User Guide

Contents:

<u>Introduction</u>

This User Guide is intended to be used by the users of the Kalogeropoulio Kindergarten Management System i.e. the director and the responsible teachers. The main focus of this guide is to assist the user through the system and teach him to use the full capabilities of the system. There are simple instructions with the proper figures that explain different aspects of the system, like how to install or remove the system, but also how to deal with an error that may occur.

Double click the Database icon to open the system and then the screen

bellow should appear:
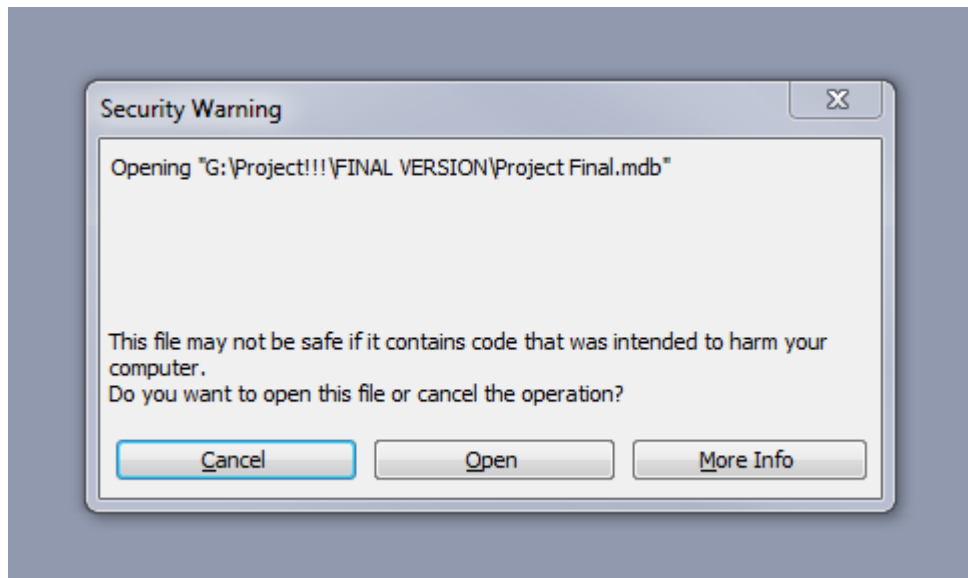
Click on the Open button and the Login screen will open:

Here you can either fill the Username and Password fields with the login

credentials you were given by the administrator and press enter, or you

can press the exit button to exit the program.

Common Mistakes

If this Error appears, it means that you haven't entered a Username. You should press OK and enter your Username or select it from the drop-down list.

If this Error appears, it means that the password that you've entered is invalid. You should press OK and re-enter your password more carefully.

If this Error appears, it means that you haven't entered a Password. You should press OK and enter your password.

If this Error appears, it means that you entered a Username that doesn't exist. You should press OK and re-enter your Username or select it from the drop-down list.

If this Error appears, it means that you've enter an invalid password for three consequent times and therefore you are not authorized to use the database. You should press OK and the database will close, you can re-open the database and do the above procedure again.

Main Form

The school year that you want to manage

Opens Help file

Makes a Backup of the Database
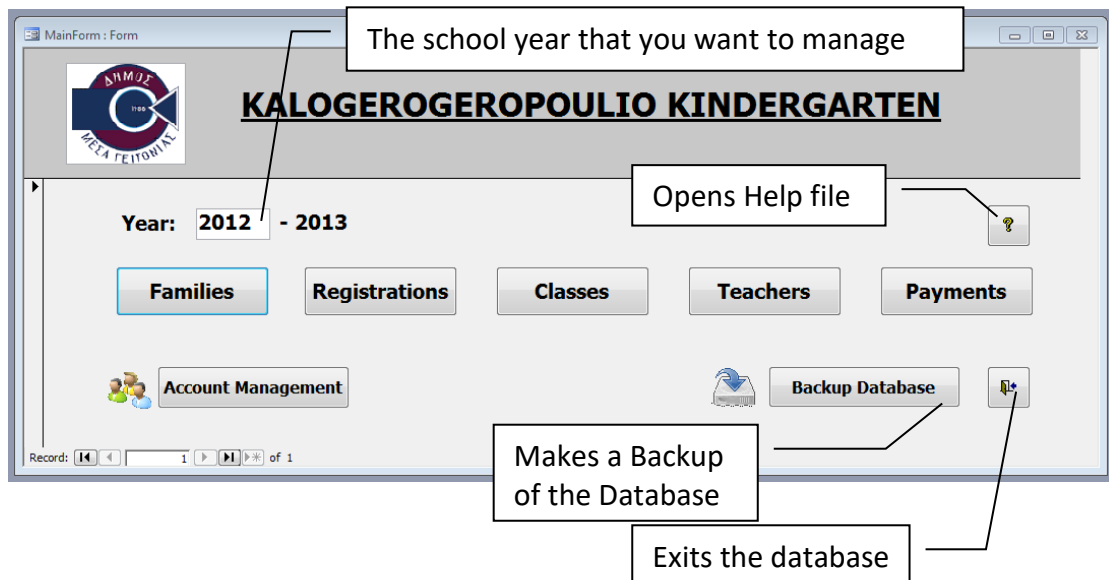
Exits the database

