

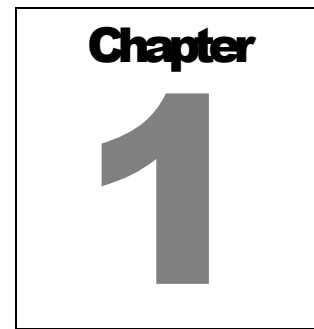
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# **SELFFORM APPLICATION**

## **USER MANUAL**

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## **1. Getting Started with SELFORM Application**

### **1.1 System Installations**

SELFORM application is a window based application. Information about the installation of the application can be found in Appendix 1.

SELFORM application uses candidate registration data from the National Examinations Council of Tanzania (NECTA). This data has been packaged together with the application, and it is already available in the system after installation. A SELFORM installation package contains candidate registration data for one region only. For example, users in *Arusha* region will have their installation package containing candidate registration data for *Arusha* region only.

### **1.2 Loading Registration Data into the System**

Candidate registration data from NECTA is already available in the system after installation. When starting the application for the first time, the system will prompt the user to specify his/her district. See figure 1.1 below. The user should select his/her district and click the 'Ok' button.

Once the user clicks the 'Ok' button, the system will automatically perform some configurations and prompt the user to select an examination centre (school) to work with. See figure 1.2 below.

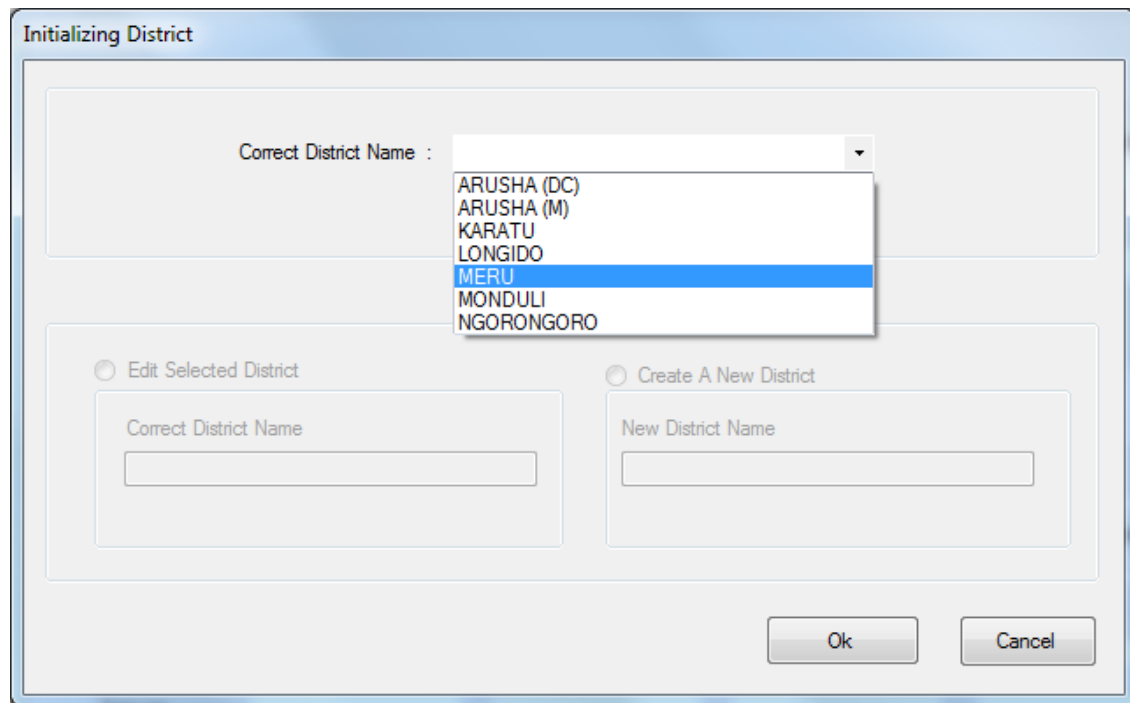


Figure 1.1: Specifying District

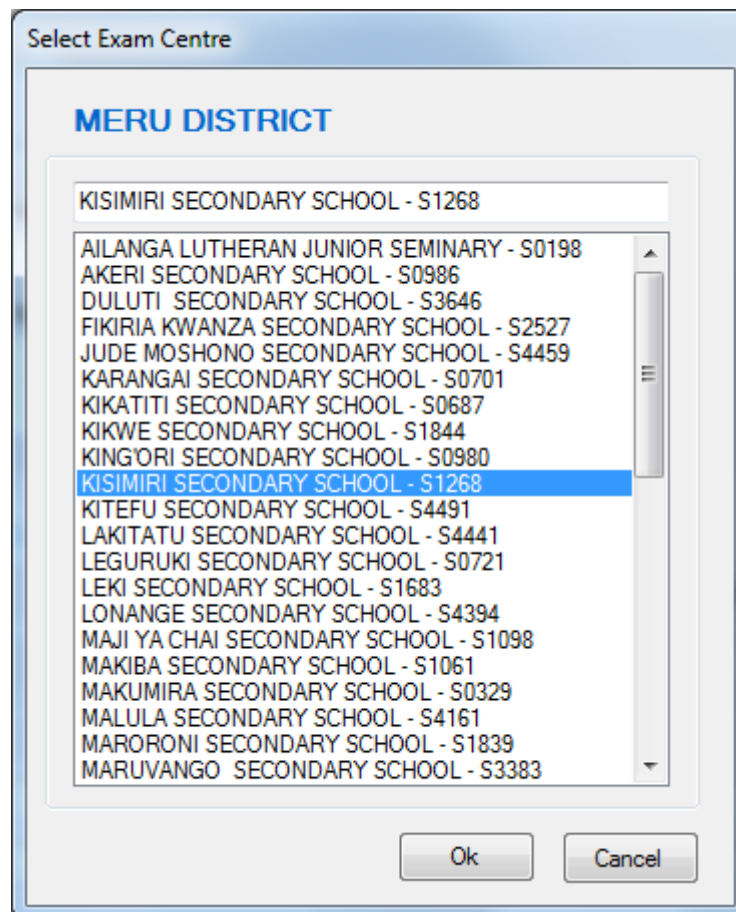


Figure 1.2: Selecting examination centre

The user can then select a school to work, click the 'Ok' button and input candidates' selection information for that particular school.

After the initial step, the system will not require the user to specify his/her district again. When the application starts the system will always direct the user to the window for selecting examination centres (figure 1.2 above).

It is possible to remove all data and restart again by clicking on the "Initialize District" command from the "Initialize" menu. The user can use this feature in case a wrong district was selected initially or for some reason the user decides to wipe all data and start a fresh.

# Chapter 2

## 2. Entering data into the SELFORM Application

Once the user select an examination to work with, a window like the one shown on figure 2.1 will be filled with candidate registration data from NECTA for that particular examination centre ready for the selection preferences information entry.

To properly describe different areas of screen in figure 2.1, the figure has been divided into five regions as shown by numbers 1 through 5. Section 2.1 below briefly describes the five regions.

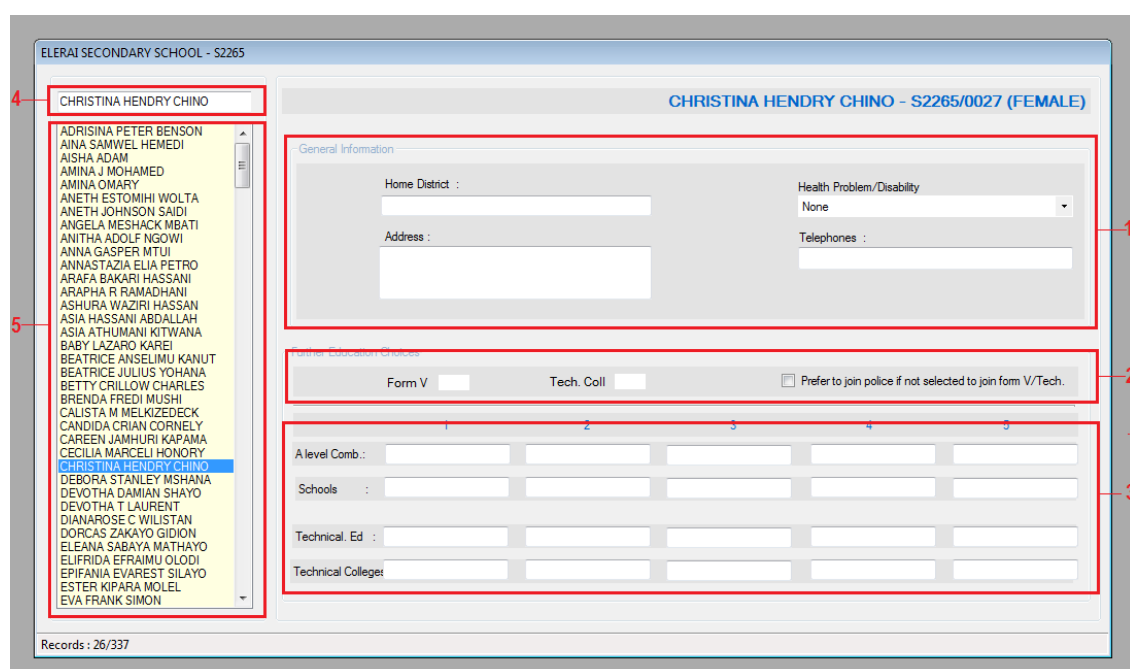


Figure 2.1: Screen for editing SELFORM information

## **2.1 SELFORM data input window**

As shown in figure 2.1 above, the main SELFORM input window can be divided into five regions.

In the first region (figure 2.1 (1)), the user is expected to enter general candidate information which are home district, candidate address, health problem (if any), and telephone number.

In the second and third regions (figure 2.1(2) & (3)), the user is expected to enter further education choices for a particular candidate. Region (2) allows the user to specify the candidate general preference for further education. In region (3), the user is expected to enter detailed further education candidate choices which are a-level combination choices, a-level school choices, technical education choices and technical colleges' choices. There are five choices for each group and they should be entered according to the candidate preferences.

