

User Guide

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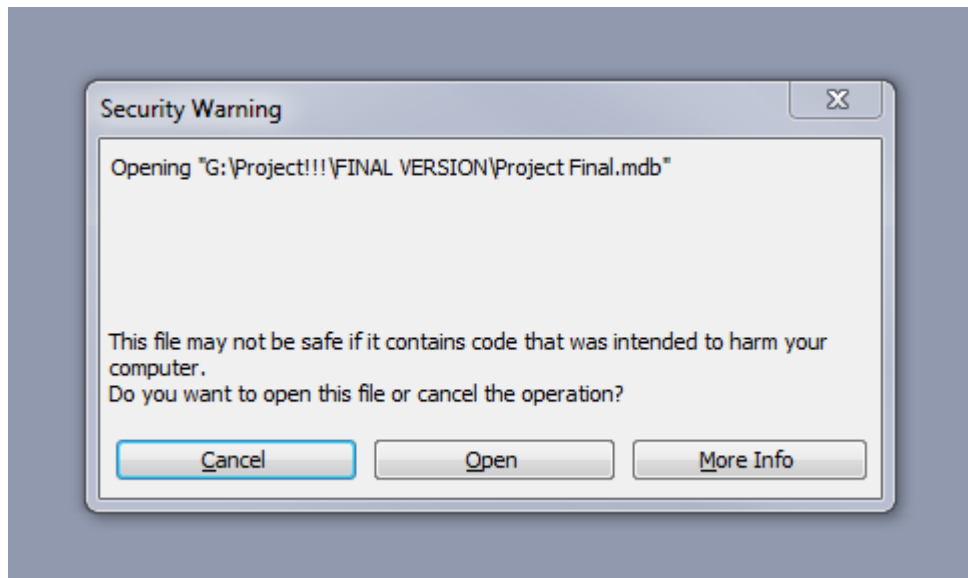
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Introduction

This User Guide is intended to be used by the users of the Kalogeropoulou 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.

Starting the System

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

LoginScreen : Form

Please enter your login credentials:

Username:

Password:

Record: 1 of 1

Error Missing Data

You must enter a Username.

OK

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.

LoginScreen : Form

Please enter your login credentials:

Username:

Password:

Record: 1 of 1

Invalid Entry!

Password Invalid. Please Try Again

OK

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.

LoginScreen : Form

Please enter your login credentials:

Username:

Password:

Record: 1 of 1

Error Missing Data

You must enter a Password.

OK

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

LoginScreen : Form

Please enter your login credentials:

Username:

Password:

Record: 1 of 1

Kalogeropoulou Kindergarten Management System

The text you entered isn't an item in the list.
Select an item from the list, or enter text that matches one of the listed items.

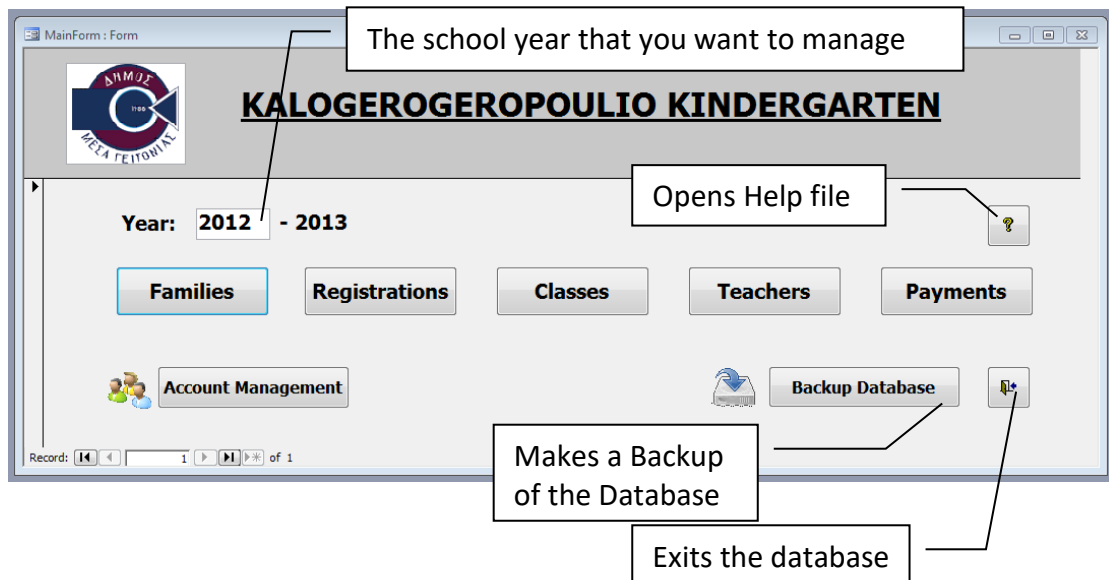
OK

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 entered an invalid password for three consecutive 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



After a successful login to the database the Main Form will open. Here you can change the school year that you want 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

The screenshot shows a software window titled "FamiliesMain : Form". It features a header bar with a logo on the left and the title "Families" in the center. A "Back" button is located in the top right corner. The main area contains a table with family data. At the bottom, there are three buttons: "View/Edit Family:", "Add a New Family", and "Delete Family". A status bar at the very bottom indicates "Record: 1 of 1".

