

\$ - K

{bml SSA.BMP} South Seas Adventures Help

Click your way through the help topics below.

[{bmc OVERVIEW.BMP}](#)

[Employees](#)

[Adventures](#)

[Payments](#)

[Invoices](#)

[Items](#)

[Reports](#)

[Options](#)

[South Seas Project File](#)

Contents

\$ Contents

+ BrowseOrder:000

K Contents

\$ K + South Seas Overview

{bmc DBLBUTT.SHG}

Overview

\$ Overview

K Overview

+ BrowseOrder:010

\$ K + South Seas Inc.

South Seas Inc. deals with many other companies in the Caribbean, through its partnership program. South Seas Inc. has partners on all of the resort islands in the Caribbean. South Seas Inc., through its member partners, can provide you with many exciting and interesting activities to make your stay in the Caribbean a memorable one.

The following is a partial list of the activities you can enjoy:

- Daily tours of your favorite islands

- Fishing expeditions

- Scuba diving for lost treasures

- Snorkeling around coral reefs

- Parasailing

- Romantic dinner cruises

- Equipment rentals such as: jet skis, boats, fishing equipment

Let South Seas Inc. make your vacation an ADVENTURE!

South_Seas_Inc

\$ South Seas Inc.

K South Seas Inc.

+ BrowseOrder:011

\$ K + South Seas Adventures

The tutorial is based on a system used by South Seas Inc. The South Seas Adventures application is used to manage many aspects of the business.

The system includes the employee, order entry, inventory, invoice and payment sub-systems.

The order entry, payment and invoice sub-systems form a point of sale tool, for use by South Seas agent representatives. The agent can:

- help a customer plan his or her adventure

- create an order

- create an invoice

- accept payment

South_Seas_Adventures

\$ South Seas Adventures

K South Seas Adventures

+ BrowseOrder:012

\$ + K Employees

[Add an employee](#)

[Edit and employee](#)

[Delete an employee](#)

[Find an employee](#)

Employees

\$ Employees

+ BrowseOrder:020

K Employees

\$ Adding an employee

To add a new employee do the following:

1. Select the New command from the File menu.
2. Select the Employee radio button, then click OK.
3. Enter the employee's information, then click OK.

Add_an_employee

\$ Add an employee

s Edit an employee

To edit an existing employee do the following:

1. Select the Open command from the File menu.
2. Select the Employee radio button, then click OK.
3. From the Browse Employee window, find the employee you wish to edit, then click the Edit button.
4. Modify the employee's information, then click OK.

Edit_an_employee

\$ Edit an employee

\$ Delete an employee

To delete an employee do the following:

1. Select the Open command from the File menu.
2. Select the Employee radio button, then click OK.
3. From the Browse Employee window, [find](#) the employee you wish to delete, then click the Delete button.
4. At the Delete dialog, click OK.

Delete_an_employee

\$ Delete an employee

\$ Find an employee

There are two ways to find an employee.

From the Employee Browser:

The Search field searches the Employee file (by last name) for employees whose last name begins with the characters entered here.

For example, to find employee "Albert Stanley" do the following:

1. In the Search edit control, type **S**.

The browser subform moves its cell pointer to the first employee whose lastname begins with an S.

2. If the employee you are searching for is not currently highlighted, you can continue to enter characters into the search control until an exact match is found or you can use the down arrow key to find the employee.

From the Edit Employee window:

The Find dialog allows you to find an employee in much the same way as from the Employee Browser.

For example, to find the employee "Albert Stanley", do the following:

1. Click the Find toolbar button.
2. From the Find dialog that appears, type in **S**.
3. Click the Find Next button.

If a match is found, with the Edit Window in Form view, the Edit Window will update the fields on the screen with the employee's information.

If a match is found, with the Edit Window is in Browse view, the cell pointer will be moved to the employee that matched.

The Find dialog remains until you have found the employee you are searching for.

If no employee is found, you will be prompted with a "No more records found message".

4. To return to the Edit Window, click the Cancel button.

Find_an_employee

\$ Find an employee

\$ K Edit Employee Controls

Given: The employee's first name.
Family: The employee's last name.
Address: The employee's address.
City: The employee's city.
State: The employee's state.
Zip: The employee's zip code.
Phone: The employee's phone number.
Login name: The employee's login name.
Password: The employee's password.

Employee_Controls

\$ Employee Controls

K Employee Controls

\$ + K Adventures

Insert your help here.

Adventures

\$ Adventures

+ BrowseOrder:030

K Adventures

\$ + K Payments

Insert your help here.

Payments

\$ Payments

+ BrowseOrder:040

K Payments

\$ + K Invoices

Insert your help here.

Invoices

\$ Invoices

+ BrowseOrder:050

K Invoices

\$ + K Items

Insert your help here.