After a successful login to the database the Main Form will open. Here you can change the school year that you to access, as well as lead you to the rest of the forms in the database by clicking the appropriately labeled button. Additionally by clicking the Backup Database button you can create a backup of the system to keep in case of emergencies. The Help button will open the Help file where you can find assistance about the system. Finally the Exit Button will close the database program.

Missing Help File

If this Error appears, it means that you tried to open the Help file but the Help file is missing. In order to resolve this problem you have to copy the Help file, to the same directory as the Database file. Also make sure that it's named "Help.doc".

Families Main Form

This form is used to select a family from the Families List and press View/Edit Family to view it in the Family View/Edit form. It also gives you the options to add a new family by pressing Add a New Family and delete an already existing family by selecting it and pressing Delete Family.

No List Selection Error

The above error is shown because you haven't selected a family from the Families List. When this error occurs you should press ok and select a record from the list.

Families View/Edit Form

This Form is used to view the information of a selected family and also it can be used to add a new family. In addition it provides controls to access the Student View/Edit Form in order to edit a student from the family, add a new child and delete an existing one.

Adding a New Family

Common Errors

Invalid Identity Card No:

If this Error appears, it means that you entered an Identity Card No that is considered invalid after a validation check. (In this case the ID No included invalid characters) You should press OK and re-enter the Identity Card No carefully considering the example. (Identity Card Number is considered valid when a 6 to 12 digit number is entered)

Invalid Mobile/ Home Tel No:

If this Error appears, it means that you entered a Mobile No that is considered invalid after a validation check. (In this case the Mob No was shorter than normal) You should press OK and re-enter the Mobile No carefully considering the example. (Mobile Numbers / Home Tel Numbers are considered valid when an 8 digit number is entered)

Invalid Email Address:

If this Error appears, it means that you entered an Email Address that is considered invalid after a validation check. (In this case the email address was missing the "@" character) You should press OK and re-enter the Email Address carefully considering the example. (Email Address is considered valid when it's entered in this format: *Localpart@Domain.com*)

Invalid Name / Surname:

If this Error appears, it means that you entered a Name that is considered invalid after a validation check. (In this case the name included numbers) You should press OK and re-enter the Name carefully considering the example. (Names / Surnames are considered valid when only characters are entered)

No List Selection → Referrer to Families Main Form – No List Selection Error

Student View/Edit Form

Student Edit

Family ID:	3
Student ID:	5
Name:	Maria
Surname:	Diogeni
Gender:	Male
Birthdate:	3/5/2011
Notes:	

Save Record — Saves changes and closes the form

Undo Changes — Clears any changes

Cancel — Closes the Form without saving

This form is used to enter the data of a new student or to view the details of an already registered student.

Adding a New Student

Common Errors

Invalid Name / Surname → Referrer to Adding a New Family – Common Errors

Value Not In List:

If this Error appears, it means that you entered a value that is not included in the list of the value allowed. (In this case the Maless is not included in the Gender List -Male, Female-)
You should press OK and re-enter the Gender carefully or click on the arrow facing down and select a value off the list.

Invalid Birthdate:

If this Error appears, it means that you entered a Birthdate that is considered invalid after a validation check. (In this case the birthdate was outside the allowed limits)
You should press OK and re-enter the Birthdate carefully considering the example. (Student's Birthdates are considered valid when are between 1/1/1995 and 31/12/2050)

Blank Required Field:

If this Error appears, it means that you haven't entered a required field and tried to save the record. (In this case the StudentName was not entered) You should press OK and re-enter the field left blank carefully considering the error.

