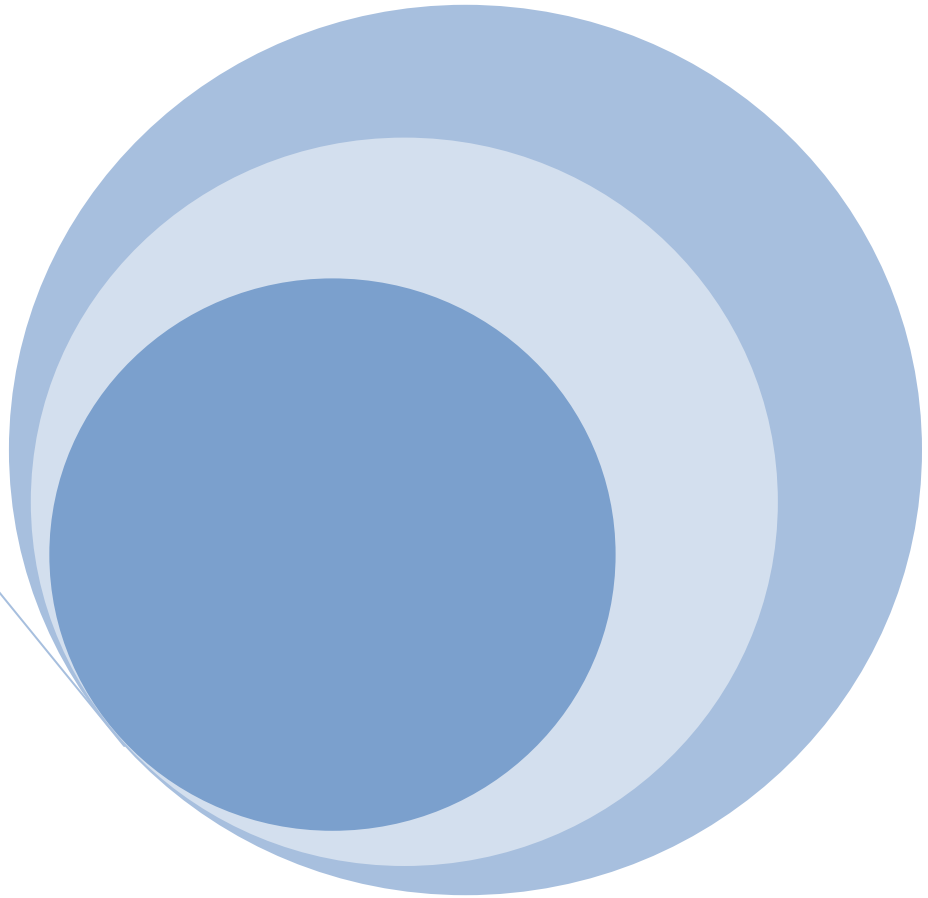


Computing-9691



FUTURE NET

Your Complete IT & Network Solution

A Cyber Cafe, Sales & Service Management
Software

USER GUIDE

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Introduction

The use of the software is to create, manage, report, and organize every aspect of your organization from daily transactions, registrations of holders to computer servicing. With just a few mouse clicks you can create, change the rates for services, manage and report all the necessary items to make your job easier and your company more profitable.

Here are some of the **key** features you can do with the software:

- Service Rate/Tariff entry for different services
- Home internet connection management
- Cyber café management
- Customer Services management
- Item Stock Control
- Item Sales management
- Computer Servicing management
- Reports

System requirements:

Here are some minimum system requirements for the software:

- ✓ Intel Pentium Dual Core running at 3.0 GHz or higher
- ✓ RAM-1GB
- ✓ 512 MB free hard disk space
- ✓ Windows XP/Vista/7/8
- ✓ Adobe Reader v9.0 or later

A brief overview on the program and the relationship between MS Access and the data:

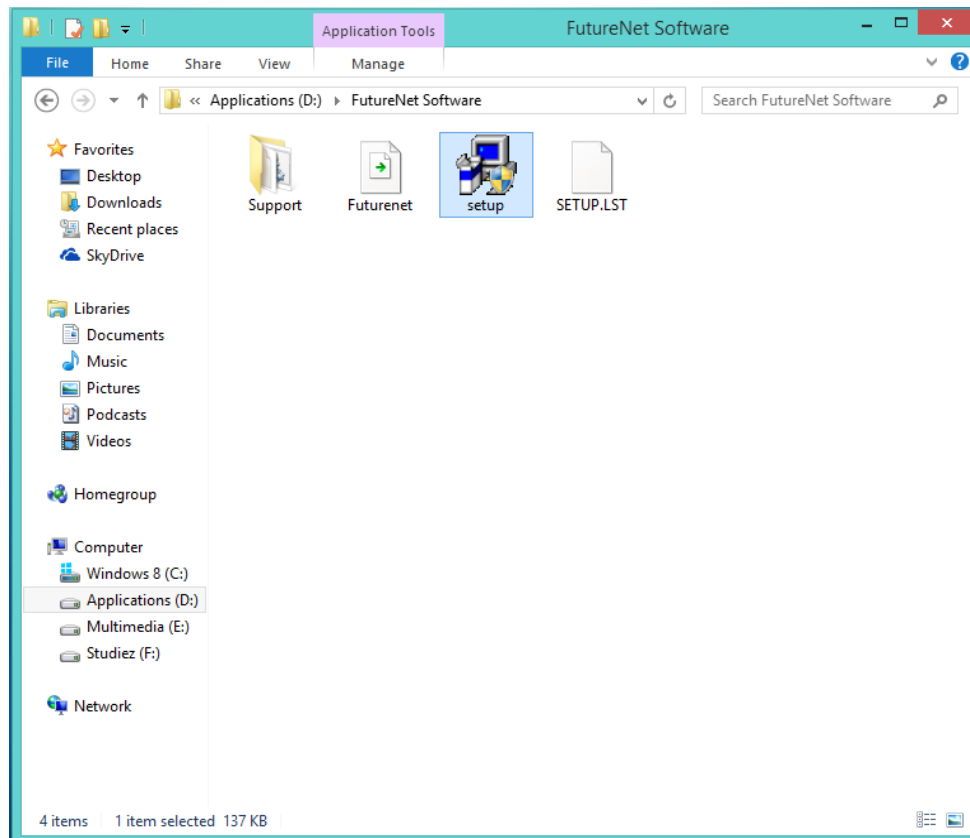
The database is basically a combination of two parts, one has been written to interact with you, i.e. the screens, reports and all the error checks that you see are one part (the front-end) of the program. This part has been designed using Visual Basic 6.0 software. The other part is where the records are stored. The storage occurs in a Microsoft Access Database file (2002-2003) format which is at the back end. There are thirteen tables in the database. Some of them are linked to each other by a unique key. Programming techniques have been used to link the two parts together for an efficient functioning. There is a connection that has been set up between the Database and the Data environment of the Visual Basic 6.0.

Installing/Uninstalling the system

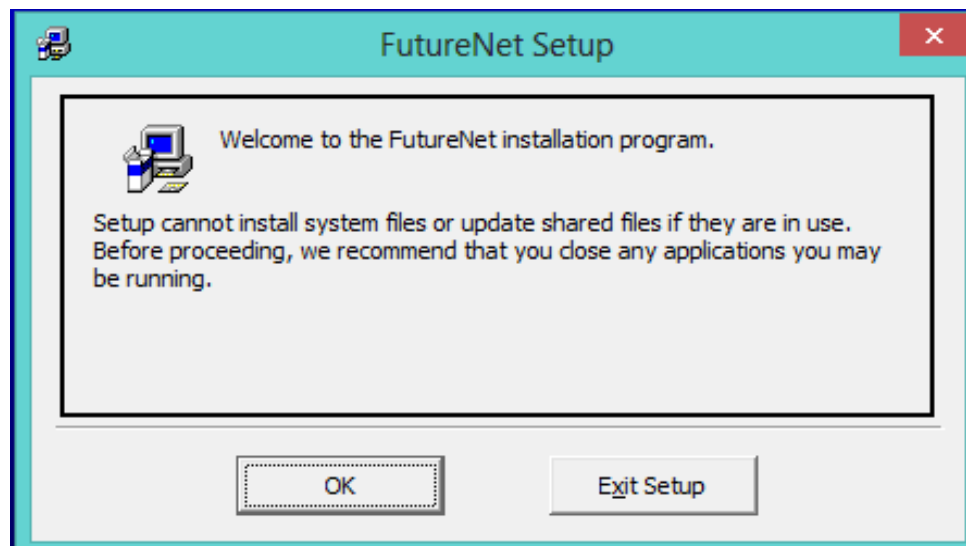
❖ **Installation:**

Steps that needs to be followed for installing the software:

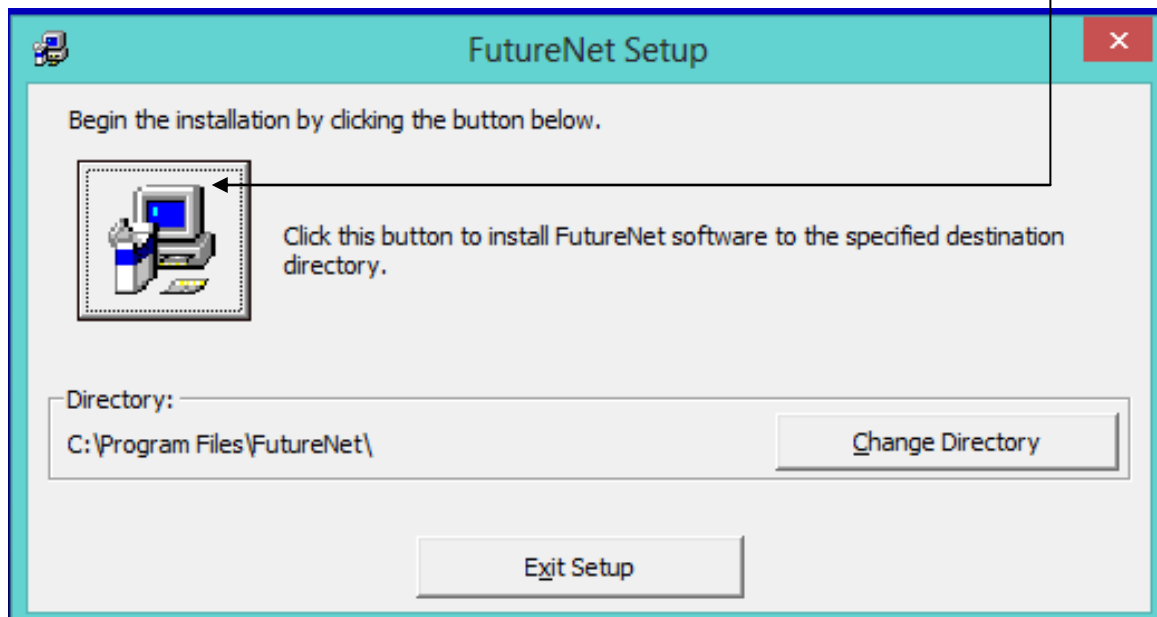
1. Open My Computer and selecting Applications (D:), and from the drive select FutureNet software folder. From the FutureNet Software folder select setup.exe:



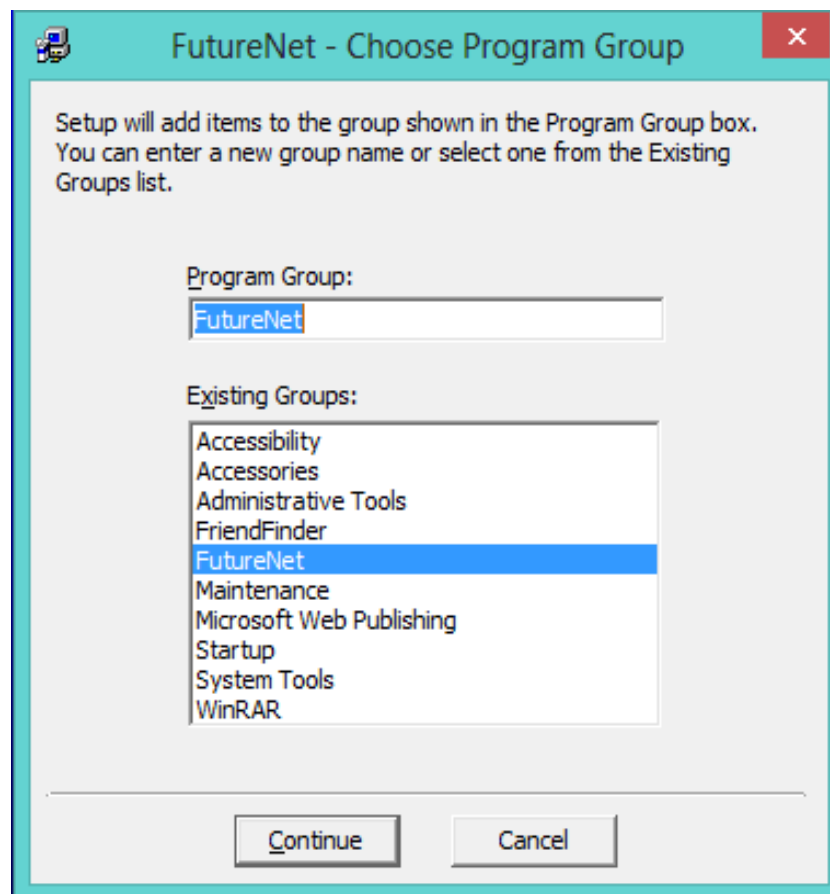
2. Click 'OK':



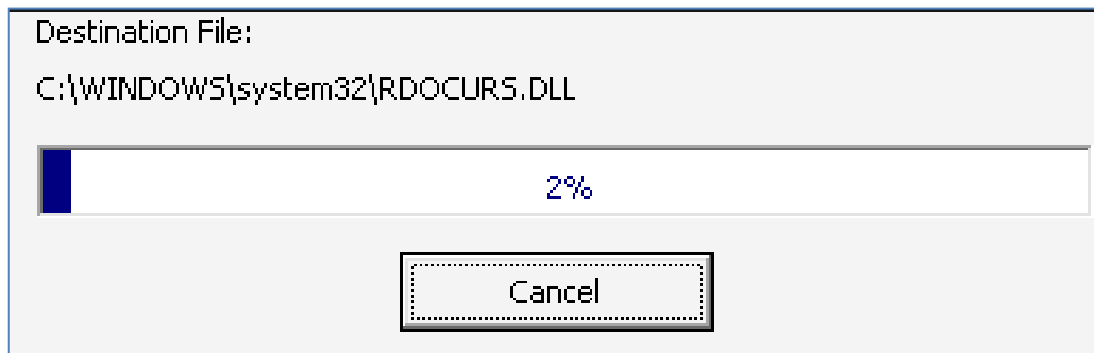
3. Click on the **Button** shown by the arrow: _____



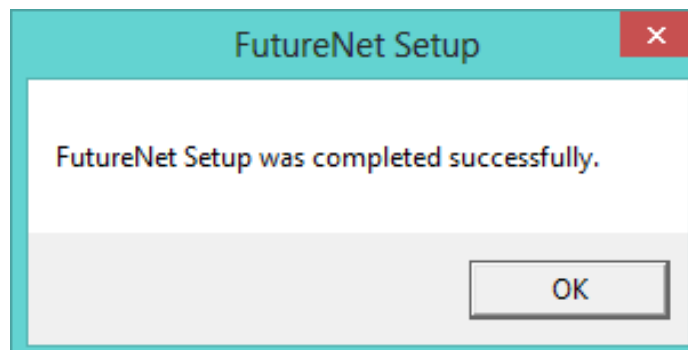
4. Click '**Continue**':



- A progress bar is shown.



