

**Edmonds Community College**



**CIS 234 – Spring 2014**

**TA6 – User Manual**

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**Prepared by the Squirtle Squad**

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MEMO

**To: Patrick Jay – Vice President & Manager**

**From: Squirtle Squad**

**Date: May 24, 2014**

**Subject: Prototype Demo**



Attached herein is the User Manual that the Squirtle Squad has prepared for the Bank of Xanadu and its new Contract Management and Invoicing System. This document includes a system overview, followed by a step-by-step for the procedures used by the Bank of Xanadu Programmer Contract Management System.

At this time, we at the Squirtle Squad would like to request a review meeting on Saturday June 14, 2014 with all primary users and the development team. This meeting will provide a hands on walkthrough of the User Manual. At this time, we will also gladly answer any and all questions that may be presented at the time.

Sincerely,

Squirtle Squad

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**Bank of Xanadu**



**User Manual for Contract Payables System**

**May 17, 2014**

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## **Introduction:**

This document is by the “Squirtle Squad group” to guide you to the new automated system. This user manual document will provide a visuals (screen shot of the actual automated system) and detailed description on what the new user interface would look like and how to use the application. A guide will be provided along the description and a step by step procedure for the application.

If a problem is encountered, refer to the table of contents for the subject containing the guidelines of the occurred problem or you can contact the 24hr hotline regarding the user guideline.

## User Manual

(Step by step procedure)