Registrations Main Form

Automatically filled by Main Form, value can be changed

Refreshes the list for the selected

Opens the preview of Registered Students Report for printing

RegistrationsMain : Form

Registrations

Year: 2012   Apply

Print Registered Students   Back

Students Currently registered

ID	Name	Surname	Birthdate	Gender	Age
4	Adreas	Ahilleos	3/8/2009	Male	3
3	Panagiotis	Ahilleos	3/5/2010	Male	2
13	Kostas	Dalmiras	3/5/2009	Male	3
7	Sofia	Diogeni	3/5/2009	Female	3
5	Maria	Diogeni	3/5/2011	Male	1
2	Maria	Erotokritou	5/8/2008	Male	4
9	Panagiotis	Karaiskakis	3/5/2009	Male	3
8	Konstandinos	Panagi	3/5/2008	Male	4

Students that are not Registered

ID	Name	Surname	Birthdate	Gender	Age
6	Ronis	Diogeni	3/5/2010	Male	2
12	Ioannis	Diogeni	3/5/2008	Male	4
1	Giorgos	Erotokritou	3/4/2009	Male	3

Closes the form and opens the Main

Registered List

Not Registered List

Send the selected Student from Not Registered list to Registered list

Send the selected Student from Registered list to Not Registered list

Edit Student   Clear Registrations

Record: [◄] [◄] 1 [►] [►I] [►*] of 1

Clears all the Students Registered

Opens the Student View/Edit form for the selected Registered Student to allow you to edit his details
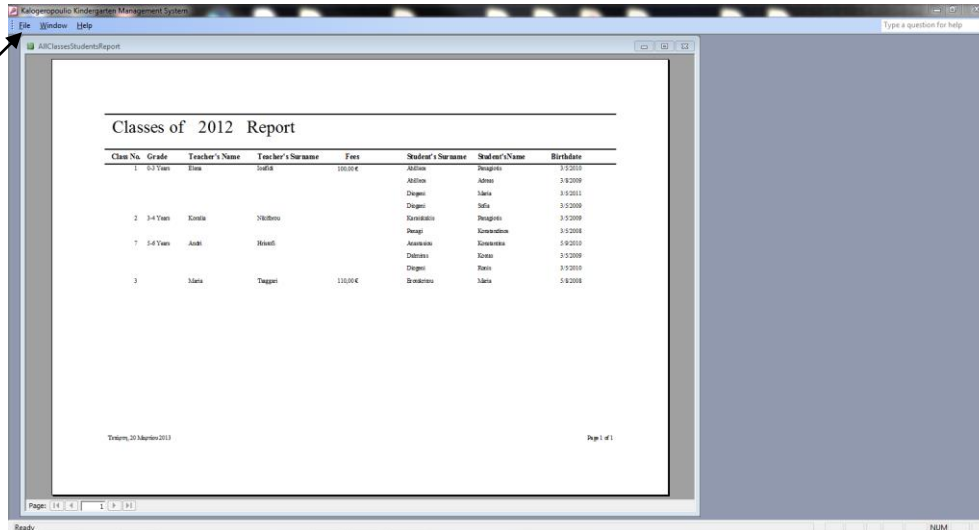
This form is used to manage all the registrations. There are two lists, one with the students that are registered and one with the students that aren't registered. You can use the two arrow buttons to move the students between the lists. In addition, you can change the school year of the registrations you currently manage by changing the year field and pressing Apply. Also you can clear all the registered students by selecting clear registrations as well as edit a student by selecting him and pressing Edit Student.
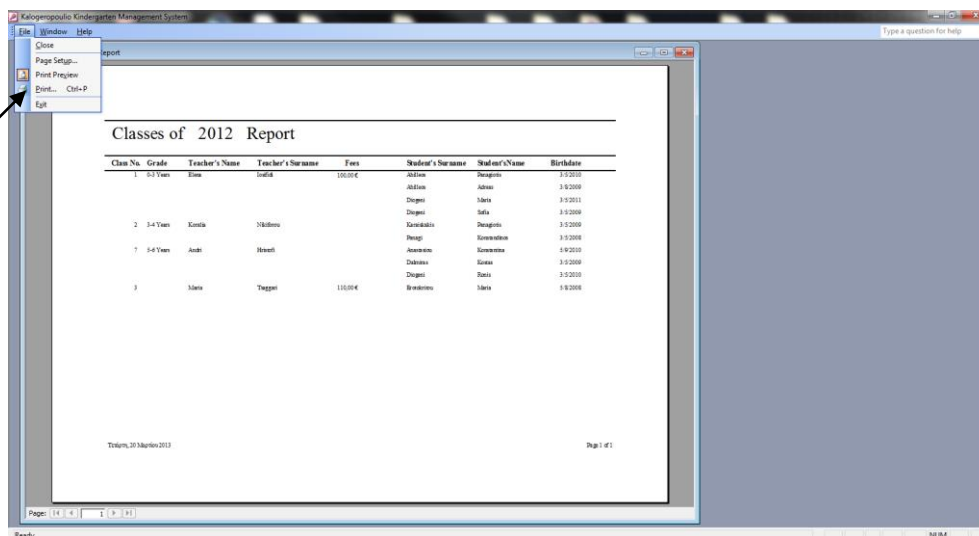
Common Errors