Regions four and five (figure 2.1(4) & (5)) allows the user to locate the candidate he/she wishes to work with. The user can click on any of the candidate listed on region five in order to put information for that particular candidate. The user can also type the name or part of the name of a desired candidate(s) in the text box indicated in region 4 and the system will automatically filter candidates matching the typed information. The user can then pick the exact candidate he/she wishes to work on and the system will display information for that candidate.

## **2.2 Entering Data**

Now that we have an understanding of the main data input window, let us see how candidates data is entered into the SELFORM application. Let us start with region 2, and then 3 and finish with region 1.

### **Specifying A-level or Technical Education**

As stated earlier, specifying the candidate general preference for further education is done in region 2. The options are a-level and technical education. The user will enter 1 into a-level text box if the student has specified a-level as the first option and 2 in the technical college text box. However if the student has specified technical college as the first choice, then the user will enter 1 in the technical college text box and 2 in the a-level text box.

If a student has further indicated interest in joining the police force (in case he/she is not selected to join form five or technical college), the user should check the police check box in region 2.

### **Entering detailed further education choices**

In region 3, the user can enter detailed information about candidates' further education choices as indicated in the student's paper selfform. In this region, there are 4 rows each representing a choice group of 5 choices. The names for each group are self-explanatory. To enter data for a particular group and a particular choice number, the user has to edit the text box that is on the row of the group and on the column of that choice number. For example to enter/edit the first college choice for a candidate the user has to edit the text box that is on the row "Colleges" in first column.

Once the user has finished entering data in any of the text boxes in region 3, the system scans its database to find more information about the entry. In any case the system will have one of the following results:

1. There is only one entry in the database that matches the entered information. For example if the user enters "PCM" in the a-level combination group, the system will find that there is only one combination relating to the entered entry which is a "PCM" combination.



2. There is more than one entry in the database that matches the entered information. For example if the user enters "Nyerere" in the school group, there might be several entries relating to this entry.
3. The entry doesn't exist in the database, for example if the user enters "PHM" in the a-level combination group, there will be no relating information in the database since combination "PHM" doesn't exist.

The system will respond to the user depending on the three results above as follows:

1. If a single entry is found in the database that relates to the entered value, the system will not prompt the user for any action. It will just accept the entry.
2. If the system finds more than one entries relating to the entered value, the system will display a window that shows all the found entries and allow the user to specify the exact entry he/she want. Once the user specify the intended entry and then click the "Ok" button, the intended entry is accepted by the system and the entered value is linked to this entry so that the user will not be prompted by the system, the next time he/she enters the same value.

For example in figure 2.3 we can observe that, the user entered value "usagara" on the school (examination centre) group and the system found there are two entries which relates to "usagara" i.e "USAGARA" and "BUSAGARA". The user can select the intended entry by selecting it from the "Relate to" combo-box and click the "Ok" button. In the case of figure 2.3 if the user relate the entry with "usagara" and click the "Ok" button, the entry "USAGARA" will be accepted as the intended entry and the system will record this link so that it may refer it in future entries i.e. the user will not be prompted again by the system, when he/she enters "usagara", but the system will automatically link it to entry "USAGARA" and not "BUSAGARA".

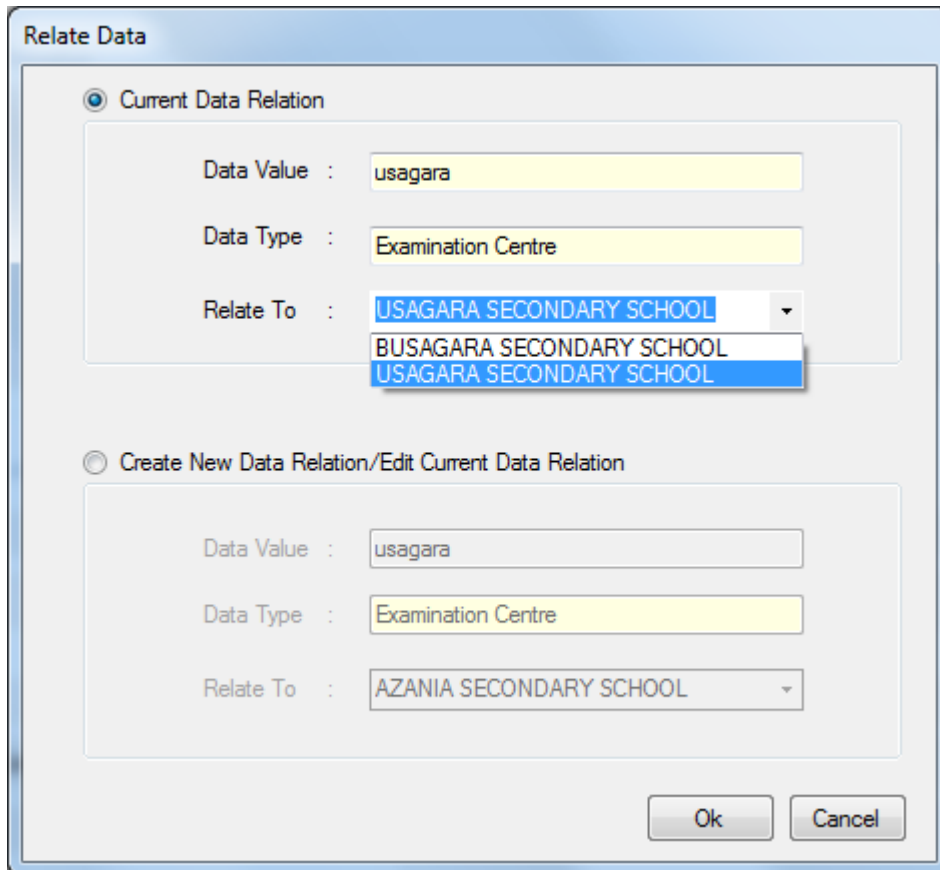


Figure 2.3: Specifying intended entries

3. If the entry doesn't exist, the system will prompt the user to specify the intended entry, amongst all the items in that group. For example in figure 2.4 below, the entry "dsm" was entered in the "colleges" group. Since the system could not related "dsm" to any of the colleges in this group, it has prompted the user to specify the intended entry amongst all the entries (in this case all colleges) that exists in the system. In figure 2.4 if the user clicks the "Ok" button after selecting the intended entry, the system will accept this entry and remembers the entry link in future.

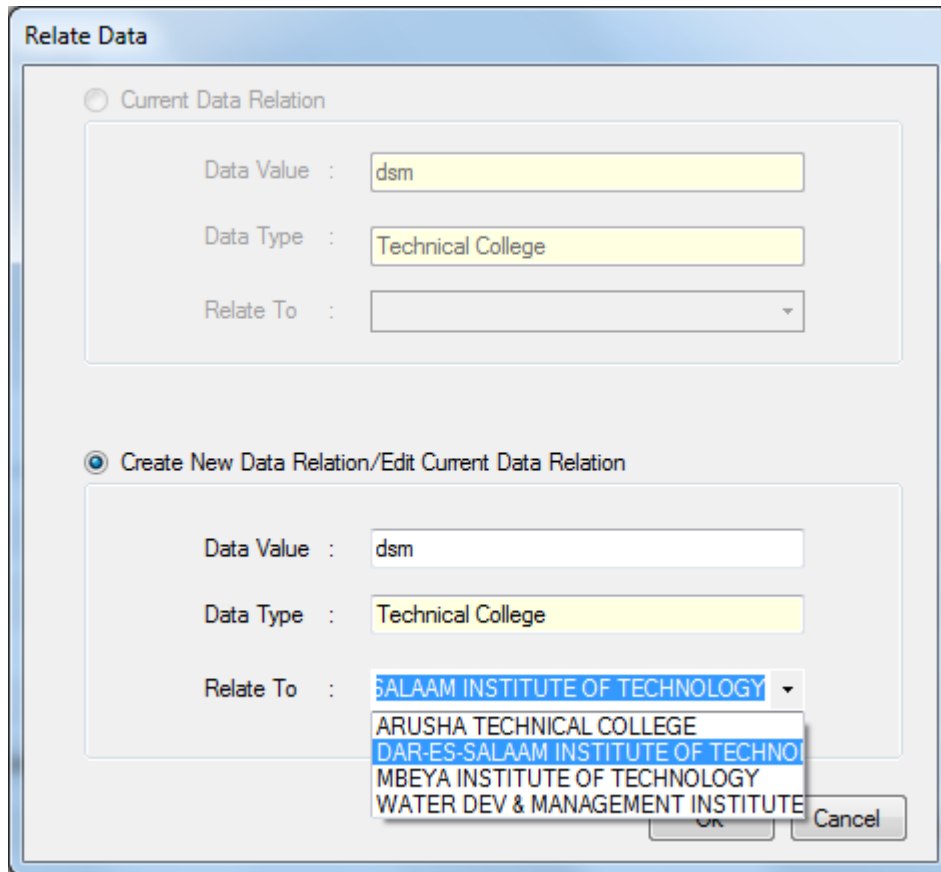


Figure 2.4: Specifying intended entries amongst all entries

Using this link data functionality, the user can create own shortcuts which can help to speed up the data entry process. For example in figure 2.4, we can see that a “dsm” shortcut has been created which will always translate to “Dar es Salaam Institute of Technology” when entered by the user as a technical college entry.

The user can view all data links (or data alias) created by clicking on the “Operations” menu and choose “Data Alias”. When this is done, a window like the one shown on figure 2.5 below will appear. In this window, the user can choose the type of data from the four options available and all the data links for that specific data type will be listed. For example in figure 2.5, there is one data alias listed for the Technical Colleges data type. The data alias is “dsm” and it is linked to the “Dar es salaam Institute of Technology (DIT)” data. The user can always delete any current data alias by clicking the delete button (the red button with a sign X).

