



SALW AGREEMENTS - REPORTING SYSTEM

USER MANUAL

Welcome to the SALW AGREEMENTS – REPORTING SYSTEM. This is a stand-alone version of the software.

Minimum System Requirements

- ❑ Microsoft Windows 2000/XP with installed Microsoft Word 2000/XP/2003.
- ❑ Microsoft Access 2000/XP/2003 required for installation (A).
- ❑ Intel Pentium processor.
- ❑ 256 MB RAM Memory.
- ❑ 80 MB of available hard disk space.
- ❑ Video card supporting resolution 1024x768.

Installation

1. Click on [Programme Setup](#) link.
2. If prompted, choose option: **Run**.
3. Follow Set-up wizard instructions on the screen.

Using the Database

- ❑ When the installation is complete, click on the shortcut icon that will have appeared on your desktop and this will launch the software.
- ❑ The main database form should open automatically. If it doesn't, open File in the top left hand corner and click on Main Menu.
- ❑ The Main Database menu contains the following links:
 - Country Details.
 - Enter Data.
 - Print Report.
 - Back Up (to allow the user to back up the files).

Country Details

This link contains details about the country reporting and the Ministry itself: name, address, telephone, fax number, e-mail address and logo. The logo can be inserted or deleted.

Enter Data

The link Enter Data enables the user to choose one SALW agreement at a time and to enter data into the reporting template for that particular SALW agreement. Upon installation there will be eight templates, of which the UN Register of Conventional Arms is different from the other seven.



After selecting a SALW agreement, the appropriate template will open and the main menu headings will be displayed. Please click on the “+” sign in the first column to open the sub-headings. If no new rows open, then there are no sub-headings under this item. Where there are sub-headings, new sub-menus will open in the form of a list of additional data fields. Each sub-menu specifies the data required and contains fields in which to enter the relevant data.

Please note that data entered into one template is automatically transferred to other templates, where the data fields correspond.

For the UN Register of Conventional Arms there are two tabs: exports and imports. Under both tabs, only data on missiles and missile launchers can be entered.

Once the data has been entered into the templates it is automatically saved even if the application is closed, and only by uninstalling the programme is the data lost. This enables the user to re-submit previously entered data in subsequent reporting periods where data fields have not changed or modify them where appropriate.

Print Report

Clicking on this link opens a form that contains a calendar and a list of the reporting templates for all SALW agreements.

Please choose the reporting period for which the report is valid. To choose start and finish dates: choose the start date from the calendar, then click on the *From* button, then choose the finish date from the calendar and click on the *To* button. The day, month and year all need to be selected for the data to be transferred to the template.

The reporting templates are chosen from the list of templates on the right hand side of the form. Check every template from the list that you want to print and click *Print* button for a preview. Reports are opened in MS Word and can be further edited as regular MS Word documents, and then printed.

Back Up

The Back Up link allows the user to back up the files. It contains a field for the back up destination. This destination can be changed. After ensuring that the backup destination is correct, simply click on the OK button and the back up will start.

Further Assistance

If you are experiencing problems with the Database, or have any other questions, please feel free to contact the SEESAC Awareness Officer Anya Hart Dyke at anya.hartdyke@undp.org or on the following number: +381 11 344 6353. Or you can contact Milos Rakic at milos@eminent.co.yu.

New versions of the software will be made available from the SEESAC website www.seesac.org.