



ANNUAL ARMS EXPORTS REPORT DEVELOPMENT SOFTWARE

USER MANUAL

Welcome to the ANNUAL ARMS EXPORTS REPORT software. 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 has appeared on your desktop, this will launch the software.
- ❑ A main database form should open automatically. If it doesn't, open File in the top left hand corner and click on Main Menu.
- ❑ If you experience any problems with additional warning windows please set security settings to low.

Main Database menu contains the following links: *set report year, enter details about the ministry, set report format, enter data for the format and print the report itself. Also, there are utilities which provide backup, setting up parameters and translations.*

- ❑ **Set Report Year**
Report Year should be set before any steps are taken. Initial setting for the reporting year is 2005. Simply open this link and type in the year to which the report refers to.
- ❑ **Ministry Details**
This link contains the details about the Ministry itself: name, address, telephone, fax number, e-mail address and logo. The Logo can be inserted or deleted.



□ **Set Report Format**

This link contains two options: Enter Report Format or Copy the Report Format from a Previous Year.

The option “Enter Report Format” enables the user to choose Sections and Annexes. In the Sections part, user can select any part from the six sections by simply checking the choice in box to the right.

In the Annexes, the user can select any annex from A to I that would like to have in the report. Since each Annex has different options, the user must choose one of the options. To define columns in the chosen option of the Annex, please use the define format button for each Annex. After choosing the desired option, on the right side appears its description.

The option “Copy the Report Format from a Previous Year”, offers the user a possibility to choose among previous reporting templates.

□ **Enter Data**

The link Enter Data has two options: Enter Data for Sections and Enter Data for Annexes. Before entering data for sections, please check if the title and date are correct.

The link Enter Data for Sections enables the user to enter data only for sections previously chosen for the particular report in Set Report Format link. The Sections that are not chosen for the report will not be displayed.

The link Enter Data for Annexes enables the user to enter data only for sections and columns of the annexes which have already been chosen in Set Report Format link. Pay attention to the underline label “[EU ML Categories](#)”. This is link for advanced entering data.

□ **Print Report**

Clicking on this link initiates creating of the report that contains all selected Sections and Annexes. The report is exported in MS Word. The report can be further edited as a regular MS Word document and printed.

□ **Utilities**

The link *Utilities* provides backup, setting up parameters for program and translations.

The link *Backup* contains field for the Backup destination. This destination can be changed. After ensuring that the backup destination is correct, simply click on the OK button and the backup will start.

The link *Parameters* contains parameters important for programme functioning.

The link *Translation* enables the translation tables for Main Menu, Forms and Report. This link also contains the list of the International Agreements, where new Agreements could be added.

If you are experiencing problems with the Database, or have any other questions, please feel free to contact the SEESAC Officer at any time at info@seesac.org or at the following number: +381 344 6353. Also, you may contact Milos Rakic via milos@eminent.co.yu

New versions of the software will be made available at the following web address:

<http://195.250.106.226/aaerg/>