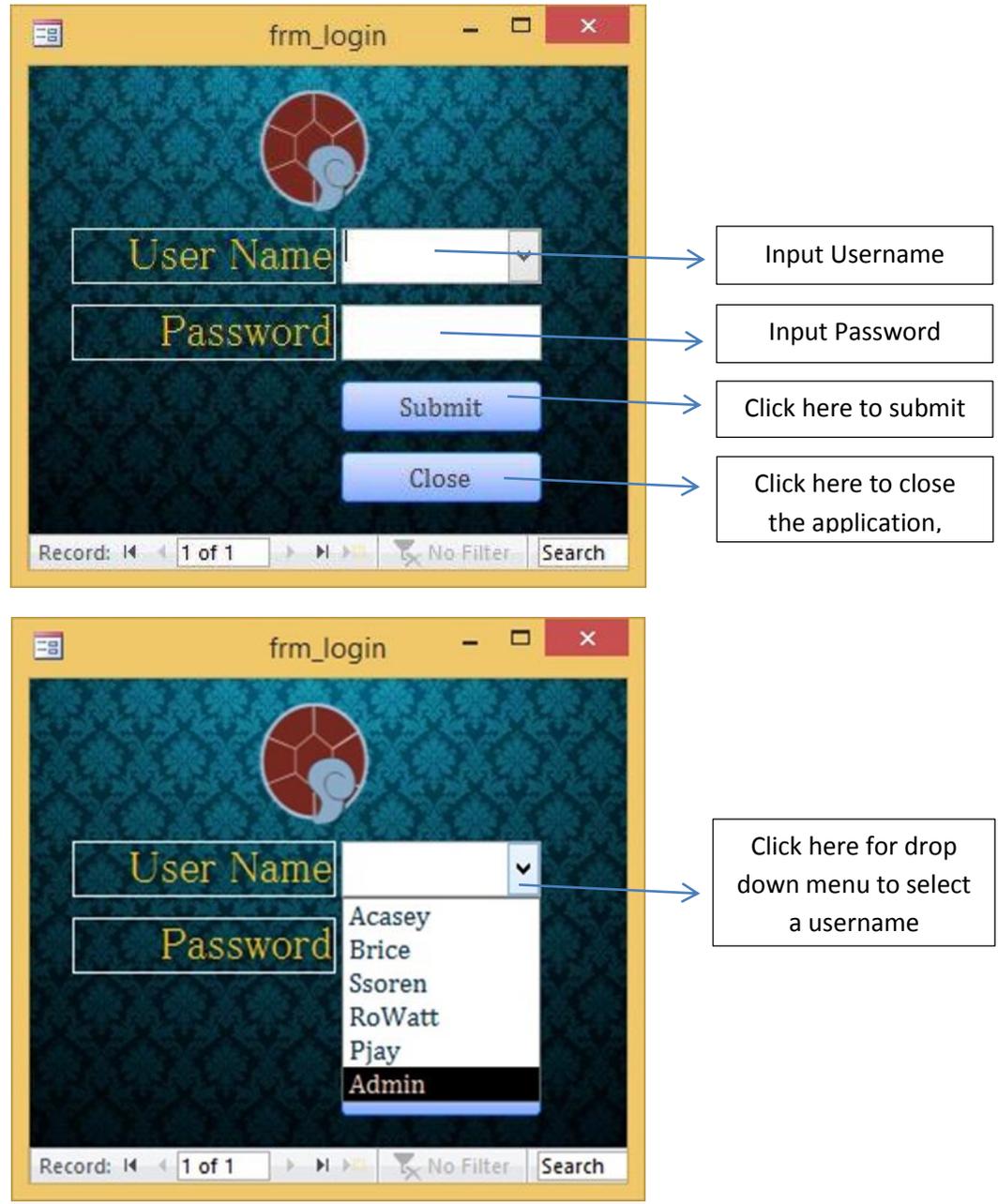
### Splash Screen

The splash screen is a greeting that activates when you start the application. The splash screen will display for approximately 4 seconds before transitioning to the login menu.



## The Log-In Menu

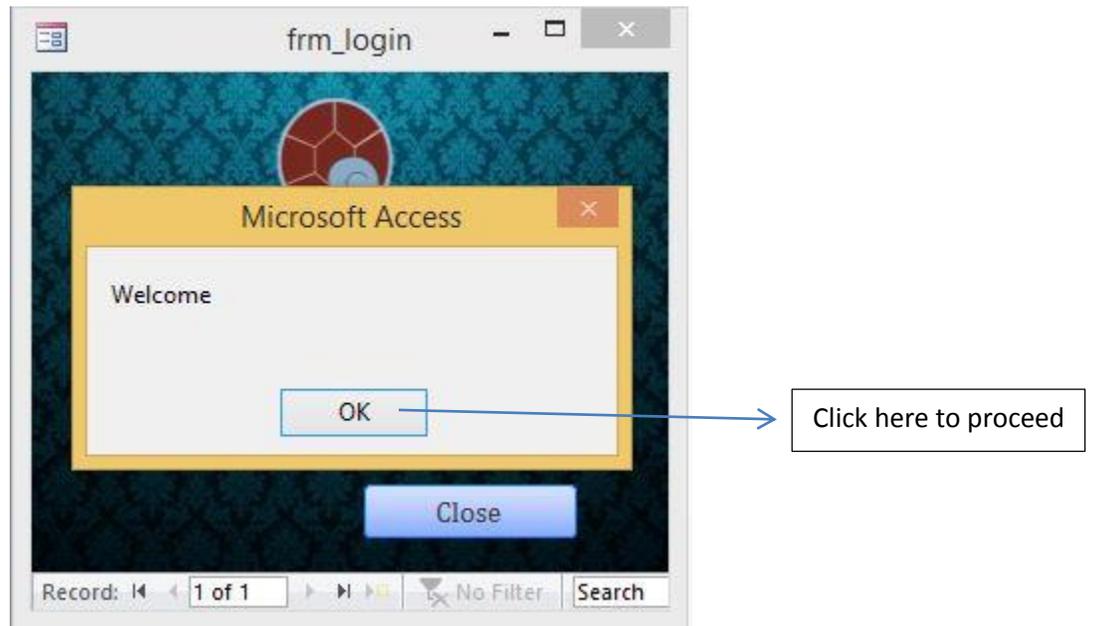
The login menu screen is where you'll be prompted enter or select a username as you see in the illustration below.



Once you have entered or selected your username, type in your password and click submit to enter the system. The login screen also features a close

button; if you wish to close the application at this time, you can click on the close button.

Once you have entered the correct username and password a welcome greeting will appear. Click the OK button to proceed to the next application form.



## Navigation Screen

The Navigation Screen is where you can find the Main Menu. There you can find buttons leading to another form whether you are creating or wanted to view existing record and search for an employee you will find those menus on the main navigation screen.

The screenshot shows a window titled 'frm\_Nav' with a dark blue background and a grid of navigation buttons. The window title bar includes standard Windows controls (minimize, maximize, close). The main content area features a logo on the top left and the title 'Bank Of Xanadu Programmer Contract Management System' in yellow text. Below the title is a horizontal navigation bar with tabs: 'Main Menu', 'frm\_Contacts', 'frm\_Divisions', 'frm\_Employee', and 'frm\_Vendors'. The 'Main Menu' tab is currently selected. The main area contains a 3x3 grid of buttons: 'Division', 'Unit', 'Contact' in the first row; 'Vendor', 'Employee', 'Programmer' in the second row; and 'Contract Form', 'Invoice Form', 'Exit application' in the third row. At the bottom, there is a status bar with record navigation controls (back, forward, first, last), a 'Record: 1 of 1' indicator, a 'No Filter' status, and a search input field.

