
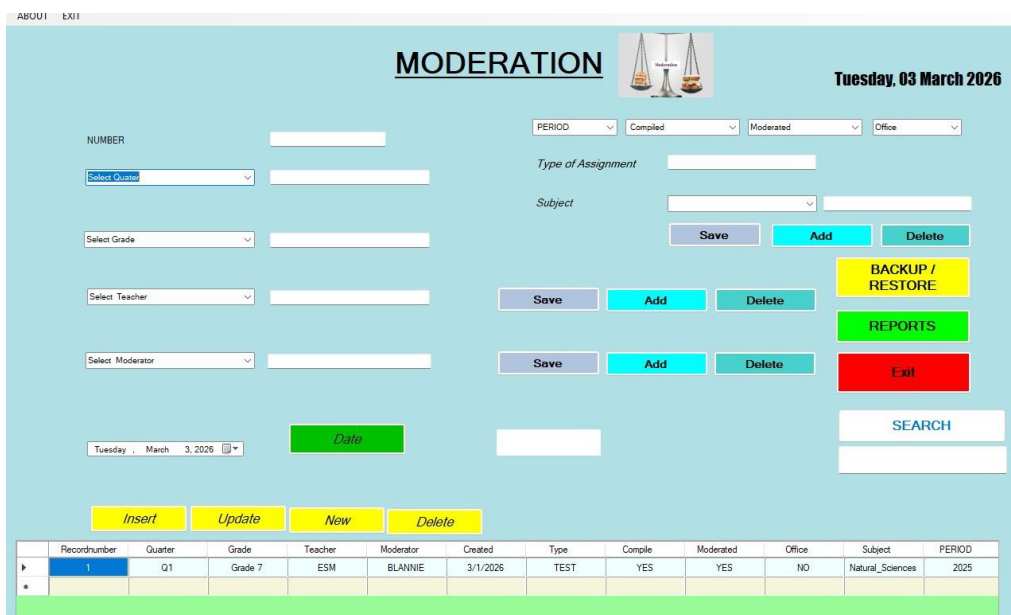


Moderation System User Manual

1. Installation and Setup

1. Download the installer from:
esmatheyse.co.za
2. Run the installer and follow the installation steps.
3. Please be patient during installation.
The process may take approximately **3-5 minutes**.
4. After installation is complete, a **Desktop Shortcut** will automatically be created.
5. Double-click the **Moderation System icon**  on the desktop to open the program.



| Recordnumber | Quarter | Grade | Teacher | Moderator | Created | Type | Compile | Moderated | Office | Subject | PERIOD |
|--------------|---------|---------|---------|-----------|----------|------|---------|-----------|--------|------------------|--------|
| 1 | Q1 | Grade 7 | ESM | BLANNIE | 3/1/2026 | TEST | YES | YES | NO | Natural_Sciences | 2025 |

2. Moderation Module

The Moderation Module allows users to capture and manage moderation records.

Entering a New Record

1. **Moderation Number**
 - Enter a unique number for each record.
 - Every record must have a different moderation number.
2. **Quarter**
 - Select the appropriate quarter from the **dropdown menu**.
3. **Grade**
 - Select the grade from the **dropdown list**.
4. **Teacher**

- If the teacher does not exist:
 - Type the teacher's name in the textbox.
 - Click **Save** and then **Add**.
 - The teacher will then appear in the dropdown list.
- 5. **Moderator**
 - Add the moderator in the same way as adding a teacher.
- 6. **Date**
 - Select the moderation date using the **Date Picker**.
- 7. **Period (Year)**
 - Select the academic year from the dropdown list.
- 8. **Compile / Moderated / Office**
 - Select **Yes** or **No** as applicable.
- 9. **Type of Assignment**
 - Enter the type of task, for example:
 - Test
 - Exam
 - Practical
 - Assignment
- 10. **Subject**
 - Select a subject from the dropdown list.
 - If the subject does not exist, add it the same way as adding a teacher.
- 11. **Insert Record**
 - Click the **INSERT** button to save the record.

