

Database Basic

Operation Manual for Sample Version

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Introduction

- 1.** This is the operation manual for the sample version of the software to be used in the “Data Processing - Basic Course” contest at the 7th International Abilympics.
- 2.** All the screens, operating procedures and time allocated for the tasks in the sample software are identical to those in the software used in the actual contest. The only difference is the information on the cards used for the “Data Entry” and “Data Correction” tasks. The sample version of the software and the PDF document containing the task data can be downloaded from the same webpage as this operation manual.
- 3.** The “Data Processing - Basic Course” contest is organized in the following way. Contestants should practice for the contest by doing the following.

(1) Data Entry

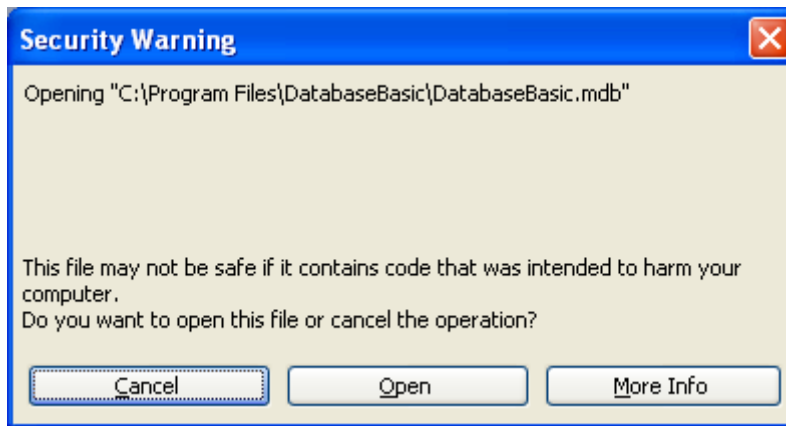
1. Put the cards to be used for this task, the keyboard and the mouse in a maneuverable position.
2. Following the instruction given by the contest staff, click the name of the task, “Data Entry”, on the menu screen.
3. Following the instruction given by the contest staff, click the “Start” button on the Start Confirmation screen.
4. Input the content of each Reader’s Card into the form shown on the screen.
5. After 60 minutes have passed, the screen being used for the task will close automatically. The contest staff will then save the data. You must not touch the keyboard or mouse while waiting for the staff to save the data.
6. According to the instruction given by the contest staff, you may take a break.

(2) Data Correction

1. Put the cards to be used for this task, the keyboard and the mouse in a maneuverable position.
2. According to the instruction given by the contest staff, click the name of the task, “Data Correction”, on the menu screen.
3. According to the instruction given by the contest staff, click the “Start” button on the Start Confirmation screen.
4. Make corrections in accordance with the content of the Customer’s Card.
5. After 60 minutes have passed, the screen being used for the task will close automatically. The contest staff will then save the data. You must not touch the keyboard or mouse while waiting for the staff to save the data.
6. According to the instruction given by the contest staff, you are to clear your desk and exit from the contest site.

Starting the Software

1. This software can be started from the Start menu or by clicking the “Database Basic” icon on the desktop.
2. If the following screen may appear when the software is started, press the “Open” button.