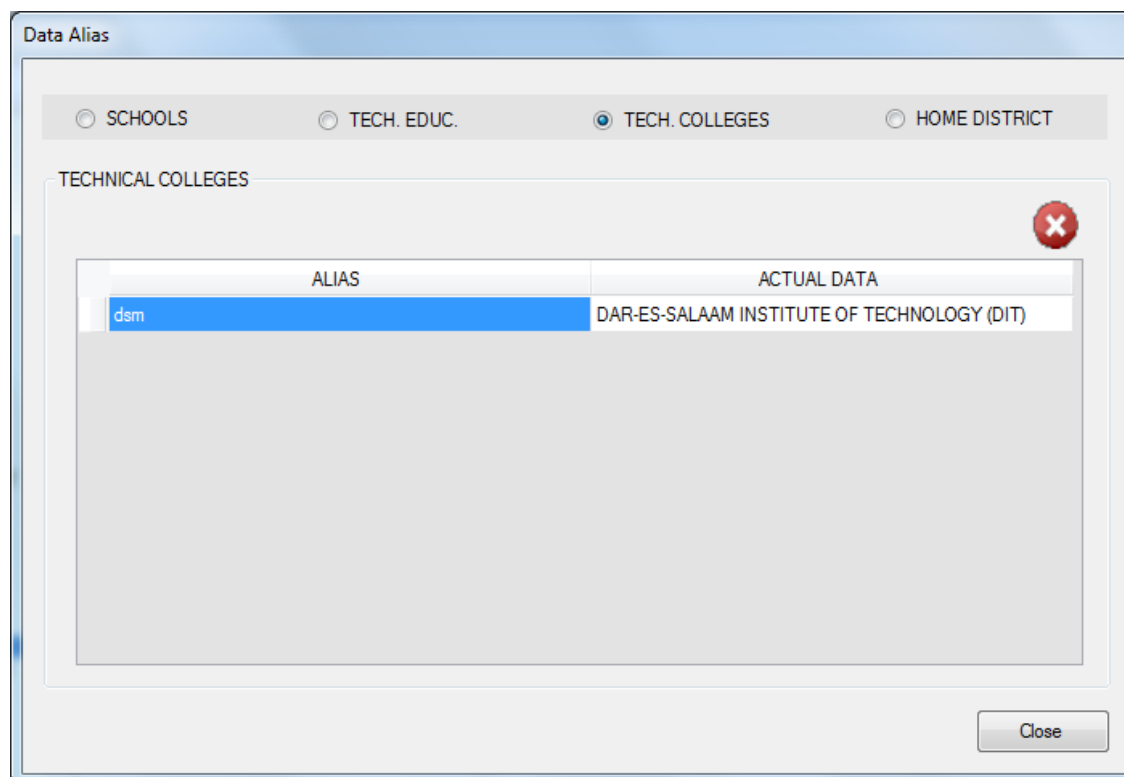


Figure 2.5: Specifying intended entries amongst all entries

## 2.3 Filtering Data

When data is loaded on the main editing window, after the user has specified an examination centre to work with, all the candidates in that examination centre will be listed. The user can select any candidate in the list and input selection information for that candidate.

The system also allows filtering candidates based on the pre-defined criteria and therefore makes it possible for the user to work with only the candidates meeting specified criteria. To select candidates based on criteria the user needs to select "Filter" command on the toolbar. When "Filter" item is clicked, it displays a dropdown with five self-explanatory criteria to choose from (see figure 2.5 below). The user can then choose desired criteria to only display data meeting the criteria.

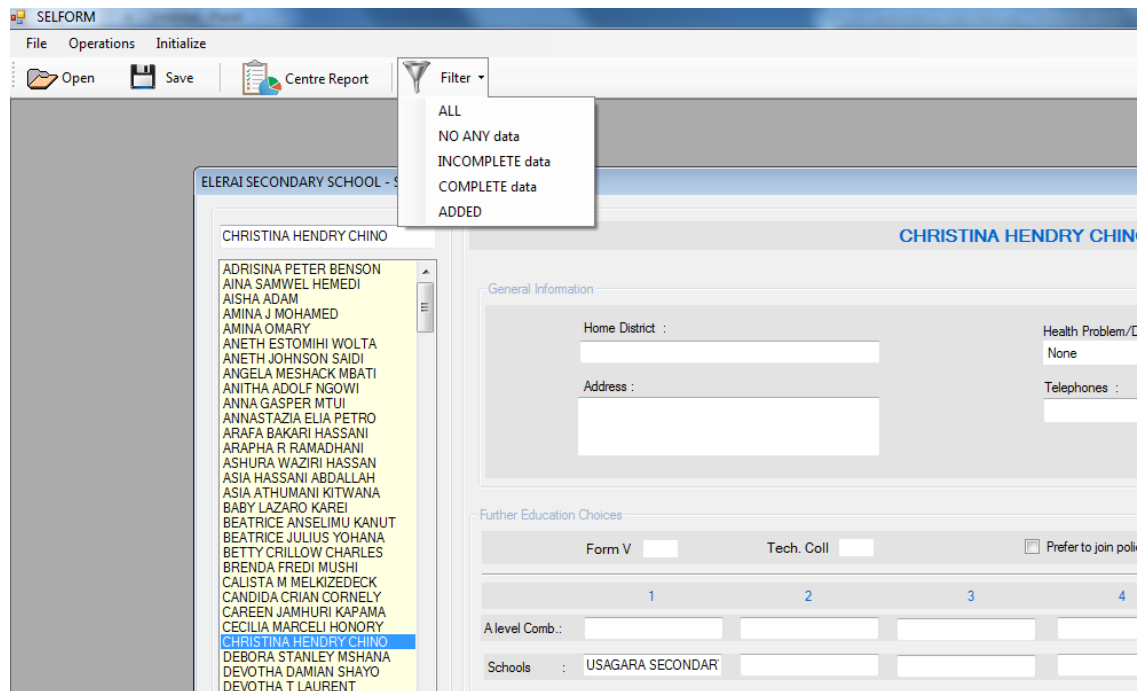
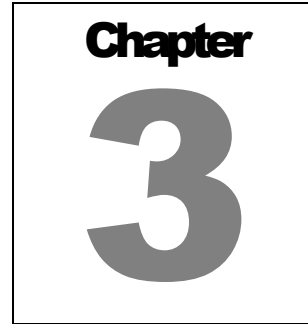


Figure 2.5: Filtering data

A graphic for Chapter 3, featuring the word "Chapter" in a bold, black, sans-serif font above a large, bold, grey number "3". The entire graphic is enclosed in a thin black rectangular border.

## Chapter 3

### **3. Making changes to Candidate Registration data**

As stated earlier, the system uses candidate registration information from NECTA. This information originates from examination centres during the period of candidate registration for the CSEE examination. It is expected that this information will be correct, but in the event where this information is found to be incorrect, the system allows for correction.

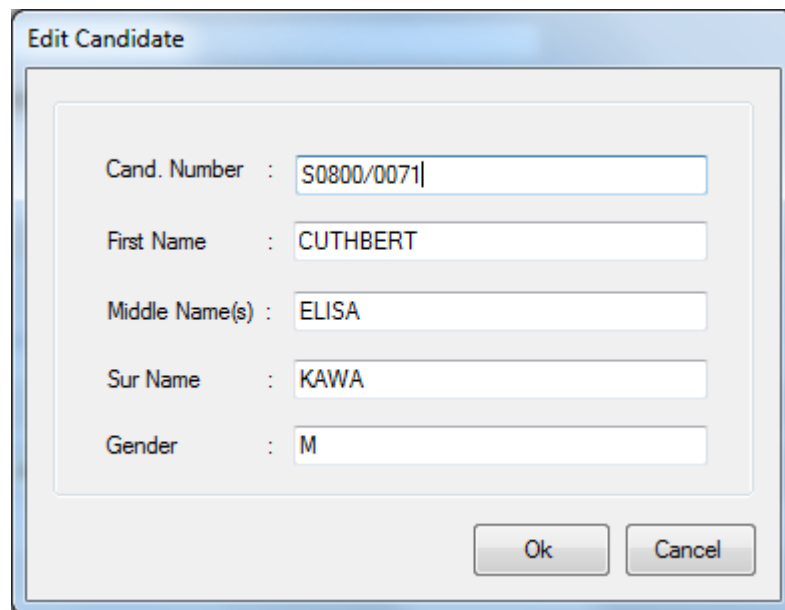
A user can either edit existing candidate registration information if it is found to be incorrect or add new candidates into the system if they do not exist for one reason or another. The system keeps tracks of all changes.

#### **3.1 Editing Candidate Registration Data**

To edit candidate registration data, the user needs to click the "Operations" menu, choose the "Modify Candidate Data" submenu and then choose "Edit Candidate" command. The intended candidate should be the active/selected candidate prior to clicking "Edit Candidate" command. After clicking the "Edit Candidate" command, the screen like the one shown in figure 3.1 below will be displayed. The user can then change/correct any of the information which is not correct and click the "Ok" button.

It should be noted that, although the original information will be replaced by the new information, it is not entirely removed from the system. The system keeps track of these changes due to the fact that NECTA registration data changes will have to be

approved first before being accepted as correct information. Therefore in case these changes are not approved, the original information will be restored.



Cand. Number :	S0800/0071
First Name :	CUTHBERT
Middle Name(s) :	ELISA
Sur Name :	KAWA
Gender :	M

Figure 3.1: Editing candidate's information

### 3.2 Adding New Candidates

In the unexpected event where candidate registration information is missing in the NECTA registration data, the system gives provision for adding such candidate to the system. To do this, the user has to click the "Add Candidate" menu which is in the "Operations" menu, under the "Modify Candidate Data" submenu.

Figure 3.2 below shows a screen displayed after the "Add Candidate" menu has been clicked. In the figure, the system has already inserted the candidate examination centre number and the user can now complete this number by inputting the candidate number, input the rest of the required information and click the "Ok" button.

Once the information for the new candidate is complete, the new candidate is added to the list of existing candidates in that examination centre and selection preferences information for this new candidate can be entered in the same way as the selection preferences information for other candidates.

The image shows a software dialog box titled "Add Candidate". It contains five text input fields arranged vertically. The first field, labeled "Cand. Number", contains the text "50800/\_\_\_\_". The other four fields, labeled "First Name", "Middle Name(s)", "Sur Name", and "Gender", are currently empty. At the bottom right of the dialog box, there are two buttons: "Ok" and "Cancel".

Figure 3.2: Register New Candidate in the System

### 3.3 Deleting Candidates

To delete a candidate from the registration list, the user needs to click the "Operations" menu, choose the "Modify Candidate Data" submenu and then choose "Delete Candidate". The intended candidate should be the active/selected candidate prior to clicking "Delete Candidate" command. After clicking the "Delete Candidate" command, the system will ask the user to confirm the command and then the candidate will be removed from the candidate registration list.