3. Editing Records

Update a Record

1. Select the record you want to modify.
2. Make the necessary changes.
3. Click **UPDATE** to save the changes.

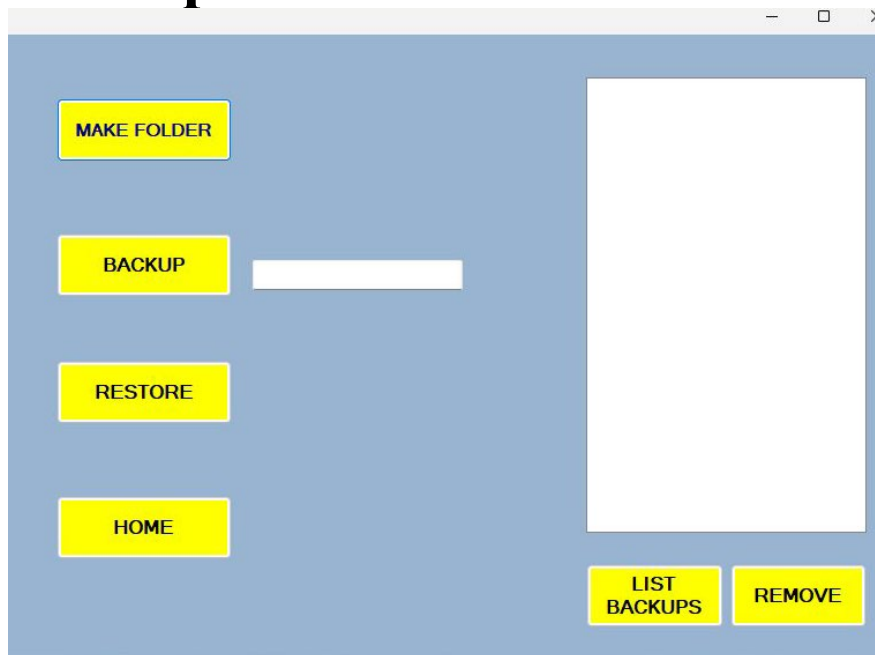
Delete a Record

1. Select the record.
2. Click **DELETE** to remove it.

Create a New Entry

Click **NEW** to clear all fields and prepare for a new record.

3.Backup and Restore



The system allows you to create backups to protect your data.

Create Backup Folder

1. Click **MAKE FOLDER**.
2. This only needs to be done **once**.

Create a Backup

1. Type a **backup name** in the textbox.
2. Click **BACKUP**.
3. The backup will appear in **LIST BACKUPS**.

View Backup List

Click **LIST BACKUPS** to display available backups.

Restore a Backup

1. Select the backup from the list.
2. Click **RESTORE**.
3. The system will restore the selected backup.

Remove a Backup

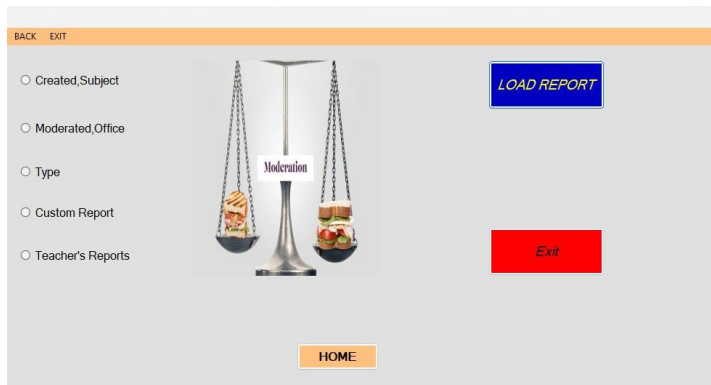
1. Select the backup.
2. Click **REMOVE** to delete it from the list.

5. Home Button

Click **HOME** to return to the **Main Menu**.

6. Reports Module

The Reports module allows users to generate different types of moderation reports.



Step 1: Open Reports

1. Start the **Moderation System**.
2. On the main screen click **REPORTS** (green button on the right).

Step 2: Select Report Type

In the **Report Window**:

1. Select **Created Subject** (radio button).

Other available report options include:

- Moderated Office
- Type
- Custom Report
- Teacher's Reports

Step 3: Generate the Report

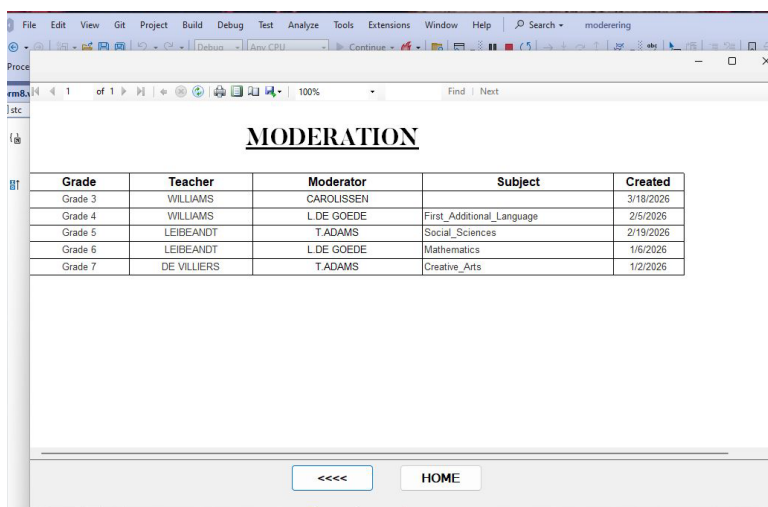
1. Click **LOAD REPORT** (blue button).

The system will then:

- Open the **Report Viewer**
- Display **Loading...** while generating the report.

Step 4: View the Report

After loading is complete, the report will open in the **Report Viewer Window**.



The screenshot shows a report viewer window with the following table:

| Grade | Teacher | Moderator | Subject | Created |
|---------|-------------|------------|---------------------------|-----------|
| Grade 3 | WILLIAMS | CAROLUSSEN | | 3/18/2026 |
| Grade 4 | WILLIAMS | L.DE GOEDE | First_Additional_Language | 2/5/2026 |
| Grade 5 | LEIBEANDT | T.ADAMS | Social_Sciences | 2/19/2026 |
| Grade 6 | LEIBEANDT | L.DE GOEDE | Mathematics | 1/6/2026 |
| Grade 7 | DE VILLIERS | T.ADAMS | Creative_Arts | 1/2/2026 |

Step 5: Exit or Return

Available options:

- **HOME** – Return to the main menu
- **EXIT** – Close the report window