***Enter data of a new student:***

To enter a new record you click on the “>\*” button located in the navigation tool bar. An empty record will be brought up at once.

Now you can enter all the data. Again some fields are validated (Rev: last **Note:**). To save the picture right mouse click (if you do not know what this means you better ask your system administrator anyway, no offence!) on the area and select insert object. Then by selecting “form File” and specifying the path you can put in the picture you want.

## N. Article:

Please read the important notice before running this process.

In this case you can not alter the Article ID as this is filled in automatically. Note you have to know the Provider ID as this is a required input. You select the right record like in the student case. Note that the Article ID does not have to be the same as the record number, but will be

quite similar anyway.

Min Stock is the quantity used by the shopping list. As soon as the stock level sinks under this value the article appears on this list. No reorder is the quantity you will be advised to buy on the shopping list.

Price S is the price you sell the article for and Price B is the price you buy the article for yourself.

### ***After shopping:***

After going shopping and stocking up your stock you have to tell the program what you got. Therefore open the form and alter the No in stock value. On the shopping list you will find the Article ID. Take the old value, add the bought quantity and put in the new value.

## N. Provider:

Please read the important notice before running this process.

This screen is to alter existing and enter new providers.

<b>Provider ID</b>	1
<b>Name</b>	Woolworth
<b>Address L1</b>	
<b>Town</b>	Eastbourne
<b>Country</b>	East Sussex
<b>Postcode</b>	BN32 4ED
<b>Telephone</b>	01232564325
<b>Fax</b>	
<b>Name Contact</b>	Mrs Smith

**Finished**

Record: 1 of 3

You can find your way in the records in the way described in N. Student.

You can not alter the value Provider ID and the number will be assigned automatically if you enter a new provider.

With name contact I mean the person you normally talk to. Or in some shops you might send the shopping list vial the fax to a certain person and he gets everything ready.

## Help:

Clicking on this button will run word and load this file so you have an online reference. You can come back the software by closing word or by using the multitasking provided by windows.

## Quit:

By clicking on this you can end the software. It will save everything.

## Appendix :

I hope you will have fun with this piece of software. Till the end of the school year you can contact me if you need any help. Afterwards you can try to call me on +49 172 906 7518 and I will try to arrange to see you.

## Good Luck!