### 3.3 Restoring Deleted Candidates

Deleting a candidate from the original registration list does not remove completely record from the system. The system stores a deleted record in a separate place within the system. It is therefore possible to restore the deleted original record back to the candidate registration list. To do this, the user needs to click the "Operations" menu, choose the "Modify Candidate Data" submenu and the choose "Restore Deleted Candidates".



When the "Restore Deleted Candidate" command is clicked the system display a window with the list of all deleted candidates and the user can select the candidate(s) he/she wishes to restore by checking the corresponding check boxes and then click on the "Ok" button (see figure 3.3 below).

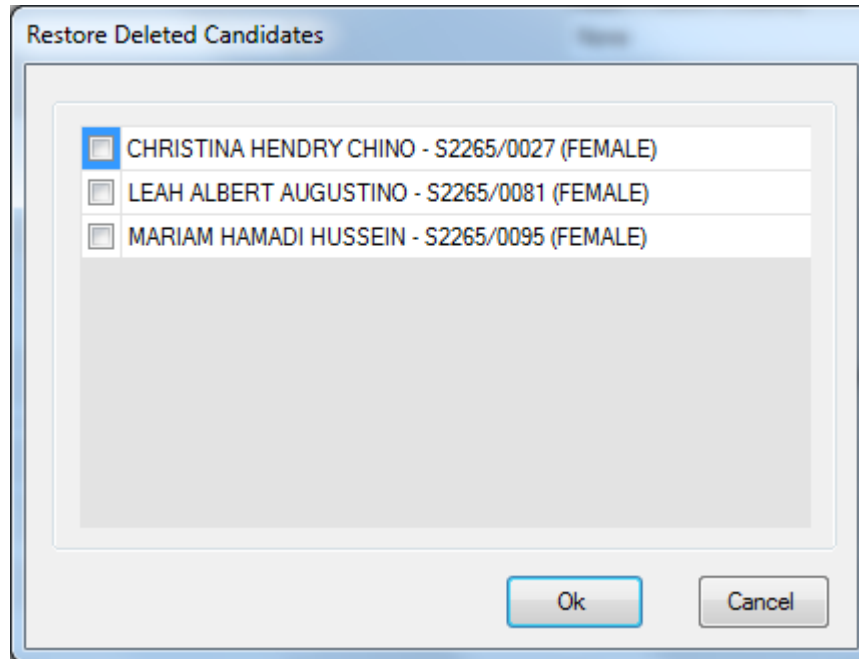


Figure 3.3: Restoring Deleted Candidates

### 3.4 Set/Delete Unavailable Data Remarks

The SELFORM application provides the means to indicate the reason as to why selfform information has not been entered for a particular candidate. If the user has been provided with the reason why a certain candidate does not have selfform data or didn't fill the paper selfform, then she/he can put that reason in the system using this functionality. To do so the user needs to click the "Operations" menu, choose the "Modify Candidate Data" submenu and the choose "Set/Delete Unavailable Data Remarks". The intended candidate should be the active/selected candidate prior to clicking "Set/Delete Unavailable Data Remarks" command. When this is done a window like the one shown of figure 3.4 below will be displayed.

Using this window the user can enter the reason as to why this candidate does not have selfform data and click on the "Ok" button. Once the reason has been entered,

the user won't be able to enter selection preferences choices for that particular candidate as long as that reason is there. However the user may enter again the selection preferences again if he/she removes the reason (unavailable data remarks) for that candidate.

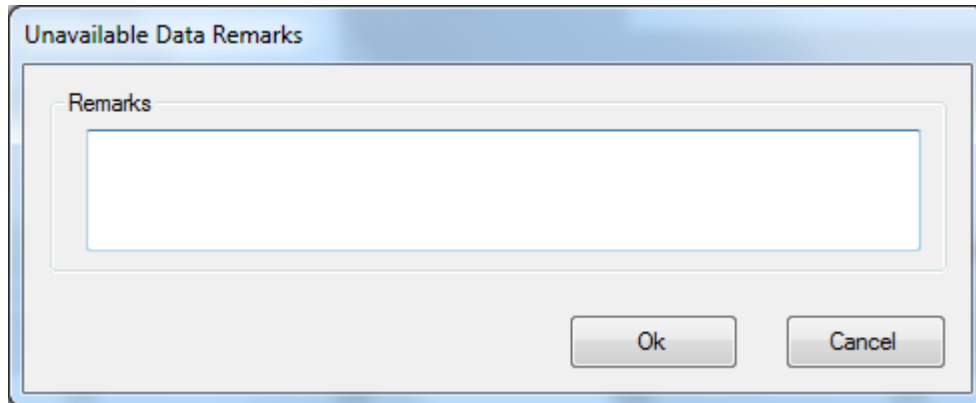
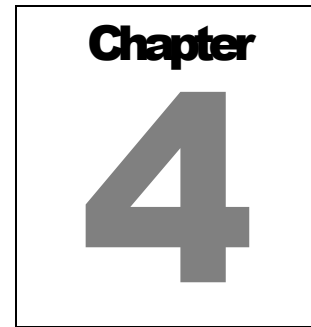


Figure 3.4: Entering "Unavailable Data Remarks"

To remove the unavailable data remarks, the user needs to follow the same steps i.e. clicking the "Operations" menu, choose the "Modify Candidate Data" submenu and then choose "Set/Delete Unavailable Data Remarks". When this is done, the system will ask the user to confirm that he/she wants to remove the "Unavailable Data Remarks" and if confirmed the system will remove the remark.



## **4. Examination Centre Management**

A SELFORM installation package contains candidate registration data for one region only and therefore each district will receive the selfform application packed with data for the whole region. This has been done purposely because the candidate registration data may sometimes be on a wrong district. An examination centre may be placed on a wrong district but it is always on the correct region.

In case an examination centre is not found in the district the user is working on, the user can always find that examination centre from any of the other districts in that region since the user has the data for the whole region. Similarly, if the user finds an examination centre in the district which he/she is certain it is not required in that district then he/she can remove that examination centre.

The process of locating districts from other regions and adding or removing them from the district is done within the system using the functionalities provided in the "Examination Centre Management" submenu in the "Operations" menu.

### **4.1 Adding Examination Centres to District**

To add an examination centre from other districts within the region, the user needs click the "Add Centre(s) to District" command from "Examination Centre Management" submenu in the "Operation" menu. When this is done, a window like the one shown on figure 4.1 below will be displayed. The window contains the list of all schools

(examination centres) from other districts in the region. This list of the examination centres from other districts in the region is on the left of the window.

The user can select any examination centre by clicking it and then click the arrow pointing to the right (">") to move the examination centre to the list of the examination centres to be added to the district (the list on the right side of the window). The user can also double click on the examination centre to move it to the right hand side list. For regions with big lists, the user can easily locate a desired school by using the text box above the left hand side list. The system will filter the examination centres list on the left side and display a sub list of examination centres resembling the text being typed in the text box and the user may easily pick the desired examination centre from the short sub list.

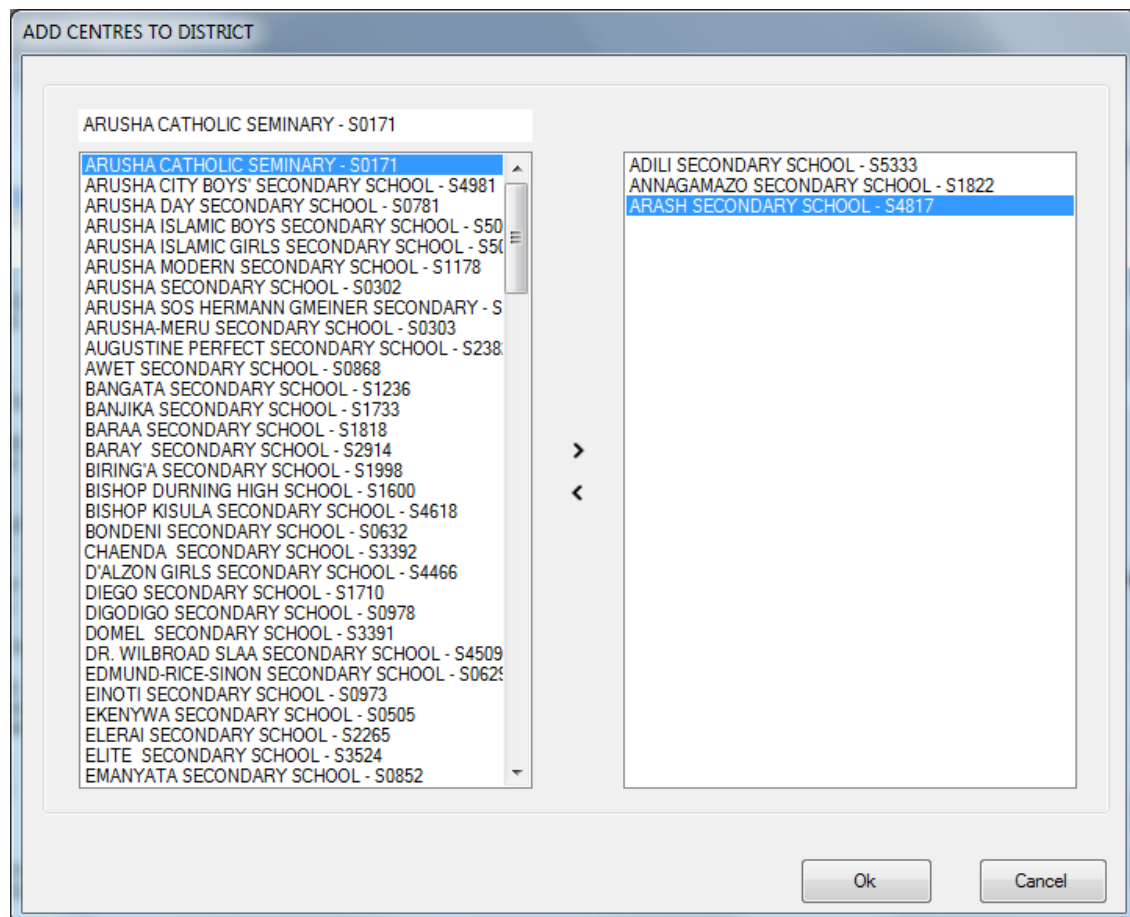


Figure 4.1: Add Examination Centres to District

After the user is satisfied with the list of the examination centres moved to the right hand side, he/she can click on the "Ok" button to add the examination centres to the

district. For example in figure 4.1 above, three examination centres have been moved to the right hand side list ready to be added to the district when the "Ok" button is clicked.

