Digital Edge : A Quick Look

Introduction

The Digital Edge Information System is a management information system for schools, colleges, universities, and libraries. It covers the following areas:

1. Payroll
2. Staff records and ID cards
3. Stores and Asset management
4. Libraries and Video rentals
5. Payments
6. Student management (Enrolment, ID cards, hostels)
7. Exams management (Coursework, exam marks, exam registration, individual candidate time tables).

This booklet gives you a quick look at the Digital Edge Information System. It starts by guiding you through installation of parts of the system. Then it walks you through using one of the more than seventy programs in the system.

Detailed manuals are installed when you install Digital Edge. Click the **Start** menu, then **Program Files**, then **Digital Edge**, then **Manuals**, then **All Manuals**. the folder named **Manuals**. It will contain sub-folders corresponding to each area. Open the folder in the area of interest and print all the documents in it. They include overviews, detailed instructions, configuration information, and tutorials.

Installation

An installation of the Digital Edge Information System consists of one server and one or more clients. For the purposes of this tour, the server will be installed on the same computer as the clients. This will allow the software to be used without a network connection, and more importantly, without any configuration changes.

1. Unzip the Digital Edge Installation package.
2. Run the program named **dedge-5-XX-Y.exe ,** where XX and Y are digits indicating the minor version number. (Double click on it or click once on it then press the enter key)
    a. A wizard will appear to guide you through the installation process
    b. Accept all default options to install all modules.
3. At this point the system is ready to run on the standard server (this uses a built in SQLite3 database engine). You can now try out the system.
4. For users who have decided to deploy the system fully, four enterprise servers are provided. You can use any one of them. These come in two types. The first type requires the installation and configuration of PostgreSQL. The second type requires the installation and configuration of PostgreSQL and the psqlODBC driver.

5. For the purposes of this demonstration we will use the standard server only.

Starting the server

Start the standard server. (**Start -> Program Files -> Digital Edge -> Servers Standard -> Standard Server**.)

