Data Management System User's Guide

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Barbara Bush Foundation for Family Literacy
Data System User's Guide

USER'S GUIDE

The user's guide is a tool to assist you in entering data for the Barbara Bush Foundation for Family Literacy. The guide is designed to assist you as you navigate through the data management system screen by screen. On each page, you will find a graphic depiction of a screen. At the bottom of each page, you will find a table that contains each field name, the type of data and most importantly a description of the data content that you should enter into each field.

The guide is set up in a manner that mirrors the structure of the data management system. It is recommended that you open the system and navigate through the system using the guide.
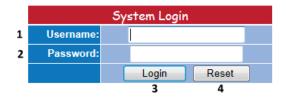
If you have questions, please contact the Barbara Bush Foundation for Family Literacy program office. **It is strongly recommended that when in doubt about what to do, you should ask for assistance. Entering the data incorrectly will only cause more problems and additional work for you.**

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Data System Log-In

Item	Actions/Description
1. Username	Enter your assigned user name.
2. Password	Enter your assigned password.
3. Login	Click on the login button to open the system.
4. Reset	Click on the reset button to clear the information entered.
5. User's Guide	Click to view the User's Guide for this section of the system.

This is the first page of the Barbara Bush Foundation for Family Literacy (BBFFL) Data System. The system is secured through usernames and passwords that are assigned by the system administrator. Please note that the login is case sensitive. If you have not received your username and password, please contact the Barbara Bush Foundation for Family Literacy program office.