No List Selection → Referrer to Families Main Form – No List Selection Error
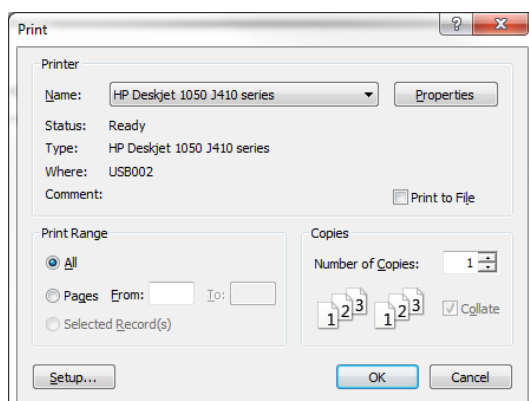
Printing a Report from Report Preview

When a Report Preview appears in order to print it, you should click File on the File Menu:

Then press the Print option:

And finally ok:

Classes Main Form

This form is used to select a class and view it in the Class View/Edit form. It also gives you the options to add a new class by pressing the Add a New Class button, edit an already existing one by pressing Edit Class Details after selecting it, or delete an already existing class by selecting it and pressing Delete Class.

Common errors

No List Selection → Referrer to Families Main Form – No List Selection Error

See Also → Registrations Main - Printing a Report from Report Preview

Class View/Edit Form

The number of the class currently in View/Editing

Closes the form and opens the previous form

In Class List

Not In Class List

Sends the selected Student from Not In Class list to In Class list

Sends the selected Student from In Class list to Not In Class list

Removes all the Students that are In Class

Opens the Student View form for the selected student from the In Class Student to allow you to edit his details

This form is used to manage the division of students into classes. There are two lists, one with the students that are in the viewed class and one with the students that are registered but not in a class. The user uses the two buttons to move the students between the lists.

Common Errors

No List Selection → Referrer to Families Main Form – No List Selection Error

Class New Form

This form is used to enter the data of a new class or to view the details of an already existing class.

Adding a New Class

Common Errors

Value Not In List → Referrer to Adding a New Student – Common Errors

Blank Required Field → Referrer to Adding a New Student – Common Errors
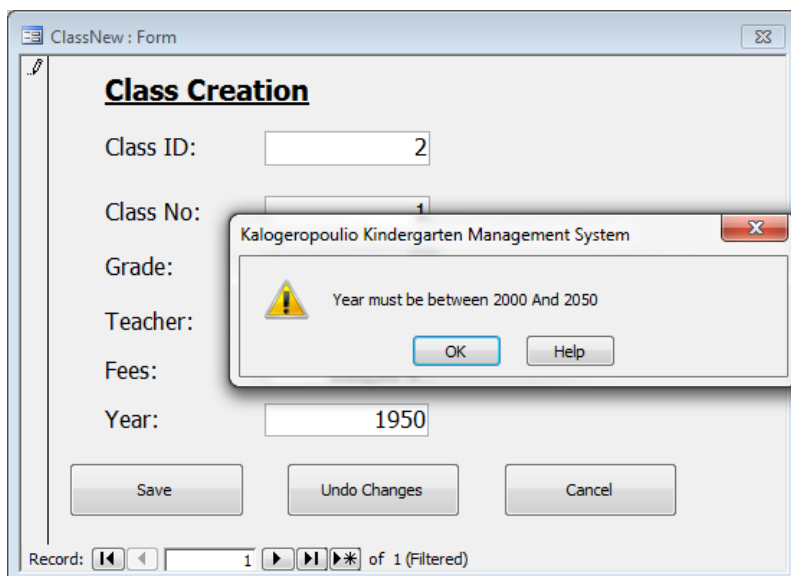
Invalid Fees:

If this Error appears, it means that you entered a Fee amount that is considered invalid after a validation check. (In this case the Fees were under the minimum amount) You should press OK and re-enter the Fee amount carefully considering the warning. (Fees are considered valid when a number between 40 and 500 is entered)

Invalid Year:

If this Error appears, it means that you entered a Year that is considered invalid after a validation check. (In this case the Year was under the minimum number) You should press OK and re-enter the Year carefully considering the warning. (Years are considered valid when a number between 2000 and 2050 is entered)

Teachers Main Form

This form is used to select a teacher and view it in the Teachers View/Edit form. It also gives you the options to add a new teacher or delete an already existing teacher by selecting it and pressing either Add a New Teacher or Delete Teacher.

Common Errors

No List Selection → Referrer to Families Main Form – No List Selection Error

Teachers View/Edit Form

Teacher Edit

Close Disabled

Teacher ID: 1

Name: Maria

Surname: Tsaggari

Identity Card No: 3996382

Birthdate: 3/5/1968

Mobile No: 99695817

Telephone No: 25582539

TeacherAddress: 15 Markou Street, 3006

Closes the Form without saving

Save   Undo Changes   Cancel

Record: of 1 (Filtered)

Clears any changes

Saves changes and closes the form

This form is used to enter the data of a new teacher or to view the details of an already existing one.

Common Errors

Invalid Name/Surname → Referrer to Adding a New Family – Common Errors

Invalid Identity Card No→ Referrer to Adding a New Family – Common Errors

Invalid Birthdate → Referrer to Adding a Student – Common Errors

Invalid Mobile/ Home Tel No→ Referrer to Adding a New Family – Common Errors

Blank Required Field→ Referrer to Adding a New Student – Common Errors

Payments Main Form

The Year of the registered families that are being shown

Closes the form and opens the Main

PaymentsMain : Form

Payments

Year: 2012   Apply

Back

Refreshes the list for the selected year

FamilyID	Father's Name	Father's Surname	Father's ID	Father's Mob	Mother's Name	Mother's Surname	Mother's ID	Mother's Mob	HomePhone
2	Stelios	Ahilleos	6595693	99685968	Andri	Harilaou	6959232	99664475	25698572
3	Paris	Diogeni	59695823	99175596	Anastasia	Diogeni	589636652	96582362	25969854
1	Andreas	Erotokritou	12535232	99586963	Eleni	Erotokritou	58528232	99586936	25789685
5	Pambos	Karaiskakis	4959 923	99696858	Ionia	Karaiskaki	59566365	97586358	25968584
4	Yiannis	Panagi	2313451	96854591	Mairi	Andreou	95528282	95368563	25896355

Families With Registered Students List

Opens Payments View/Edit form for the selected family

View Payments State / Add New Payments   Print Registered Families   Print All Payments   Print Students that haven't paid

For: [▼]

Opens the preview of Registered Familes Report for printing

Opens the preview of All Payments Report for printing

Opens the preview of Students that haven't paid Report for printing, for the selected month

This form is used to select a family and view it in the Payments View/Edit Form. Its also provides the option to Print Registered Families, All Payments and Students that haven't paid a selected month Reports.

Common Errors

No List Selection → Referrer to Families Main Form – No List Selection Error

Value Not In List → Referrer to Adding a New Student – Common Errors

See Also → Registrations Main - Printing a Report from Report Preview

Payments View/Edit (Statement) Form

Prints Payments Statement Report

Closes the form and opens the previous form

Details about the family, cannot be changed by this form

Payments By Students List

Payments By Family List

Registered Students of the Family List

Opens Payments New form for the selected

Deletes the selected Payment from the Payments By Students List

Opens Payments New form for the selected student to make a new payment

Clears all the Payments of the Family

This form is used to see all the payments made by a family selected from the Payments Main form, and also allow the user to access the Payments New form for a particular student in order to add a new payment or edit an already saved one as well as Print a Payments Statement.

Common Errors

No List Selection → Referrer to Families Main Form – No List Selection Error

Payment New Form

This form is used to add a new payment for a selected registered student, or view the details of an existing payment. It also provides the ability to print a receipt.

Adding a New Payment

Common Errors

Value Not In List → Referrer to Adding a New Student – Common Errors

Invalid Fees (for Amount Paid)→ Referrer to Adding a New Class – Common Errors (in this case Amount Paid must be between 20 and 500)

Blank Required Field → Referrer to Adding a New Student – Common Errors

Cheque Not Selected:

If this Error appears, it means that you entered a Cheque Number and the
Payment Type selected isn't cheque.

