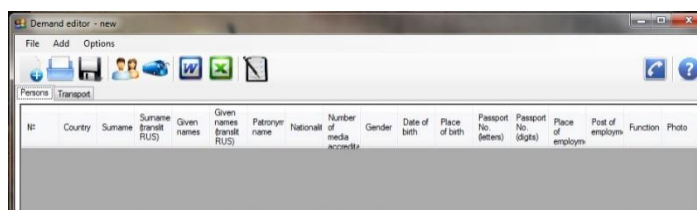


When you set the program on the desktop of your computer the label «Demand Editor» will appear on it.



Demand Editor

After activating the label and choosing the interface language, the main window of the Demand Editor will open.



Program interface regarding your convenience is made to be user-friendly to everyone. Your actions must be simple and logical.

For example, if you want to add person (👤) or transport (🚗), you just have to click the apt label in the menu (every label has prompts if you mouse over it). You may activate additional functions (like copy, past, cut etc.) by clicking on the right mouse ear in the program table field and choosing the needed item in the opening context menu.

You can use these functions to figure one list from a few others, which already exist. To manage that open several windows at the same time and copy all the persons and transport you need from one window to another.

When you first complete the data of persons you have to fill the following form after activating the relevant label (👤):

A screenshot of the 'Person editor' window. It is a form for entering personal data. Fields include: Country (dropdown, Australia), Surname (text, Ivanov), Surname (translit RUS) (text, ИВАНОВ), Given names (text, Ivan), Given names (translit RUS) (text, ИВАН), Patronymic name (empty), Nationality (dropdown, Australia), Number of media accreditation (red error icon), Passport No. (text, 124GH543, red error icon), Date of birth (calendar, 1 января 1980 г.), Place of birth (text, м.КИИВ/UKR, red error icon), Place of employment (text, Embassy of Australia), Post of employment (text, Ambassador), Function (text, Support), Gender (radio buttons, Male selected, Female), and a photo area with a silhouette. At the bottom are buttons: Change photo, Add and create new one, Clear, Add and close, and Cancel (close). A checkbox for 'Compress photo' is at the bottom left.

Attention:

- The asterisks (*) mark the fields which are **obligatory** to complete (program won't let you continue the filling until the in-process person doesn't have all the obligatory fields completed).
- Text fields in «Person editor» are protected from insert of incorrect symbols.
- The program generates the automatic transliteration of surnames and names of persons. In case you don't like the type of transliteration you can fill the field by hand.
- Pop-up, text or graphic tooltips are integrated in program interface, you have to mouse over the specific label (❗) to activate it.
- In the field «Country» everyone except foreign delegation must set default value (Russia).
- In the field «Nationality» put the data from the person's passport which you use for providing the information.
- The field «Function» is strongly recommended to be filled (if we get this information, we can give you the accreditation documents you need for accomplishing your task).



- The photos must be provided in color, size 30x40 mm, hard image, full face strictly, without any headwear. The size of facial contours on the image must occupy no less than 80 percent from the whole photo. Background has to be lighter than the face, plane, with no stripes, spots and foreign objects.

In other words, it has to look like a passport photo!

Adding form for transport looks like that:

The screenshot shows a window titled "Transport editor" with a standard Windows-style title bar. The form contains the following fields and controls:

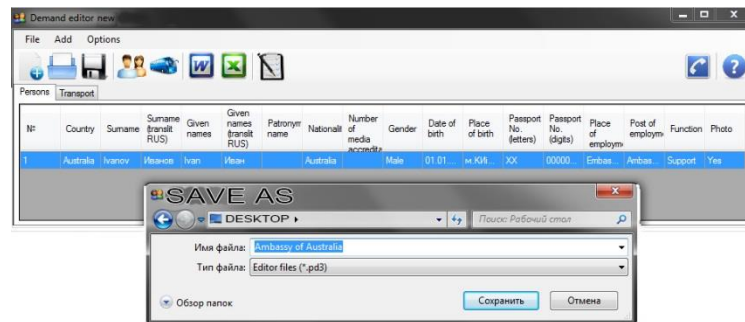
- Country ***: A dropdown menu with "Australia" selected.
- Car number ***: A text input field containing "A 001 AA 177".
- Car model ***: A text input field containing "Mercedes".
- Driver ***: A text input field containing "Ivanov Ivan" and a small button with three dots to its right.
- Owner**: A text input field containing "Embassy of Australia". To its right is a red circle with a white exclamation mark.
- Passenger**: A text input field containing "Ambassador". To its right is a red circle with a white exclamation mark.
- Function**: A text input field containing "Transportation Ambassador".
- * - required fields**: A small text label below the "Function" field.
- Buttons**: Four buttons at the bottom: "Add and create new one", "Clear", "Add and close", and "Cancel (close)".