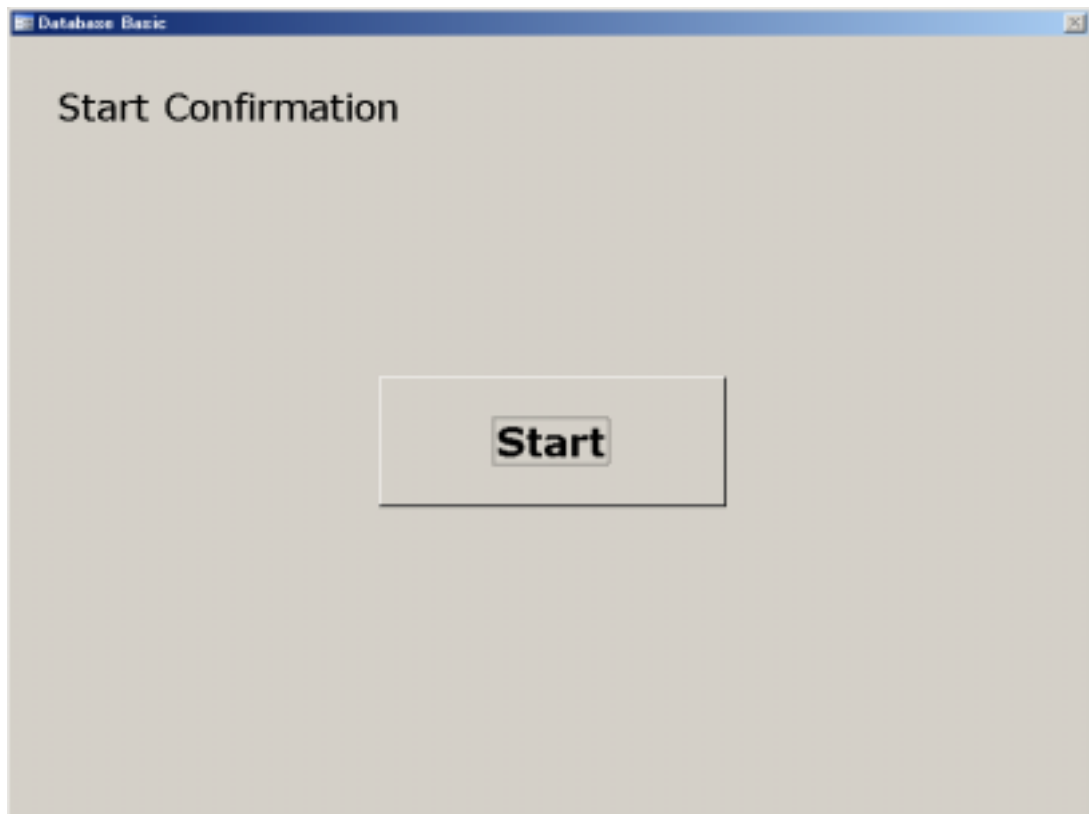


3. The following menu screen is displayed.



Data Entry

1. After pressing the “Data Entry” button on the menu screen, the Start Confirmation screen is shown.
2. After pressing the “Start” button, the Data Entry screen will appear. At the same time, timekeeping begins.



3. Input data into the form using the information from the Reader's Card.

When you are ready to go on to the next card, press the "Next" button.

You can return to the previous card by pressing the "Back" button.

The screenshot shows a window titled "Database Basic" with a sub-header "Data Entry". The form contains the following elements:

- NO.
- Name(1)
- Country/Region(2)
- Phone(3)
- E-mail(4)
- Question1(5)
- Question2(6) 1. Very interesting. 2. Interesting. 3. Not interesting. Non-responding.
- Question3 yes(A) no(S)
- Back(B)
- Next(N)

Data Correction

1. After pressing the “Data Correction” button on the menu screen, the Start Confirmation screen, which is identical with the one on p4, is shown. By pressing the “Start” button, the Data Correction screen will come up.
2. Make corrections to the data shown on the screen using information from the Customer’s Card.
When you are ready to go on to the next card, press the “Next” button.
You can return to the previous card by pressing the “Back” button.

Database Basic

Data Correction

NO.

Customer Code(1)

Commodity Code(2)

phone(3)

E-mail(4)

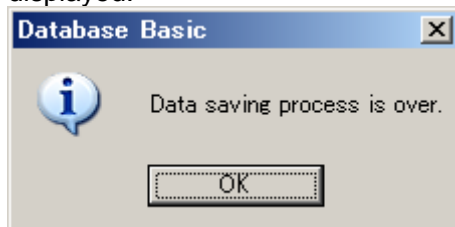
Completing the Operation

1. When 60 minutes have passed since pressing the “Start” button, the operation for “Data Entry” and “Data Correction” will terminate automatically. The operation will also terminate automatically when pressing the “Next” button after entering or correcting all of the prepared cards.
2. When the operation is complete, the following screen will appear. You are now finished. In the actual contest, you must not touch the keyboard or mouse while waiting for the contest staff to save the data.