Annotations:

- Closes the form and opens the Main form:** Points to the "Back" button in the top right.
- Families List:** Points to the table containing the family data.
- Opens the Families View/Edit form for the selected family:** Points to the "View/Edit Family:" button.
- Opens the Families View/Edit form to add a new Family:** Points to the "Add a New Family" button.
- Deletes the selected family from the list:** Points to the "Delete Family" button.

FamilyID	Father's Name	Father's Surname	Father's ID No	Mother's Name	Mother's Surname	Mother's ID No
17	Stelios	Ahilleos	8595693	Varvara	Marinou	5595952
2	Sotiris	Anastasiou	5893356	Andri	Harilaou	6959232
15	Marios	Dalmiras	598532581	Mariza	Anastasiou	41848484
6	Paris	Diogeni	59595823	Laoura	Papakosta	9958696
3	Hristos	Elladi	58968535	Anastasia	Diogeni	589636652
18	Andreas	Errotokritou	12525232	Irini	Elladi	364747
1	Nikolas	Herodotou	59258663	Eleni	Errotokritou	58528232
14	Iakovos	Ioakim	18455842	Violeta	Ioakim	35859520
16	Pambos	Karaiskakis	49591923	Ionia	Karaiskaki	59566365
5	Andreas	Kiriakidis	5986632	Anna	Protopapa	36689898
13	Yiannis	Panagi	2313451	Mairi	Andreou	95528282
4	Kiriakos	Papadopoulos	96863218	Ioanna	Papadopolou	9958475
12						

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 screenshot shows a web application window titled 'FamiliesMain : Form'. The header features a logo on the left and the title 'Families' in a large, bold font. Below the header is a table with 7 columns: FamilyID, Father's Name, Father's Surname, Father's ID No, Mother's Name, Mother's Surname, and Mother's ID No. The table contains 17 rows of data. A 'Back' button is located in the top right corner of the table area. At the bottom of the window, there are three buttons: 'View/Edit Family', 'Add a New Family', and 'Delete Family'. A status bar at the very bottom indicates 'Record: 1 of 1'. Overlaid on the table is a small dialog box titled 'Microsoft Office Access' with the message 'You must select a family first!' and an 'OK' button.

FamilyID	Father's Name	Father's Surname	Father's ID No	Mother's Name	Mother's Surname	Mother's ID No
17		Ahilleos	8595693	Varvara	Marinou	5595952
2	Stelios	Anastasiou	5893356	Andri	Harilaou	6959232
15	Sotiris	Dalmiras	598532581	Mariza	Anastasiou	41848484
6	Marios	Diogeni	59595823	Laoura	Papakosta	9958696
3	Paris	Elladi	58968535	Anastasia	Diogeni	589636652
18	Hristos	Errotokritou	12525232	Irini	Elladi	364747
1	Andreas	Herodotou	59258663	Eleni	Errotokritou	58528232
14	Nikolas	Ioakim	18455842	Violeta	Ioakim	35859520
16	Iakovos	Karaiskakis	49591923	Ionia	Karaiskaki	59566365
5	Pambos	Kiriakidis	5986632	Anna	Protopapa	36689898
13	Andreas	Panagi	2313451	Mairi	Andreou	95528282
4	Yiannis	Papadopoulos	96863218	Ioanna	Papadopoulou	9958475
12	Kiriakos					

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

The screenshot shows a web form titled "FamiliesView : Form" with the following sections and controls:

- Family ID:** A text input field containing the value "1".
- Father's Details:**
 - Father Name:
 - Father Surname:
 - Identity Card No:
 - Mobile No:
 - Email Address:
- Mother's Details:**
 - Mother Name:
 - Mother Surname:
 - Identity Card No:
 - Mobile No:
 - Email Address:
- Home Tel No:**
- Address:**
- Children:** A table with columns ID, Name, Surname, Birthdate, Gender, and Notes.

ID	Name	Surname	Birthdate	Gender	Notes
1	Giorgos	Erotokritou	3/4/200		
2	Maria	Erotokritou	5/8/200		
- Buttons:**
 - Back:** Located at the top right, with an annotation: "Closes the form and opens the previous form".
 - Edit Student:** Located on the right side, with an annotation: "Opens Student View Form for the selected Child".
 - Add New Child:** Located on the right side, with an annotation: "Opens Student View Form for adding a new Child".
 - Delete Child:** Located on the right side, with an annotation: "Deletes the selected student".
 - Save:** Located at the bottom left, with an annotation: "Saves Changes".
 - Undo Changes:** Located at the bottom left, with an annotation: "Clears any changes".
 - Cancel:** Located at the bottom right, with an annotation: "Closes the Form without saving".
- Record Navigation:** At the bottom left, showing "Record: 1 of 1 (Filtered)".

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:

The screenshot shows the 'Family Edit' form in the 'FamiliesView: Form' window. The form contains fields for Family ID, Father's Details, Mother's Details, Home Tel No, Address, and Children. An error message dialog box is displayed over the form, stating: 'Please enter valid ID No. ex. 192820'. The error is triggered by the 'Identity Card No' field, which contains the value '968asdasd'. The dialog box has 'OK' and 'Help' buttons.