Callouts on the left side:

- Click to navigate to the Unit form
- Click to navigate to the Division form
- Click to navigate to the Employee form
- Click to navigate to the Vendor form
- Click to navigate to the Contract form

Callouts on the right side:

- Navigation Tabs
- Click to navigate to the Contact form
- Click to navigate to the Programmer form
- Click to close the application
- Click to navigate to the Invoice form

## Division Menu

The Division Menu is where you can browse through previous records or creating a record the application consists of the following buttons:

- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once clicked will go to the next existing record
- Create/New Button- The Create / New Button is a button when click gives you the option to input information and create a new record
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the application form that you are in.

The screenshot displays the 'Bank Of Xanadu Programmer Contract Management System' interface. The window title is 'frm\_Nav'. The main menu includes 'Main Menu', 'frm\_Contacts', 'frm\_Divisions' (highlighted), 'frm\_Employee', and 'frm\_Vendors'. The 'Divisions' section features a left arrow, a right arrow, and a refresh icon. Below these are four buttons: 'New Division', 'Save Record', 'Delete Record', and 'Close Form'. The form contains two input fields: 'Division ID' with the value '1' and 'Div\_Name' with the value 'BAS'. At the bottom, there is a record navigation bar showing 'Record: 1 of 10', a 'No Filter' indicator, and a search box.

Displays the name of the form you're on

Click here to proceed to the previous record

Click here to create a new division

Click here to save the current record

Division ID Number

Division Name

Click here to proceed to the next record

Click here to close the current form

This button will delete the current record.

## Vendor Menu

The Vendor Menu is where you can browse and navigate through your vendors and even delete or add a vendor record. The application consists of the following buttons:

- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the current application form.

The screenshot shows the 'frm\_Vendors' application window. At the top, there are navigation buttons: 'New Vendor', 'Save Record', 'Delete Record', and 'Close Form'. Below these are two buttons for navigating between records: a left arrow and a right arrow. The main area contains a form with the following fields:

Vendor_ID	<input type="text"/>
Vendor Name	Accelerated Information System
Vendor Number	ZZ0015
Vendor Address	1234 Swallow Dr. Marysville, WA
Vendor Phone	(425) 229-3578
Vendor Email	contact@aci.net

At the bottom, there is a status bar showing 'Record: 1 of 5', a 'No Filter' indicator, and a 'Search' input field.

Callout boxes on the left side of the window provide instructions for the buttons and fields:

- Click here to proceed to the previous record (points to the left arrow button)
- Displays the name of the form you're on (points to the 'Vendors' title)
- Click here to create a new division (points to the 'New Vendor' button)
- Click here to save the current record (points to the 'Save Record' button)
- Vendor ID Number (points to the Vendor\_ID field)
- Vendor Number (points to the Vendor Number field)
- Vendor Address (points to the Vendor Address field)

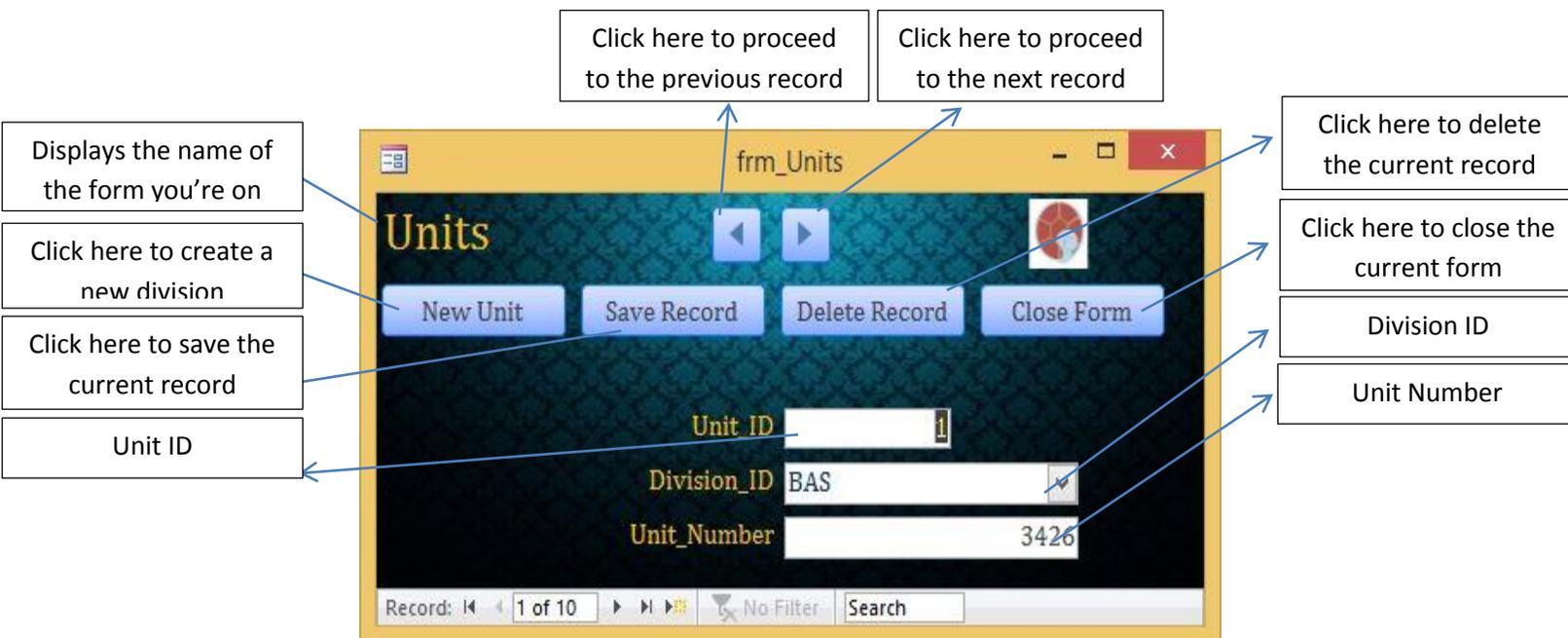
Callout boxes on the right side of the window provide instructions for the buttons and fields:

- Click here to proceed to the next record (points to the right arrow button)
- Click here to close the current form (points to the 'Close Form' button)
- Click here to delete the current record (points to the 'Delete Record' button)
- Vendor Name (points to the Vendor Name field)
- Vendor Tel. Number (points to the Vendor Phone field)
- Vendor E-mail (points to the Vendor Email field)

## Units Menu

The Units Menu is where you can browse and navigate through your unit and even delete or add a unit record. The application consists of the following buttons:

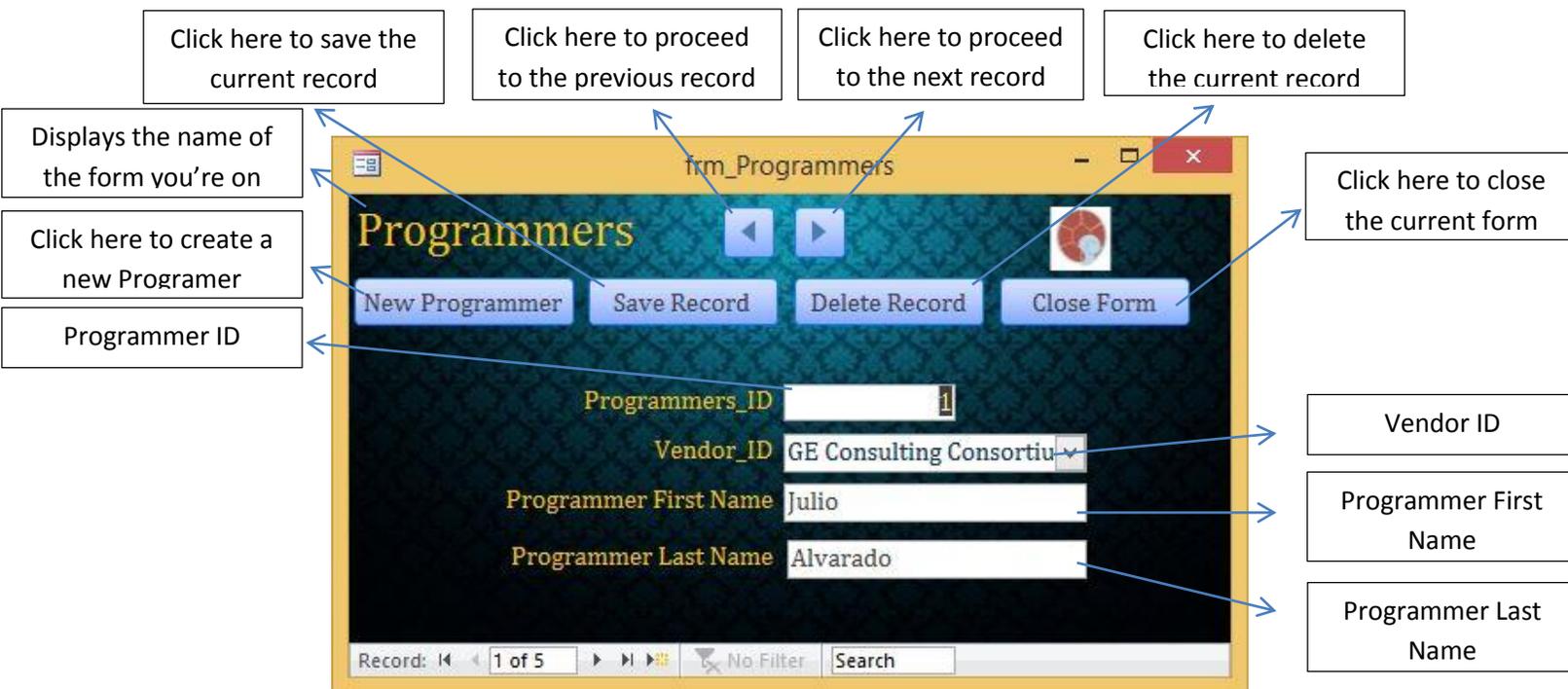
- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the current application form.