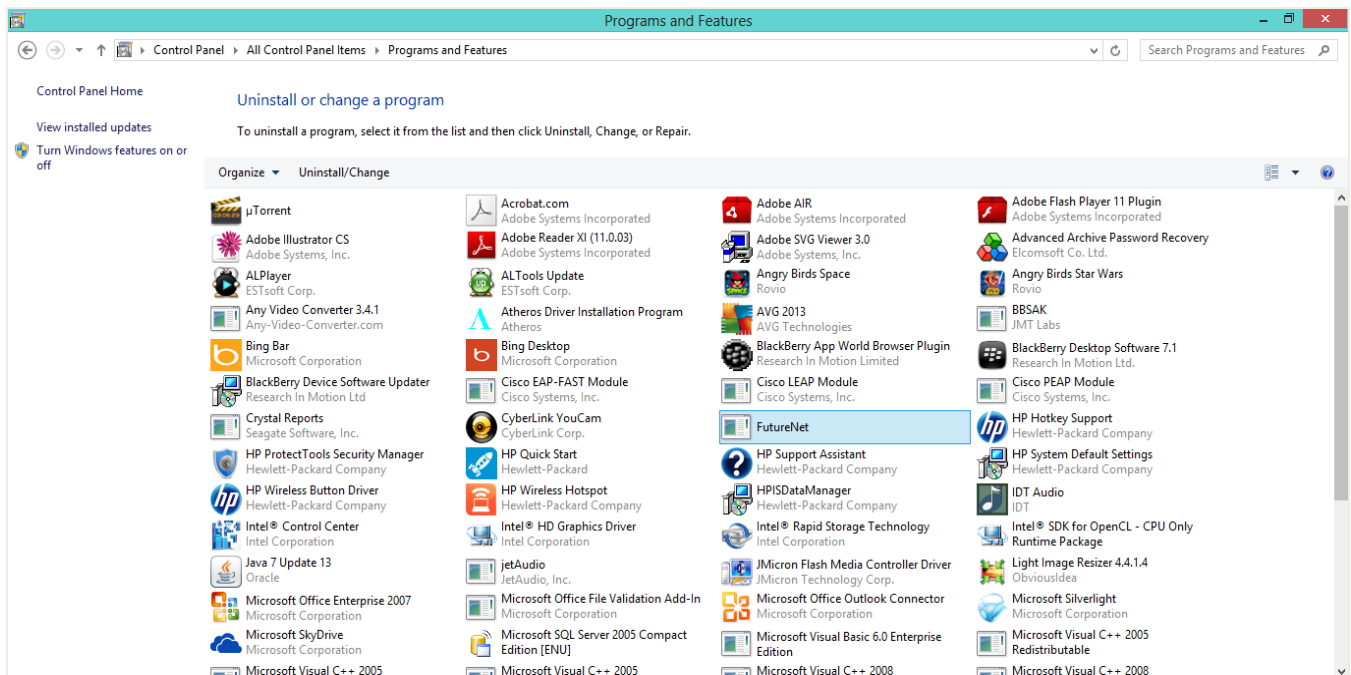
- Installation is complete when a message box shown below appears:



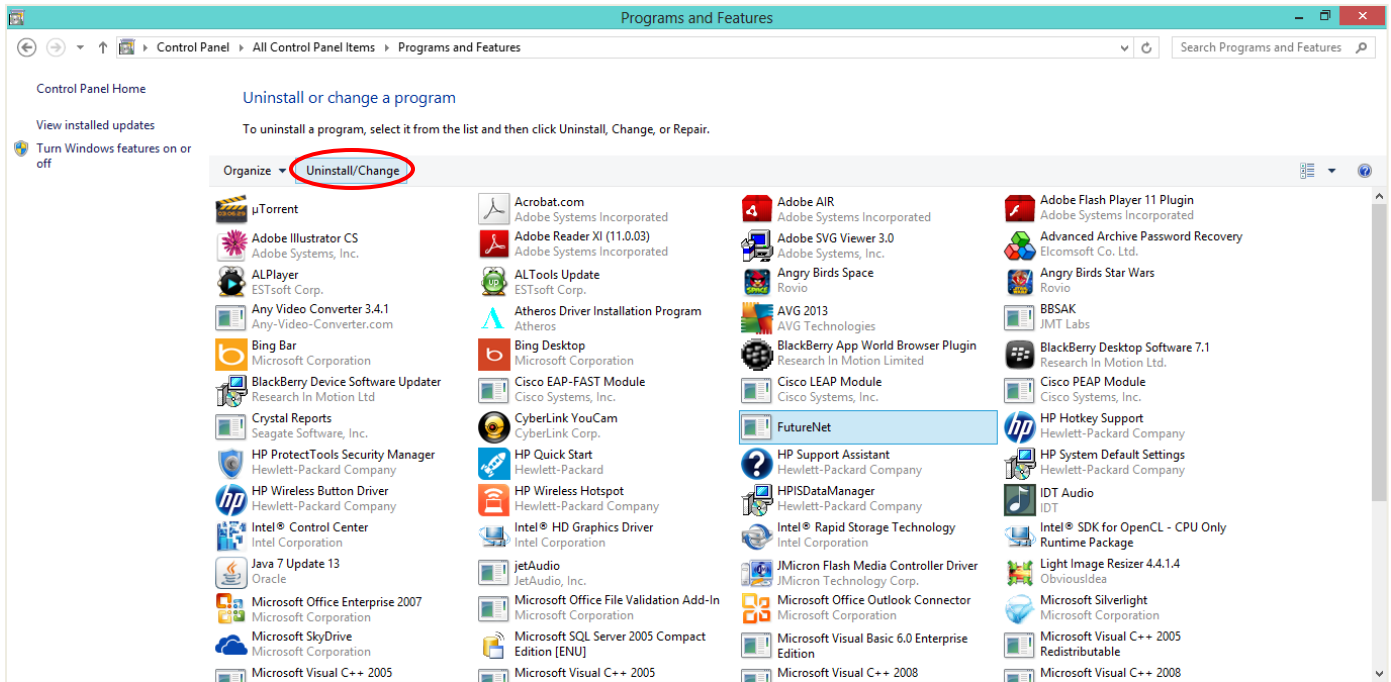
❖ Uninstalling the system:

Steps that needs to be followed for uninstalling the software:

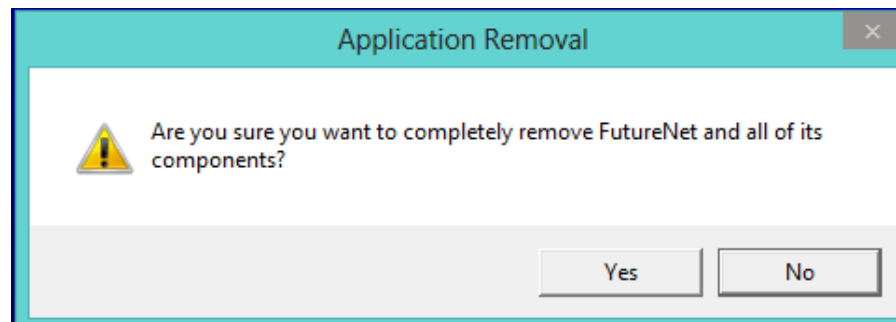
- Click on Start button and open Control Panel. Select **Programs and Features/Add or remove programs** option. Select FutureNet from the list of programs:



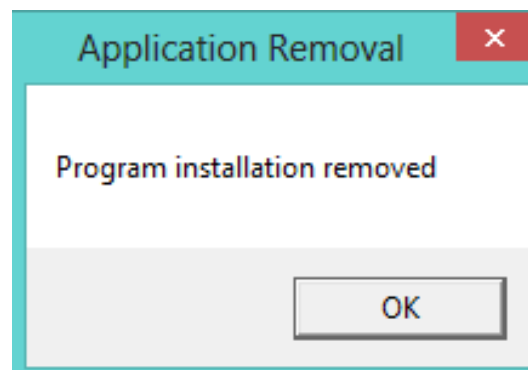
2. Click **Uninstall/Change**:



3. A security message is shown. Click **yes** to proceed.

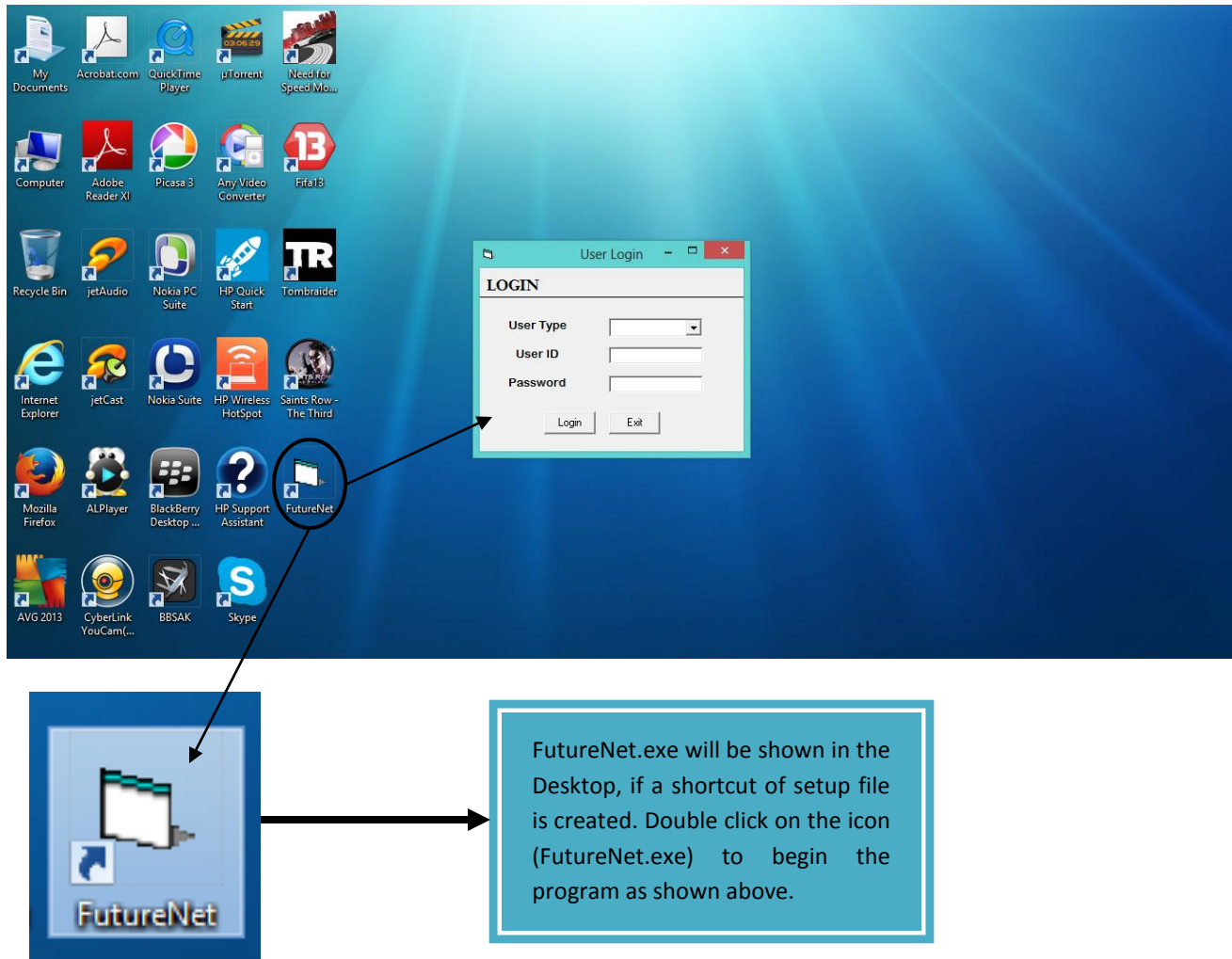


4. A confirmation message is shown that the un-installation is successful.



Get Started

Starting the system:

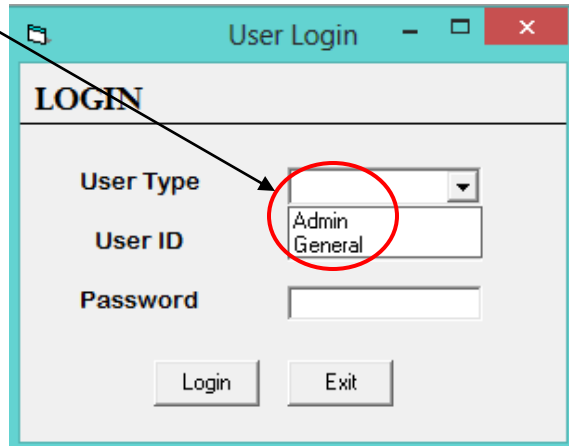


When the following Icon on the desktop is clicked the Login form appears. When the user enters the correct User Type, User ID and password, only then the user can get access to the Main Future Net window.