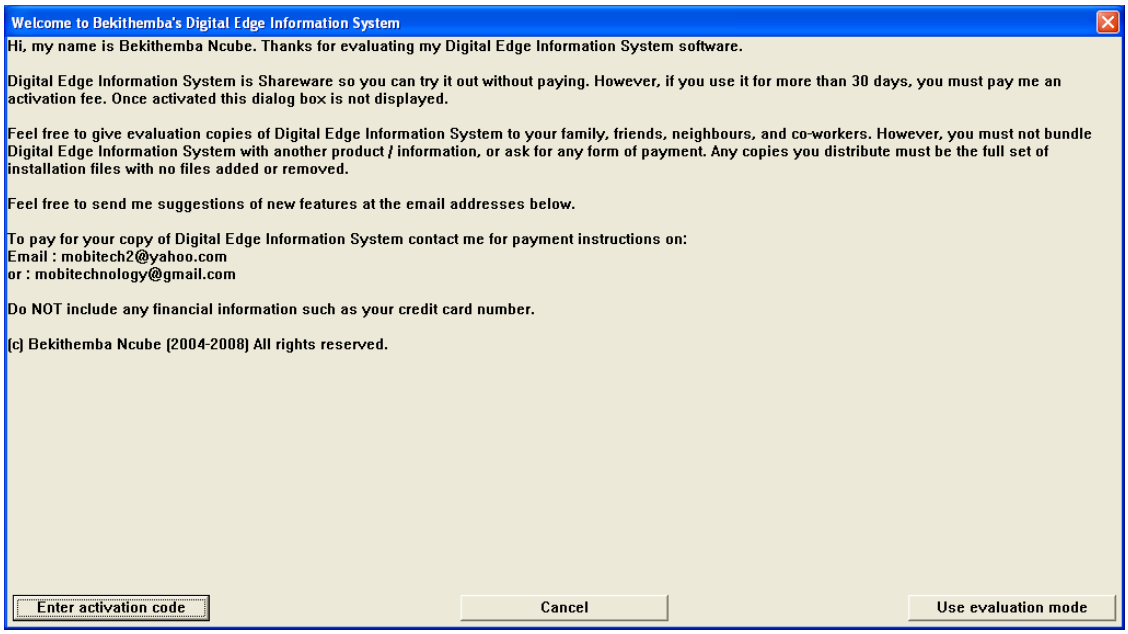
A Quick Look at Payroll

Payroll operations consist of a number of tasks, including

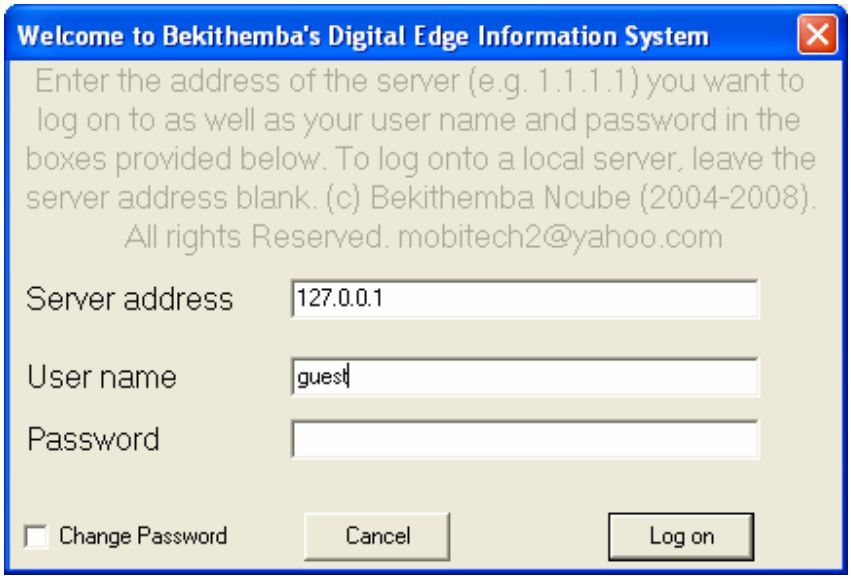
1. Generating salaries and any regular deductions
2. Entering time sheets
3. Generating wages.
4. Generating leave days and effecting taking of leave
5. Generating taxes and tax related deductions
6. Generating other deductions.
7. Printing payslips and printing pay lists.

The sample database has two employees. To view the payslips for the month of January 2008, do the following :

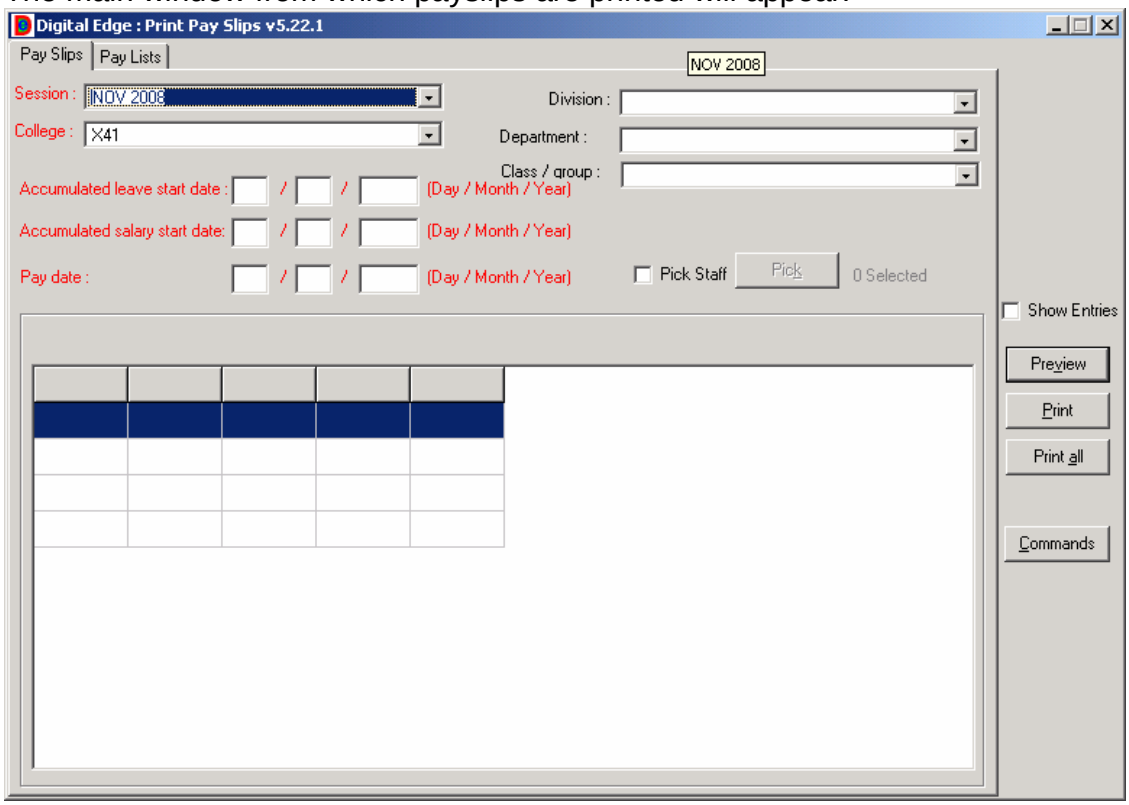
1. Open the program for printing payslips (**Start->Programs-> Digital Edge ->Payroll->Print Payslips**)
2. If the software is not activated, the evaluation window will appear, press the button labelled **Use evaluation mode**.