## 4.2 Removing Examination Centres from District

If examination centres have been placed mistakenly in a district, they can be removed by choosing "Remove Centre(s) from District" command from "Examination Centre Management" submenu.

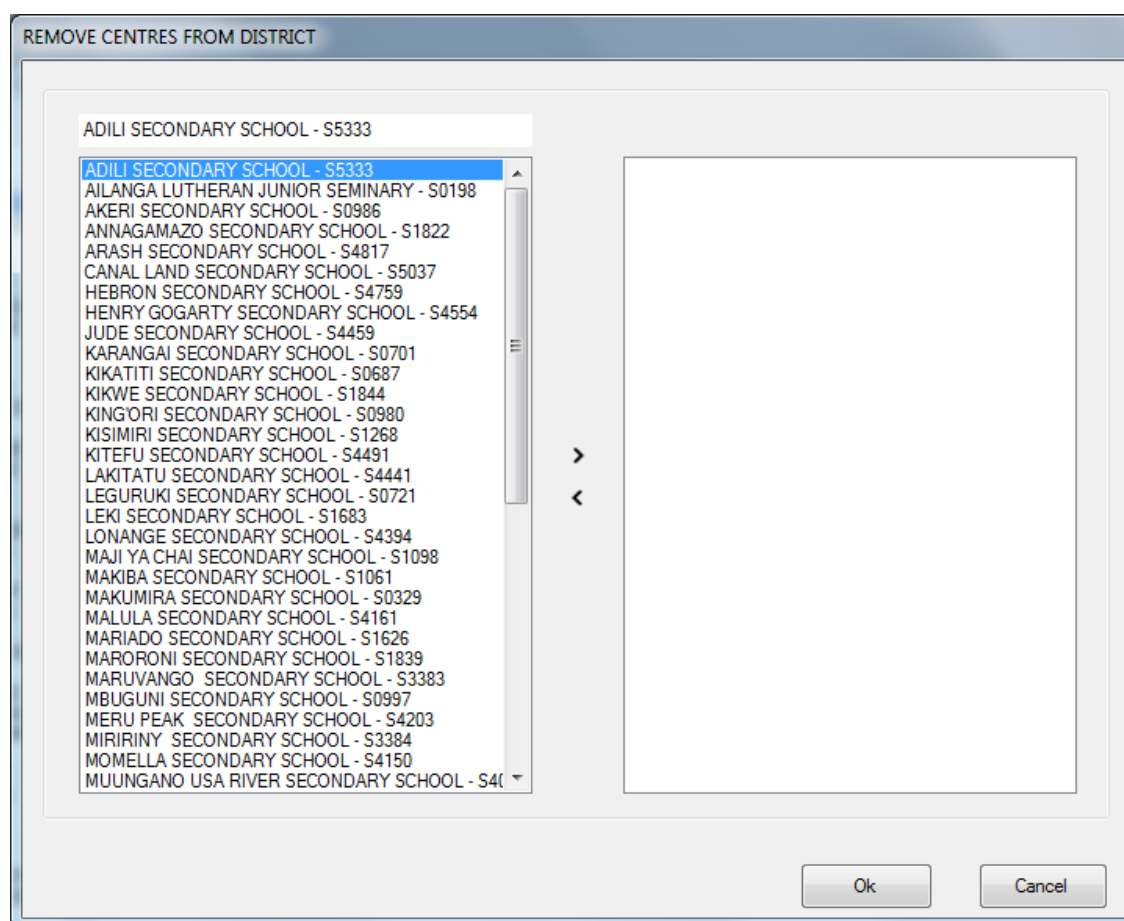
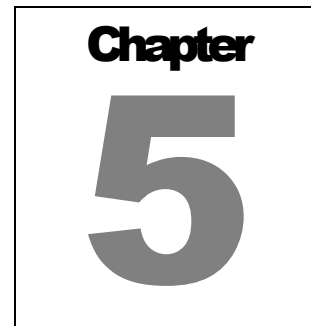


Figure 4.2: Removing Examination Centres from District

When the command is clicked, a window like the one shown on figure 4.2 above appears. The window contains the list of all schools (examination centres) in the districts on the left side list.

To remove a district, the user can select any examination centre by clicking it and then click the arrow pointing to the right (">") to move the examination centre to the list of the examination centres to be removed from the district. The user may also double click on the examination centre to move it to the right hand side list.

Once the user is satisfied with the selected list, he/she can click on the "Ok" button and all the examination centres listed on the right hand side list will be removed from district. Removed examination centres can always be registered back to the district by adding them to the district (see section 4.1 for more information on adding examination centres to districts)



## **5. Backup and Restoring Data**

The SELFORM application provides functionalities for backing up and restoring data. The user can back up whole district data or back up selected examination centres data. Back up data can be restored to the system in case original data is lost for one reason or another.

### **5.1 Backing up Data**

It is advised to backup data at least daily at the end of a working session or day. It is also advised for the backup files to contain backup dates as part of their names as this will help identifying when the backup were taken. For example if a user is taking a backup of his/her whole district on 15<sup>th</sup> April 2014, he/she may give the backup file a name "selfforms\_backup\_15\_4\_2014".

To backup data the user needs to click the "Backup Data" command from "Backup/Restore" submenu in the "Operation" menu. When this is done, a window like the one shown on figure 5.1 below appears. The window contains the list of all examination centres in the district on the left hand side. The user can move the examination centres to be backed up on the right hand side list by either using the arrow pointing to the right or double clicking the examination centres. The user may also check the "Back Up All Centres" check box in order to move all the examination centres to the right hand list box (see figure 5.2 below).