How to use the system

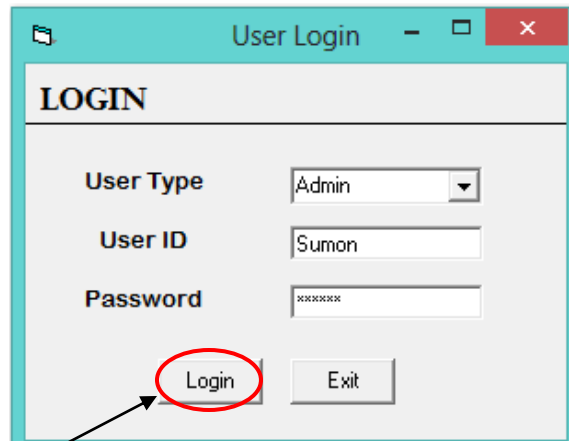
1) Logging into the system:

- i. Select User Type.



The screenshot shows a window titled "User Login" with a "LOGIN" header. Below the header, there are three input fields: "User Type", "User ID", and "Password". The "User Type" dropdown menu is open, showing two options: "Admin" and "General". An arrow points from the instruction "i. Select User Type." to the "User Type" dropdown menu.

- ii. Enter the Correct User ID and Password.

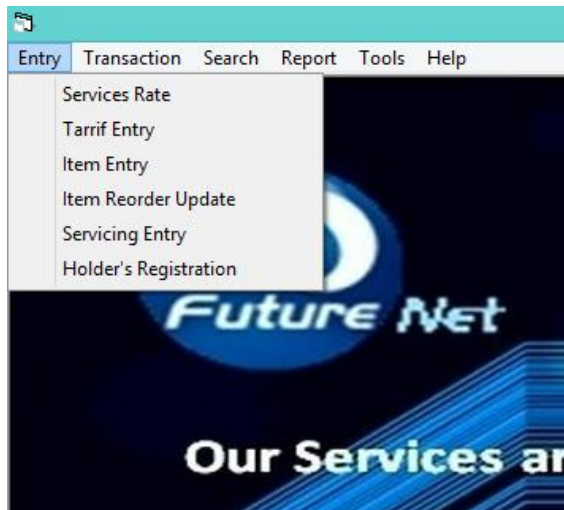


The screenshot shows the same "User Login" window. The "User Type" dropdown menu is now closed and set to "Admin". The "User ID" field contains the text "Sumon" and the "Password" field contains "xxxxxx". The "Login" button is circled in red, and an arrow points from the instruction "iii. Click on the Login Button to proceed" to it.

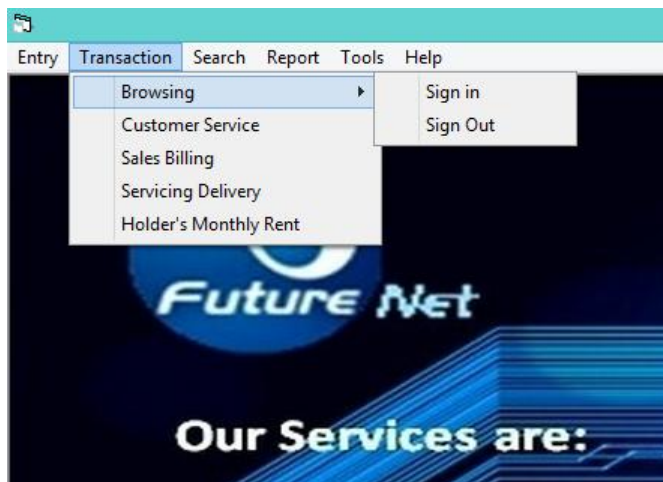
- iii. Click on the Login Button to proceed
- iv. When the Login button is clicked the Main Future Net window will appear with features enabled according to selected User Type.

2) Navigating Main Future Net Window Menus:

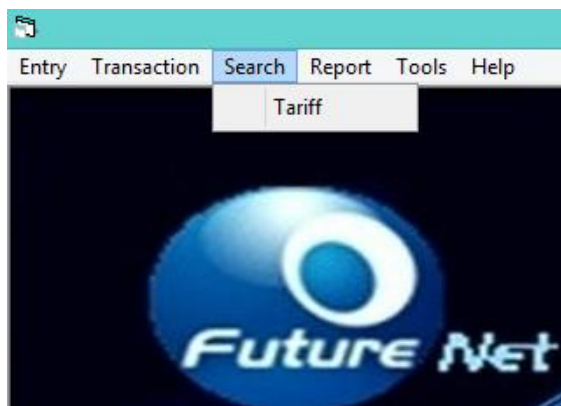
i. The **Entry** Menu



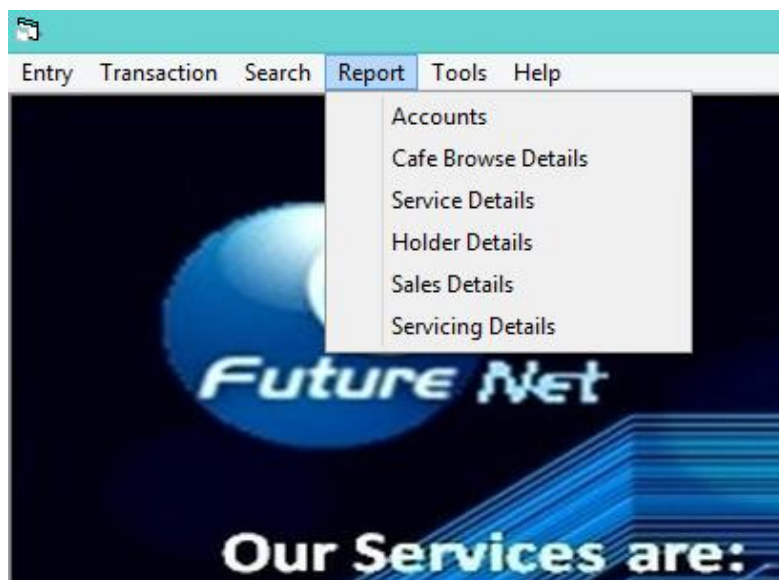
ii. The **Transaction** Menu



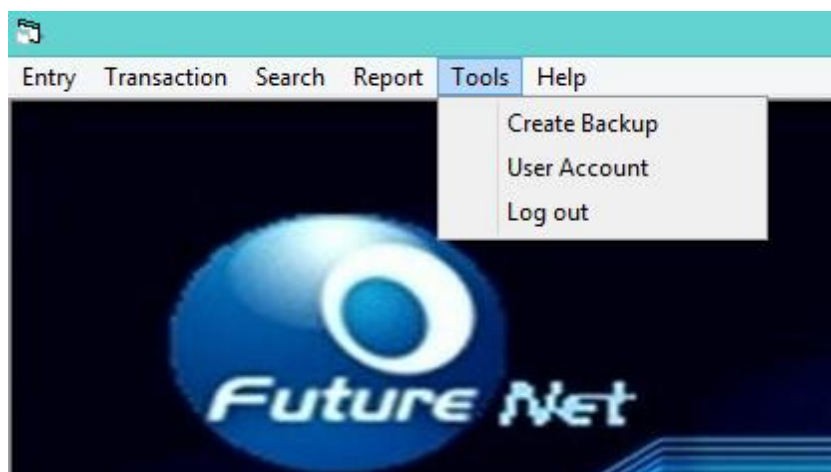
iii. The **Search** Menu



iv. The **Report** Menu



v. The **Tools** Menu



vi. The **Help** menu



3) Updating Services Rate:

Select **Entry > Services Rate** from the main menu window and take the following steps:

- I. Input valid rate for the desired service that needs to be updated.

The screenshot shows a window titled "Service Rate Entry". It contains five service categories, each with a text input field for the rate and an "Update" button. The services are: Web Browsing (Tk. /min), Photocopy (Tk. 3 /page), Scanning (Tk. /page), Colour Printing (Tk. /page), and Black and White Printing (Tk. /page). The "Update" button for Photocopy is circled in red. An arrow points from the text "Input valid rate" to the input field for Photocopy. Another arrow points from the text "Click on the Update Button" to the circled "Update" button for Photocopy.

- II. Click on the Update Button to proceed
- III. When the Update button is clicked a message will be shown as a confirmation that the rate entered for that particular service has been saved successfully.

The screenshot shows the same "Service Rate Entry" window as before, but with a confirmation dialog box overlaid. The dialog box is titled "Futurenet" and contains the message "Rate has been updated successfully" with an "OK" button. An arrow points from the "Update" button for Photocopy to the dialog box.

4) Adding/Amending/Deleting Tariff Plan:

To create or make any changes to Tariff Plan, Select **Entry > Tariff Entry** and from the following options:

- To add/create a new tariff plan take the following steps:

I. Go to the Create plan section

The screenshot shows the 'Tariff Entry' window. On the left, the 'CREATE PLAN' section has three fields: 'Plan' (a dropdown menu showing 'Unlimited (24 hrs)'), 'Speed' (a dropdown menu showing 'Night (10 p.m - 10 a.m)'), and 'Amount' (a text box with 'Tk.' and a cursor). Below these fields are 'Save' and 'Refresh' buttons. On the right, the 'AMMEND/DELETE PLAN' section has 'Select Plan' (dropdown), 'Select Speed' (text box), 'Set new Amount' (text box with 'Tk.'), and 'Update', 'Refresh', and 'Delete' buttons. An 'Exit' button is at the bottom right.

II. Select type of plan

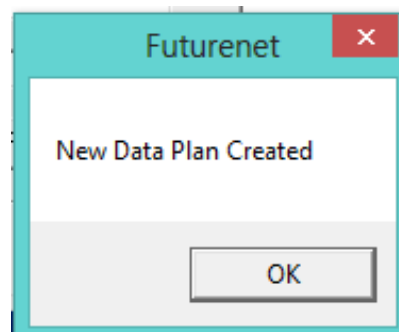
III. Input Speed

This screenshot shows the same 'Tariff Entry' window, but now the 'Speed' dropdown is set to '320 kbps' and the 'Amount' text box contains '1200'. The 'Save' and 'Refresh' buttons are still present.

IV. Input valid amount

V. Click **Save** button

VI. When the save button is clicked a message will be shown as a confirmation that a new tariff plan has been created and saved successfully.



- To amend an existing tariff plan take the following steps:
 - I. Go to the Amend/Delete Plan Section

The screenshot shows the 'Tariff Entry' window. On the right, the 'AMMEND/DELETE PLAN' section is active. The 'Select Plan' dropdown menu is open, showing options like 'Unlimited (24 hrs)' and 'Night (10 p.m - 10 a.m)'. The 'Select Speed' dropdown is also open, showing options like '128 kbps', '256 kbps', and '320 kbps'. The 'Set new Amount' field is empty. The 'Update' button is visible below the 'Set new Amount' field.

- II. Select type of plan
- III. Selecting the plan will show a list of speed in a list box

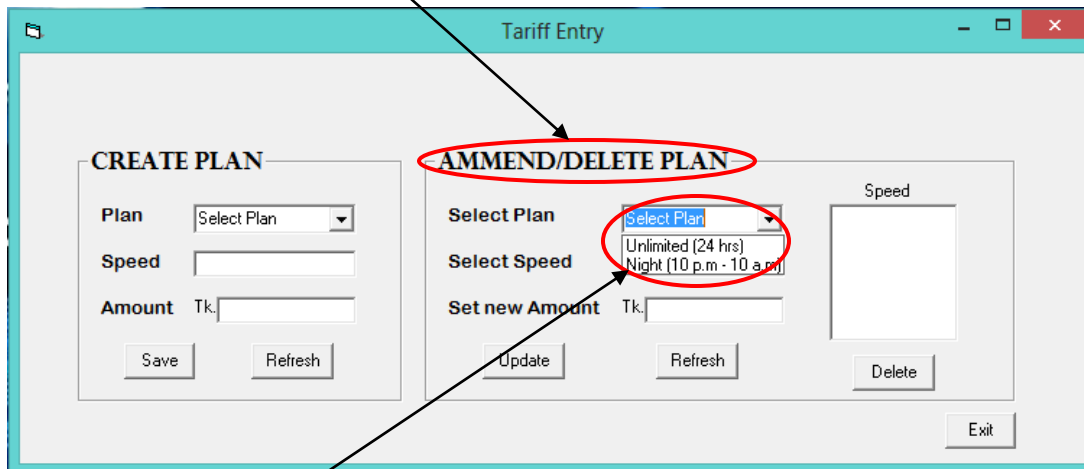
The screenshot shows the 'Tariff Entry' window. The 'Select Plan' dropdown is now set to 'Unlimited (24 hrs)'. The 'Select Speed' dropdown is set to '128 kbps'. The 'Set new Amount' field is empty. The 'Update' button is visible below the 'Set new Amount' field.

- IV. Select the desired speed from the list which you wish to update
- V. Input valid new amount
- VI. Click **Update** button
- VII. When the Update button is clicked a message will be shown as a confirmation that the selected tariff plan has been updated successfully.

The screenshot shows the 'Tariff Entry' window. The 'Set new Amount' field is now filled with '600'. A confirmation message box titled 'Futurenet' is displayed over the window, stating 'Your data plan has been updated'. The 'Update' button is visible below the 'Set new Amount' field.