(In this case the Payment Type is cash)

You should press OK and select as Payment Type: Cash, or remove the Cheque
Number that you've given.

(Note: Cheque Number must be a number in order to be considered valid)
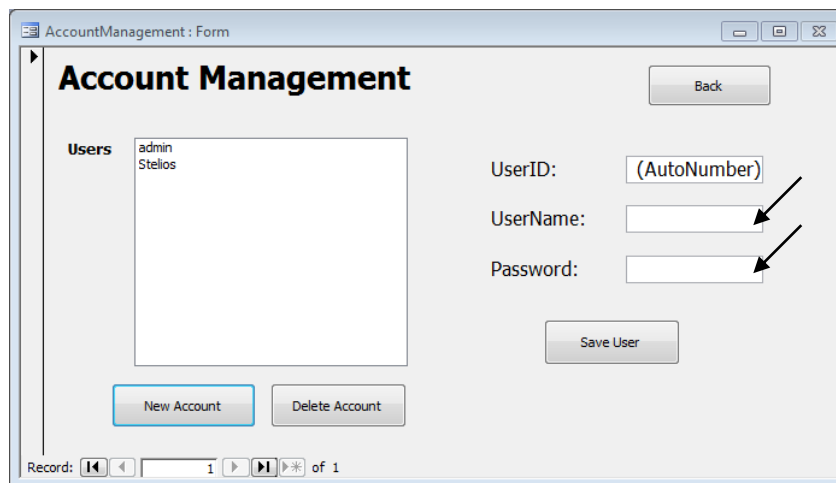
Account Management Form:

This form is used to manage all the user accounts for accessing the system, providing the ability to add new users and delete existing ones.

Adding A New Account

First you should press New Account:

Next you must fill the given fields with the information they require:
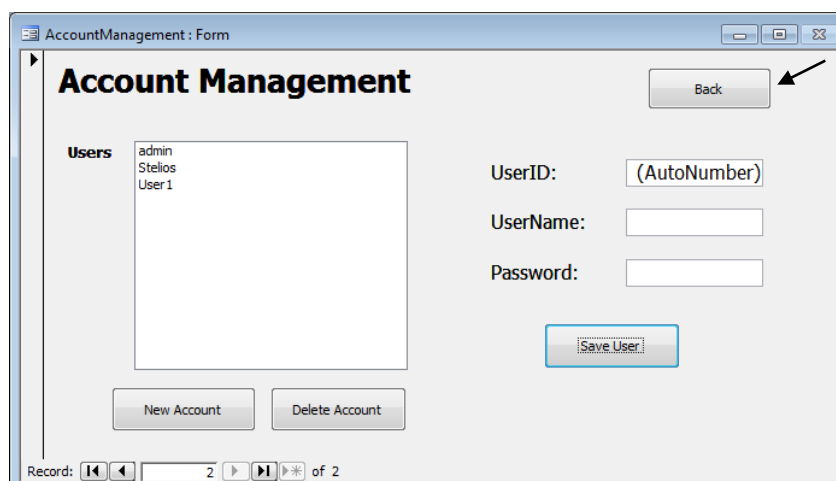
And when you are done click save:

Then it will automatically give you the ability to add another account.

You can either repeat the above process or click back to close this form and go back to the Main Form

Database Backup

In order for the database to create a backup of itself you need to press Yes in the above screen.

This message box should appear informing you, if the backup was successful.

Taking regular backups of the database is highly recommended in order to avoid data loss in case of unexpected situations like hardware failure or data corruption that may occur. The backups should preferably be taken once or twice a week to minimize the potential damage. In addition the backups should be kept in a different storage volume (like a USB drive) than the hard disk in case of a hard disk failure.

Glossary

Term	Meaning
Desktop	The primary display screen
Click	Press the left mouse button
Right-Click	Press the right mouse button
Record	A collection of related and adjacent items of data, treated as a unit.
Field	An element of a database record in which one piece of information is stored.
Form	A formatted document that may contain blank fields that users can fill in with data
Validation Check	The process of ensuring that a program operates on correct and useful data
Error Box	A window that appears on a computer screen, presenting error information
Drop- down list	A control that allows the user to select one value from a list
Data corruption	Errors in computer data that produce unintended changes to the original data.
Backup	Copying and archiving of computer data so it may be used to restore the original after a data loss event