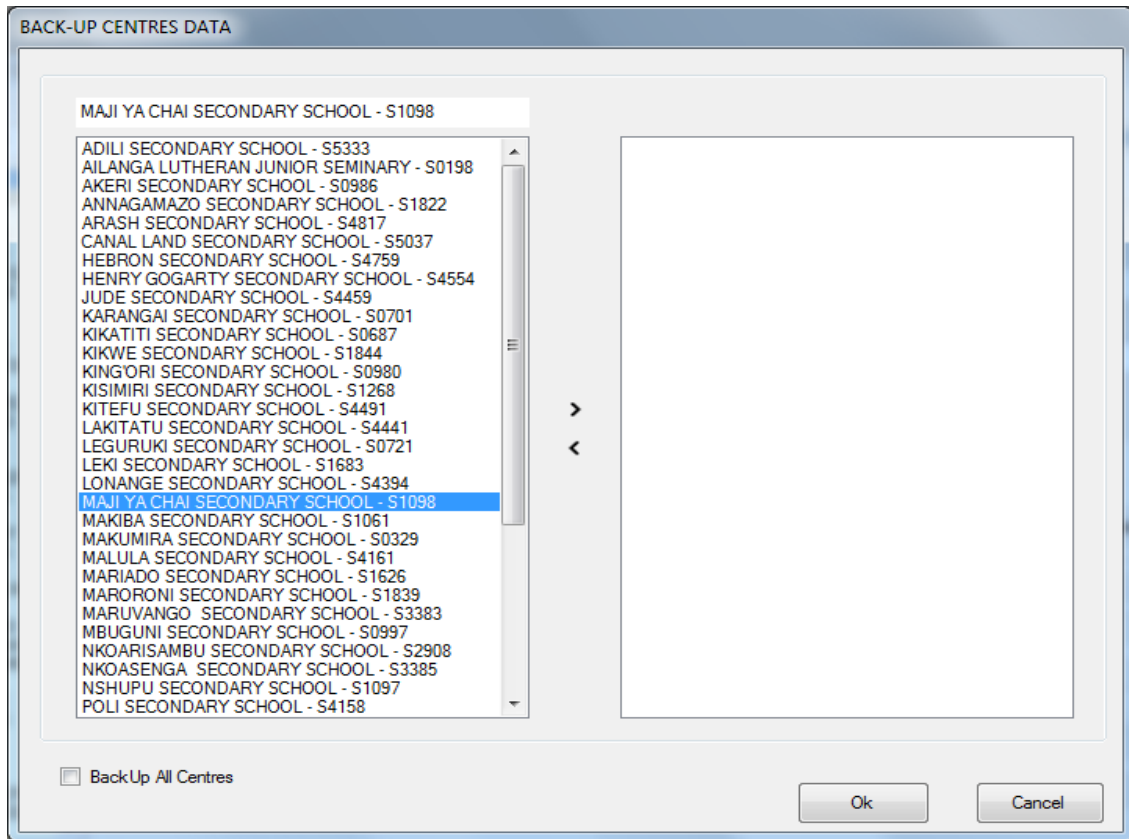


Figure 5.1: Backing up Data

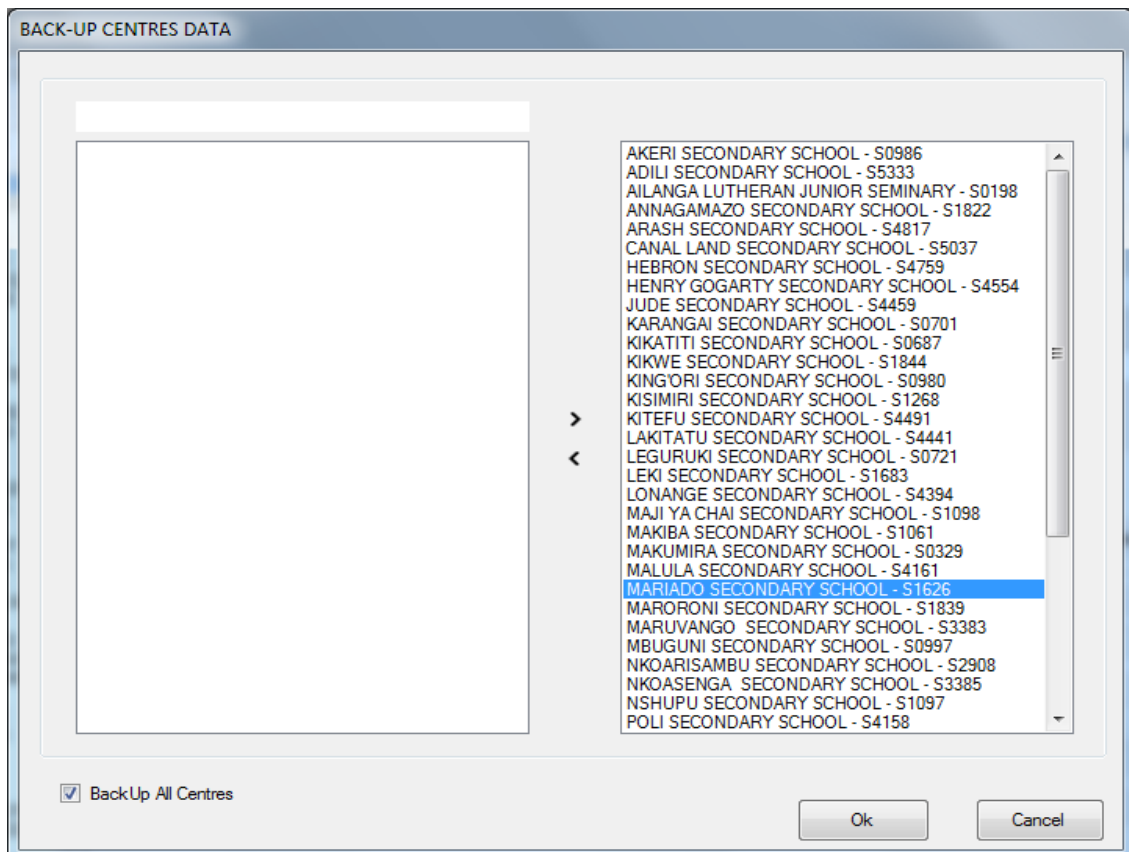




Figure 5.2: Backing up all examination centres in a district

## 5.2 Restoring Backup Data

In case original data is lost or damaged, the user can use the latest backup file to restore the data. The user can install another copy of the selform application in the same computer or another computer, restore the latest backup data and continue working.

To restore backup data, the user needs to click the "Restore Data" command from "Backup/Restore" submenu in the Operation menu. When this is done, a window like the one shown on figure 5.3 will below appears.

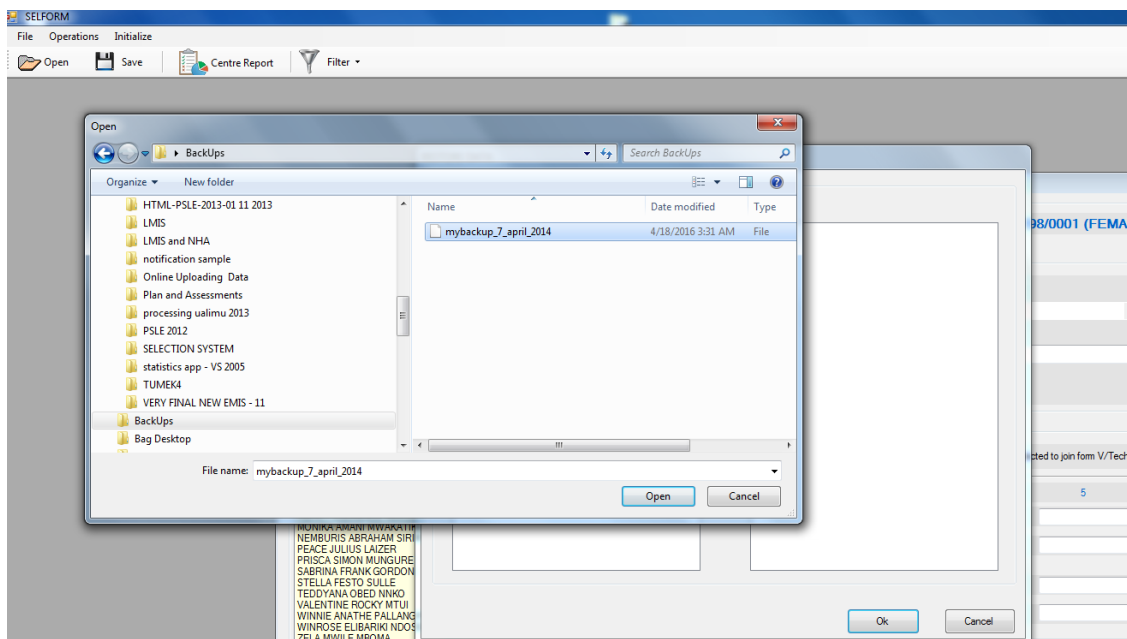


Figure 5.3: Specifying the file with backup data

In figure 5.3, the selform application prompts the user to specify the file containing backup data, and when the file is selected the system lists all the examination centres in the backup file on the left hand side list box. The user can then select all the examination centres or some of them, by moving them to the right hand side list box (see figure 5.4 below).

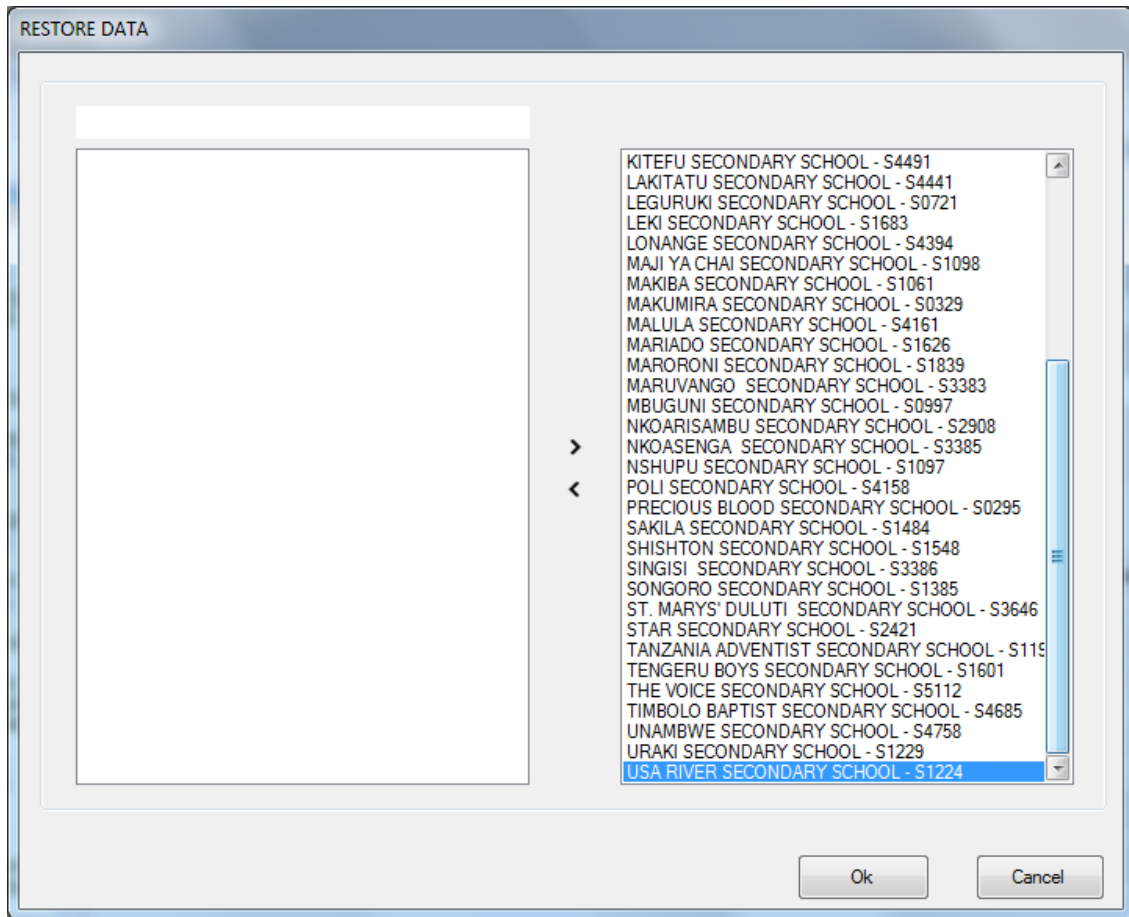
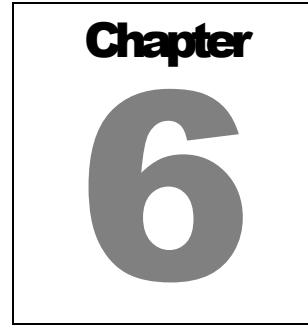


Figure 5.4: Restoring backup data

Once the user is satisfied with the selection, he/she can click on the "Ok" button to restore the data.

A graphic for Chapter 6, consisting of a black rectangular border. Inside the border, the word "Chapter" is written in a bold, black, sans-serif font at the top. Below it, the number "6" is displayed in a large, bold, grey, sans-serif font.

## **6. Importing and Exporting Data within District**

Importing and exporting data functionalities have been created specifically to help multiple users working on the same district. The functionalities have similarities with the backup and restoring data functionalities.

As an example, let us assume there are two users, working for the same district simultaneously using two different computers. To make use of the importing and exporting data functionalities each user will have a copy of the application data, but each user will only work with the examination centres he/she has been assigned. When the work is completed, one user will export the data for the examination centres he/she has been working with and transfer the file containing the data to the other user who will import it and be able to combine data for both users.

### **6.1 Exporting Data**

To combine data for two users or even more, some users need to export their examination centres data to the user who would import the data and combine it and present it as a combined district data. For user(s) who need to export their data, they can access the export functionality by clicking the "Export Data" command under the "Import/Export Data within District" submenu in the "Operations" menu. Figure 6.1 shows Export Data window after the "Export Data" command has been clicked.