ID	Name	Surname	Birthdate	Gender	Notes
23	Kostandinos	Papadopoulos	3/5/2010	Male	
24	Hristalla	Papadopoulou	5/9/2009	Female	
25	Andreas	Papadopoulos	5/8/2010	Male	
26	Panagiotis	Papadopoulos	5/8/2010	Male	

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:

The screenshot shows the 'Family Edit' form in the 'FamiliesView: Form' window. The form contains fields for Family ID, Father's Details, Mother's Details, Home Tel No, Address, and Children. An error message dialog box is displayed over the form, stating: 'Please enter a valid Mobile Number. ex. 99175884'. The error is triggered by the 'Mobile No' field, which contains the value '99175'. The dialog box has 'OK' and 'Help' buttons.

ID	Name	Surname	Birthdate	Gender	Notes
23	Kostandinos	Papadopoulos	3/5/2010	Male	
24	Hristalla	Papadopoulou	5/9/2009	Female	
25	Andreas	Papadopoulos	5/8/2010	Male	
26	Panagiotis	Papadopoulos	5/8/2010	Male	

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:

The screenshot shows the 'Family Edit' form with the following details:

- Family ID: 12
- Father's Details:
 - Father Name: Kiriakos
 - Father Surname: Papadopoulos
 - Identity Card No: 96863218
 - Mobile No: 99175811
 - Email Address: iakos.pnet.com
- Mother's Details:
 - Mother Name: Ioanna
 - Mother Surname: Papadopoulou
 - Identity Card No: 9958475
- Home Tel No: 25986325
- Address: 13 Pana Street, 5003
- Children Table:

ID	Name	Surname	Birthdate	Gender	Notes
23	Kostandinos	Papadopoulos	3/5/2010	Male	
24	Hristalla	Papadopoulou	5/9/2009	Female	
25	Andreas	Papadopoulos	5/8/2010	Male	
26	Panagiotis	Papadopoulos	5/8/2010	Male	

An error message box is displayed over the email address field, stating: "Please provide a valid email address. ex.stelos@cynet.com". The error message indicates that the email address is invalid because it is missing the "@" character.

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:

The screenshot shows the 'Family Edit' form with the following details:

- Family ID: 12
- Father's Details:
 - Father Name: Kiriakos111
 - Father Surname: Papadopoulos
 - Identity Card No: 96863218
 - Mobile No: 99175811
 - Email Address: kyriakos@pnet.
- Mother's Details:
 - Mother Name:
 - Mother Surname:
 - Identity Card No:
- Home Tel No: 25986325
- Address: 13 Pana Street, 5003
- Children Table:

ID	Name	Surname	Birthdate	Gender	Notes
23	Kostandinos	Papadopoulos	3/5/2010	Male	
24	Hristalla	Papadopoulou	5/9/2009	Female	
25	Andreas	Papadopoulos	5/8/2010	Male	
26	Panagiotis	Papadopoulos	5/8/2010	Male	

An error message box is displayed over the father's name field, stating: "Please enter a valid Name ex.Stelos". The error message indicates that the name is invalid because it includes numbers.

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

The screenshot shows a window titled "StudentView : Form" with a close button in the top right corner. The main content area is titled "Student Edit" and contains the following fields:

- Family ID:
- Student ID:
- Name:
- Surname:
- Gender: (dropdown menu)
- Birthdate:
- Notes:

At the bottom of the form are three buttons: "Save Record", "Undo Changes", and "Cancel". Below these buttons is a record navigation bar with the text "Record: 1 of 1 (Filtered)" and navigation icons.

Annotations with arrows pointing to the buttons:

- "Save Record" points to the "Save Record" button.
- "Undo Changes" points to the "Undo Changes" button.
- "Clears any changes" points to the "Cancel" button.
- "Closes the Form without saving" points to the "Cancel" button.

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:

The screenshot shows the 'Student Edit' form in the 'Kalogeropoulou Kindergarten Management System'. The form contains fields for Family ID (12), Student ID (26), Name (Panagiotis), Surname (Papadopoulos), Gender (Maless), and Birthdate (5/8/2010). An error message box is displayed over the Gender field, stating: 'The text you entered isn't an item in the list. Select an item from the list, or enter text that matches one of the listed items.' An arrow points to the 'Maless' value in the Gender dropdown menu. The bottom of the form shows 'Record: 1 of 1 (Filtered)'.

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:

The screenshot shows the 'Student Edit' form in the 'Kalogeropoulou Kindergarten Management System'. The form contains fields for Family ID (12), Student ID (26), Name (Panagiotis), Surname (Papadopoulos), Gender (Male), and Birthdate (5/8/1900). An error message box is displayed over the Birthdate field, stating: 'Please enter a valid birthdate ex.3/5/2012'. The bottom of the form shows 'Record: 1 of 1 (Filtered)'.

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:

StudentView : Form

Student Edit

Family ID: 17

Student ID: 51

Name:

Surname: Gregoriou

Gender: Male

Microsoft Office Access

The field 'Students.StudentName' cannot contain a Null value because the Required property for this field is set to True. Enter a value in this field.

