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APPENDIX B

User Manual for Youth Module

Table of Contents

System Component.....	- 2 -
1. Front-End Screens	- 2 -
1.1 Small enterprise.....	- 3 -
1.1.1 Advanced Search for small enterprise.....	- 4 -
1.2 Lending Institutions	- 5 -
1.3 Related Links	- 6 -
1.4 Electronic Exhibition.....	- 7 -
1.4.1 Electronic Exhibition Search.....	- 7 -
2. Backend User Manual	- 8 -
2.1 Login to the system	- 8 -
2.2 User types	- 8 -
2.2.1 Data entry user specialties	- 8 -
2.2.2 <i>Administrator specialties</i>	- 9 -
2.3 Manage users	- 9 -
2.3.1 Adding new user	- 10 -
2.4 Editing basic data.....	- 11 -
2.4.1 Adding project activity.....	- 11 -
2.5 Feasibility studies.....	- 12 -
2.5.1 Adding new feasibility study.....	- 12 -
2.6 Lending institutions	- 14 -
2.6.1 Adding lending Institutions.....	- 15 -
2.7 Youth exhibition products.....	- 16 -
2.7.1 Exhibitors	- 16 -
2.7.1.1 Adding exhibitor data.....	- 16 -
2.7.2 Exhibited products	- 17 -
2.7.2.1 Adding product to be exhibited.....	- 17 -
2.8 Related links.....	- 18 -
2.8.1 Adding related link data	- 18 -
2.9 Changing Password.....	- 19 -

System Component

- **The front-end component** provides the information retrieving/browsing/accessing functionalities, and is available for any site user.
- **The backend component** provides the data management functionalities that enable each stakeholder to enter/update/delete/publish data items.

The following sections contains a user manual for both front-end and the backend

1. Front-End Screens

In this section we will describe the front-end pages. A user can browse the front-end without a user name or password. The home page provides point-and-click access to the major elements of youth module as illustrated in the following figure.



Figure (1) shows the front end of Youth Module

1.1 Small enterprise

After clicking on the Economic and technical studies link, the names of all available small enterprise will be displayed (as shown in figure 2).



Figure (2) Economic and technical studies Screen

To display the details of the small enterprise click on its name then the small enterprise details will be displayed as shown in figure (3)

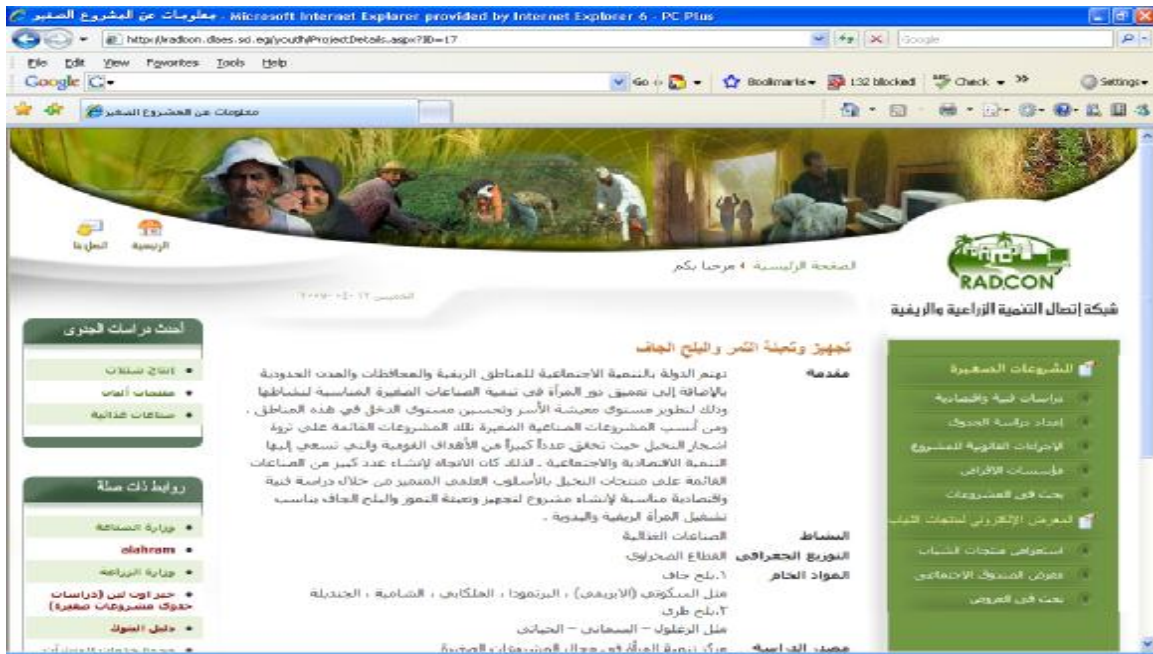


Figure (3) Small enterprise details

1.1.1 Advanced Search for small enterprise

You can search for small enterprise by different criteria, such as (search by Enterprise Name, Activity, Geographical Environment, Technology Type, Education Level, Cost, and Enterprise Materials) as shown in figure (4)



Figure (4) Advanced Search Page for small enterprise

1.2 Lending Institutions

By clicking lending institutions link, different names of lending institutions will be appeared (as shown in figure 5).

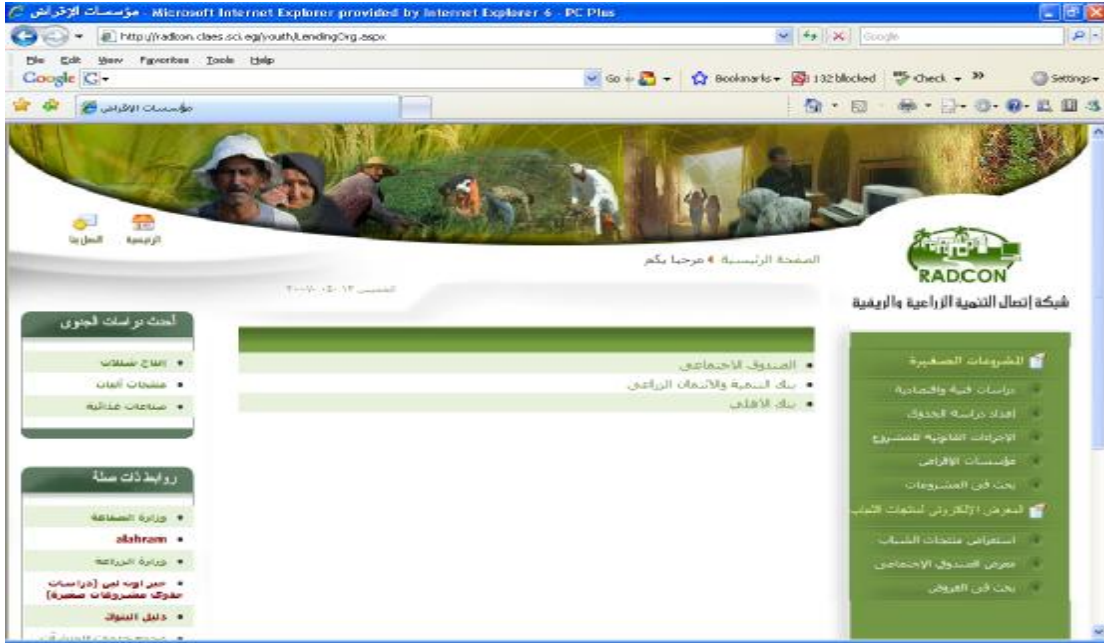


Figure (5) Lending institutions screen

And for more details about lend institutions, click on its name then the details of it will be displayed as shown in figure (6)