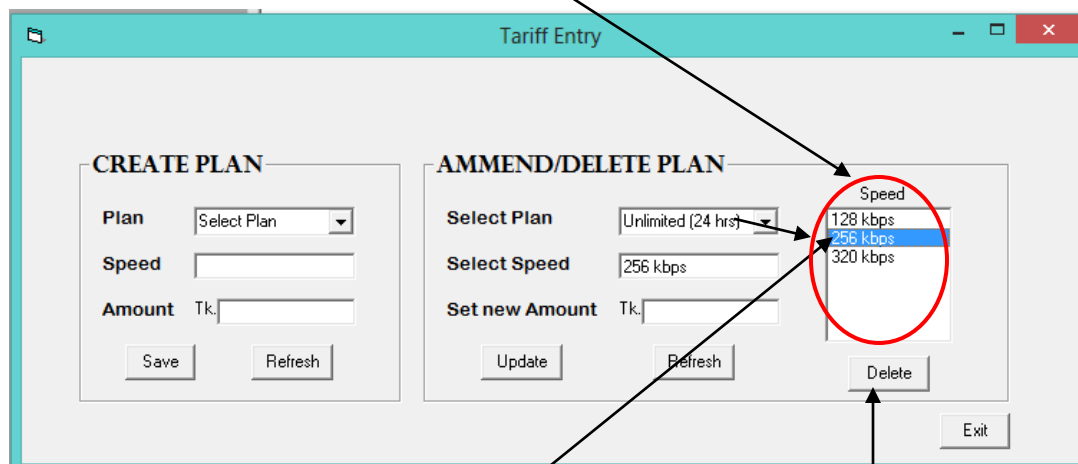
- To remove/delete an existing tariff plan take the following steps:

I. Go to the Amend/Delete Plan Section



II. Select type of plan

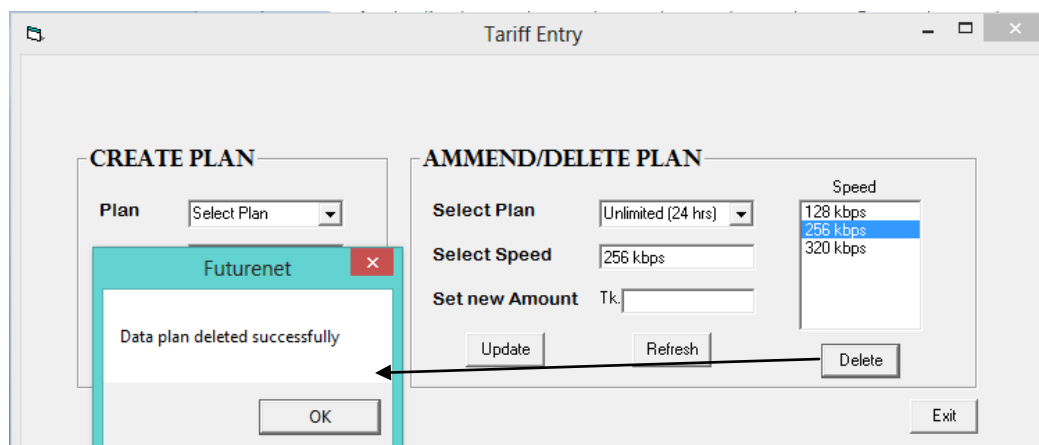
III. Selecting the plan will show a list of speed in a list box



IV. Select the desired speed which you wish to remove

V. Click **Delete** button

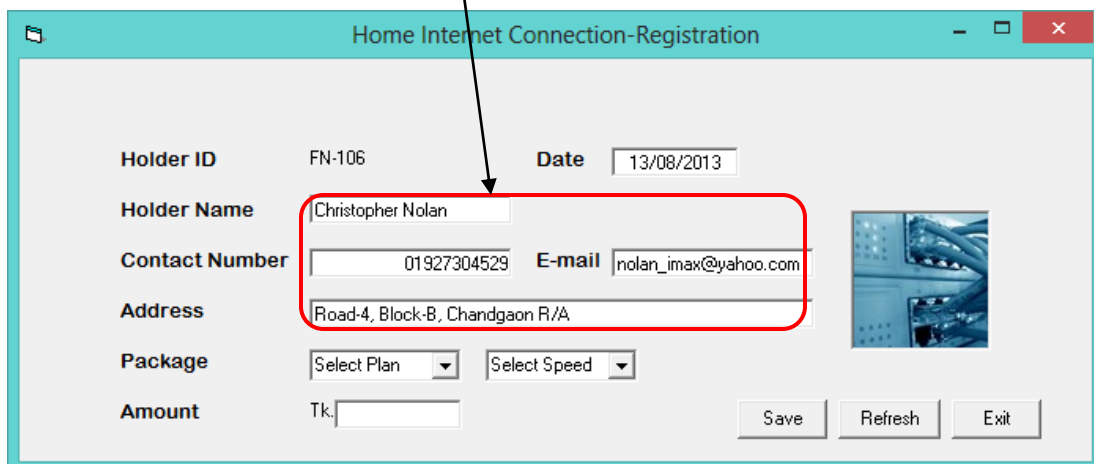
VI. When the delete button is clicked a message will be shown as a confirmation that the selected tariff plan has been deleted successfully and the selected speed is removed from list.



5) Home Internet Connection management:

To register a new holder for internet connection, Select **Entry > Holder's Registration** and take the following steps:

- I. Input Holder name, E-mail, Address, and valid Contact number



Home Internet Connection-Registration

Holder ID: FN-106 Date: 13/08/2013

Holder Name: Christopher Nolan

Contact Number: 01927304529 E-mail: nolan_imax@yahoo.com

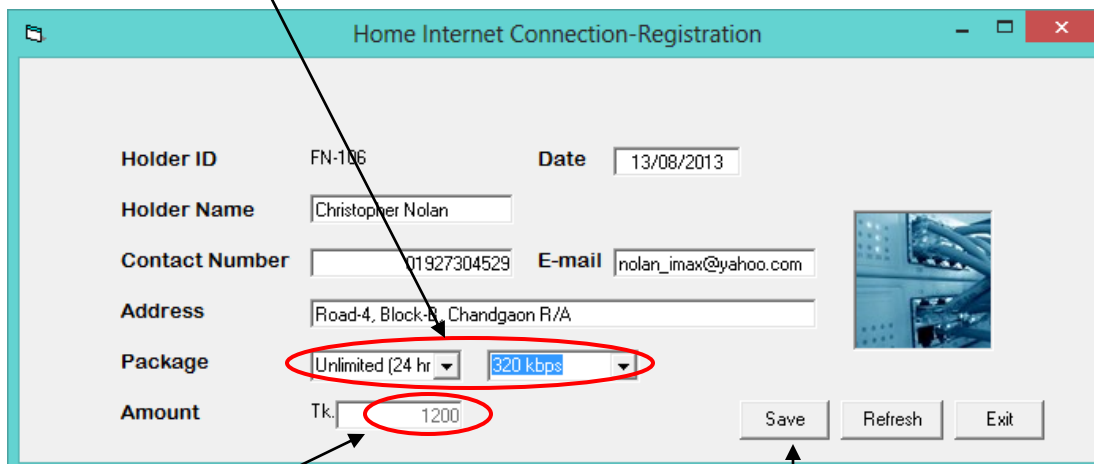
Address: Road-4, Block-B, Chandgaon R/A

Package: Select Plan Select Speed

Amount: Tk.

Save Refresh Exit

- II. Select Plan and Speed



Home Internet Connection-Registration

Holder ID: FN-106 Date: 13/08/2013

Holder Name: Christopher Nolan

Contact Number: 01927304529 E-mail: nolan_imax@yahoo.com

Address: Road-4, Block-B, Chandgaon R/A

Package: Unlimited (24 hr) 320 kbps

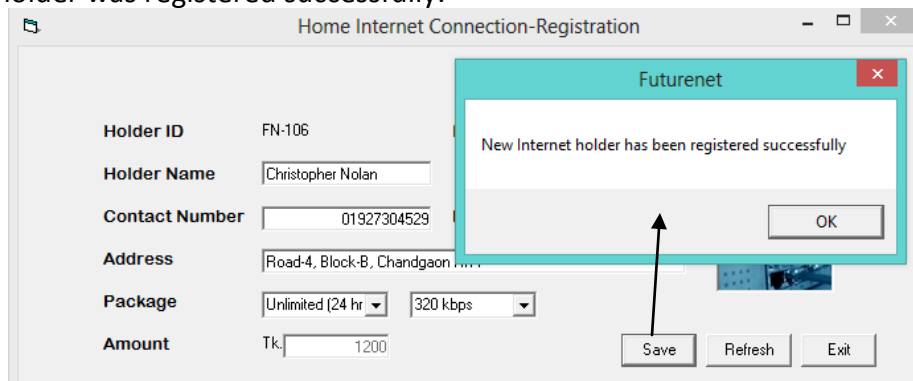
Amount: Tk. 1200

Save Refresh Exit

- III. Amount will appear

- IV. Click **Save** button

- V. When the save button is clicked a message will be shown as a confirmation that the holder was registered successfully.



Home Internet Connection-Registration

Holder ID: FN-106

Holder Name: Christopher Nolan

Contact Number: 01927304529

Address: Road-4, Block-B, Chandgaon R/A

Package: Unlimited (24 hr) 320 kbps

Amount: Tk. 1200

Save Refresh Exit

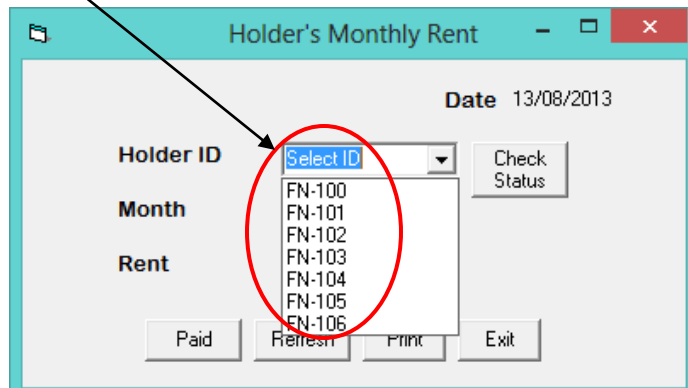
Futurenet

New Internet holder has been registered successfully

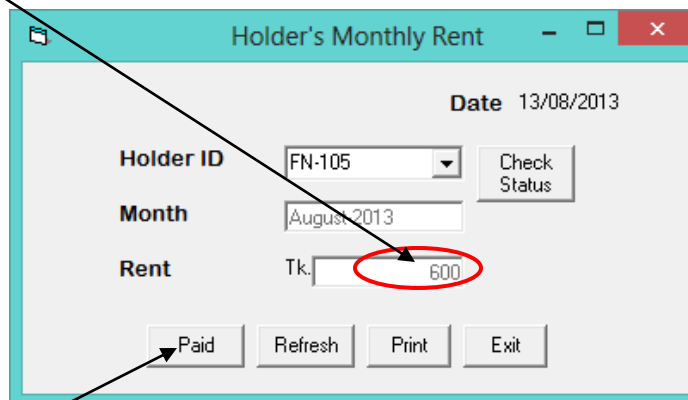
OK

To store monthly rent details of holders for internet connection, Select **Transaction > Holder's Monthly Rent** and take the following steps:

- I. Select Holder ID from the combo box

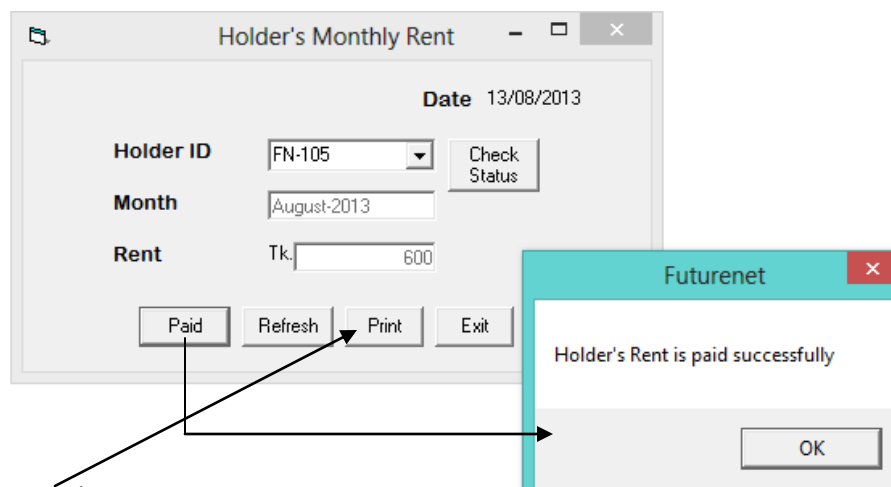


- II. Rent will appear





- III. Click **Paid** button

- IV. When the paid button is clicked a message will be shown as a confirmation that the holder was registered successfully.



- V. Click **Print** button

- VI. A screen is shown and clicking print button  from the menu bar will produce an acknowledgement slip which will be handed over to the customer.



FUTURE NET

Head Office
 House-Y/7 (Ground floor), Road-1(main), Block-A, Chandgaon R/A, Chittagong, Bangladesh
 Phone: 0167-0335215, 01819-809015
 E-mail: futurenet@live.com

ID: FN-105

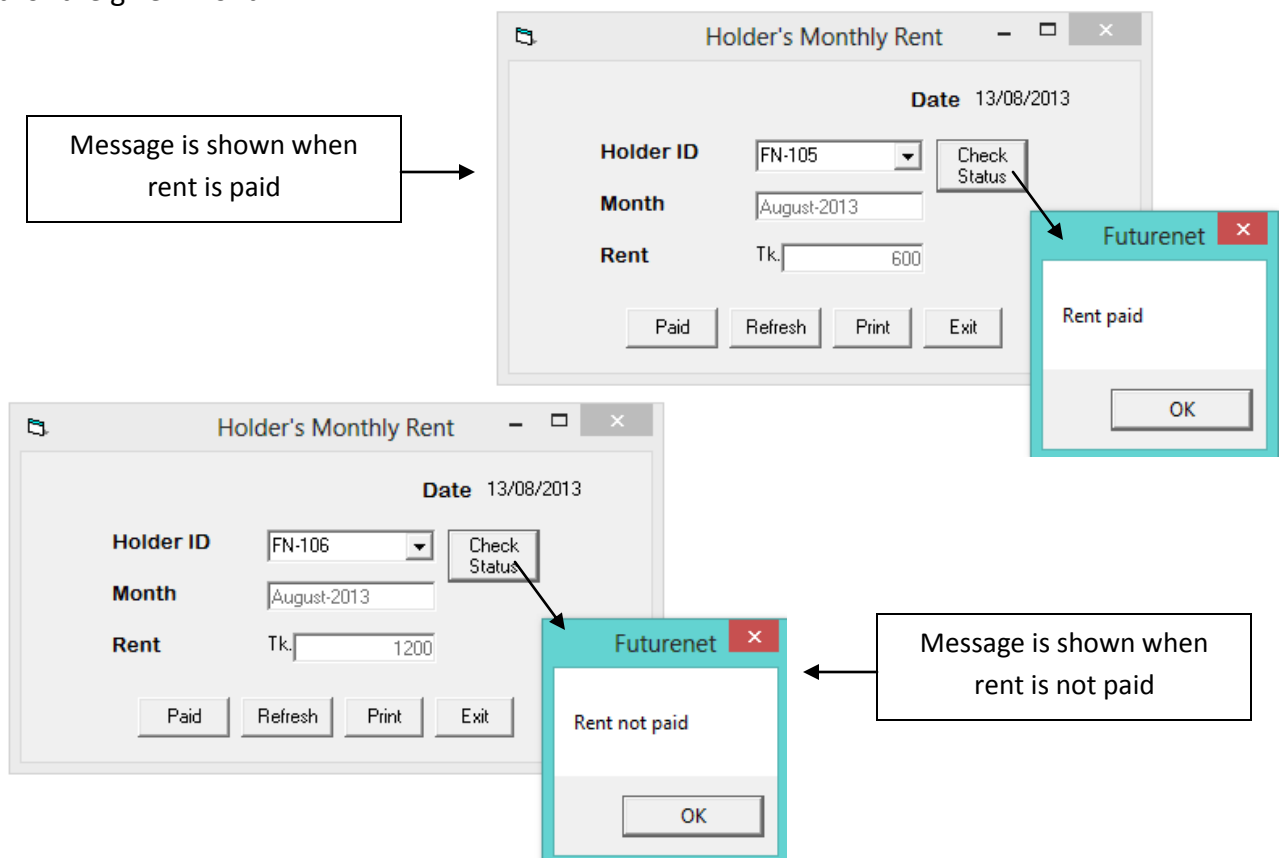
Monthly Rent Acknowledgement Slip

Date: 13/08/2013

<u>Name</u>	Mandzukic
<u>Month</u>	August-2013
<u>Plan</u>	Unlimited (24 hrs)
<u>Speed</u>	128 kbps
<u>Amount</u>	\$600.00

