

Appendices



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Appendix 1

Microsoft Windows

Microsoft Windows is a graphical operating system designed for the IBM / IBM compatible personal computer. Users of AIMS can refer to their copy of the Microsoft Windows User's Guide supplied with their Personal Computer for more information.

Windows allows users to navigate between and within files, using a mouse to manipulate buttons and windows.

- A button is a graphical representation of a software application or document displayed in a window in the Program Manager.
- A Window is a rectangular display of a file that has certain common properties allowing you to close it, re-size it, move around, and work on text or graphics within it.

Each window has basic parts that work consistently through different Windows applications, although some windows may not have all these features:

- Title bar which carries the window name.
- **Control Menu** button that reveals a menu of basic options.
- Menu bar with an array of drop-down menus.
- Buttons such as the **Minimise**, **Maximise** and **Close** buttons.
- Scroll bars allowing vertical and horizontal movement of the document within the window's document area.

Option Buttons and Check Boxes

Buttons are objects you select to initiate choices or actions. They can be:

- The **Minimise** and **Maximise** and **Close** buttons
- Option buttons (like the **OK** button, **Save (✓)** and **Cancel (X)**)
- **Help** buttons

Switching to Other Applications

The Task List allows you to switch to any other application you are currently running. To switch you can:

- 1 Select anywhere on the desktop outside the current active window.
- 2 Holding down the `ALT` key and then press the `TAB` key (`ALT+TAB`). A dialogue box will open containing the name of a currently running application. `ALT+TAB` is a toggle. Keep pressing `ALT+TAB` to run through all currently running applications until the title of the application you want is displayed. Taking your fingers from the keys will automatically place you in that application.
- 3 Select the application from the Task Bar at the bottom of the screen.

Working with Text

Typing the required characters inserts them at the cursor point. If you wish to overwrite text press the `INSERT` key on your keyboard. The `INSERT` key is a toggle. Press it once to overwrite text, then again to insert text.

Deleting typing mistakes (either single characters or blocks of highlighted text) can be achieved by either of the following methods:

- Press `BACKSPACE` (deletes to the left of the insertion point).
- Press `DELETE` (deletes to the right of the insertion point or any highlighted block of text).

Highlighting a Block of Text

To highlight a block of text use your mouse to point the cursor at the start of the text you want to select. Hold down your left mouse button and 'swipe' to the end of the text you wish to highlight then release the button. The block will be highlighted.

There are many other ways to select text using keystroke shortcuts. They can be found in your Microsoft Windows User's Guide.

Acknowledgments

Microsoft Windows is a registered trademark of the Microsoft Corporation. Paradox for Windows is a registered trademark of the Borland International Inc. AIMS 2000 software has been prepared using Delphi V4.03, Paradox 7.01, Crystal Reports 7.0 and Borland Database Engine 5.02 and (as with all other versions both previously and subsequently produced) is the copyright property of the Department of Human Services (DHS).



Appendix 2

Paradox for Windows

The AIMS software is written in the Delphi programming language. Paradox is a relational database, which stores data in a form that can be easily manipulated and compared by indexing and sorting the information.

You do not need to be familiar with Paradox or Delphi to use the AIMS Agency Module, as menu commands are available for the functions required to complete returns and manipulate data. However, a basic understanding of the key terms and functions of Paradox will be useful.

You will note that in some dialogue boxes of the AIMS Agency Module a (✓) for **OK** and a (X) for **Cancel** are shown on the option buttons, this is common to Paradox programs.

Terminology

Database	Is a collection of common information about an entity. It is stored in a manner that enables easy access. It is usually indexed into alphabetical or numerical order. A database is made up of a number of tables.
Table	<p>A table is where you store the information about a particular subject ie. financial data will be stored in one table, or data relating to the S1 statistical return would be stored in another table.</p> <p>A table is organised into horizontal rows called records and vertical columns called fields.</p>
Record	Records are the horizontal rows in a table. They contain data specific to one piece of information i.e. all details relating to one hospital the campus code and the address would be contained in a record.
Fields	Fields are the vertical columns in a table containing a category which is common to all pieces of information i.e. a field would contain the 'Agency ID' where the 'Agency ID' of each hospital would be stored one after the other in a vertical column.



Appendix 3

Glossary

AIMS Agency Module	The Department of Human Services' AIMS data entry software.
AIMS	Agency Information Management System.
Borland Paradox	A relational database management system.
Delphi	Object Pascal Programming Language.
Data Entry Boxes	Refers to the boxes where you key data into a return.
Identification Line	The first data entry point for all returns. The Identification Line uniquely identifies an entry.
Look-Up Tables	System reference tables for the AIMS Agency Module. Provides an easy method of completing the identification line. The user can use the search function available in the module, to scan lists of codes for appropriate entry.
MB	Megabyte 1000 bytes of digital information (a measure of memory storage).
Menu	A list of commands that have drop-down lists of command functions attached.
RAM	Random Access Memory (the amount of immediately accessible processing room in your computer).
Sub-menu	A subsidiary menu that opens after the operator makes a choice from a menu.
YTD	Year-to-date.
Select	When used in reference to commands, this means to carry out the command by clicking on the item described. Eg "Select the OK button" means click on the OK button with the mouse or press enter on the keyboard.
Icon	A graphical representation of an application within windows.

Facsimile

AIMS Change of Mailing Details

Management Information Unit, Acute Health, Department of Human Services	
Unit Fax No:	03 9616 7629
Phone:	03 9616 8595
Email:	aims.aims@dhs.vic.gov.au
Agency Name	_____
Sender Name	_____
Phone	_____
Fax	_____
Email	_____
Date	____ / ____ / ____
1 AIMS Agency Module Software and Update Disks	
Name	_____
Position	_____
Mail Address	_____
Preferred Format	CD <input type="checkbox"/> Disk <input type="checkbox"/>
2 AIMS User Manual	
Name	_____
Position	_____
Mail Address	_____
3 AIMS Software Guide	
Name	_____
Position	_____
Mail Address	_____