Figure (6) lending Institutions details information

1.3 Related Links

This module provides different useful links that provide information about preparation of feasibility studies and legal proceedings (as shown in figure 7). In Addition to other related links in the left menu



Figure (7) Related Links

1.4 Electronic Exhibition

This sub-module provides electronic exhibition for the youth products. Product information contains (Its categories, commercial name, price, and contact information of the seller). It contains two links: one of them is the Browsing link and the other for products search). After clicking on electronic exhibition link, different products name will appear as shown in figure (8). By clicking the name of the product you can get more details about it.

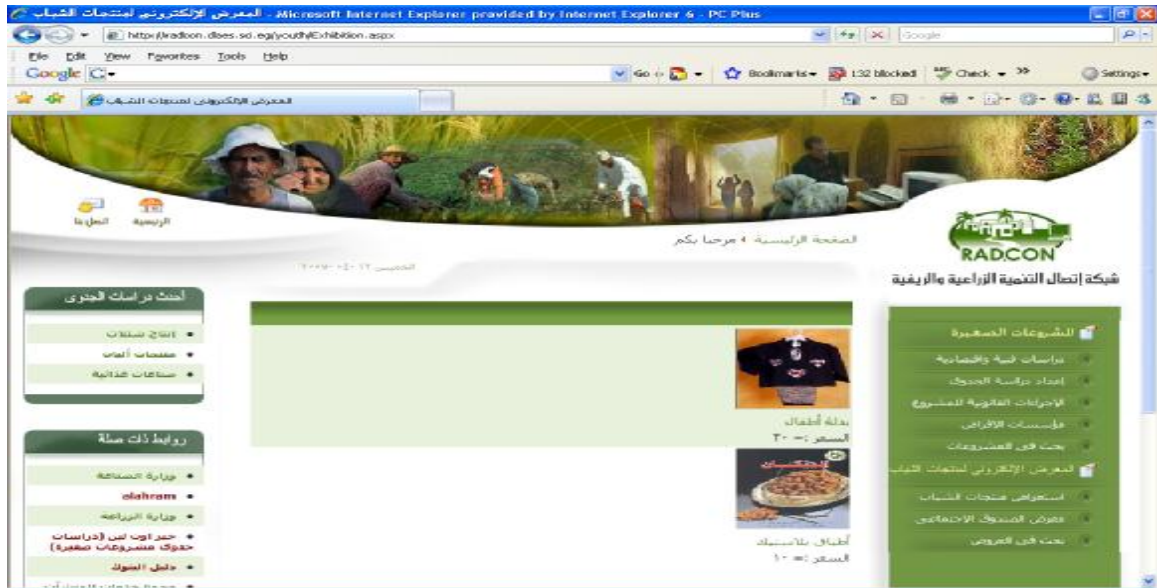


Figure (8) Browsing Electronic Exhibition Page

1.4.1 Electronic Exhibition Search

You can search for exhibited products by (product name, product type and price)



Figure (8) Search in exhibited products

2. Backend User Manual

2.1 Login to the system

The URL for inserting Youth data and small enterprises is <http://radcon.claes.sci.eg/youth/backend>

After log in to the system the page in figure (9) will appear



Figure (9) log in screen

After logging to the system with a valid username and password .The main page will appears and it will be customized according to the user type.

2.2 User types

We have two type of users the first type is system administrator the second type is the data entry users. Here we will list the functionality of each type of users.

2.2.1 Data entry user specialties

1. Adding data about feasibility studies for small enterprise
2. Adding lending institutions data
3. Adding exhibitors data
4. Adding product to be exhibited by RADCON
5. Adding related links

Data entry user can send the entered data to be approved by the administrator. Further data entry can browse the entered data according to its status “approved, to be approved, rejected or current work” Data entry user can search the entered data

2.2.2 Administrator specialties

1. The administrator can audit the data that has been entered by the data entry users. He/She can approve or disapprove the entered data .Further he can modify it as shown in figure (10)

