Diamond Activity Recording and Analysis System (DARAS)

Demonstration/Evaluation Version

Introduction

This version is a restricted version of a real working, installed system - the restrictions imposed are detailed below.

It is provided to allow prospective users to install a version on their hardware, to make sure that it works and conforms to any requirements that their IT section may have, and to show how easy it is to use.

Installation

To install the system, create a new folder somewhere - if you want to test the system stand-alone, create the folder on your local disc; if you want to test the system in a multi-user environment, create the folder on a shared drive.

Open the zip file from the download area of our website (www.diamondpeople.co.uk) and extract all of the files into this new folder. Note that the contents are password-protected – just send us an email for the password.

Loading the System

Open My Computer or Windows Explorer on your computer and browse to the folder you created above. In there you will see a program called

Activities_32.exe (for 32-bit hardware), or

Activities_64.exe (for 64-bit hardware) depending which version you downloaded.

Double-click this file and the program will load. For ease in the future, you can create a shortcut in the usual way.

After a brief message, you will be prompted for the username and password. For this version, these are pre-set to a fictional Licensing Officer (Joe Bloggs), so just click OK.

Restrictions Imposed

The system will only allow one user to log-in and enter activities, whereas in a "real" version each licensing officer will have their own log-in details, and will be able to record their own activities.

In addition, a maximum of 150 activity entries can be entered, and there a number of entries already entered.

Recording Activities

From the Front screen, click on Activities and the system will display the current activities that have already been entered – these are to give you some data to "play" with initially.

To enter a new activity, click on **New**. The date should default to today, but can be changed as required, then enter the start and end times (in the format hhmm), select the activity type and sub-type, and click OK to record the information. Once entered, the start/end times and the activity will be blanked and you can then enter another activity.

Continue in this way until they are all entered, then click **Cancel**.

The **Amend** option allows you to amend the information, while the **Delete** option deletes the selected activity.

Reporting

There are three reports built into the system, and these are accessed by clicking on **Reports,** selecting the appropriate report, entering/amending the dates as required, and then click OK.

The first (*List*) is a simple listing of the activities between any two dates.

The second (*Hourly Breakdown*) will list the total number of minutes spent on the various activities between the various hours of the day.

The third (*Costing Summary*) will show, over any period of time, the time spent on each activity (in hours and minutes), together with the actual costing. The hourly rate for JB (our fictitious licensing officer) is set to £25/hour, although in a real system, the system supervisor will be able to set up all of your officers with their hourly rates.

In addition, by ticking the "*Create Pie Chart*" check-box, this third report can also create a pie-chart of the figures created in the report. Checking the "*Export Totals to csv File*" check-box with create a comma-separated values (csv) file of the figures, which can be easily imported into Excel for further analysis.

Help

If you have any problems or queries regarding this system, or you would like to arrange a no-obligation demonstration where we can discuss your particular requirements, please contact us on :

Tel : **01885 490 480**
Email : **info@diamondpeople.co.uk**