Authorized Signature

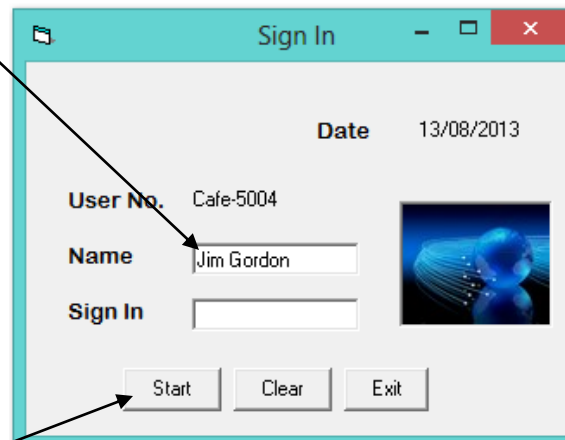
*The **Check Status** button is for checking whether the selected holder ID has paid the rent or not for the given month



6) Cyber Cafe management:

To sign in a new user at the cafe, Select **Transaction > Browsing > Sign In** and take the following steps:

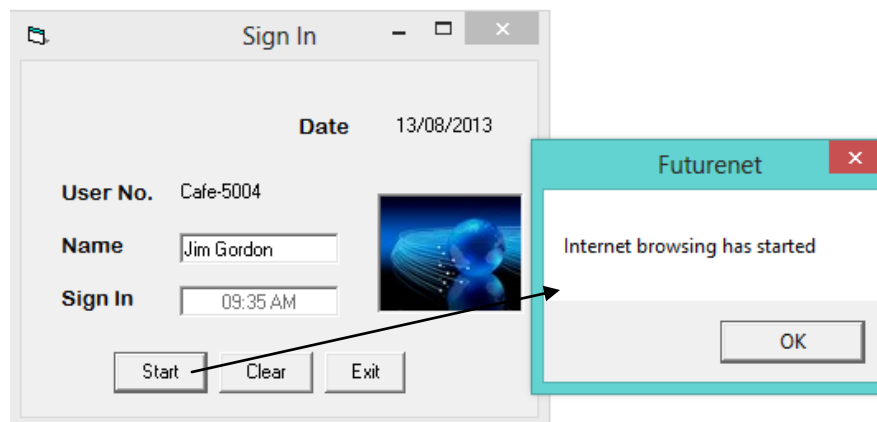
- I. Input name of User



The 'Sign In' window displays the date 13/08/2013, User No. Cafe-5004, and the Name field containing 'Jim Gordon'. The Sign In field is empty. Buttons for Start, Clear, and Exit are at the bottom. An arrow points from the instruction 'Input name of User' to the Name field.

- II. Click **Start** button

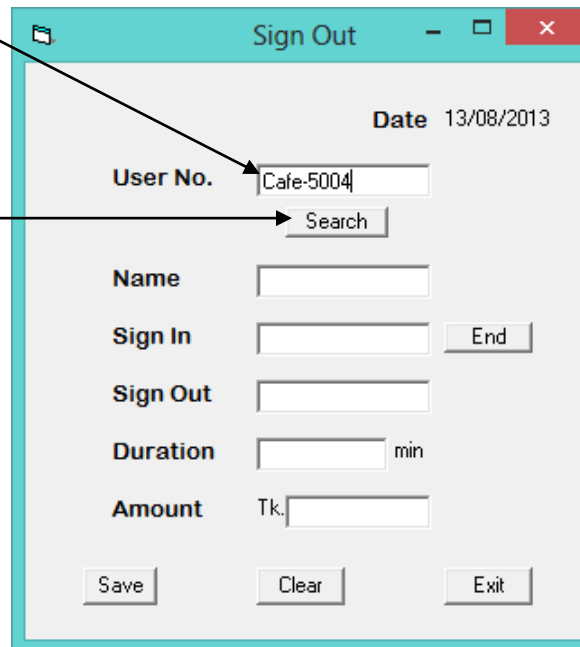
- III. When the start button is clicked, time will be displayed and a message will be shown as a confirmation that the browsing time has started.



The 'Sign In' window now shows the time '09:35 AM' in the Sign In field. A confirmation message box titled 'Futurenet' is displayed, stating 'Internet browsing has started' with an OK button. An arrow points from the instruction 'a message will be shown' to the confirmation message box.

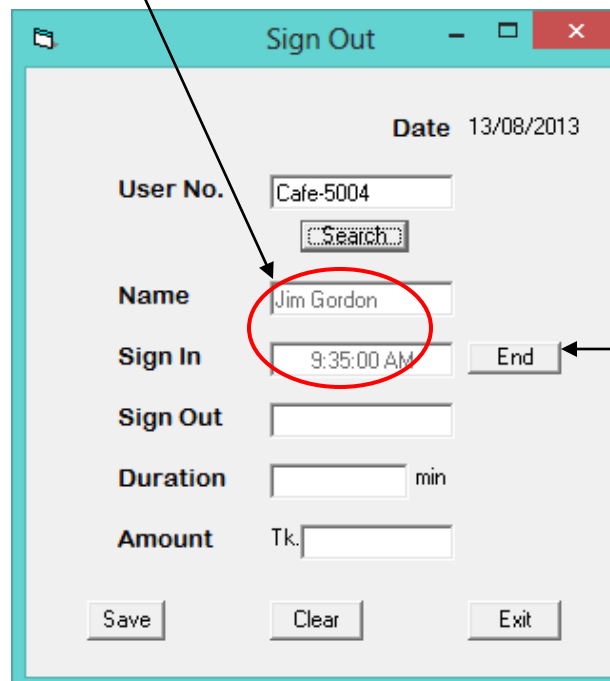
To sign out an existing user at the cafe, Select **Transaction > Browsing > Sign Out** and take the following steps:

- I. Input User No.



The screenshot shows a window titled "Sign Out" with a date of 13/08/2013. It contains several input fields: "User No." (with "Cafe-5004" entered), "Name", "Sign In", "Sign Out", "Duration" (with "min" suffix), and "Amount" (with "Tk." prefix). A "Search" button is located next to the "User No." field. At the bottom are "Save", "Clear", and "Exit" buttons. An arrow from step I points to the "Search" button.

- II. Click **Search** button
- III. When the search button is clicked the name, sign in time will appear in the boxes



The screenshot shows the same "Sign Out" window after a search. The "Name" field now contains "Jim Gordon" and the "Sign In" field contains "9:35:00 AM". Both fields are circled in red. The "Search" button is now disabled. An arrow from step III points to the "End" button.

- IV. Click **End** button

- V. When the end button is clicked the sign out time, duration and amount will be displayed.

The screenshot shows a window titled "Sign Out" with a date of 13/08/2013. It contains the following fields and buttons:

- User No.:** Cafe-5004 (with a Search button)
- Name:** Jim Gordon
- Sign In:** 9:35:00 AM (with an End button)
- Sign Out:** 09:56:00 AM (circled in red)
- Duration:** 21 min (circled in red)
- Amount:** Tk. 8.7507 (circled in red)
- Buttons:** Save, Clear, Exit

An arrow points from the text in step V to the "End" button.

- VI. Click **Save** button
- VII. Clicking save button, a message will be displayed showing that the data has been saved successfully.

This screenshot shows the same "Sign Out" window as before, but with a message box overlaid on top. The message box is titled "Futurenet" and contains the text "Data has been saved" with an OK button. An arrow points from the "Save" button in the "Sign Out" window to the message box.

7) Customer Services management:

To save customer services information, Select **Transaction > Customer Services** and take the following steps:

- I. Select service used from combo box

Customer Service

Date 13/08/2013

Transaction No. 1010

Service

No. of Pages

Amount

Add to list

Sl.no	Service	No. of Pages	Amount

Grand Total Tk. 0

Save Print New Exit

- II. Input no. Of pages used
- III. Amount calculated automatically and displayed
- IV. Click **Add to list** button

Customer Service

Date 13/08/2013

Transaction No. 1010

Service B & W Printing

No. of Pages 5

Amount Tk. 25

Add to list

Sl.no	Service	No. of Pages	Amount

Grand Total Tk. 0

Save Print New Exit

- V. When the Add to list button is clicked the service details are shown in the grid and the grand total is displayed.

The screenshot shows the 'Customer Service' window with the following details:

- Date: 13/08/2013
- Transaction No.: 1010
- Service dropdown menu is open, showing options: Photocopy, Scanning, Colour Printing, B & W Printing. The 'B & W Printing' option is circled in red.
- No. of Pages: 5
- Amount: 25
- 'Add to list' button is highlighted with a red circle.
- Grid below the form:

Sl.no	Service	No.of Pages	Amount
1	B & W Printii	5	25
- Grand Total: Tk. 25
- Buttons: Save, Print, New, Exit.

- VI. Add more services if needed.
- VII. Click **Save** button
- VIII. Clicking save button will display a message showing that the service was saved to the database successfully.

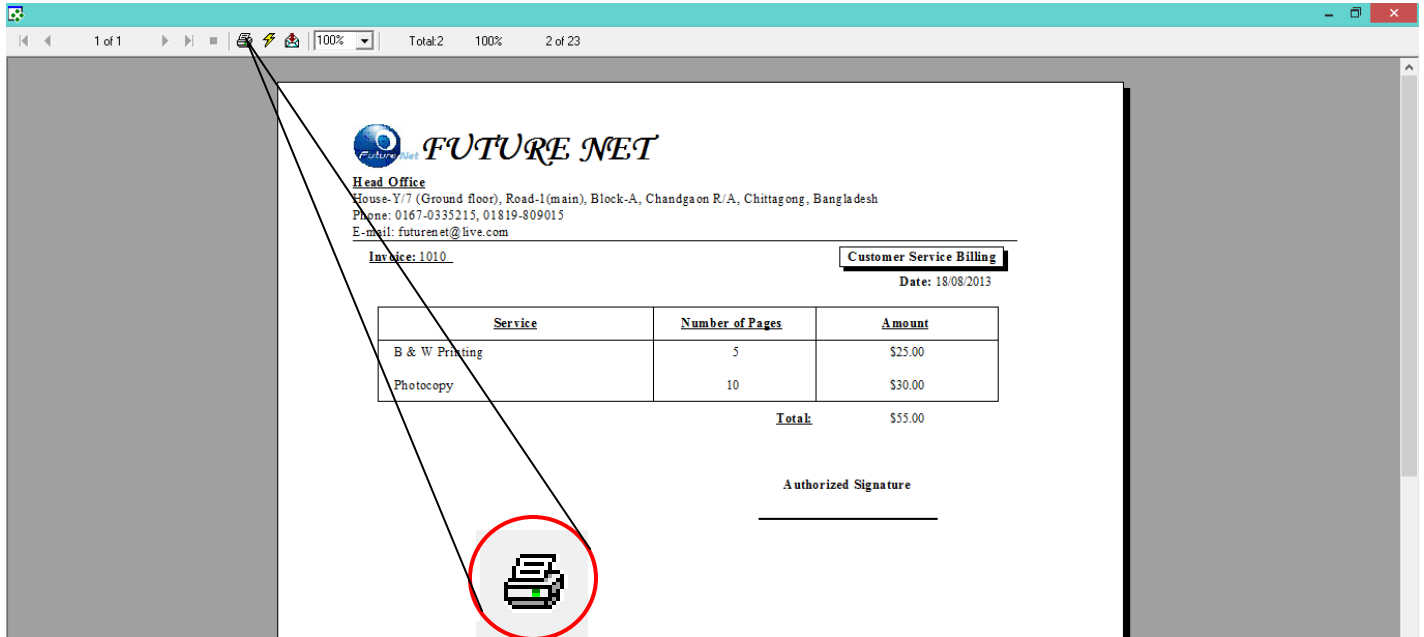
The screenshot shows the 'Customer Service' window after saving. A 'Futurenet' dialog box is displayed with the message 'Your data is saved' and an 'OK' button. The window details are:

- Date: 13/08/2013
- Transaction No.: 1010
- Service dropdown menu is open.
- No. of Pages: 10
- Amount: Tk. 30
- 'Add to list' button is highlighted with a red circle.
- Grid below the form:

Sl.no	Service	No.of Pages	Amount
1	B & W Printii	5	25
2	Photocopy	10	30
- Grand Total: Tk. 55
- Buttons: Save, Print, New, Exit.

- IX. Click **Print** button

- X. A screen will be shown in which clicking print button will produce an invoice which will be handed over to the customer.



- XI. Click **New** button
 XII. Clicking new button will refresh the form for next customer service input.