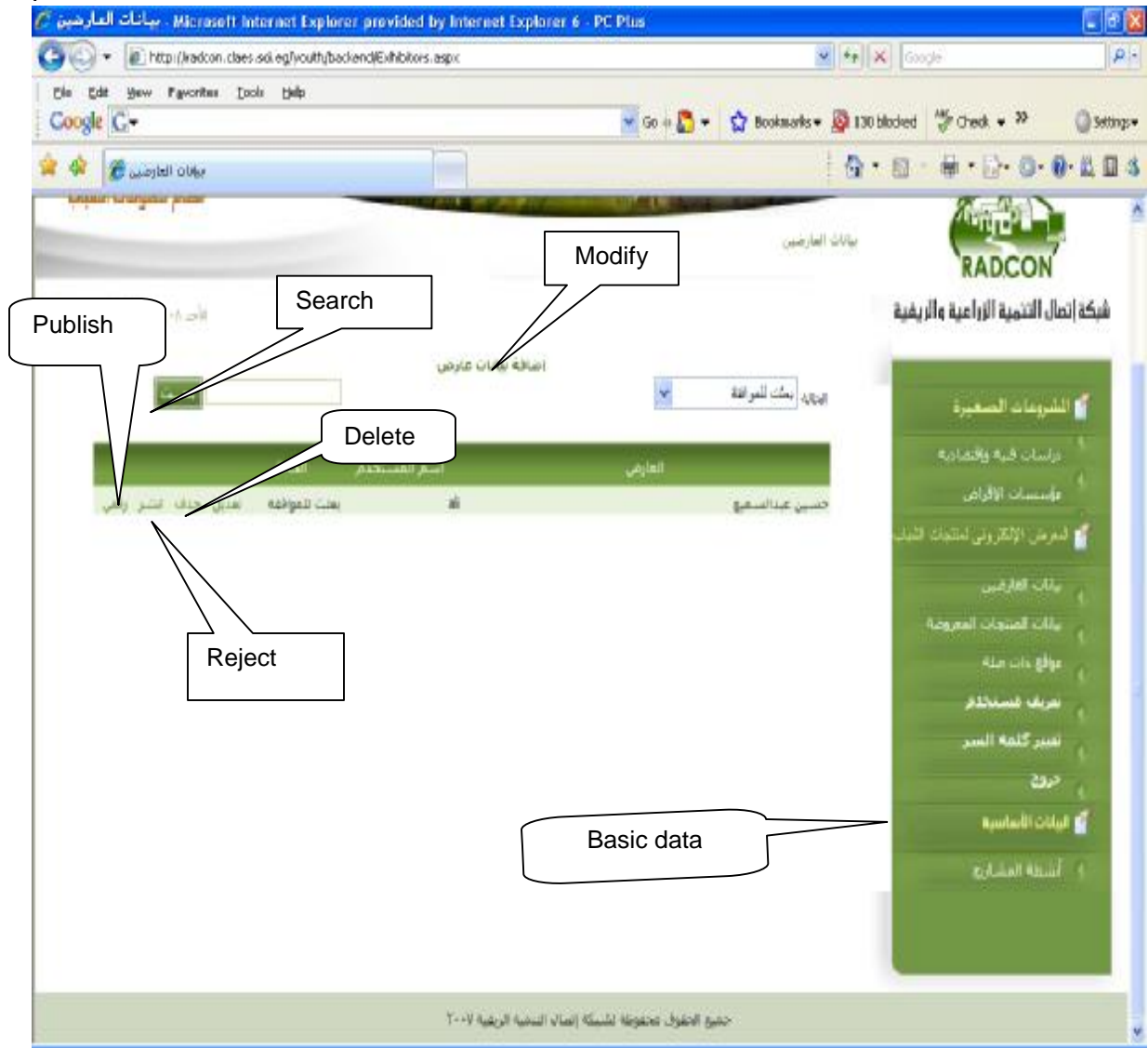


Figure (10) Data auditing by the administrator

2. The administrator can define new user or modify existing user data
3. The administrator can edit the basic data.

2.3 Manage users

The administrator can manage user data by click the link "تعريف مستخدم" that exists in the right menu. After that the users screen will appear as shown in figure (11)

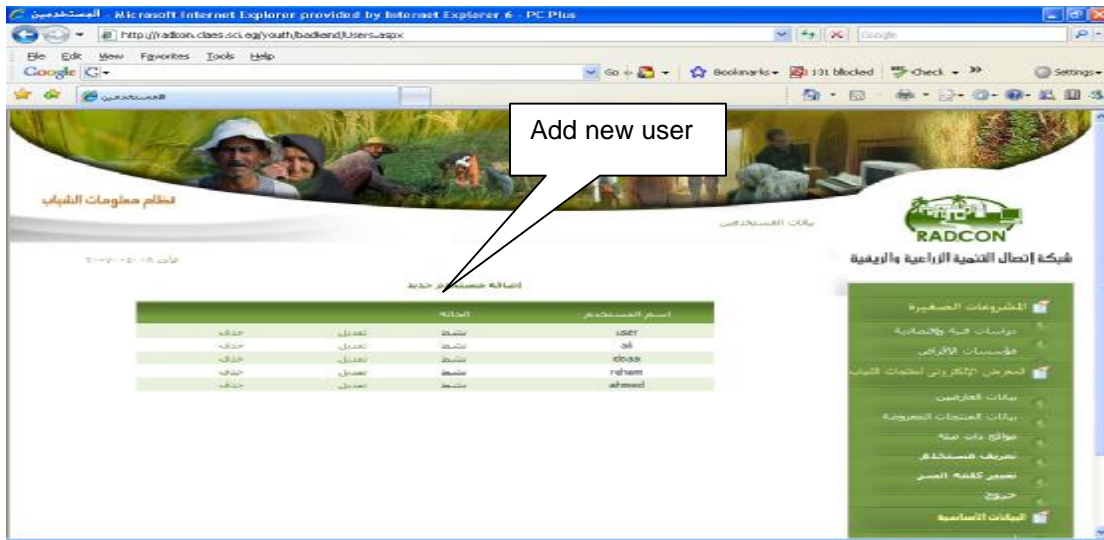


Figure (11) defining users

Figure (11) display all users' names, the administrator can modify the existing user data or add new user.

2.3.1 Adding new user

The administrator can add new user by following the link "إضافة مستخدم جديد" as it has been displayed in figure (11), after that the data entry screen for adding new user will appear as shown in figure (12)

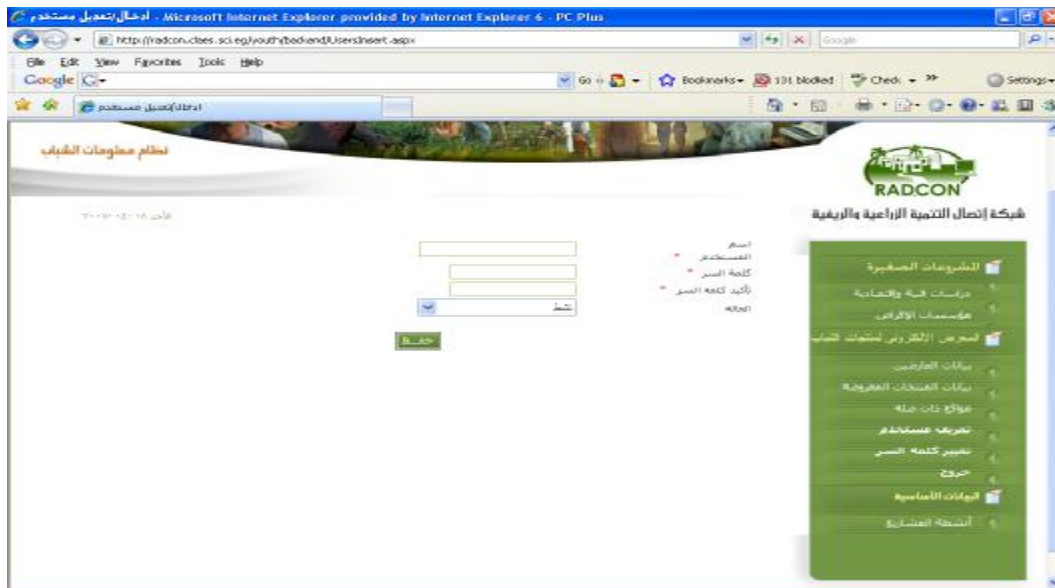


Figure (12) adding new user

The administrator will enter the user name, password, confirmed password and user status (Active or not). Active means that he can log in to the system