OK

Record: 1 of 1

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

The screenshot shows the 'RegistrationsMain : Form' window. At the top left is the school logo. The title 'Registrations' is in large bold letters. Below it, there's a 'Year:' field set to '2012' with an 'Apply' button. To the right is a 'Print Registered Students' button and a 'Back' button. The main area is divided into two sections: 'Students Currently registered' and 'Students that are not Registered'. Each section contains a table of student data. Between the tables are two arrow buttons for moving students. At the bottom are 'Edit Student' and 'Clear Registrations' buttons. A record counter at the very bottom shows 'Record: 1 of 1'.

Annotations and their functions:

- Year: 2012**: Automatically filled by Main Form, value can be changed
- Apply**: Refreshes the list for the selected
- Print Registered Students**: Opens the preview of Registered Students Report for printing
- Back**: Closes the form and opens the Main
- Registered List**: List of currently registered students
- Not Registered List**: List of students not currently registered
- Left Arrow**: Send the selected Student from Not Registered list to Registered list
- Right Arrow**: Send the selected Student from Registered list to Not Registered list
- Edit Student**: Opens the Student View/Edit form for the selected Registered Student to allow you to edit his details
- Clear Registrations**: Clears all the Students 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

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

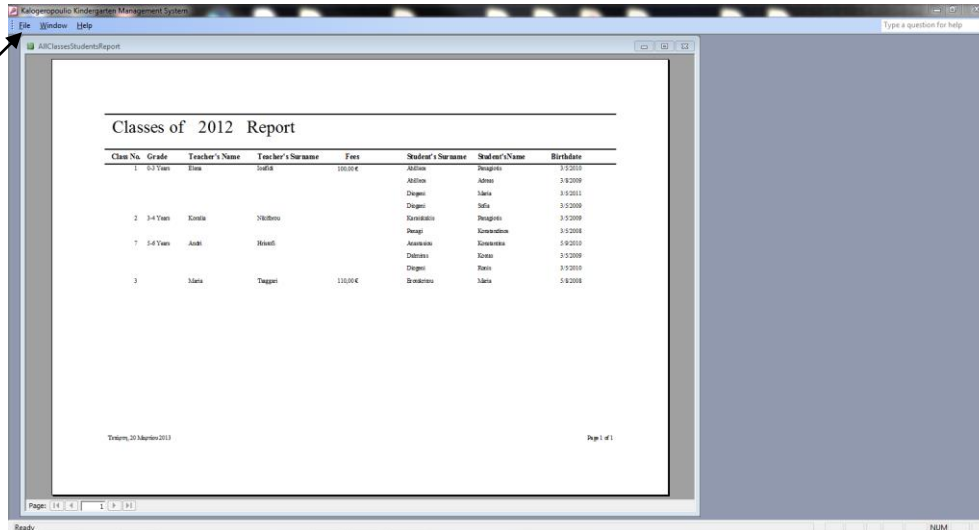
This form is used to manage all the registrations. There are two lists, one with the students that are registered and one with the students that aren't registered. You can use the two arrow buttons to move the students between the lists. In addition, you can change the school year of the registrations 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

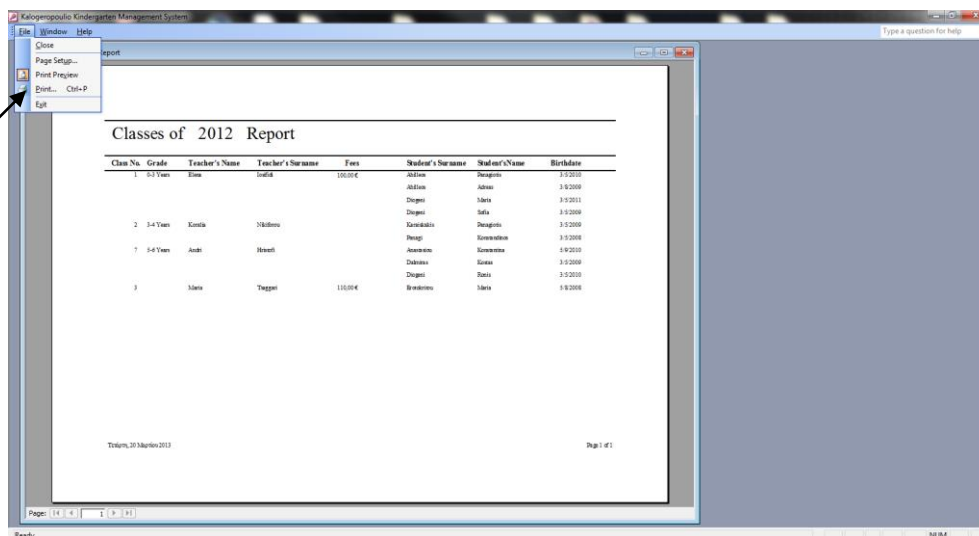
No List Selection → Referrer to Families Main Form – No List Selection Error

