

#1 \$2 +3 K4

{bml SSA.BMP} South Seas Adventures Help

Click your way through the help topics below.

[{bmc OVERVIEW.BMP}](#)

[Employees](#)

[Adventures](#)

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[South Seas Project File](#)

1# Contents

2\$ Contents

3+ BrowseOrder:000

4K Contents

#5 \$6 K7 +8 South Seas Overview

{bmc DBLBUTT.SHG}

5# Overview

6\$ Overview

7K Overview

8+ BrowseOrder:010

#⁹ \$¹⁰ K¹¹ +¹² 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!

9[#] South_Seas_Inc

10^{\$} South Seas Inc.

11^K South Seas Inc.

12⁺ BrowseOrder:011

#¹³ \$¹⁴ K¹⁵ +¹⁶ 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

13[#] South_Seas_Adventures

14^{\$} South Seas Adventures

15^K South Seas Adventures

16⁺ BrowseOrder:012

#¹⁷ \$¹⁸ +¹⁹ K²⁰ Employees

[Add an employee](#)

[Edit and employee](#)

[Delete an employee](#)

[Find an employee](#)

17[#] Employees

18^{\$} Employees

19⁺ BrowseOrder:020

20^K Employees

#²¹ \$²² 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.

21# Add_an_employee

22\$ Add an employee

#²³ \$²⁴ 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.

23[#] Edit_an_employee

24^{\$} Edit an employee

#²⁵ \$²⁶ 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.

25# Delete_an_employee

26\$ Delete an employee

#²⁷ \$²⁸ 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.

27[#] Find_an_employee

28^{\$} Find an employee

#²⁹ \$³⁰ K³¹ 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.

29[#] Employee_Controls

30^{\$} Employee Controls

31^K Employee Controls

#³² \$³³ +³⁴ K³⁵ Adventures

Insert your help here.

32[#] Adventures

33^{\$} Adventures

34⁺ BrowseOrder:030

35^K Adventures

#³⁶ \$³⁷ +³⁸ K³⁹ Payments

Insert your help here.

36[#] Payments

37^{\$} Payments

38⁺ BrowseOrder:040

39^K Payments

#₄₀ \$₄₁ +₄₂ K₄₃ Invoices

Insert your help here.

40[#] Invoices

41^{\$} Invoices

42⁺ BrowseOrder:050

43^K Invoices

#⁴⁴ \$⁴⁵ +⁴⁶ K⁴⁷ Items

Insert your help here.

44[#] Items

45^{\$} Items

46⁺ BrowseOrder:060

47^K Items

#48 \$49 +50 K51 Reports

South Seas Adventures has a number of reports available.

[Customer List](#)

[Customer Adventures](#)

[Invoices](#)

[Items](#)

[Outstanding Invoices](#)

[Payments](#)

48[#] Reports

49^{\$} Reports

50⁺ BrowseOrder:070

51^K Reports

#⁵² \$⁵³ +⁵⁴ K⁵⁵ Options

[Change Password](#)

[Submit invoice and payment](#)

[Reindex database](#)

52[#] Options

53^{\$} Options

54⁺ BrowseOrder:080

55^K Options

#⁵⁶ \$⁵⁷ K⁵⁸ 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}

56[#] Password

57^{\$} Password

58^K Password

#⁵⁹ \$⁶⁰ Enter your password.

59[#] Confirm_Password

60^{\$} Confirm Password

#⁶¹ \$⁶² Enter a new password.

61[#] New_Password

62^{\$} New Password

#⁶³ \$⁶⁴ Retype the new password.

63[#] Retype_Password

64^{\$} Retype Password

#⁶⁵ \$⁶⁶ Click OK to accept and continue.

65[#] OK

66^{\$} OK

#⁶⁷ \$⁶⁸ Click Cancel to quit and exit.

67[#] Cancel

68^{\$} Cancel

#⁶⁹ \$⁷⁰ Activates this help screen.

69[#] Help

70^{\$} Help

#⁷¹ \$⁷² When you enter the proper password, the safe's door will open.

71[#] Safe

72^{\$} Safe

#⁷³ \$⁷⁴ K⁷⁵ Submit invoice and payment

Insert your help here.

73[#] Submit

74^{\$} Submit

75^K Submit

#⁷⁶ \$⁷⁷ K⁷⁸ **Reindex database**

Insert your help here.

⁷⁶# Reindex

⁷⁷\$ Reindex

⁷⁸K Reindex

#79 \$80 K81

Index (click on a letter)

{bml AZ.SHG}

#82 - A -

[Add an adventure](#)

[Add a customer](#)

[Add an employee](#)

[Add an item](#)

[Add a payment](#)

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[Browse customers](#)

[Browse employees](#)

[Browse items](#)

[Browse invoices](#)

[Browse paymens](#)

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[Deleting an adventure](#)

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80\$ Index

81K Index

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85# D

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[File/Open, menu command](#)

[File/Close All](#)

[File/Exit](#)

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#₉₁ - J -

#₉₂ - K -

86[#] E

87[#] F

88[#] G

89[#] H

90[#] I

91[#] J

92[#] K

#₉₃ - L -

List, Customer List Report

#₉₄ - M -

Maintenance, old records

#₉₅ - N -

New, File/New menu command

New Record dialog

#₉₆ - O -

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Open Database dialog

#₉₇ - P -

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#₉₈ - Q -

#₉₉ - R -

Re-indexing the databases

#₁₀₀ - S -

Submit invoices and Payments

93[#] L

94[#] M

95[#] N

96[#] O

97[#] P

98[#] Q

99[#] R

100[#] S

#₁₀₁ - T -

#₁₀₂ - U -

#₁₀₃ - V -

#₁₀₄ - W -

#₁₀₅ - X -

#₁₀₆ - Y -

#₁₀₇ - Z -

101[#] T

102[#] U

103[#] V

104[#] W

105[#] X

106[#] Y

107[#] Z

#108 \$109

{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=.
COPYRIGHT=Copyright 1994 © Computer Associates Intl.

[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]
```

108# Project_File

109\$ Project File

#¹¹⁰ \$¹¹¹ K¹¹² Window Border

This is the text for window Border area

110[#] Window_Border

111^{\$} Window_Border

112^K Window_Border

#¹¹³ \$¹¹⁴ K¹¹⁵ Window Caption

This is the text for window Caption area

113[#] Window_Caption

114^{\$} Window_Caption

115^K Window_Caption

#¹¹⁶ \$¹¹⁷ K¹¹⁸ Window MaxBox

This is the text for window MaxBox area

116[#] Window_MaxBox

117^{\$} Window_MaxBox

118^K Window_MaxBox

#¹¹⁹ \$¹²⁰ K¹²¹ Window MinBox

This is the text for window MinBox area

119[#] Window_MinBox

120^{\$} Window_MinBox

121^K Window_MinBox

#¹²² \$¹²³ K¹²⁴ Window SysMenuBox

This is the text for window SysMenuBox area

122[#] Window_SysMenuBox

123^{\$} Window_SysMenuBox

124^K Window_SysMenuBox

#¹²⁵ \$¹²⁶ K¹²⁷ Window Canvas

This is the text for window Canvas area

125[#] Window_WindowCanvas

126^{\$} Window_WindowCanvas

127^K Window_WindowCanvas