2.4 Editing basic data

The administrator can edit the basic data for project activities. He can add new activity or modifying the name of the existing one. The administrator can browse activity data by clicking the link “أنشطة المشاريع” at the right menu, after that the screen of activity data will appear as in figure (13)

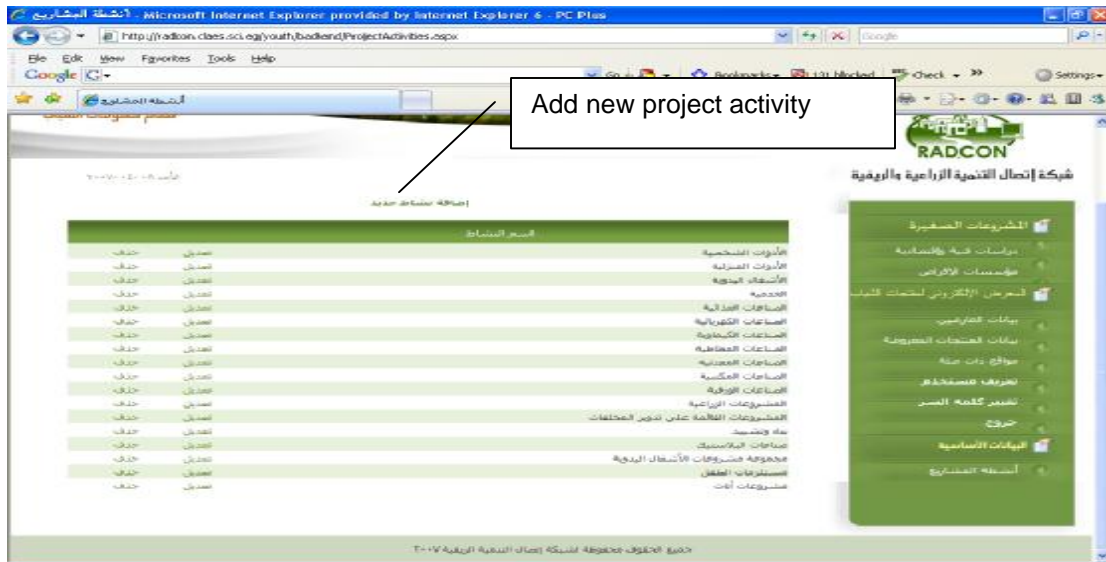


Figure (13) Project activities

2.4.1 Adding project activity

The administrator can add new project activity by following the link “إضافة نشاط جديد”، after that the screen of adding new activity will appear, see figure (14)

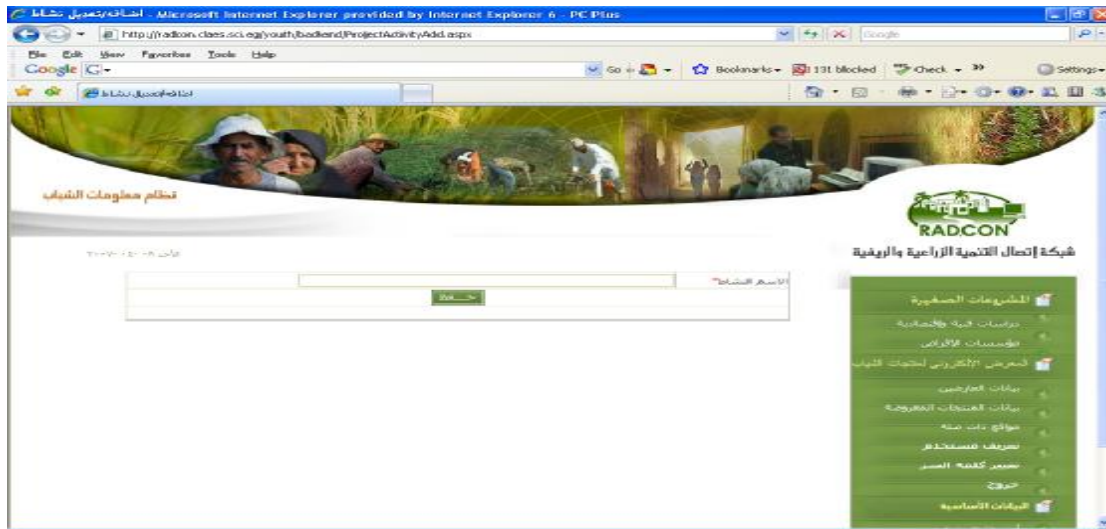


Figure (14) adding new activity

2.5 Feasibility studies

Feasibility studies include data about small enterprise such as project name, size, activity, materials and descriptions, etc. To browse feasibility studies follow the link “دراسات فنية واقتصادية”, after that the page that contain feasibility studies will appear as shown in figure (15)

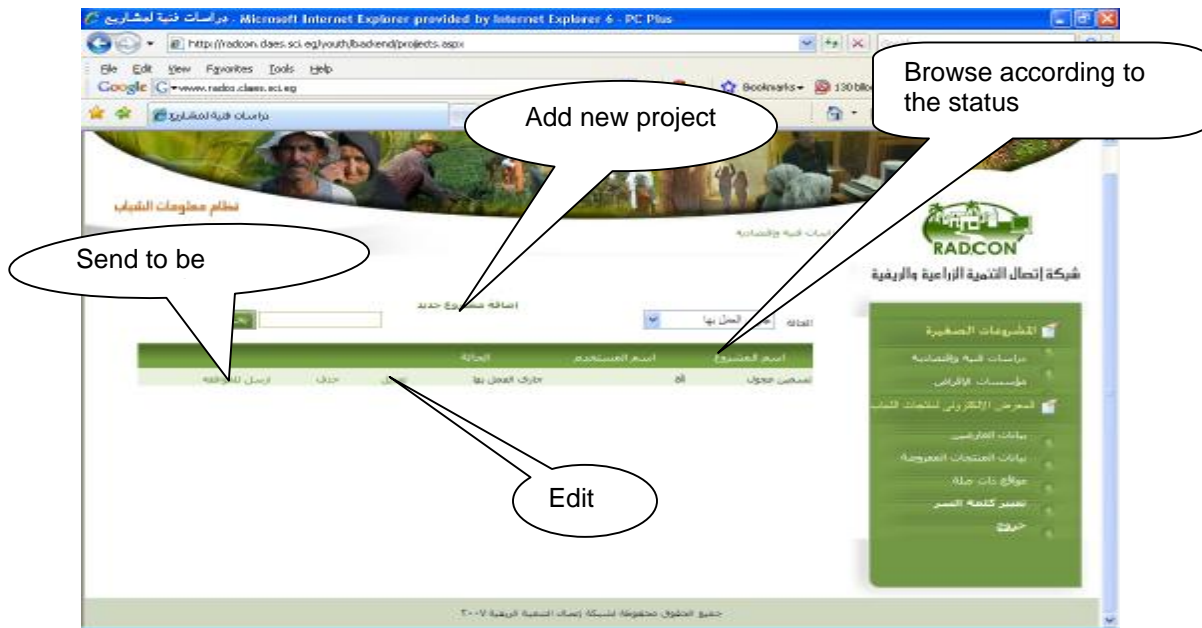


Figure (15) Feasibility studies

2.5.1 Adding new feasibility study

To add new feasibility study follow the link “إضافة مشروع جديد” as it was displayed in figure (15). After that the data entry screen for adding new feasibility will appear as in figure (16)