In the actual contest, the contest staff will do the following task.

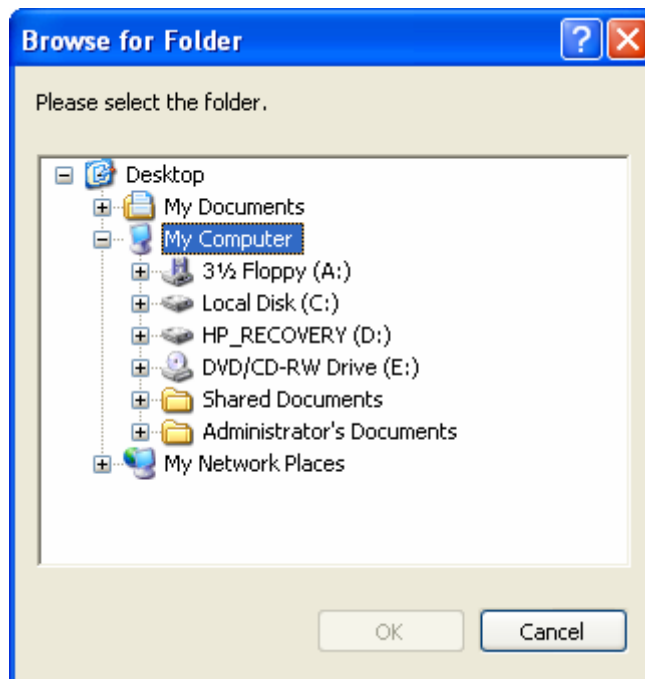
3. When the above message is shown on the screen, put a Floppy Disk into the Floppy Disk drive (A drive) and press the “OK” button.
4. After pressing the “OK” button, the processed data will begin saving to the Floppy Disk.
5. When the processed data is saved correctly, the following message will be displayed.



6. After pressing the “OK” button, you will be returned to the menu screen.

Note

When the computer has no Floppy Disk drive or copying to Floppy Disk failed, a screen with a selection of locations to save the data will appear. Select a location and press the “OK” button.



Note

Unless the processed data is saved correctly, the operation for “Data Entry” and “Data Correction” will not terminate.

Confirming the Processed Data

1. When confirming the results of “Data Entry” and “Data Correction”, you can use the processed data, which is saved in the above manner. The same data is also saved on the hard disk at “C:¥Program Files¥Database Basic¥Results”.
2. There will be 2 files of the processed data in each task.

For the Data Entry, there will be made two files automatically named in the following way:

20070703_132057_Results_DataEntry.csv

20070703_132057_Input_DataEntry.csv

(For your reference, 20070703 means 2007 July 3, and 132057 means 13:20:57, all of which will change according to the time when you save the data.)

The first file shows statistics such as the number of processed cards, the number of cards where the relevant data was inputted correctly, the error rate, etc. The file also shows in which items the errors are found on each card.

The second file stores the data that was entered. When doing a detailed error check, you can confirm the location of errors in the first file. Then you can compare the content of the second file with the data from the printed material.

In the same manner, 2 files for the Data Correction will be named as follows:

20070703_132057_Results_DataCorrection.csv

20070703_132057_Input_DataCorrection.csv

In case of the “Data Correction” task, you will find the error more precisely if you start the software and compare the original task information with the saved results.

Printing the Task Data

Please print out the attached PDF data, in which 300 Reader's Cards for the "Data Entry" and 400 Customer's Cards for the "Data Correction" are included.