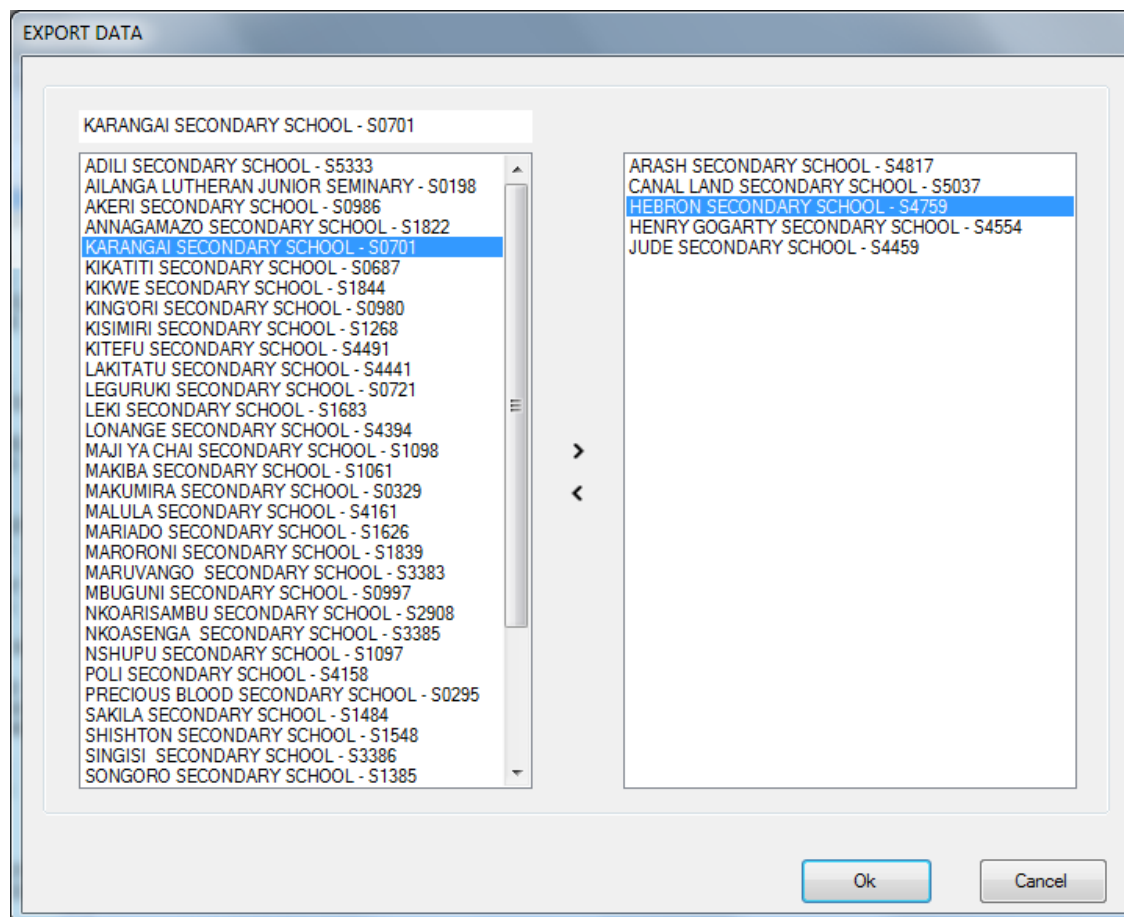


Figure 6.1: Exporting Data

In figure 6.1, the list on the left hand side contains examination centres in the district. To export the examination centres, the user need to move the examination centres he/she has been working with to the right hand side and then click on the "Ok" button. Once the "Ok" button is clicked the application will prompt the user to specify the file name and location in which the exported data will be saved. The file can then be taken to the computer that will be used to import data and combine examination centres.

## 6.2 Importing Data

Importing data functionality is accessed by clicking on the "Import Data" command under the "Import/Export Data within District" submenu in the "Operations" menu. Clicking on this command will prompt the user to locate the file containing exported

data and when the file is opened an "Import Data" window appears (see figure 6.2 below)

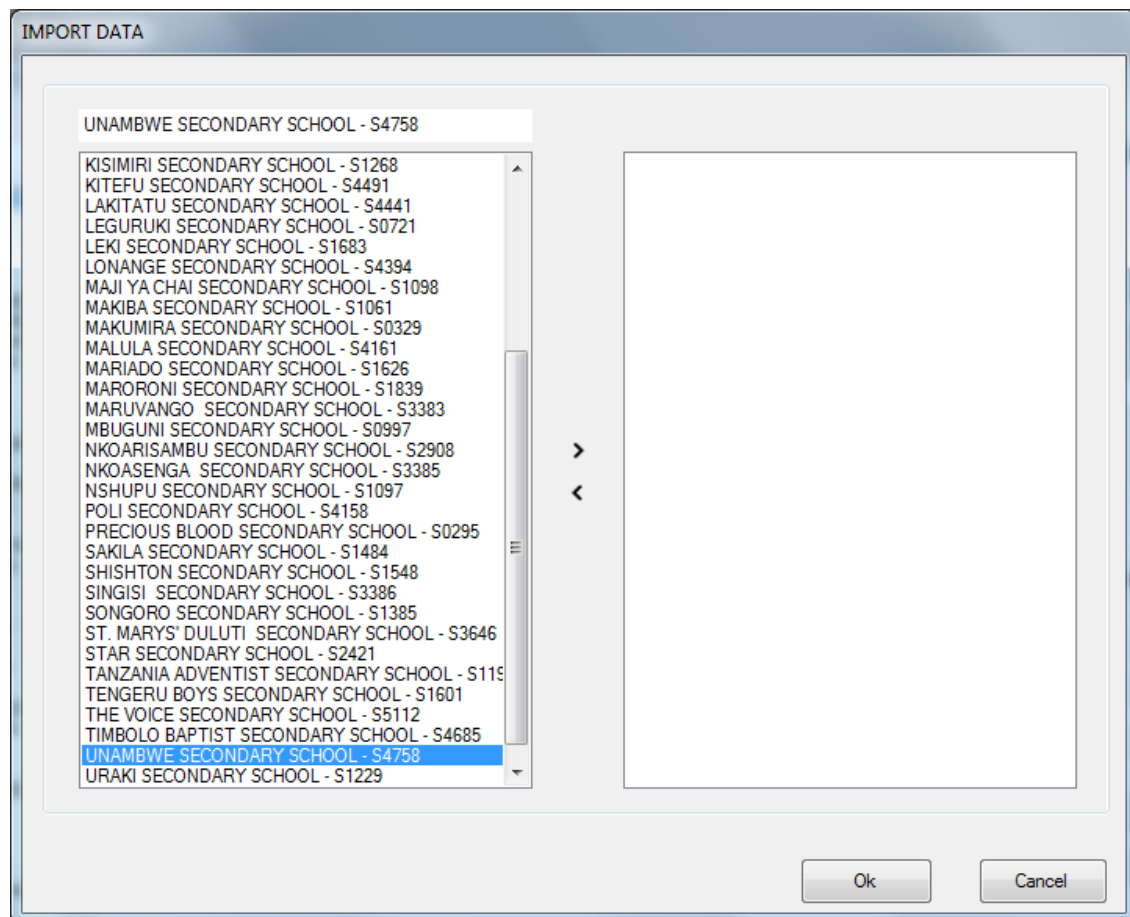


Figure 6.2: Importing Data

Using the window shown on figure 6.2, the user can import data by selecting the examination centres he/she wants to import from the left list by moving them to the right hand side list box and click the "Ok" button.

# Chapter 7

## 7. District Status Data

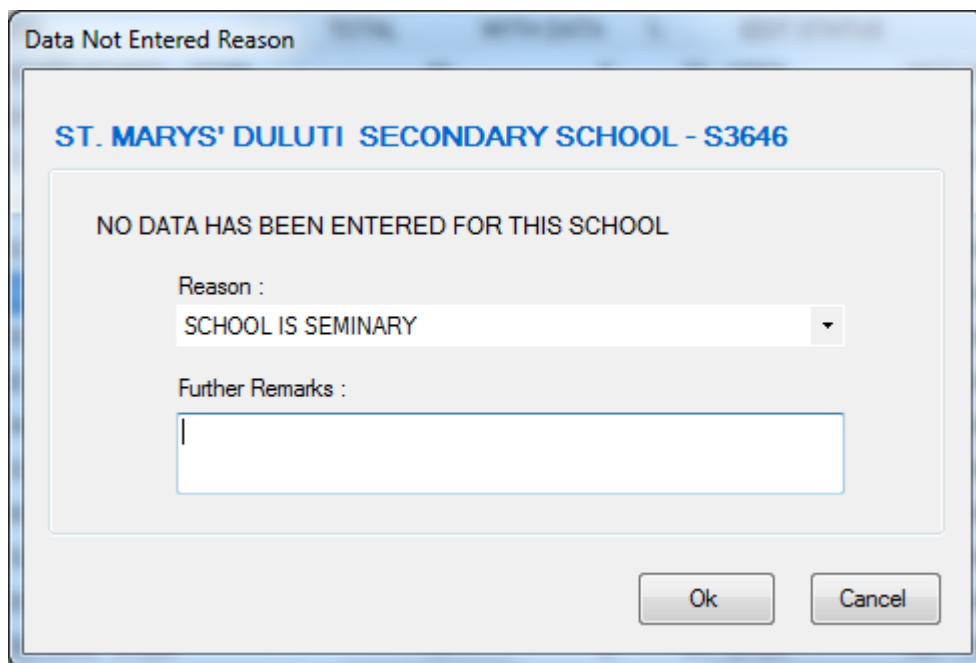
The SELFORM application provides functionalities for the user to view the status summary for all examination centres in a district. The status information includes percentage of data entry for each examination centre and whether the examination centre is closed or opened (see figure 7.1 below). Before the district is closed and data sent to the Ministry all examination centres are required to have a closed status. The district status functionality can be accessed by clicking on the “District Status” command under the “District Report and Status” submenu in the “Operations” menu.

The screenshot shows a window titled "District Status" with a "SET REASON" button in the top right. The main area contains a table with the following columns: SCHOOL, TOTAL, WITH DATA, %, EDIT STATUS, and REMARKS. The table lists 15 schools, with "ST. MARYS' DULUTI SECONDARY SCHOOL - S3646" highlighted in blue. A "Close" button is located at the bottom right of the window.