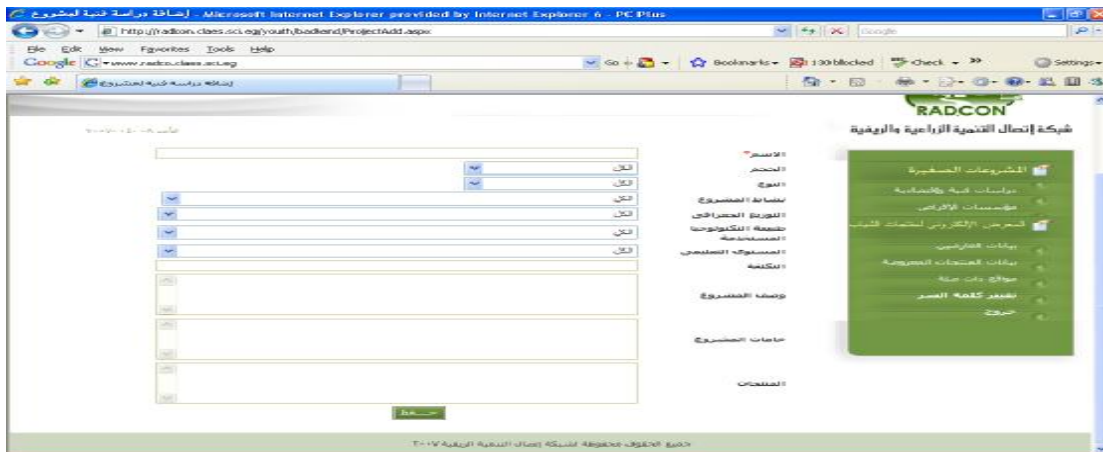


Figure (16) data entry screen for adding new feasibility study

From the screen in figure (16) you can add the basic data of the small enterprise feasibility study. After saving the feasibility study the screen in figure (17) will appear. Through this screen we can upload the full text of the feasibility study as an extension document

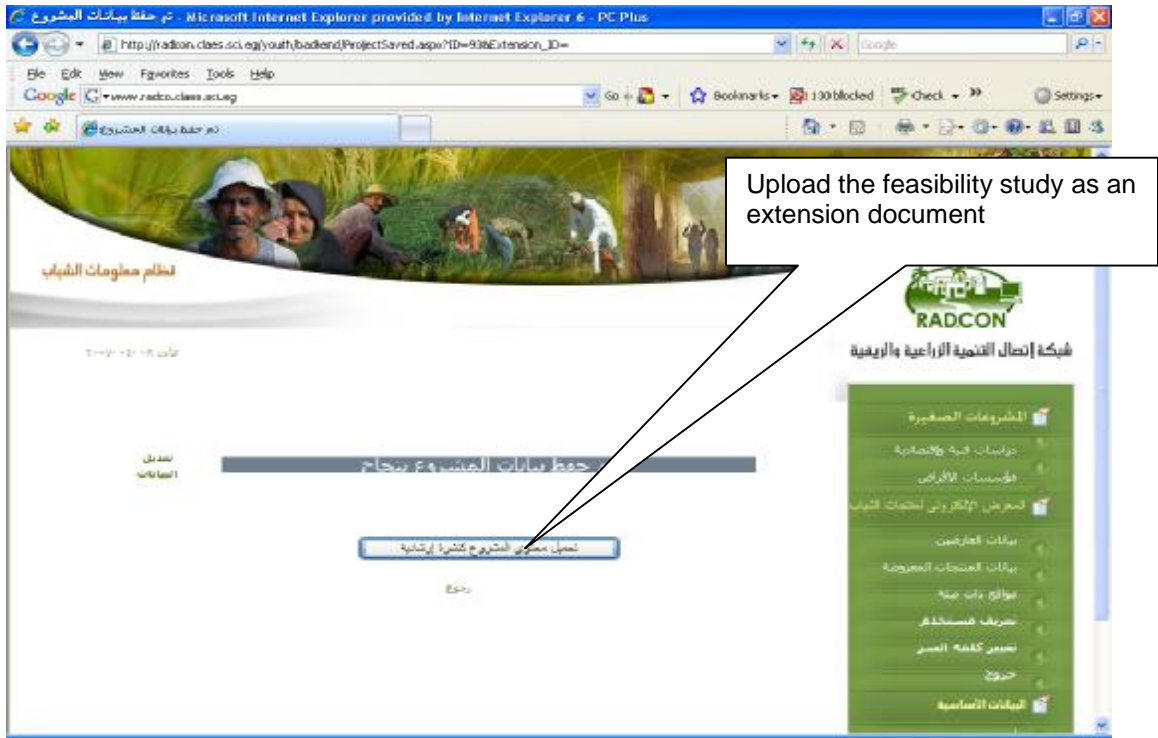


Figure (17) Confirmation for saving the feasibility study

By clicking the button “تحميل محتوى المشروع كنشرة إرشادية” the data entry screen for extension document will appear as in figure (18). In this screen you should choose the type of document small enterprise “مشروعات صغيرة”