Printing a Report from Report Preview

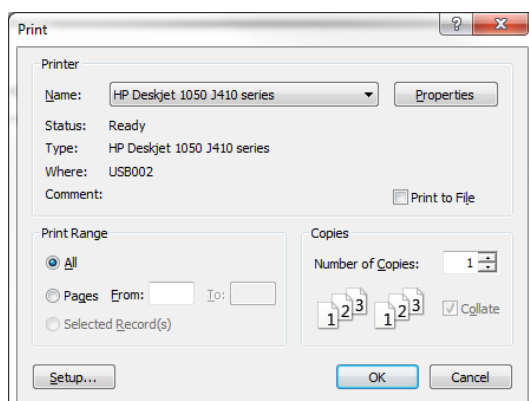
When a Report Preview appears in order to print it, you should click File on the File Menu:



Then press the Print option:



And finally ok:



Classes Main Form

The screenshot shows the 'ClassesMain : Form' window. At the top left is a logo for 'NHMF' and 'MEGA FEITORIAL'. The title 'Classes' is prominently displayed. Below the title, there is a 'Year:' dropdown menu set to '2012' with an 'Apply' button next to it. To the right of the year selection are buttons for 'Print Classes Details' (with a printer icon) and 'Back'. A table titled 'Classes List' displays the following data:

ID	Grade	ClassNo	TeacherID	TeacherName	TeacherSurname	Fees	Year	Students In Class
2	0-3 Years	1	2	Elena	Iosifidi	100,00 €	2012	4
5	3-4 Years	2	4	Koralia	Nikiforou	100,00 €	2012	3
4	5-6 Years	3	1	Maria	Tsaggari	110,00 €	2012	1

Below the table are four buttons: 'View / Manage Class', 'Edit Class Details', 'Add a New Class', and 'Delete Class'. At the bottom left, there is a 'Record:' label followed by navigation icons and the text '1 of 1'. Callout boxes provide the following descriptions:

- 'The Year of the classes that are being shown' points to the 'Year:' dropdown.
- 'Closes the form and opens the Main form' points to the 'Back' button.
- 'Refreshes the list for the selected year' points to the 'Apply' button.
- 'Opens the preview of Classes Details Report for printing' points to the 'Print Classes Details' button.
- 'Opens the Class View/Edit form for the selected class' points to the 'View / Manage Class' button.
- 'Opens the Class New form to add a new class' points to the 'Add a New Class' button.
- 'Deletes the selected class from the list' points to the 'Delete Class' button.
- 'Opens the Class New form for the selected class' points to the 'Edit Class Details' button.

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 screenshot shows the 'ClassView : Form' window. At the top, 'ClassID' is set to 2 and 'Year' is 2012. The title 'Class No. 1' is displayed. A 'Back' button is in the top right. Below the title, there are two tables: 'Students Included in Class' and 'Registered Students not in a Class'. Between these tables are two arrows pointing in opposite directions. At the bottom, there are 'Edit Student' and 'Clear Class' buttons, and a record navigation bar.

ClassID 2

Year: 2012

Class No. 1

Students Included in Class

RegID	StudentName	StudentSurname	Birthdate	Gender
11	Panagiotis	Ahilleos	3/5/2010	Male
10	Adreas	Ahilleos	3/8/2009	Male
19	Maria	Diogeni	3/5/2011	Male
13	Sofia	Diogeni	3/5/2009	Female

Registered Students not in a Class

RegID	Name	Surname	Birthdate	Gender	Age
15	Maria	Erotokritou	5/8/2008	Male	4

Annotations:

- The number of the class currently in View/Editing (points to ClassID 2)
- Closes the form and opens the previous form (points to Back button)
- In Class List (points to the left arrow)
- Not In Class List (points to the right arrow)
- Sends the selected Student from Not In Class list to In Class list (points to the left arrow)
- Sends the selected Student from In Class list to Not In Class list (points to the right arrow)
- Removes all the Students that are In Class (points to Clear Class button)
- Opens the Student View form for the selected student from the In Class Student to allow you to edit his details (points to Edit Student button)

Record: 1 of 1

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

The screenshot shows a window titled "ClassNew : Form" with a close button in the top right corner. The main area is titled "Class Creation" and contains the following fields:

- Class ID:
- Class No:
- Grade:
- Teacher:
- Fees:
- Year:

Below the fields are three buttons: "Save", "Undo Changes", and "Cancel". At the bottom, there is a record navigation bar showing "Record: 1 of 1 (Filtered)".

Annotations with arrows point to the following elements:

- "Close Disabled" points to the close button in the top right corner.
- "Closes the Form without saving" points to the "Cancel" button.
- "Clears any changes" points to the "Undo Changes" button.
- "Saves changes and closes the form" points to the "Save" button.