8) Item Stock Control:

To add item to the stock or remove any item from the stock, Select **Entry > Item Entry** and from the following options:

- To add a new item to the stock take the following steps:

- I. Input Item Name

Item Entry

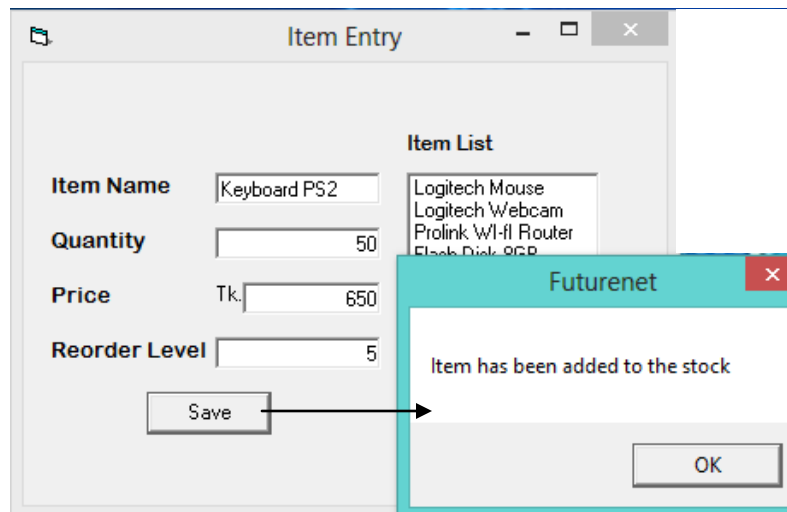
Item Name: Keyboard PS2
 Quantity: 50
 Price: Tk. 650
 Reorder Level: 5

Save Delete

Item List
 Logitech Mouse
 Logitech Webcam
 Prolink W/L Router
 Flash Disk 8GB

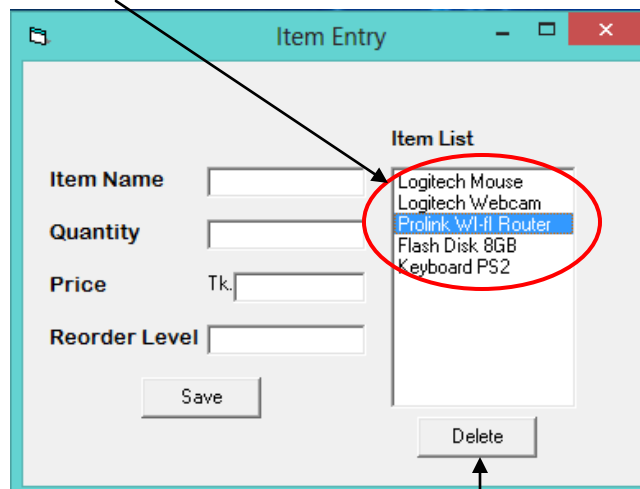
- II. Input valid Quantity, Price and Reorder Level
 III. Click **Save** button

- IV. When the save button is clicked a message will be shown as a confirmation that a new item has been added to the stock and the new item appears in the list.

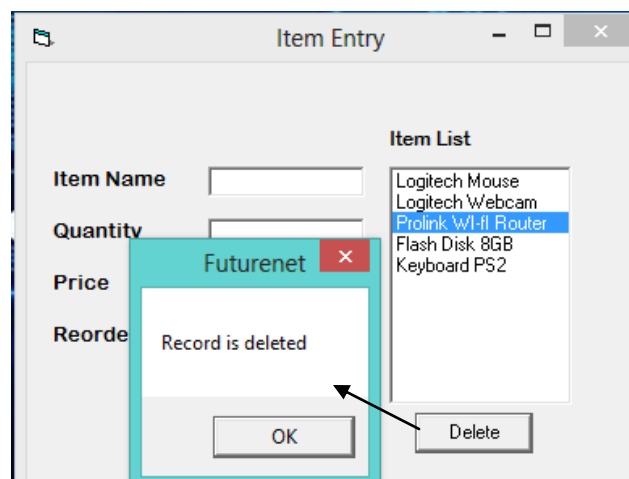


- To remove/delete an item from the stock take the following steps:

- I. Select Item Name from the list



- II. Click **Delete** button
- III. When the delete button is clicked a message will be shown as a confirmation that the selected item has been removed from the stock and the item disappears from the list.



To update stock levels/details of an existing item from the stock, Select **Entry > Item Reorder Update** and take the following steps:

- I. Select Item Name from the combo box

The screenshot shows the 'Item Re-order Update' window. The 'Item Name' field is a dropdown menu that is currently open, displaying a list of items: 'Logitech Mouse', 'Logitech Webcam', 'Flash Disk 8GB', and 'Keyboard PS2'. A red circle highlights the dropdown menu, and an arrow points from the instruction 'I. Select Item Name from the combo box' to it. The other fields in the window are 'Stock Quantity', 'Purchased Quantity', 'Price' (with a 'Tk.' prefix), and 'Reorder Level'. There is an 'Update' button at the bottom.

- II. Current stock quantity, Price and Reorder level will appear

- III. Input purchase quantity if any else input '0'.

- IV. Price and Reorder level can be changed if required.

- V. Click **Update** button

The screenshot shows the 'Item Re-order Update' window with 'Logitech Webcam' selected in the 'Item Name' dropdown. The 'Stock Quantity' is 10, 'Purchased Quantity' is 50, 'Price' is 1200, and 'Reorder Level' is 2. A red circle highlights the 'Stock Quantity', 'Purchased Quantity', 'Price', and 'Reorder Level' fields, and an arrow points from the instruction 'II. Current stock quantity, Price and Reorder level will appear' to it. There is an 'Update' button at the bottom.

- VI. When the update button is clicked a message will be shown as a confirmation that the information provided for the item has been saved successfully.

The screenshot shows the 'Item Re-order Update' window with the 'Update' button clicked. A confirmation message box titled 'Futurenet' is displayed, stating 'Your Item Stock has been updated' with an 'OK' button.

9) Item Sales management:

To save item sales information, Select **Transaction > Sales Billing** and take the following steps:

- I. Select item name from the combo box

Sales Billing

Invoice No. Sales-1021 Date 13/08/2013

Item Details

Item Name: Select Item
Unit Price: Logitech Mouse
Quantity: Logitech Webcam
Flash Disk 8GB
Keyboard PS2

Add to cart

Sl.no	Item Name	Quantity	Price	Total

Empty cart Calculate

Grand Total Tk.

Paid Print New Exit

- II. Unit price of the item is displayed

- III. Input quantity of item purchased

- IV. Click **Add to cart** button

Sales Billing

Invoice No. Sales-1021 Date 13/08/2013

Item Details

Item Name: Flash Disk 8GB
Unit Price: Tk. 500
Quantity: 2

Add to cart

Sl.no	Item Name	Quantity	Price	Total

Empty cart Calculate

Grand Total Tk.

Paid Print New Exit

- V. When the Add to cart button is clicked the item details are shown in the grid

Sales Billing

Invoice No. Sales-1021 Date 13/08/2013

Item Details

Item Name: Select Item
 Unit Price:
 Quantity:
 Add to cart

Sl.no	Item Name	Quantity	Price	Total
1	Flash Disk 8	2	500	1000

Empty cart Calculate

Grand Total Tk. 1000

Paid Print New Exit

- VI. Add more item if needed.
- VII. **Empty Cart** button will clear the entire cart/grid table, click it if necessary.
- VIII. Click **Calculate** button
- IX. Clicking calculate button will display the grand total.

Sales Billing

Invoice No. Sales-1021 Date 13/08/2013

Item Details

Item Name: Select Item
 Unit Price: Tk.
 Quantity:
 Add to cart

Sl.no	Item Name	Quantity	Price	Total
1	Flash Disk 8	2	500	1000
2	Logitech Webcam	1	1200	1200

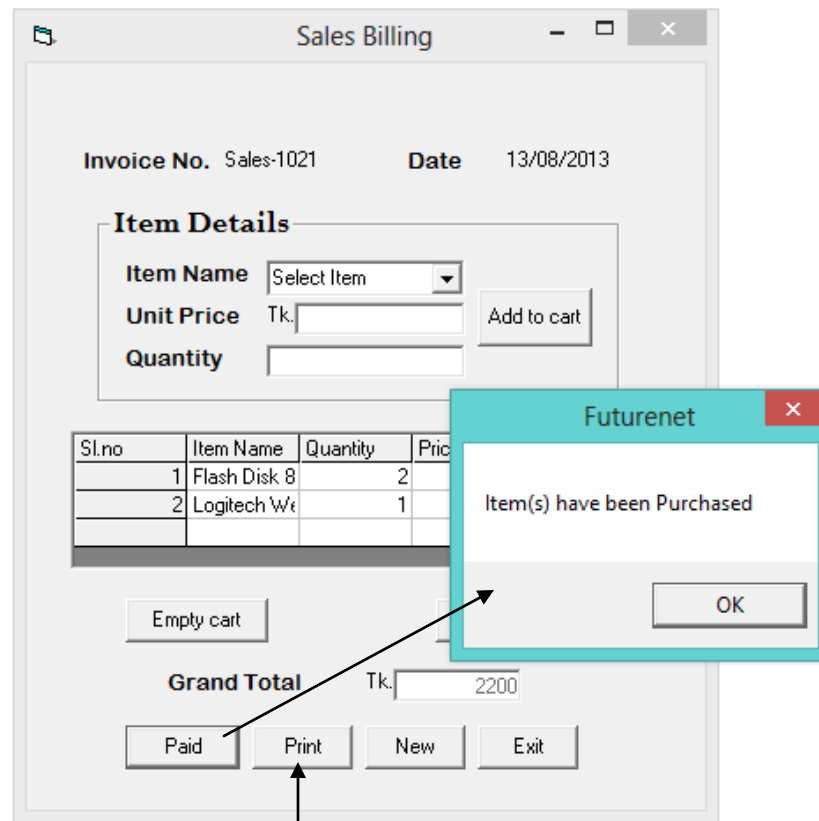
Empty cart Calculate

Grand Total Tk. 2200

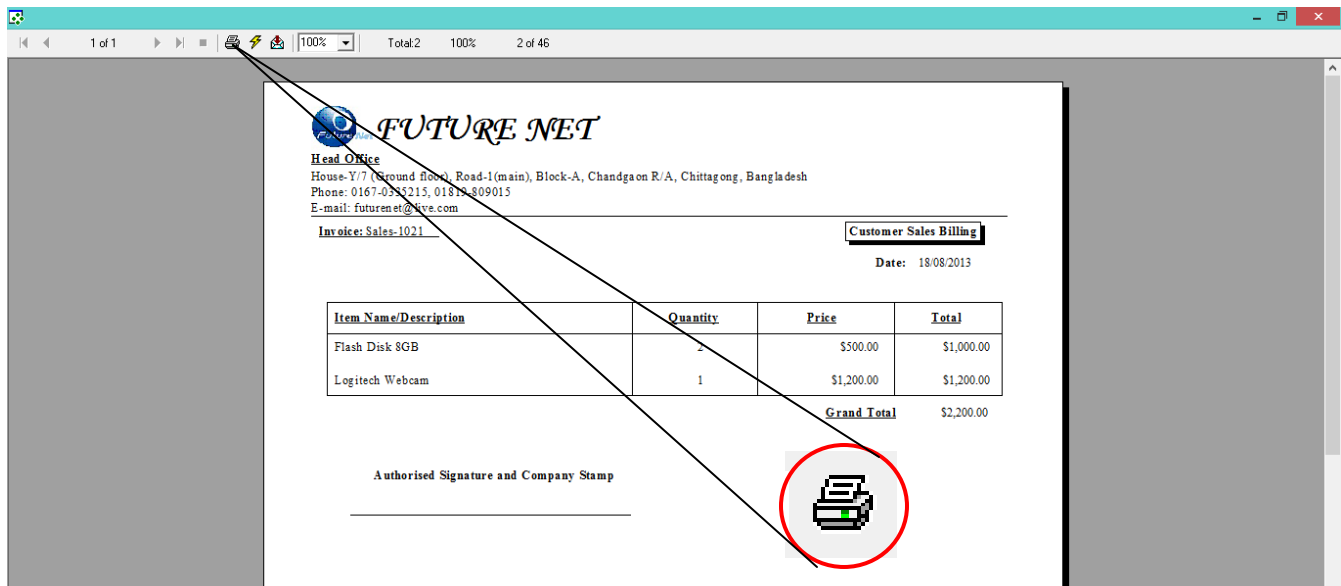
Paid Print New Exit

- X. Click **Paid** button

- XI. Clicking paid button will display a message showing that the sales detail is saved to the database successfully.



- XII. Click **Print** button
- XIII. Clicking print button will produce an invoice which will be handed over to the customer.



- XIV. Click **New** button
- XV. Clicking new button will refresh the form for next sales input.

10) Computer Servicing management:

To enter new information of a particular computer/machine that needs to be serviced, Select **Entry > Servicing Entry** and take the following steps:

- I. Input customer name, valid contact number and description of problem

The screenshot shows the 'Computer Servicing' window with the following data entered:

Field	Value
Service No.	Service-1007
Customer Name	Alfred Borden
Contact Number	01713617594
Description	Motherboard replacement
Delivery Date	16/08/2013
Amount	Tk. [Empty]
Advance	Tk. [Empty]
Due	Tk. 0

Buttons: Save, New, Print, Exit

- II. Select delivery date

- III. Input Valid amount and advance, the due will be calculated automatically.

- IV. Click **Save** button

The screenshot shows the 'Computer Servicing' window with the following data entered:

Field	Value
Service No.	Service-1007
Customer Name	Alfred Borden
Contact Number	01713617594
Description	Motherboard replacement
Delivery Date	16/08/2013
Amount	Tk. 7000
Advance	Tk. 4500
Due	Tk. 2500

Buttons: Save, New, Print, Exit

- V. When the save button is clicked, a message will be shown as a confirmation that data is saved successfully

Computer Servicing

Date 13/08/2013

Service No. Service-1007

Customer Name Alfred Borden

Contact Number 01713617594

Description Motherboard replacement

Delivery Date 16/08/2013


Amount Tk. 7000

Advance Tk. 4500

Due Tk. 2500

Buttons: Save, New, Print, Exit

Futurenet Dialog: Record Saved, OK

- VI. Click **Print** button
- VII. A screen will be shown in which clicking print button  from the menu bar will produce an acknowledgement slip which will be handed over to the customer.

FUTURE NET

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Service No.: Service-1007

Servicing Acknowledgement Slip

Date: 13/08/2013

Name	Alfred Borden
Description	Motherboard replacement
Delivery Date	16/08/2013
Amount	\$7,000.00
Advance	\$4,500.00
Due	\$2,500.00

Authorized Signature

- VIII. Click **New** button
- IX. Clicking new button will refresh the form for next input.