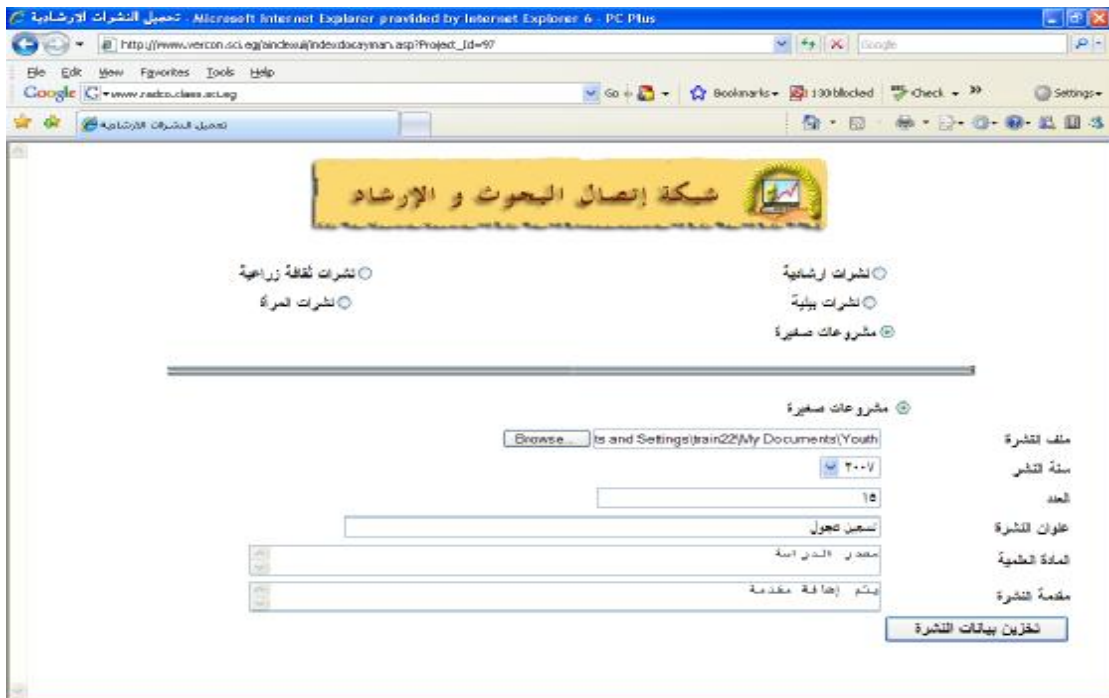


Figure (18) adding feasibility study as an extension document

The full text of the visibility study should be in (HTML) format. The images which are related to the full text should be put in folder with name “image” at same directory of HTML file

After saving the feasibility study of the project as an extension document .The screen in figure (19) will appear .Through this screen you can upload the images that are related to the full document of the feasibility study



Figure (19) uploading image which are related to the extension document

2.6 Lending institutions

To browse all existing lending institutions that have been entered to the system, in the right menu click lending institutions link “مؤسسات الإقراض”. Figure (20) shows the backend screen for the lending institutions. Through this screen you can add new lending institutions.

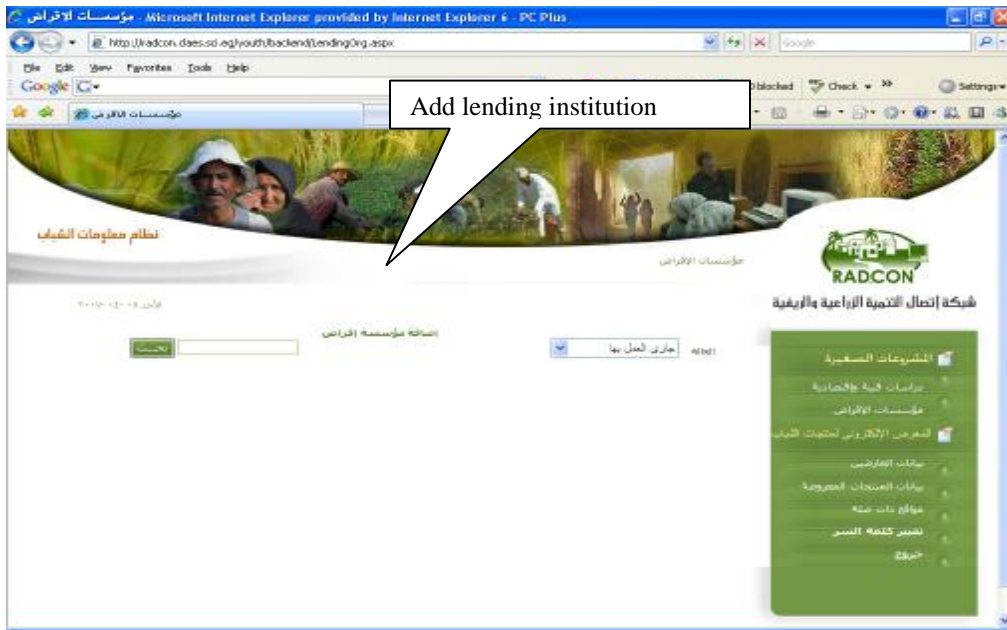


Figure (20) backend screen for lending institutions

2.6.1 Adding lending Institutions

To add new lending institution you should follow the link “إضافة مؤسسة إقراض” as shown in figure (20). After that the data entry screen for adding new lending institution will appear as in shown in figure (21)

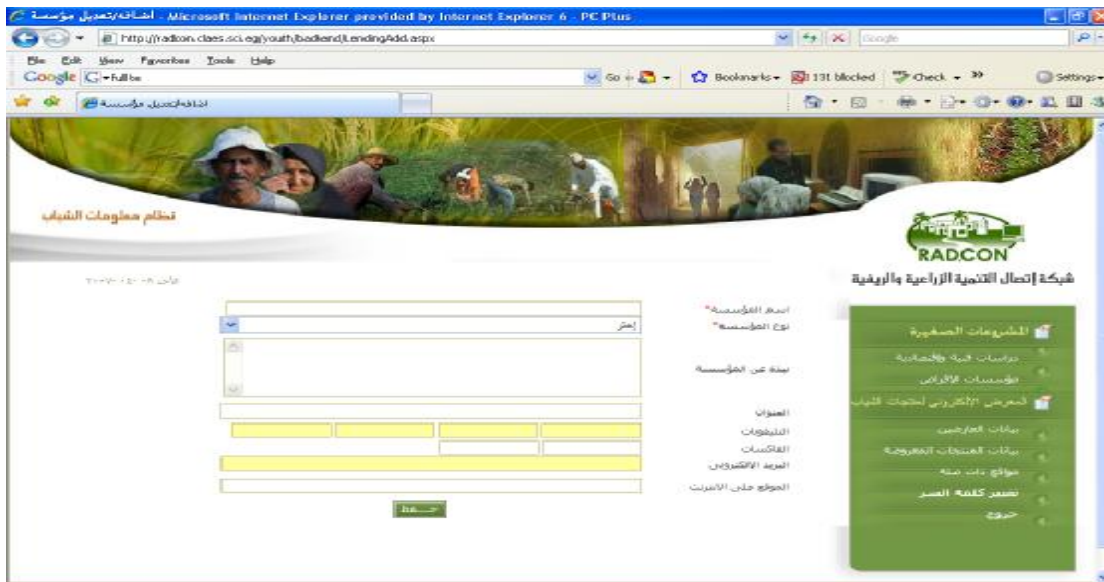


Figure (21) Data entry screen for lending institution

2.7 Youth exhibition products

Youth exhibition products module is composed of two sub modules .The first module will contains information about exhibitors. The second module will contain information about the details of products.