Items

\$ Items

+ BrowseOrder:060

K Items

\$ + K Reports

South Seas Adventures has a number of reports available.

[Customer List](#)

[Customer Adventures](#)

[Invoices](#)

[Items](#)

[Outstanding Invoices](#)

[Payments](#)

Reports

\$ Reports

+ BrowseOrder:070

K Reports

\$ + K Options

[Change Password](#)

[Submit invoice and payment](#)

[Reindex database](#)

Options

\$ Options

+ BrowseOrder:080

K Options

\$ K Change Password

To change your password, select the Change Password command from the Options menu.

Using the mouse, click where the hotspot hand cursor {bmc HAND.BMP} appears.

{bml CHGPASS.SHG}

Password

\$ Password

K Password

\$ Enter your password.

Confirm_Password

\$ Confirm Password

\$ Enter a new password.

New_Password

\$ New Password

^s Retype the new password.

Retype_Password

\$ Retype Password

5 Click OK to accept and continue.

OK

\$ OK

\$ Click Cancel to quit and exit.

Cancel

\$ Cancel

5 Activates this help screen.

Help

\$ Help

\$ When you enter the proper password, the safe's door will open.

Safe

\$ Safe

\$ K Submit invoice and payment

Insert your help here.

Submit

\$ Submit

K Submit

\$ K Reindex database

Insert your help here.

Reindex

\$ Reindex

K Reindex

\$ K

Index (click on a letter)

{bml AZ.SHG}

- A -

[Add an adventure](#)

[Add a customer](#)

[Add an employee](#)

[Add an item](#)

[Add a payment](#)

- B -

[Browse adventures](#)

[Browse customers](#)

[Browse employees](#)

[Browse items](#)

[Browse invoices](#)

[Browse paymens](#)

- C -

[Changing your password](#)

[Customers](#)

[Customer List Report](#)

[Customer Adventure Report](#)

- D -

[Deleting an adventure](#)

[Deleting a customer](#)

[Deleting an employee](#)

[Deleting an item](#)

[Deleting a payment](#)

[Displaying Reports](#)

Index

\$ Index

K Index

A

B

C

D

- E -

[Employees](#)

- F -

[File/New, menu command](#)

[File/Open, menu command](#)

[File/Close All](#)

[File/Exit](#)

- G -

- H -

[Help, using](#)

- I -

[Indexing, Options/Re-index Database](#)

[Invoices](#)

[Items](#)

- J -

- K -

- L -

[List, Customer List Report](#)

- M -

[Maintenance, old records](#)

E

F

G

H

I

J

K

L

M

- N -

[New, File/New menu command](#)
[New Record dialog](#)

- O -

[Open, File/Open menu command](#)
[Open Database dialog](#)

- P -

[Payments](#)
[Printing Reports](#)

- Q -

- R -

[Re-indexing the databases](#)

- S -

[Submit invoices and Payments](#)

- T -

- U -

- V -

- W -

N

O

P

Q

R

S

T

U

V

W

- X -

- Y -

- Z -

X

Y

Z

S

{bml SSA.BMP} South Seas Project File

[OPTIONS]

MULTIKEY=C

TITLE=Help - South Seas Adventures

BUILD=WINDOWS

WARNING=3

COMPRESS=FALSE

OLDKEYPHRASE=FALSE

OPTCDROM=FALSE

REPORT=FALSE

ERRORLOG=SSA.ERR

BMROOT=.

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[BUILDTAGS]

WINDOWS

[CONFIG]

CreateButton("IndexButton","&Index","JumpId(`ssa.hlp',`index')")

CreateButton("CloseButton","Cl&ose","Exit()")

BrowseButtons()

[FILES]

SSA.RTF

[ALIAS]

[MAP]

[BITMAPS]

[WINDOWS]

main=,,0,,(192,192,192)

project="South Seas Project File", (222,206,725,800),0,(192,192,192),1

[BAGGAGE]

Project_File

\$ Project File

\$ K Window Border

This is the text for window Border area

Window_Border

\$ Window_Border

K Window_Border

\$ K Window Caption

This is the text for window Caption area

Window_Caption

\$ Window_Caption

K Window_Caption

\$ K Window MaxBox

This is the text for window MaxBox area

Window_MaxBox

\$ Window_MaxBox

K Window_MaxBox

\$ K Window MinBox

This is the text for window MinBox area

Window_MinBox

\$ Window_MinBox

K Window_MinBox

\$ K Window SysMenuBox

This is the text for window SysMenuBox area

Window_SysMenuBox

\$ Window_SysMenuBox

K Window_SysMenuBox

\$ K Window Canvas

This is the text for window Canvas area

Window_WindowCanvas

\$ Window_WindowCanvas

K Window_WindowCanvas