## Programmer Menu

The Programmer Menu is where you can browse and navigate through your programmer and even delete or add a programmer record. The application consists of the following buttons:

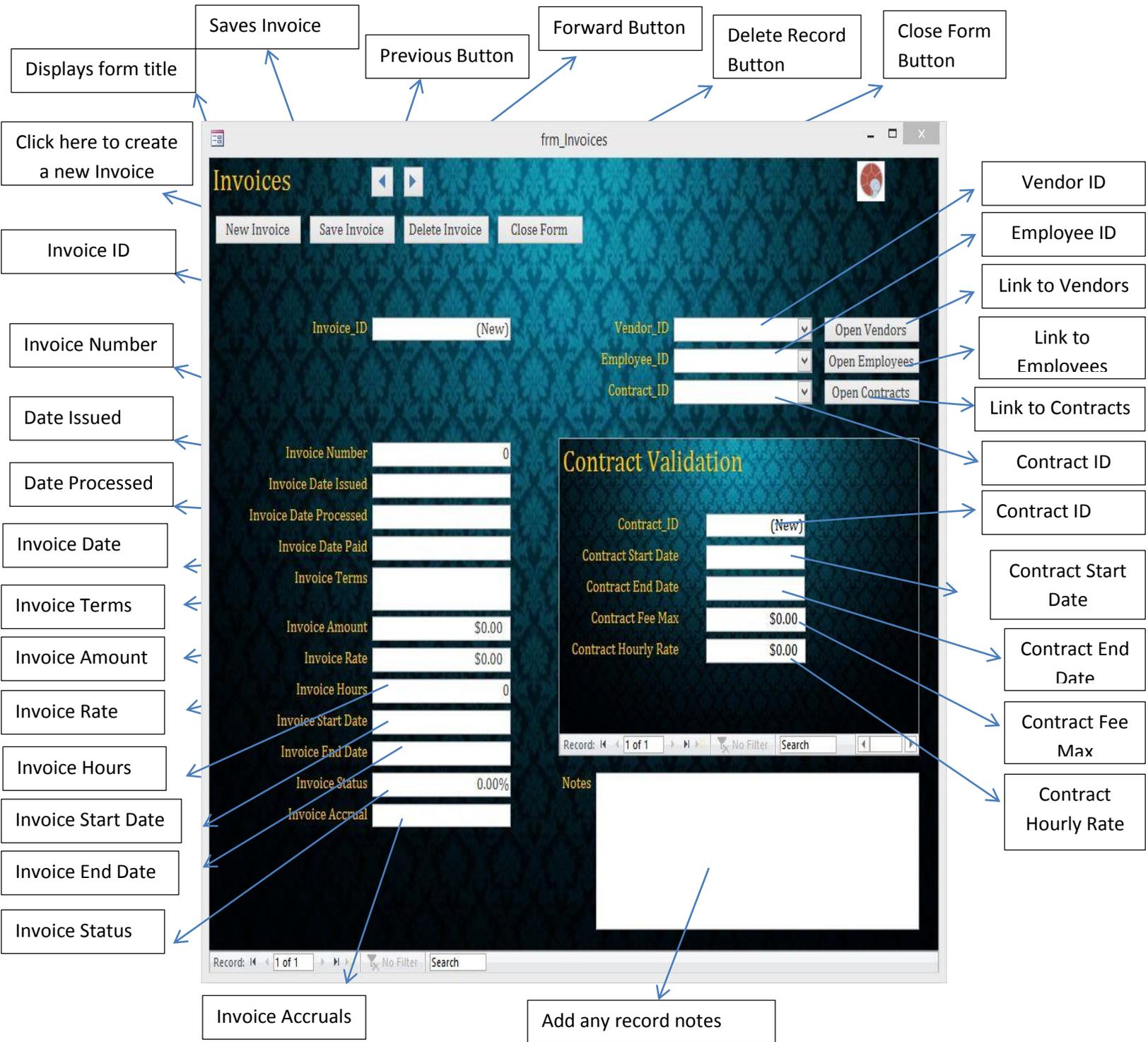
- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the current application form.