2.7.1 Exhibitors

To browse all existing exhibitors click exhibitor link”بيانات العارضين”. Figure (22) shows the backend screen for the exhibitors. Through this screen you can add new exhibitor including its metadata.

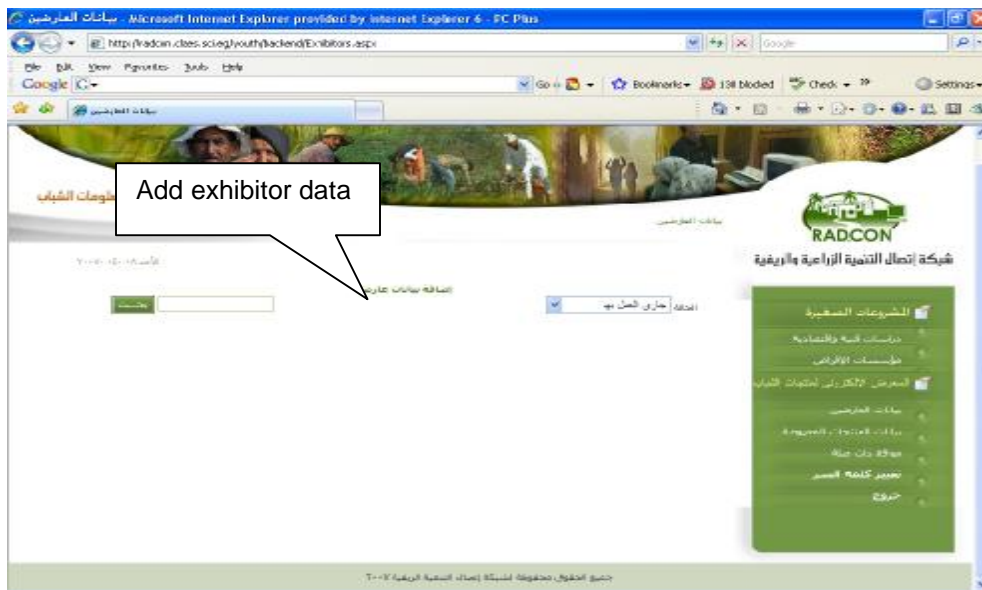


Figure (22) backend screen for exhibitor data

2.7.1.1 Adding exhibitor data

To add new exhibitor clicks the link “إضافة بيانات عارض” as shown in figure (22). After that the data entry screen for exhibitor data will appear, see figure (23)

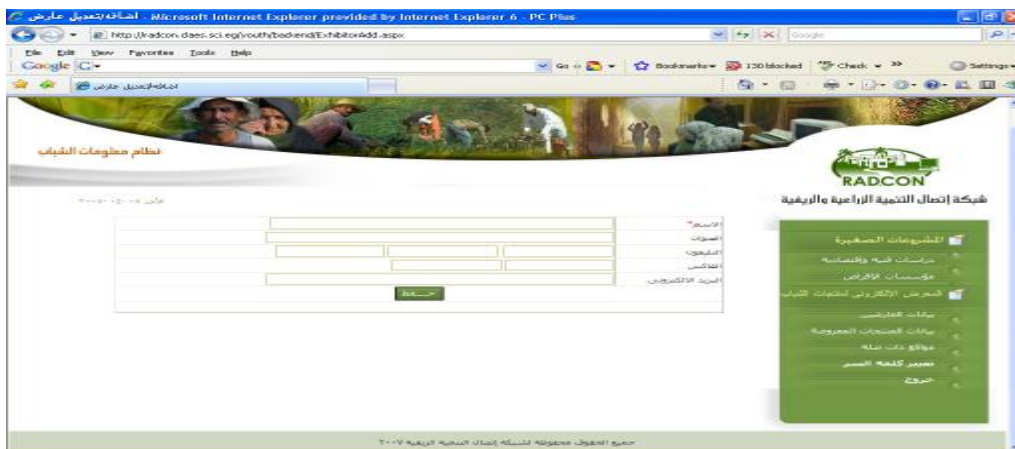


Figure (23) data entry screen for exhibitor data

2.7.2 Exhibited products

To browse the exhibited products data click the link “بيانات المنتجات المعروضة” at the right menu. After that the backend screen of Exhibited products will appear as shown in figure (24).

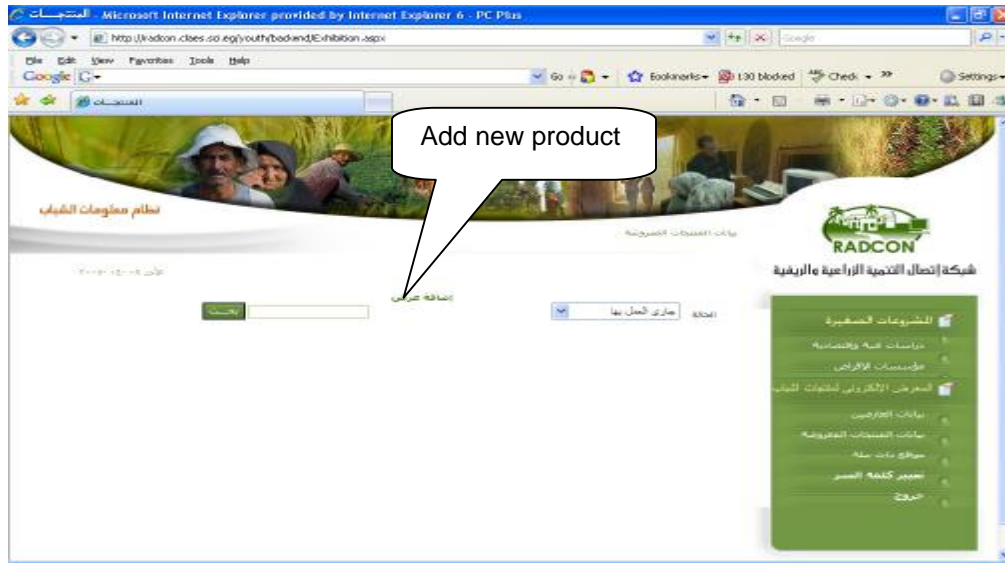


Figure (24) backend screen for exhibited products

2.7.2.1 Adding product to be exhibited

To add product to be exhibited click the link “إضافة عرض” as shown in figure (24). After that the data entry screen for adding new product will appear as shown in figure (25)

