

1 Introduction

1.1 Audience

This guide is intended for end-users.

1.2 Conventions Used in this Guide

- Menu options are shown in *Italics* with a leading capital e.g. "Select the *File Open* menu option."
- Field names are shown in **bold** with a leading capital e.g. "Set the value of the **File Location** field to ..."
- Screen buttons are shown in **bold sans-serif** with a leading capital e.g. "Click the **Next** button."
- Keyboard keys are shown in **bold italics** with a leading capital e.g. "Press **Return** to continue."
- Notes and hints are shown in *italics* with an icon e.g. "🕒 *You can save time by creating a desktop shortcut ...*"
- Warnings are shown in **bold lettering**, with a symbol to bring them to your attention e.g.
"🚫 **It is your responsibility to ensure that you do not violate your Oracle license agreement.**"
- References to other sources of information are shown in *sans-serif* with a book symbol e.g. "For further details please refer to 📖 *Configuring Disk Storage for Oracle Datafiles and Recovery Files.*"

1.3 Documentation Overview

This guide forms part of a set of guides which includes the following:

- 📖 QuercusPlus Installation Guide
- 📖 QuercusPlus System Administration Guide
- 📖 QuercusPlus User Guide (this document)
- 📖 QuercusPlus Reporting Guide
- 📖 MyCampus User Guide
- 📖 QuercusPlus Transfer Guide
- 📖 MyCampus Placement Guide
- 📖 Student On-line Application and Registration (SOLAR) Guide
- 📖 QuercusPlus Business Area Reporting Guide

Further information (FAQ, Knowledge Base etc.) is available on the CampusIT web site at the following address:

📖 <http://connect.campusit.net/pls/intranet/home.htm>