## **Invoice Menu**

The Invoice Menu is where you can browse and navigate through your Invoice and even delete or add an Invoice record. The Invoice menu is where the main calculation of the system is done. The application consists of the following buttons:

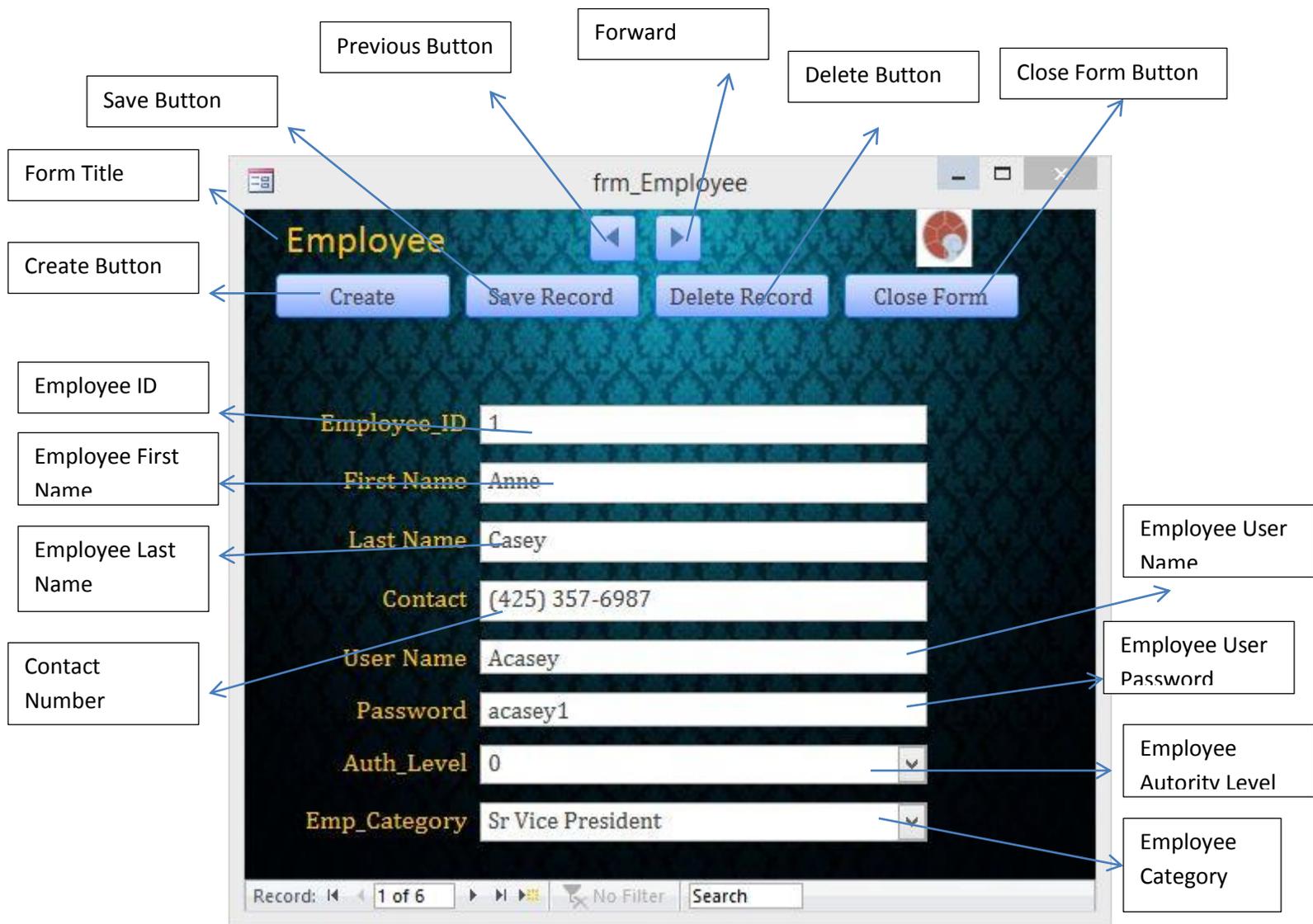
- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the application form that you are in.
- Vendor Button- This button allows you to create or add a new vendor that doesn't yet exist.
- Employee Button- This button allows you to create or add a new Employee that doesn't yet exist.
- Contract Button- This button allows you to create or add a new Contract that doesn't yet exist.