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

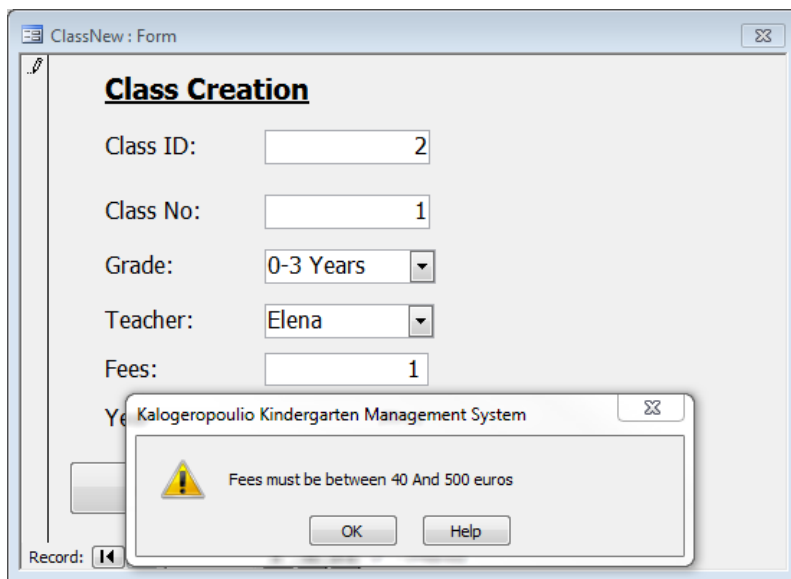
Adding a New Class

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

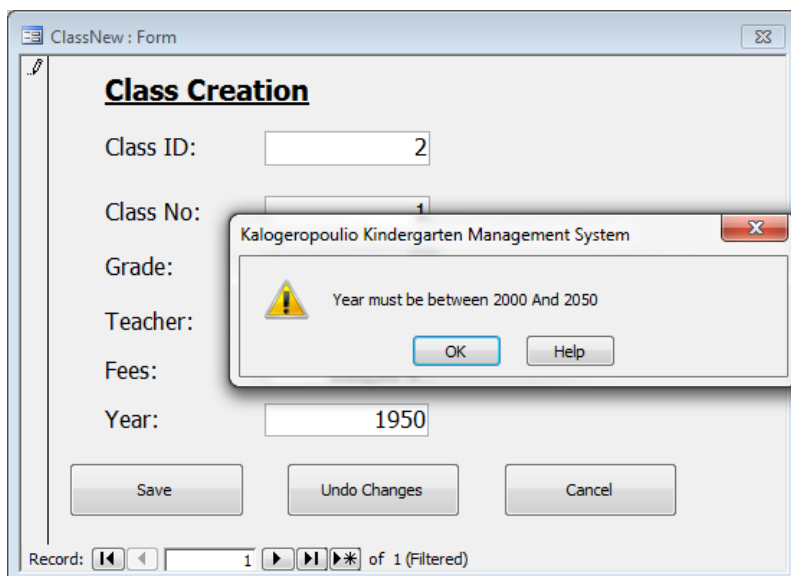
Invalid Fees:



The screenshot shows the 'ClassNew : Form' window with the title 'Class Creation'. The fields are: Class ID: 2, Class No: 1, Grade: 0-3 Years, Teacher: Elena, and Fees: 1. A modal error dialog box is displayed in the foreground with the title 'Kalogeropoulis Kindergarten Management System'. It contains a yellow warning icon and the text 'Fees must be between 40 And 500 euros'. The dialog has 'OK' and 'Help' buttons. At the bottom of the form, there are 'Save', 'Undo Changes', and 'Cancel' buttons, and a record indicator showing 'Record: 1 of 1 (Filtered)'.

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:



The screenshot shows the 'ClassNew : Form' window with the title 'Class Creation'. The fields are: Class ID: 2, Class No: 1, Grade: 0-3 Years, Teacher: Elena, Fees: 1, and Year: 1950. A modal error dialog box is displayed in the foreground with the title 'Kalogeropoulis Kindergarten Management System'. It contains a yellow warning icon and the text 'Year must be between 2000 And 2050'. The dialog has 'OK' and 'Help' buttons. At the bottom of the form, there are 'Save', 'Undo Changes', and 'Cancel' buttons, and a record indicator showing 'Record: 1 of 1 (Filtered)'.

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

The screenshot shows a software window titled "TeachersMain : Form". Inside, there is a header bar with a logo on the left and the title "Teachers" in the center. On the right of the header bar is a "Back" button. Below the header bar is a table listing teachers. At the bottom of the window are three buttons: "Edit Teacher", "Add a New Teacher", and "Delete Teacher". A status bar at the very bottom shows "Record: 1 of 1".

Annotations with arrows pointing to specific elements:

- "Closes the form and opens the Main" points to the "Back" button.
- "Teachers List" points to the table of teachers.
- "Opens the Teacher View /Edit form for the selected" points to the "Edit Teacher" button.
- "Opens the Teacher View/Edit form to add a new Teacher" points to the "Add a New Teacher" button.
- "Deletes the selected teacher from the list" points to the "Delete Teacher" button.

ID	Name	Surname	Birthdate	ID No	Tel	Mobile	Address
5	Andri	Hristofi	3/5/1980	398581	25786639	99586952	23 Kinas Street, 5803
2	Elena	Iosifidi	3/5/1985	6985845	25695853	99586955	8 Paraskeva Street, 2005
3	Panagiota	Louka	3/9/1973	4848481	25179614	99586917	10 Panaretou Street, 4003
4	Koralia	Nikiforou	3/5/1990	289595	22959595	99588999	4 Iasona Street, 4053
1	Maria	Tsaggari	3/5/1968	3996382	25582539	99695817	15 Markou Street, 3006

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

TeachersView : Form

Teacher Edit

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

Save Undo Changes Cancel

Record: 1 of 1 (Filtered)