To deliver the serviced computer/machine to the customer, Select **Transaction > Servicing Delivery** and take the following steps:

- I. Input Service No.

The screenshot shows a window titled 'Computer Delivery'. At the top right, it says 'Date 13/08/2013'. Below this, there is a 'Service No.' label followed by a text box containing 'Service-1005', which is circled in red. To the right of this text box is a 'Search' button. Below the 'Service No.' field are labels for 'Customer Name', 'Description', 'Delivery Date', and 'Due', each followed by an empty text box. At the bottom of the window are three buttons: 'Delivered', 'Refresh', and 'Exit'.

- II. Click **Search** button
- III. When the search button is clicked the name, description, delivery date and due amount will appear in the boxes

This screenshot shows the same 'Computer Delivery' window after a search. The 'Service No.' field still contains 'Service-1005'. The 'Search' button is now disabled. The 'Customer Name' field contains 'Mehereen', the 'Description' field contains 'Motherboard Repairs ASUS', the 'Delivery Date' field contains '13/08/2013', and the 'Due' field contains 'Tk. 500'. A red circle highlights these four fields, and an arrow points from the instruction 'III. When the search button is clicked...' to this circle.

- IV. Click **Delivered** button
- V. When the delivered button is clicked the status of the machine in the database will change from 'undelivered' to 'delivered' along with a message being displayed.

The screenshot shows a small dialog box titled 'Futurenet'. It has a white background with the word 'Delivered' in the center. At the bottom, there is an 'OK' button.

11) Reports:

To check accounts report, Select **Reports > Accounts** and take the following steps:

- I. Select date range

- II. Click **Go** button
- III. Clicking go button will show all the income in between the selected dates

Date	Service	Amount
09/07/2013	Sales	\$1,300.00
12/07/2013	Sales	\$4,850.00
14/07/2013	Sales	\$5,800.00
26/07/2013	Web browsing	\$18.33
29/07/2013	Print/Scan/Photocopy	\$130.00
30/07/2013	Sales	\$2,050.00
31/07/2013	Servicing	\$5,000.00
31/07/2013	Monthly Rent	\$1,000.00
13/08/2013	Monthly Rent	\$600.00
13/08/2013	Web browsing	\$8.75
13/08/2013	Print/Scan/Photocopy	\$55.00
13/08/2013	Sales	\$2,200.00
13/08/2013	Servicing	\$1,000.00
Grand Total:		\$24,012.09

- IV. Click **Print** button to print out the report.

To check cafe browsing report, Select **Reports > Cafe Browse Details** and take the following steps:

- I. Select date range

Browsing Details Search

From **To**

Go!

- II. Click **Go** button
- III. Clicking go button will show all details of cafe users in between the selected dates

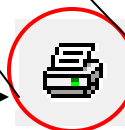
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Print Date: 13/08/2013

UserNum	Name	SignIn	SignOut	Duration	Amount	Date
Cafe-5003	Pervin	11:35 am	12:19 pm	44	\$18.33	26/07/2013
Cafe-5004	Jim Gordon	9:35 am	9:56 am	21	\$8.75	13/08/2013
Grand Total:					\$27.09	

- IV. Click **Print** button to print out the report.



To check Item Sales report, Select **Reports > Sales Details** and take the following steps:

- I. Select date range

Sales Details Search

From: 01/08/2013 To: 13/08/2013

Go!

- II. Click **Go** button

- III. Clicking go button will show all the sales details in between the selected dates

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Sales Details Print Date: 13/08/2013

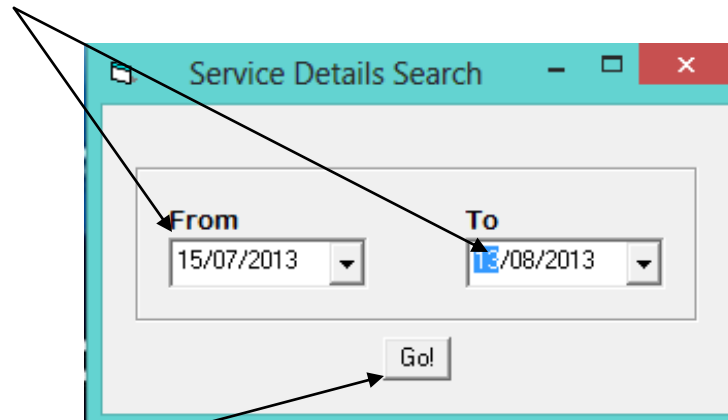
Invoice	Item	Quantity	Price	Total	Date
Sales-1021	Flash Disk 8GB	2	\$500.00	\$1,000.00	13/08/2013
Sales-1021	Logitech Webcam	1	\$1,200.00	\$1,200.00	13/08/2013
Grand Total:				\$2,200.00	

- IV. Click **Print** button to print out the report.



To check Customer services report, Select **Reports > Service Details** and take the following steps:

- I. Select date range



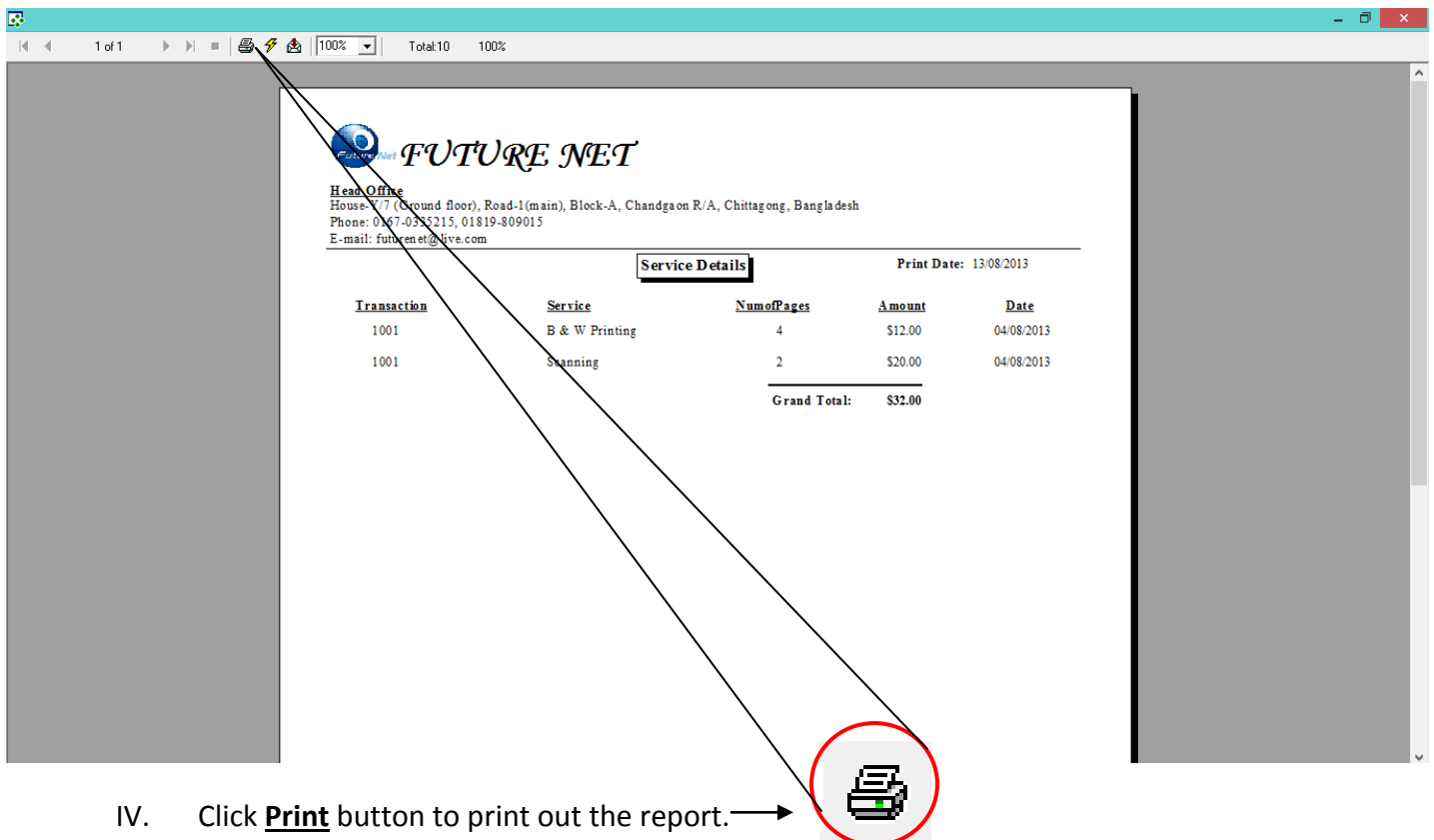
Service Details Search

From: 15/07/2013 To: 13/08/2013

Go!

- II. Click **Go** button

- III. Clicking go button will show all the income in between the selected dates



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Print Date: 13/08/2013

Transaction	Service	NumofPages	Amount	Date
1001	B & W Printing	4	\$12.00	04/08/2013
1001	Scanning	2	\$20.00	04/08/2013
Grand Total:			\$32.00	

Print

- IV. Click **Print** button to print out the report.

To check Servicing report, Select **Reports > Servicing Details** and take the following steps:

- I. Select date range

- II. Click **Go** button
- III. Clicking go button will show all the income in between the selected dates

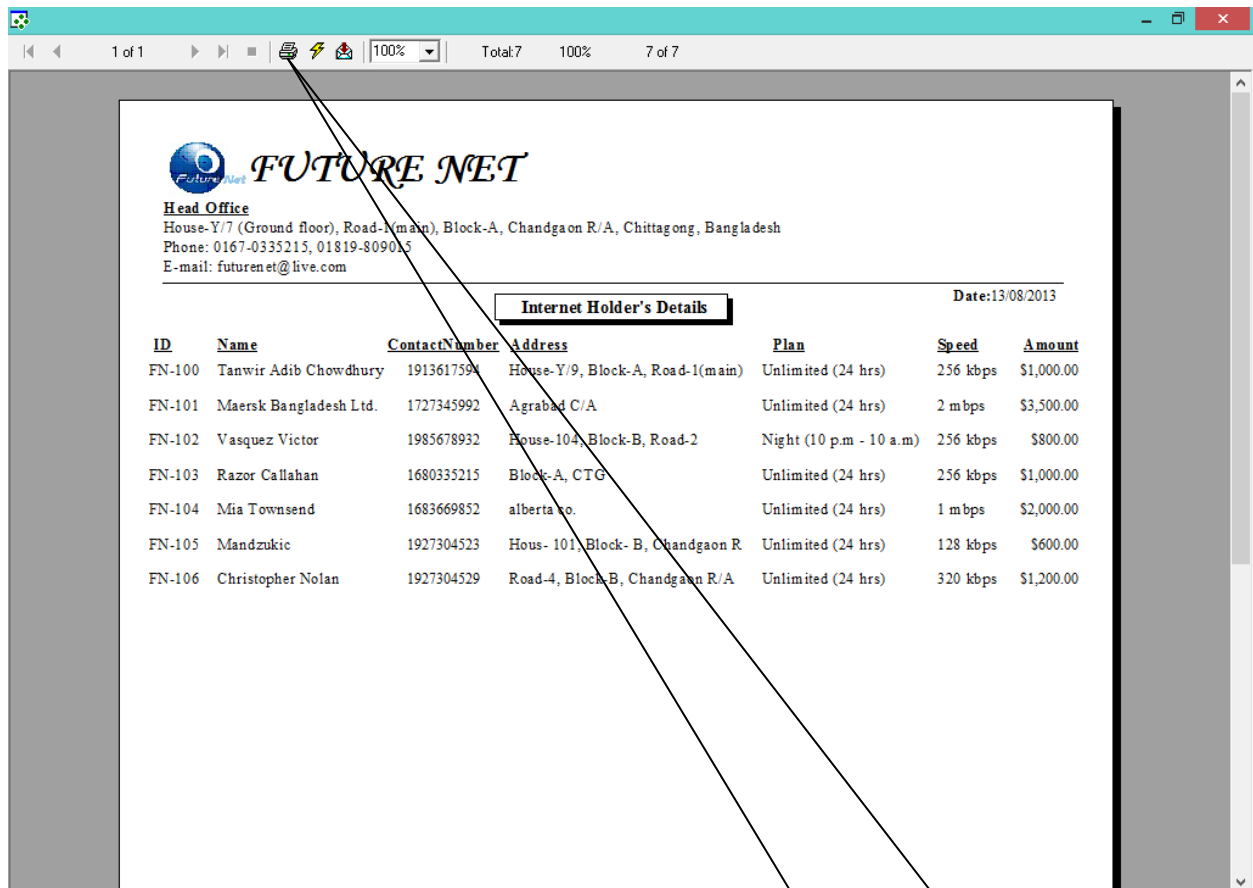
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 Head Office
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 Phone: 0167-3335215, 01819-809015
 E-mail: futurenet@live.com

Print Date 13/08/2013

Service No.	Name	Contact Number	Description	Delivery
Service-1005	Melhtreen	01813614589	Motherboard Repairs ASUS	13/08/2013
Service-1006	Mario Mandzukic	01927304558	Graphics Card Installation	31/07/2013
Service-1007	Alfred Borden	01713617594	Motherboard replacement	16/08/2013

- IV. Click **Print** button to print out the report.→

To check current registered internet holders, Select **Reports > Holder Details**



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 Phone: 0167-0335215, 01819-809035
 E-mail: futurenet@live.com

Internet Holder's Details Date: 13/08/2013

ID	Name	Contact Number	Address	Plan	Speed	Amount
FN-100	Tanwir Adib Chowdhury	1913617594	House-Y/9, Block-A, Road-1(main)	Unlimited (24 hrs)	256 kbps	\$1,000.00
FN-101	Maersk Bangladesh Ltd.	1727345992	Agrabad C/A	Unlimited (24 hrs)	2 mbps	\$3,500.00
FN-102	Vasquez Victor	1985678932	House-104, Block-B, Road-2	Night (10 p.m - 10 a.m)	256 kbps	\$800.00
FN-103	Razor Callahan	1680335215	Block-A, CTG	Unlimited (24 hrs)	256 kbps	\$1,000.00
FN-104	Mia Townsend	1683669852	alberta co.	Unlimited (24 hrs)	1 mbps	\$2,000.00
FN-105	Mandzukic	1927304523	Hous- 101, Block- B, Chandgaon R	Unlimited (24 hrs)	128 kbps	\$600.00
FN-106	Christopher Nolan	1927304529	Road-4, Block-B, Chandgaon R/A	Unlimited (24 hrs)	320 kbps	\$1,200.00