## Employee Menu

The Employee Menu is where you can browse and navigate through your employee and even delete or add a employee record. The application consists of the following buttons:

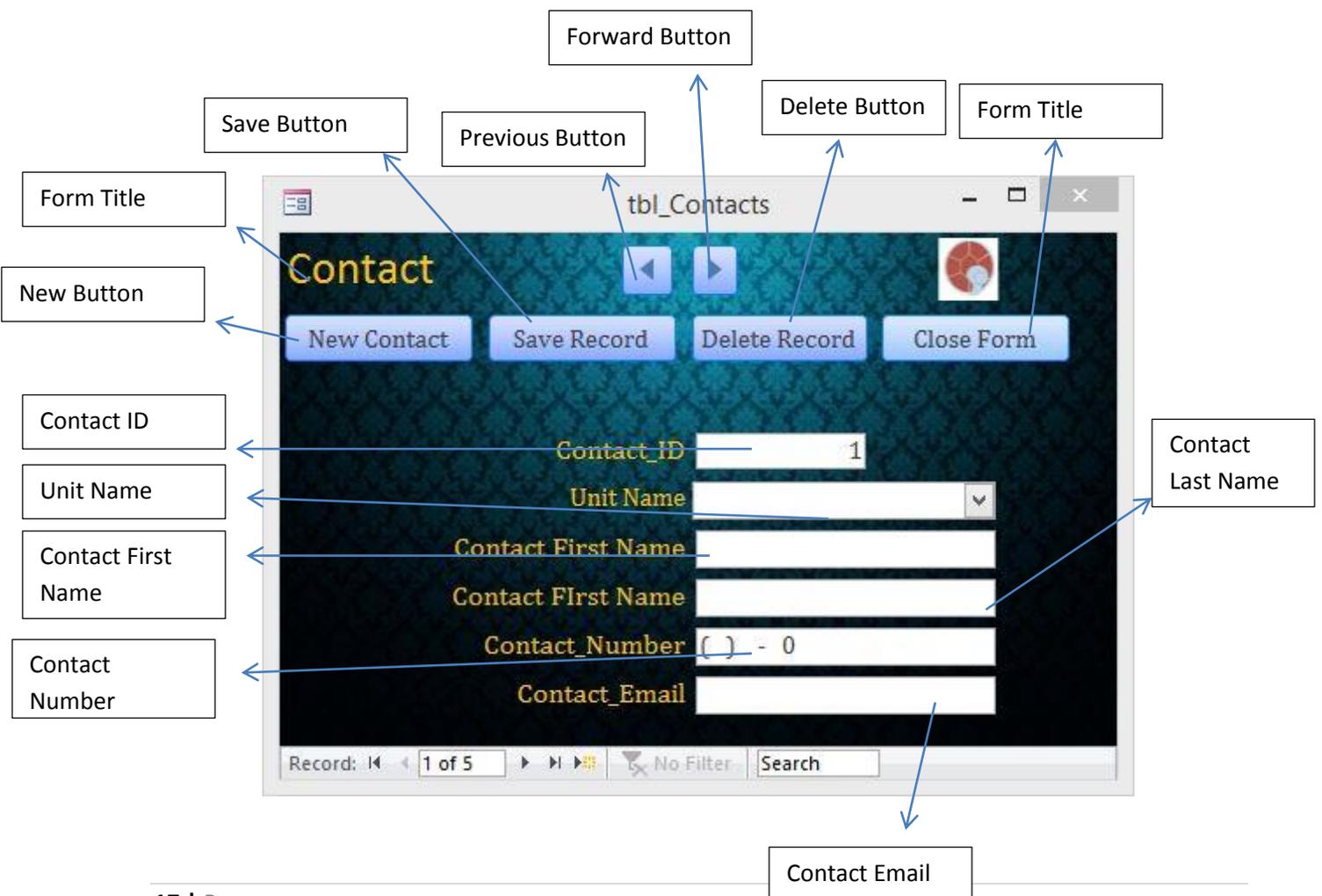
- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the current application form.



## Contact Menu

The Contact Menu is where you can browse and navigate through your contact and even delete or add a contact record. The application consists of the following buttons:

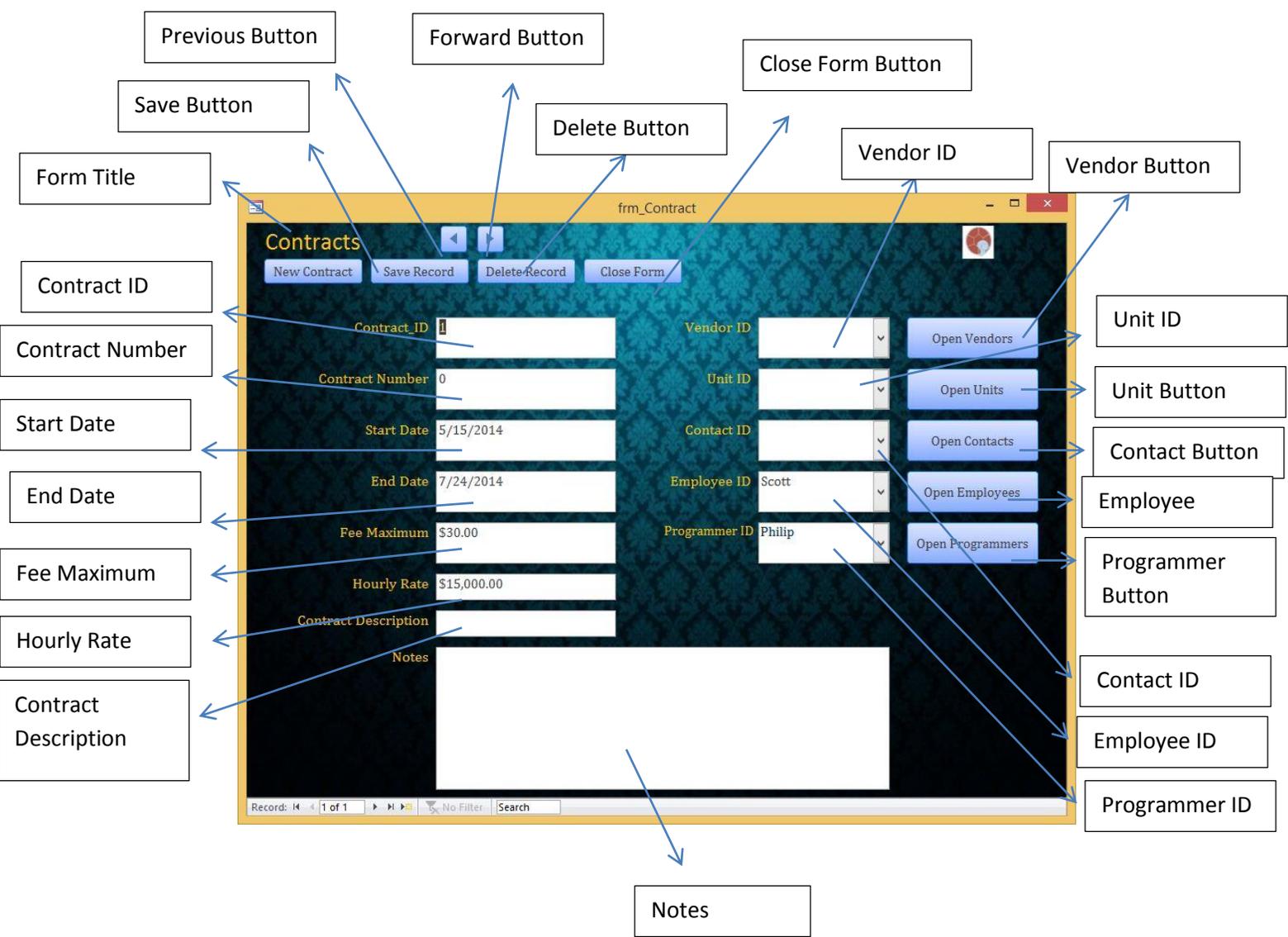
- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the current application form.



## **Contract Menu**

The Contract Menu is where you can browse and navigate through your contract and even delete or add a contract record. The application consists of the following buttons:

- Previous Button- The previous button once clicked will lead you back on the previous record.
- Forward Button- The forward button once click will go to the next existing record
- Create/New Button- the Create / New Button is a button when click gives you the option to input information and create a new record. When creating a new record the ID number is generated by the system.
- Save Button- Save Button saves the record you created or edited
- Delete Record Button- Deletes record shown on you current screen
- Close Button- Close Button is a button when clicked exits the application form that you are in.
- Vendor Button- This button allows you to create or add a new vendor that doesn't yet exist.
- Employee Button- This button allows you to create or add a new Employee that doesn't yet exist.
- Contact Button- This button allows you to create or add a new Contact that doesn't yet exist.
- Programmer Button- This button allows you to create or add a new programmer that doesn't yet exist.
- Unit Button- This button allows you to create or add a new Unit that doesn't yet exist.



## Reports

### Where to Go For More Help

The new BoX PCMS should be very reliable and add a new level of efficiency for the Bank of Xanadu. However, in the case of any system issues or problems that are in need of immediate solutions or repairs, please contact Mr. Keith Neece at [kneece@sgs.com](mailto:kneece@sgs.com). Mr. Neece is the primary developer of the new system and will respond with expediency in any needs to provide solutions with a high level of efficiency and respect regardless of the type of problem. If for any reason that Mr. Neece is not readily available, please contact Mr. Nathan Crespo at [ncrespo@sgs.com](mailto:ncrespo@sgs.com), he too will be able to help with any issues.

## **Appendix**

None at this time.