Close Disabled

Closes the Form without saving

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

Back

Year: 2012 Apply

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	8595693	99685968	Andri	Harilaou	6959232	99664475	25698572
3	Paris	Diogeni	59695823	99175596	Anastasia	Diogeni	589636652	96582362	25969854
1	Andreas	Erotokritou	12585232	99586963	Eleni	Erotokritou	58528232	99586936	25789685
5	Pambos	Karaiskakis	4959823	99696858	Ionia	Karaiskaki	59566365	97586358	25968584
4	Yannis	Panagi	2313451	96854591	Mairi	Andreou	95528282	95368563	25896355

Refreshes the list for the selected year

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: [Month] [Year]

Opens the preview of Registered Families 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

Payments State Year: 2012

Closes the form and opens the previous form

Back

Family Details

Family ID: 2

Father Name: Stelios Mother Name: Andri

Father Surname: Ahilleos Mother Surname: Harilaou

Identity Card No: 8595693 Identity Card No: 6959232

Mobile No: 99685968 Mobile No: 99664475

Home Tel No: 256985

Address: 18 Kolo

Details about the family, cannot be changed by this form

Payments made:

ID	Name	For	Amount	Date	Type	Cheque No	Notes
3	Panagiotis	September	90,00 €	5/5/2013	Cash		
10	Panagiotis	October	90,00 €	8/3/2013	Cash		
1	Adreas	Registration	90,00 €	4/1/2012	Cash		
2	Panagiotis	Registration	90,00 €	4/1/2012	Cash		

Payments By Students List

Print Statement

Children Currently Registered

RegID	Name	Surname	Birthdate	Gender
10	Adreas	Ahilleos	3/8/2009	Male
11	Panagiotis	Ahilleos	3/5/2010	Male

Registered Students of the Family List

Add Payment

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

Clear Payments

Delete Payment

Edit Payment

Totals:

For	SumOfAmount
Registration	180,00 €
October	90,00 €
September	90,00 €

Payments By Family List

Opens Payments New form for the selected

Record: 1 of 1

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

The screenshot shows a software window titled "PaymentsNew : Form". The main heading is "New Payment". On the left, there are input fields for "Payment ID:" (25), "RegistrationID:" (18), "Name:" (Panagiotis), "Surname:" (Karaiskakis), "PaymentDate:" (7/3/2013), "For:" (a dropdown menu), "PaymentType:" (a dropdown menu), "Class Fees: 100,00 € Default Discount: 0,00 €", "Amount Paid:" (100,00 €), "Cheque Number:", and "Notes:". On the right, there is a table titled "Payments already made:" with columns: ID, Name, For, Amount, Date, Type, Cheque No, and Notes. The table contains two rows of data. Below the form fields are three buttons: "Print Receipt" (with a printer icon), "Save Payment", and "Undo Changes". At the bottom left, there is a status bar with "Record: 1 of 1" and navigation icons. Annotations with arrows point to various elements: "Close disabled" points to the window's close button; "Payments By Students List" points to the "Name" column in the table; "List to select for what the payment is for (Registration, September, ... , June)" points to the "For:" dropdown; "List to select what is the Payment Type" points to the "PaymentType:" dropdown; "Only visible when a new payment is made" points to the "Cheque Number:" field; "Prints Payment Receipt" points to the "Print Receipt" button; "Closes the Form without saving" points to the "Cancel" button; "Clears any changes" points to the "Undo Changes" button; and "Saves changes and closes the form" points to the "Save Payment" button.

ID	Name	For	Amount	Date	Type	Cheque No	Notes
4	Panagiotis	Registration	100,00 €	4/7/2012	Cash		
5	Panagiotis	September	100,00 €	5/9/2012	Cash		

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:

New Payment

Payment ID: 54
RegistrationID: 18
Name: Panagiotis
Surname: Karaiskakis
PaymentDate: 20/3/2013
For: October
PaymentType: Cash
Class Fees: 100,00 € Default Discount:
Amount Paid: 100,00 €
Cheque Number: 152852622
Notes:

Payments already made:

ID	Name	For	Amount	Date	Type	Cheque No	Notes
4	Panagiotis	Registration	100,00 €	4/7/2012	Cash		
5	Panagiotis	September	100,00 €	5/9/2012	Cash		

Microsoft Office Access

The payment type must be by Cheque in order to enter Cheque Number!

OK

Print Receipt
Save Payment
Undo Changes
Cancel

Record: 1 of 1

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:

The screenshot shows a window titled "AccountManagement : Form". Inside, the title "Account Management" is at the top. Below it, a "Users" list contains "admin", "Stelios", and "testing". A box labeled "Users List" points to this list. To the right, a "Back" button is annotated with "Closes the form and opens the Main". Below the list, there are "New Account" and "Delete Account" buttons. A box labeled "Press when you want to add a new account" points to the "New Account" button. Another box labeled "Deletes selected user from the Users List" points to the "Delete Account" button. At the bottom, a record navigation bar shows "Record: 1 of 1".