SCHOOL	TOTAL	WITH DATA	%	EDIT STATUS	REMARKS
PRECIOUS BLOOD SECONDARY SCHOOL - S0295	92	0	0%	OPEN	NOT OK - Data not entered
SAKILA SECONDARY SCHOOL - S1484	70	0	0%	OPEN	NOT OK - Data not entered
SHISHTON SECONDARY SCHOOL - S1548	104	0	0%	OPEN	NOT OK - Data not entered
SINGISI SECONDARY SCHOOL - S3386	88	0	0%	OPEN	NOT OK - Data not entered
SONGORO SECONDARY SCHOOL - S1385	145	0	0%	OPEN	NOT OK - Data not entered
▶ ST. MARYS' DULUTI SECONDARY SCHOOL - S3646	79	0	0%	CLOSED	OK - A seminary school
STAR SECONDARY SCHOOL - S2421	77	0	0%	OPEN	NOT OK - Data not entered
TANZANIA ADVENTIST SECONDARY SCHOOL - S11...	116	0	0%	OPEN	NOT OK - Data not entered
TENGERU BOYS SECONDARY SCHOOL - S1601	100	0	0%	OPEN	NOT OK - Data not entered
THE VOICE SECONDARY SCHOOL - S5112	28	0	0%	OPEN	NOT OK - Data not entered
TIMBOLO BAPTIST SECONDARY SCHOOL - S4685	86	0	0%	OPEN	NOT OK - Data not entered
UNAMBWE SECONDARY SCHOOL - S4758	122	0	0%	OPEN	NOT OK - Data not entered
URAKI SECONDARY SCHOOL - S1229	87	0	0%	OPEN	NOT OK - Data not entered
USA RIVER SECONDARY SCHOOL - S1224	17	0	0%	OPEN	NOT OK - Data not entered

Figure 7.1: District Status Summary Information

If for some reason candidates selection preferences data is not available for an examination centre, a user may set remarks as to why the data is not available by clicking the on the "SET REASON" command. Clicking on this command displays the "Data Not Entered Reason" window (see figure 7.2 below). Using this window the user specifies the reason from the reason combo box and enters any further remarks. The user will only be required to use the reason window for examination centres that do not have any data. The user may also access the district status report by clicking on the "District Report" command also under the "District Report and Status" submenu.



The screenshot shows a dialog box titled "Data Not Entered Reason". At the top, it identifies the school as "ST. MARYS' DULUTI SECONDARY SCHOOL - S3646". Below this, a message states "NO DATA HAS BEEN ENTERED FOR THIS SCHOOL". There are two input fields: a "Reason" dropdown menu currently showing "SCHOOL IS SEMINARY" and a "Further Remarks" text area which is empty. At the bottom right, there are two buttons labeled "Ok" and "Cancel".

Figure 7.2: Centre "Data Not Entered Reason" window

# Chapter 8

## 8. Examination Centre Report

The SELFORM application system has provision for producing a report that contains candidate registration data for each examination centre. The report contains detailed candidates' selection information (figure 8.1 below shows a sample report).

A user can get the examination centre report by clicking the "Centre Report" command on the toolbar.

**WIZARA YA ELIMU NA MAFUNZO YA UFUNDI**  
**50980 - KING'ORI SECONDARY SCHOOL**  
**SELECTION SELFORM**

<b>AGAPE ELISANTE KAA YA - 50980/0001 (FEMALE)</b>									
Failed the examination									
FORM FIVE									
TECHNICAL									
<b>AIM BORA KIMIREY KAA YA - 50980/0002 (FEMALE)</b>									
Form V., Tech. Coll: // If not selected DOES NOT prefer to join police									
ADDRESS: UNKNOWN; HOME DISTRICT: UNKNOWN									
FORM FIVE									
TECHNICAL									
<b>ANETH ALPHA MOSHI - 50980/0003 (FEMALE)</b>									
Form V., Tech. Coll: // If not selected DOES NOT prefer to join police									
ADDRESS: UNKNOWN; HOME DISTRICT: UNKNOWN									
FORM FIVE									
TECHNICAL									
<b>ANESTA EKALUD NIKKO - 50980/0004 (FEMALE)</b>									
Failed the examination									
FORM FIVE									
TECHNICAL									
<b>ANANDE GABRIEL MAFIE - 50980/0005 (FEMALE)</b>									
Failed the examination									
FORM FIVE									
TECHNICAL									

Head of School : \_\_\_\_\_ Tel : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

1

Figure 8.1: A sample examination centre report



# Chapter 9

## 9. Exporting Data

The SELFORM application system has the functionality for exporting data for the whole district. Once the process for entering data for each examination centre of a particular district has been completed, data for the whole district can be exported in a single file.

To export data for the district, the user needs to click the "Generate Final District File" submenu in the "Operations" menu. Once this command is clicked, a window like the one shown on figure 9.1 will be displayed. The user can then select a folder where he/she intends to save the file.

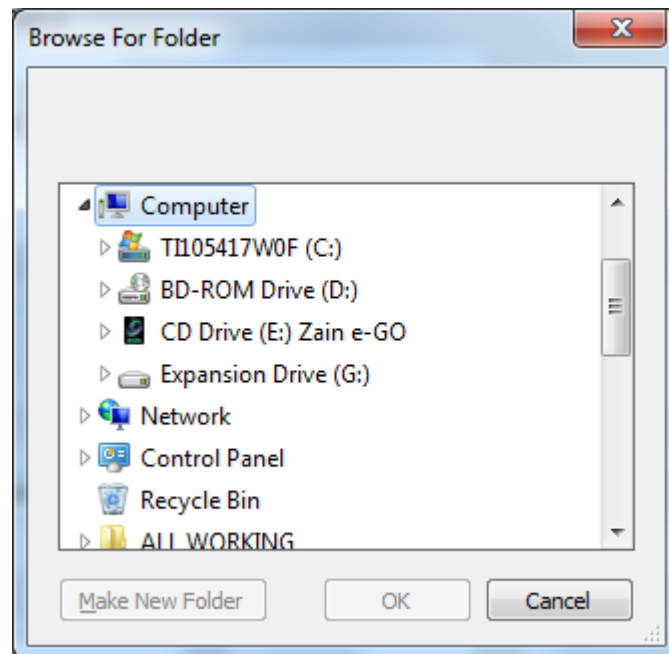


Figure 9.1: Exporting District Data

Before generating the final district file a district must be closed. This is done by choosing the "Close District" under the "Close/Re-Open District" submenu in the "File" menu. It is also important to note that the system will allow the user to close district only when all examination centres are also closed. Closing an examination centre is done by clicking the "Close School" command under the "Close/Re-open Current School" submenu in the "File" menu. The user can always re-open the district and any examination centre if he/she wishes to do so, but will be required to close them again before generating the final district data.

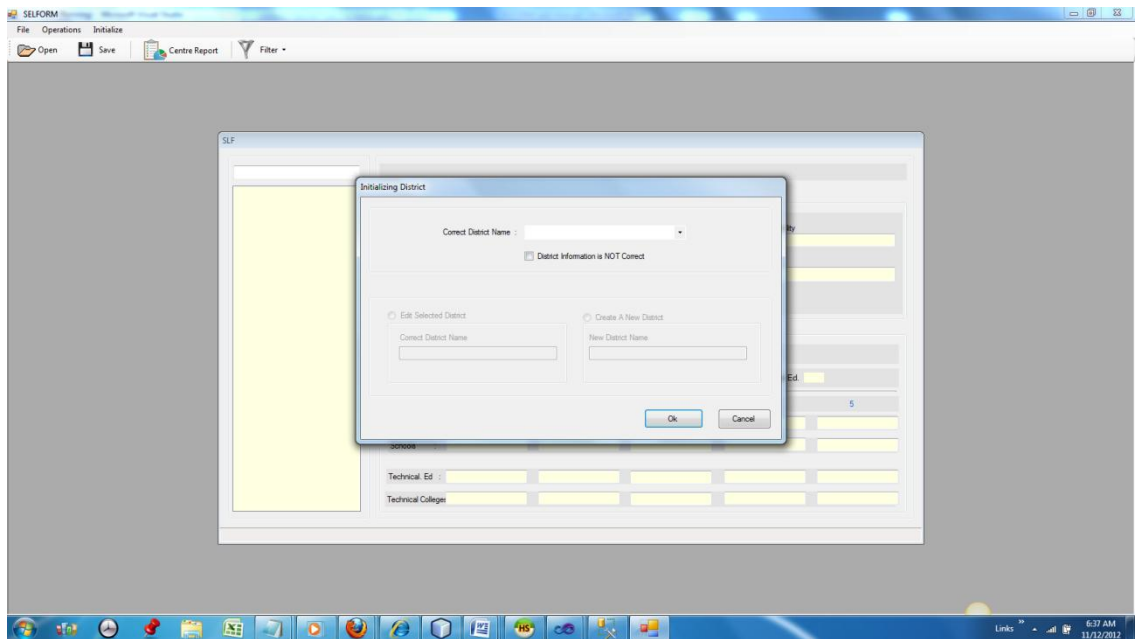
# APPENDIX 1: Installation Procedure

1. Make sure you have a folder with the name of your region
  - *You may receive the folder in a CD or via e-mail*
  - *If it is zipped (compressed) you will need to unzip (uncompress) it*
2. Copy the folder of your region to the Desktop or any other place in your computer that you can easily access.
3. Create a new folder in the root of your local drive and call it "SELFORMXXXX" where XXXX represent the year for the current exercise. For example for the year 2014, the folder will be SELFORM2014
  - *To avoid confusion, it is advised to delete existing previous years installations folders before this step*
4. Copy the **content** of the files from your region folder from step 2 above and paste it into the "SELFORMXXXX" folder.
5. Open the folder "SELFORMXXXX" you created in step 3 and 4 and right click on the file 'SELFORMXXXX'. Select '**send to**' from the context menu and then select '**Desktop (create shortcut)**'
  - *This will create a shortcut to access your application from the desktop*
6. If you are using the computer that was installed this application the previous year(s) then you installation should be complete i.e. you should be able to use your application at this stage. Otherwise you need to install the prerequisites for the application by following step 7 below especially if you are using the versions of windows prior to Window 7.

## 7. Installation of Prerequisites

There are two prerequisites for this application. You can find the prerequisite from the last year installation (find folder 'prerequisites'). In case you do not have the last year installation, you will be given the internet link by the ministry where you can download and install the prerequisites. To install the prerequisites, just click each of the two files in the folder 'prerequisites' and follow instructions.

8. Once you are done with the installation, you can start your application by either clicking the shortcut you created in step 5 above or by opening the folder 'SELFORMXXXX' and then double click on the 'SELFORMXXXX' file (figure below shows the running SELFFORM application)



**Running application**