3. The log on window will appear. A default user name of **guest** will already be entered, just press the button labelled **Log on**.


Welcome to Bekithemba's Digital Edge Information System
Enter the address of the server (e.g. 1.1.1.1) you want to log on to as well as your user name and password in the boxes provided below. To log onto a local server, leave the server address blank. (c) Bekithemba Ncube (2004-2008). All rights Reserved. mobitech2@yahoo.com
Server address
127.0.0.1
User name
guest
Password
Change Password
Cancel
Log on

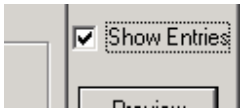
4. The main window from which payslips are printed will appear.



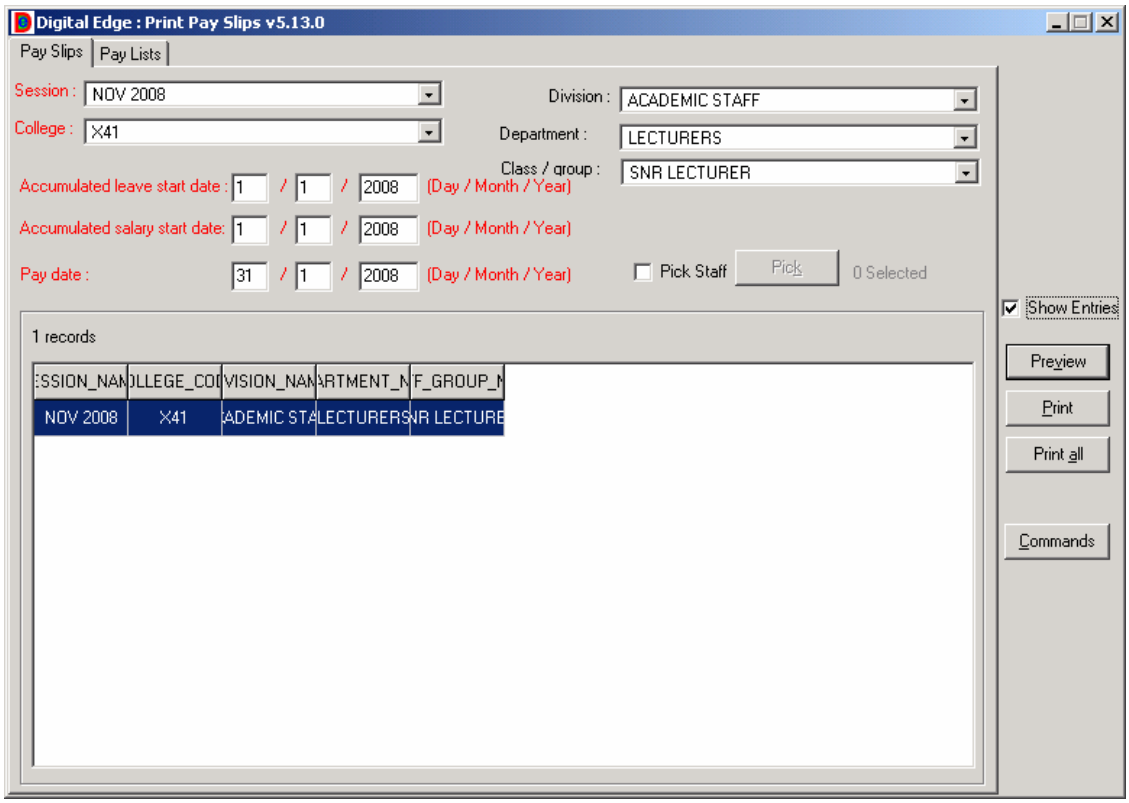
The following fields on this page must be filled in

1. Session : Select NOV 2008.
2. College : Select NEW AGE COLLEGE.
3. Division : Select ACADEMIC STAFF.
4. Department : Select LECTURERS.
5. Group : Select SNR LECTURER.
6. Accumulated leave start date : Enter 1/1/2008
7. Accumulated salary start date : Enter 1/1/2008
8. Pay date : Enter the 31/1/2008

6. Show entries : Place a tick mark in this box as shown below :



Your screen should look like that shown below



7. Preview : Press the preview button to show the payslips for the group members on the screen.
8. Print : Press the print button to print the payslips.