I. Click **Print** button to print out the report

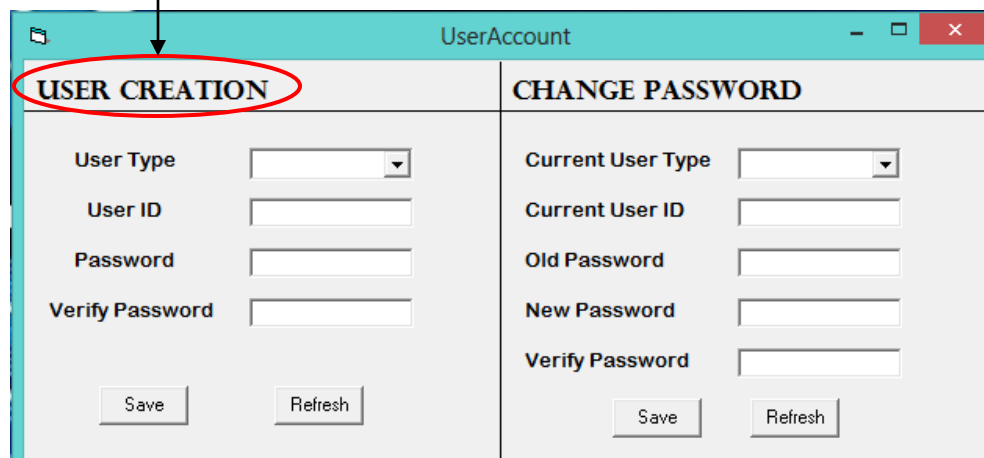


12) User Account:

To create User ID or change password of existing User ID, Select **Tools > User Account** and from the following options:

- To create User ID take the following steps:

I. Go to User Creation Section



UserAccount

USER CREATION	CHANGE PASSWORD
User Type <input type="text"/> User ID <input type="text"/> Password <input type="text"/> Verify Password <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/>	Current User Type <input type="text"/> Current User ID <input type="text"/> Old Password <input type="text"/> New Password <input type="text"/> Verify Password <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/>

II. Select User Type

The screenshot shows the 'UserAccount' window with the 'USER CREATION' tab selected. The 'User Type' dropdown menu is open, displaying 'Admin' and 'General' as options. The 'Admin' option is highlighted with a red circle. The 'User ID', 'Password', and 'Verify Password' fields are empty. The 'Save' and 'Refresh' buttons are located at the bottom of the form.

III. Input User ID

The screenshot shows the 'UserAccount' window with the 'USER CREATION' tab selected. The 'User Type' dropdown is set to 'Admin'. The 'User ID' field contains the text 'Zakir', the 'Password' field contains 'xxxxxxx', and the 'Verify Password' field contains 'xxxxxxx'. The 'Save' and 'Refresh' buttons are located at the bottom of the form.

IV. Input Password and verification

V. Click Save button

VI. When the Save button is clicked a message is displayed as a confirmation that User ID was created successfully.

The screenshot shows the 'UserAccount' window with the 'USER CREATION' tab selected. The 'User Type' dropdown is set to 'Admin', the 'User ID' field contains 'Zakir', the 'Password' field contains 'xxxxxxx', and the 'Verify Password' field contains 'xxxxxxx'. The 'Save' button is highlighted with a red circle. A message box titled 'Futurenet' is displayed in the foreground, showing the message 'New Login ID is created' and an 'OK' button.

- To change password of existing User ID take the following steps:
 - I. Go to Change Password Section

The screenshot shows a window titled 'UserAccount' with two main sections: 'USER CREATION' and 'CHANGE PASSWORD'. The 'CHANGE PASSWORD' section is highlighted with a red circle. It contains fields for 'Current User Type', 'Current User ID', 'Old Password', 'New Password', and 'Verify Password', along with 'Save' and 'Refresh' buttons. An arrow points from the text 'Go to Change Password Section' to the 'CHANGE PASSWORD' header.

- II. Select User type

The screenshot shows the 'CHANGE PASSWORD' section with the 'Current User Type' dropdown menu open. The 'Admin' option is selected and highlighted with a red circle. An arrow points from the text 'Select User type' to this dropdown.

- III. Input current user name and old(existing) password

The screenshot shows the 'CHANGE PASSWORD' section with the 'Current User ID' field containing the text 'Rajon' and highlighted with a red circle. An arrow points from the text 'Input current user name and old(existing) password' to this field.

IV. Input New Password and verification

V. Click **Save** button

The screenshot shows the 'UserAccount' application window with two main sections: 'USER CREATION' and 'CHANGE PASSWORD'. The 'CHANGE PASSWORD' section contains the following fields and controls:

- Current User Type:** A dropdown menu with 'Admin' selected.
- Current User ID:** A text input field containing 'Rajon'.
- Old Password:** A text input field with masked characters (XXXXXXXXXX).
- New Password:** A text input field with masked characters (XXXXXXXXXX), highlighted with a red circle.
- Verify Password:** A text input field with masked characters (XXXXXXXXXX).
- Buttons:** 'Save' and 'Refresh' buttons at the bottom.

Arrows from the instructions point to the 'New Password' field and the 'Save' button.

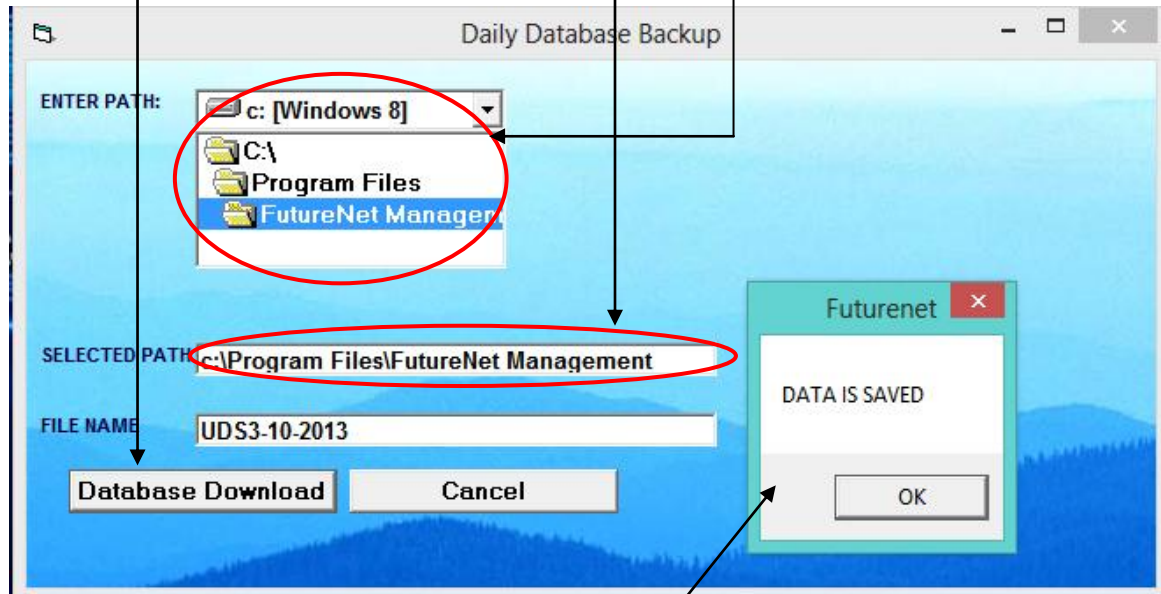
VI. When the Save button is clicked a message is displayed as a confirmation that User ID was created successfully.

The screenshot shows the 'UserAccount' application window with the 'CHANGE PASSWORD' section. A confirmation message dialog box is displayed over the 'USER CREATION' section. The dialog box has the title 'Futurenet' and the message 'Your password is Changed'. It includes an 'OK' button. An arrow points from the 'Save' button in the 'CHANGE PASSWORD' section to the dialog box.

13) Create Backup:

To create a backup of the database, Select **Tools > Create Backup** and take the following steps:

- I. Enter Path of database
- II. Path directory will be shown in selected path
- III. Input/Change file name if required
- IV. Click **Database Download.**



- V. Clicking database download will show a confirmation message that the backup attempt was successful.

Security Measures

Since there will be very important data about the total Income from various sectors it has to be made sure that the data stored is safe, secure, accurate and up-to-date. Special care must be taken to make sure that Accounts information should not be altered or retrieved for by unauthorized (General) users. To keep the data stored in the system secured the following measures need to be taken:

Physical protection: The first line of defense regarding security of data is physical protection. The computer should be locked away when not in use. When using the system, keep laptops (if any) away from the public, as they are easy to pick up and run away with.

Virus Protection: An updated and strong licensed version of antivirus software must be installed in the system in order to protect files from getting infected by virus. This may corrupt the file and stop the program from working properly. With a strong antivirus comes a strong firewall system which will prevent illegal access to the system and to the data stored in the system.

Back Up: All important data should be backed up regularly in order to compensate for a system loss or when files go missing due to many unforeseen reasons. Periodically a copy of the database file should be saved into a different storage medium and kept away from the main copy.

Password and Encryption: Depending on what version of windows you are using, you should be able to set a windows password (see “Windows” help for more details). This is recommended, as it is a reasonably secure defense against the being accessed by anyone without your consent. For security purpose I have already protected the entire system with passwords which vary depending on the Users. The Database can be completely encrypted so that no one can read the data even if they get access to the database illegally.

The Admin user is allowed full access to all the features available in the system. And for the General user some of the features will be disabled.. No one can use this software without a proper user type, user I.D. and user password.

FAQs

This section of the help file is a guide to what to do if an aspect of the system doesn't work as well as it should. It should fix any problems you encounter, however, if more help is required, please contact the developer of this program.

I have installed the system, but clicking on the icon in the desktop does not start the program. What should I do?

- ✓ If the system is installed properly then the program should start. But in case if it does not start then it means that the installation was not done properly. Remove the program installed in your system from Programs and features/Add or Remove Programs in control panel and re-install it this time carefully carrying out all the installation procedures. Refer to the Installation guide in the beginning of this manual. Then open the program from the desktop.

The main form opens but an error message shown saying the file "FUTURENET.mdb" could not be found. What should be done to overcome this error?

- ✓ Simply copy the database file provided in the disk into the destination folder where the program is installed. If the file is already there and is not working then replace it with the one copied from the installation disk.

What should I do if my reports do not print out?

- ✓ Check if the printer is on and if there is paper in the printer. Make sure you have pressed the print button on the reports. Ensure that your printer is connected to the computer and installed (ready for use).

I have pressed on the power button of the computer but nothing happens?

- ✓ It is possible that the plug has been pulled out, or the power is switched off at the plug. Check that the plug is in and the power is switched on.

My windows password doesn't work, so can't I access the system?

- ✓ Check that you have typed the password correctly; errors may arise due to case sensitivity.

I press a button on a form but nothing happens?

- ✓ It is possible that the system has crashed. If this is the case, you should restart your computer.
- ✓ If your system is slow, it may have temporarily hung. This happens from time to time and is nothing to worry about. You should wait until the system recovers and you should be able to get along with your work.

What should I do if the invoice cannot be printed?

- ✓ Check that the printer is switched on and connected properly.
- ✓ Remember to click the print button in the invoice option.
- ✓ Check whether the printer is out of paper.

What should I do if I cannot access the program?

- ✓ Check whether you have signed up or not.
- ✓ Ask the owner about your user I.D. and other details.
- ✓ Try logging again.
- ✓ Contact the software developer if the above instructions do not work.

What should I do if I cannot add/edit/delete details?

- ✓ Check that details are not conflicting.
- ✓ Check the user guide.

What should I do if search results are not shown?

- ✓ Please be sure that the tariff details are there from before.
- ✓ Check user guide.

Glossary of Terms

Please note that the definitions used are not textbook definitions and have been written to give the users a general idea of what the terms discussed are:

Antivirus: Software that detects any known viruses and removes them.

ASCII: American Standard Code for Information Interchange, a standard code of exchange and reference of data between computers.

ASCII Value: These are standard and recognized values of different characters according to the ASCII code. For example, 'A' has an ASCII value of 65, which is taken as a standard identification of 'A' by computers. That is, when the computer receives an ASCII value of 65, it deems it as 'A'.

Back-end: The parts of a system which are not or seen interfered with by the user. E.g. what the computer does to put a computer written letter to print is the back end work.

Back-up: Literally means 'reserve' or 'precautionary measure' in some cases.

Database: Database is a collection of sets of data about something. A complete set of data is called a record, while the different types of data present in the tables are called fields. For example, a database contains 10 sets of data for 10 products in a particular table of data.

Dialog Box: (common dialog box) these refer to the small windows which appear when you save, open, print files.

Encryption: Encryption refers to the technique of representing data in coded format so that anyone who reads it cannot understand what it is. For example, the word 'data' can be written as 'ebub' where 'd' has been changed to 'e', 'a' has been changed to 'b' and so on. This is a simple way of encryption.

Flash Drive: A type of storage device; USB device.

Foreign Key: A field that is a primary key in table 1 and is present but not a primary key in table 2 is the foreign key for table 2

Front-end: The processes which are carried out in-front of the user and often with the user's interference are said to happen in the front end.

Malware: Software that has been designed for mischievous or criminal purposes; it might slow down the system or cause deletion of files etc.

Microsoft Access: database software designed by Microsoft corporation; it has a wide range of features and is compatible with Visual Basic, and has been used in the design of the program.

Presence Check: a validation technique that ensures that a required piece of information is not left blank.

Relational Database: A database which has tables that have been linked using a common field(s) of information. Data updated in one table might automatically update the other items in a relational database.

Report: A type of output format of information. In this program, data reports have been designed to represent records of students and print or export them.

Tables: one of the many collections of data in form of fields and records which might be present in a database.

Virus: A malicious program which can copy itself from one to another location within and out of the computer and can harm the computer.

Visual Basic: An event driven programming language program development environment, which has been used in the designing of this program.

This documentation will help you to solve most of the problems you may encounter when working with the system. However, if there is a problem that this file cannot help you with, please feel free to email the creator of this system, Tanwir Adib Chowdhury at ta_chowdhury@yahoo.com

Hotline- +8801913617594

Thank you for using this system.