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| **USER DOCUMENTATION [15 MARKS]*****You should produce a User Guide for your client to use when operating the new system. It*** ***should include the following features:*** |
| **TOPIC** | **POSSIBLE****MARK** | **DRAFT 1** | **FINAL DRAFT** | **FINAL****MARK** |
| **Details of where to find the database (directories) and how to start up the database** | **1** |  |  |  |
| **Details of how to enter passwords or other security procedures** | **1** |  |  |  |
| **Details of how to navigate the user interface** | **1** |  |  |  |
| **Details of how to do the following, via examples given in screenshots of data entry forms** | **How to add data** | **1** |  |  |  |
| **How to delete data** | **1** |  |  |  |
| **How to edit data** | **1** |  |  |  |
| **How to print data** | **1** |  |  |  |
| **How to save data** | **1** |  |  |  |
| **Examples of validation text** | **Example of validation text to support validation procedures** | **1** |  |  |  |
| **Example of another, different, validation text to support validation procedures** | **1** |  |  |  |
| **Instructions about how to use different types of queries** | **Two different single table queries** | **3****(1 mark for every 2 queries)**  |  |  |  |
| **Multiple table query using relational links** |  |  |  |
| **Multiple table using relational links with search criteria** |  |  |  |
| **Parameter query** |  |  |  |
| **Append or Delete or Update query** |  |  |  |
| **Instructions on how to print one report** | **1** |  |  |  |
| **Instructions about disaster recovery techniques** | **1** |  |  |  |