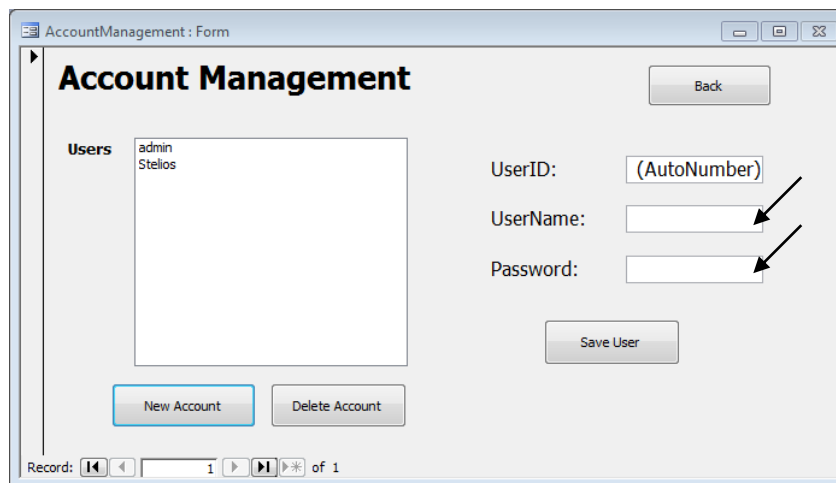
This form is used to manage all the user accounts for accessing the system, providing the ability to add new users and delete existing ones.

Adding A New Account

First you should press New Account:

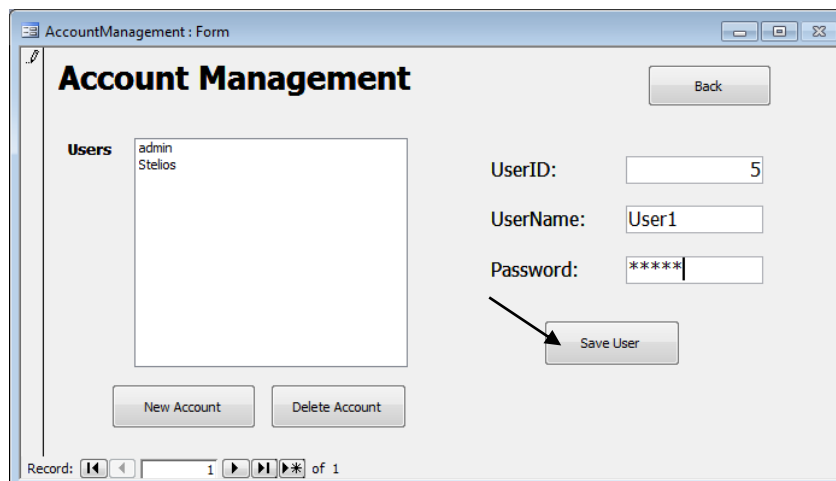
This screenshot shows the same "AccountManagement : Form" window. An arrow points to the "New Account" button, indicating the next step in the process. The "Users" list now only contains "admin" and "Stelios", with "testing" removed. The "Back" button and record navigation bar remain visible.

Next you must fill the given fields with the information they require:



The screenshot shows a window titled "AccountManagement : Form" with a tab icon. The main heading is "Account Management". On the left, there is a "Users" list box containing "admin" and "Stelios". Below it are "New Account" and "Delete Account" buttons. On the right, there are three input fields: "UserID:" with a "(AutoNumber)" placeholder, "UserName:", and "Password:". A "Back" button is at the top right, and a "Save User" button is below the input fields. At the bottom, a record indicator shows "Record: 1 of 1".

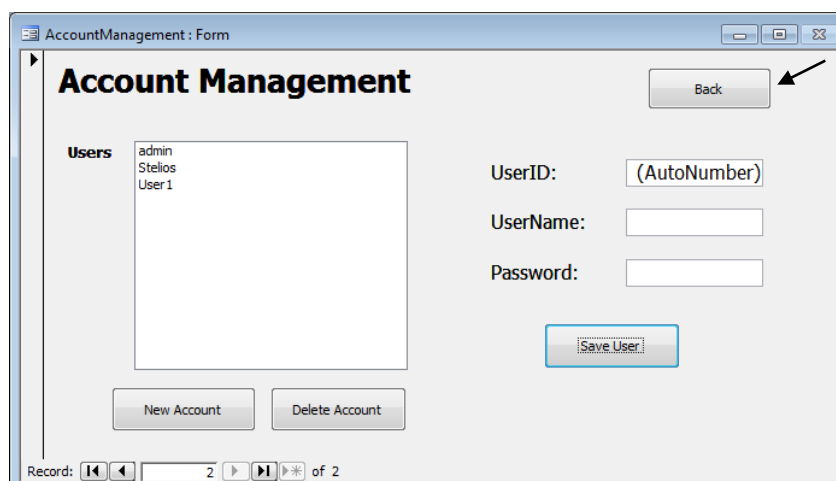
And when you are done click save:



The screenshot shows the same window, but the "UserID:" field now contains the number "5", "UserName:" contains "User1", and "Password:" contains "****". An arrow points to the "Save User" button. The "Record: 1 of 1" indicator remains at the bottom.

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



The screenshot shows the window after saving. The "Users" list box now includes "admin", "Stelios", and "User1". The "Save User" button is now highlighted in blue. An arrow points to the "Back" button at the top right. The record indicator at the bottom now shows "Record: 2 of 2".

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