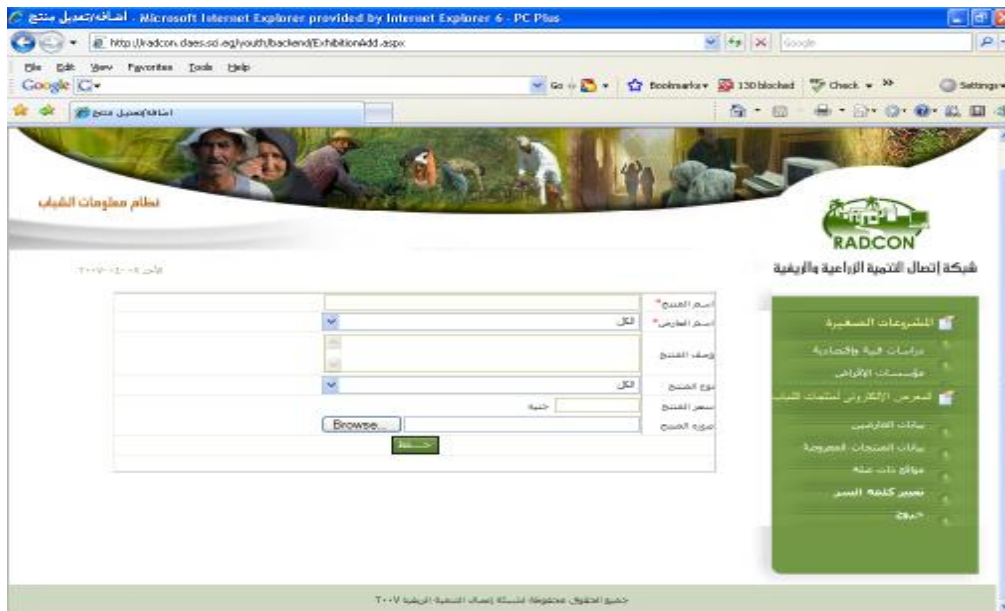


Figure (25) data entry screen for adding new product to be exhibited

When you add new product to be exhibited you should select the exhibitor name from the combo box that list exhibitor's names, if it is not exist you should add the exhibitor through exhibitors screen, see figure (22)

2.8 Related links

Related links are the links which are related to small enterprises, youth, and lending institutions.

To brows related links click the link "مواقع ذات صلة". After that the backend screen for the related link will appear as in figure [25]. You can add new related link or modify it

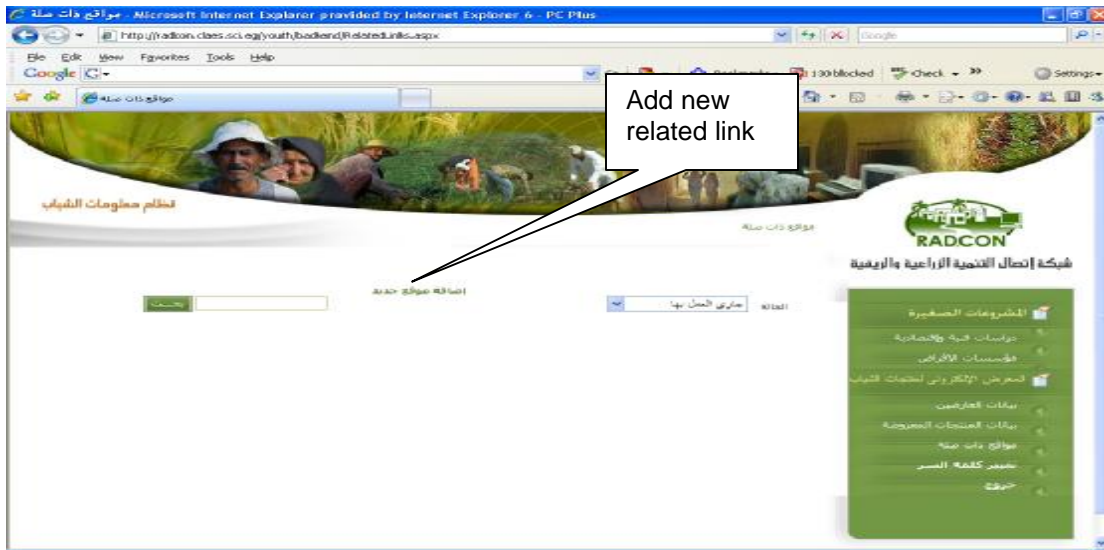


Figure (25) backend screen for related links

2.8.1 Adding related link data

To add new related link click the link "إضافة موقع جديد" as shown in figure (25). After that the data entry screen for adding new related link will appear as it shown in figure (26)

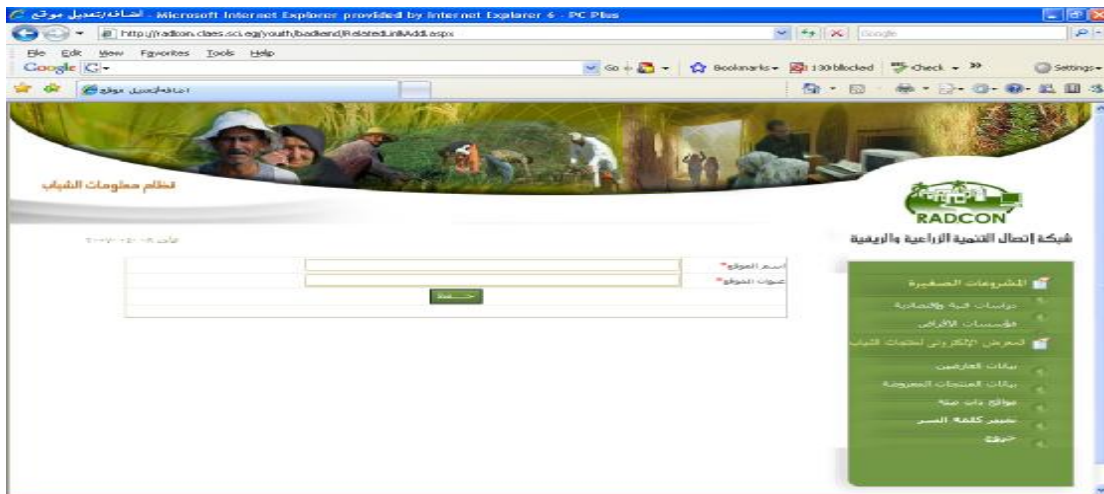


Figure (26) data entry screen for adding new related link

2.9 Changing Password

Users can modify their password by clicking “تغيير كلمة السر” at the right menu. After that the backend screen for modifying password will appear as shown in figure (27)



Figure (27) changing password