Attention:

- The asterisks (*) mark the fields which are **obligatory** to complete (program won't let you continue the filling until the in-process person doesn't have all the obligatory fields completed).
- Pop-up and text tooltips are integrated in program interface, you have to mouse over the specific label (🚨) to activate it.
- Number of the vehicle must be entered as it is shown in the example: big letters, with spaces, with obligatory reference to autozone number (ex. **A 000 AA 177**).
- Driver data (name) must be duplicated in the field «Persons» and completed with all information needed (see *Adding new person*). ***Otherwise the driver won't be certified!***
- The field «Function» is strongly recommended to be filled (if we get this information, we can give you the accreditation documents you need for accomplishing your task).

After filling all the data (including the lists for persons and transport) **you must save all the information.** To do that click the suitable icon (📁) and print the name for the file in the window which appears on screen.

ATTENTION!!! The name of the file must contain the name of organization you accredit, date held and the short title of the event (ex. **Embassy of Germany_9may2014**).



For your convenience program provides several flavors of loading the data in the files of office suits Word and Excel, you just have to click the suitable icon (📄 or 📊) in the program window for that. Pay the particular attention to the data you enter before forming the text files.

For regular users there is a function «Choose from the list» (📄). Using it you can easily form the new lists from the existing ones. For the purpose put the tick against the names needed and save all data to the new file (💾).

	№	Country	Surname	Surname (translit. RUS)	Given names	Given names (translit. RUS)	Patronym	National	Number of media accredit.	Gender	Date of birth	Place of birth	Passport No. (letters)	Passport No. (digits)	Place of employment	Post of employment	Function	Photo
<input checked="" type="checkbox"/>	1	Италия	Сара	Salvadutto	Клау	Клау	Мир	Итал.	0	Муж.	27.0	Вене	YAO	157799	аген	Корр.	Аккр.	Есть
<input type="checkbox"/>	2	Соед.	Мадри	Madri...	Джон	Denny	Анат...	Росс.	0	Муж.	08.1	Ташк	4010	25701	Тхо...	Опер.	Аккр.	Есть
<input type="checkbox"/>	3	Россия	Влад	Vlad...	Алекс	Alek...	Алек...	Росс.	0	Муж.	06.0	г. Сев	4010	25701	Лиф...	Корр.	Аккр.	Есть
<input type="checkbox"/>	4	Соед.	Копел	Kopel...	Катр	Kell...	...	Соед.	0	Жен.	18.0	Пари	Тхо...	Прод.	Аккр.	Есть
<input checked="" type="checkbox"/>	5	Россия	Кона	Kona...	Нико	Nikol...	Игор...	Росс.	0	Муж.	22.0	г. Нор	3010	41000	ОАО	Техни.	Аккр.	Есть
<input type="checkbox"/>	6	Соед.	Милл	Mill...	Майк	Mike	Роберт	Росс.	0	Муж.	03.0	Пари	4010	25701	Тхо...	Опер.	Аккр.	Есть
<input type="checkbox"/>	7	Герм	Бадер	Bader...	Валь	Wale...	Влад	Росс.	0	Муж.	14.0	Росс	4010	25701	Дейт	Опер.	Аккр.	Есть
<input type="checkbox"/>	8	Россия	Молд	Moldanov	Алек	Alek...	Генн	Росс.	0	Муж.	17.0	г. Ма	4010	41000	ОАО	Техни.	Аккр.	Есть
<input type="checkbox"/>	9	Россия	Литв	Litvinov	Евге	Evge...	Иван	Росс.	0	Муж.	15.1	г. Бая	4010	570128	ОАО	Техни.	Аккр.	Есть
<input checked="" type="checkbox"/>	10	Россия	Бурчак	Burchak	Алек	Alek...	Генн	Росс.	0	Муж.	16.0	г. Ма	4010	696000	ОАО	Опер.	Аккр.	Есть
<input type="checkbox"/>	11	Россия	Нови	Novitsky	Георг	Georg...	Алек...	Росс.	0	Муж.	02.0	г. Пис	4010	336778	ОАО	Опер.	Аккр.	Есть
<input type="checkbox"/>	12	Россия	Парг	Lagunov	Генн	Gen...	Генн	Росс.	0	Муж.	04.0	г. Кир	4010	493571	Теле	Техни.	Аккр.	Есть
<input type="checkbox"/>	13	Россия	Спар	Marina	Нико	Nikol...	Нико	Росс.	0	Муж.	06.0	г. Сев	4010	363366	Теле	Опер.	Аккр.	Есть
<input type="checkbox"/>	14	Россия	Щакин	Shchukin	Серг	Sergey	Васи	Росс.	0	Муж.	23.0	г. Вер	4010	370538	Теле	Корр.	Аккр.	Есть
<input checked="" type="checkbox"/>	15	Вьет	Чанг	Chang...	Ванг	Wang...	...	Росс.	0	Муж.	01.0	Росс	4010	...	Тхо...	Опер.	Аккр.	Есть
<input type="checkbox"/>	16	Фра	Венд	Vend...	Евге	Evge...	Венд	Фра...	0	Муж.	30.0	Лая	113AP	04139	Фра...	Корр.	Аккр.	Есть

You can now open the file of personification program by putting its label to the work window of it.

The data in electronic form must be sent to the e-mail of Accreditation Center of Federal Protective Service of Russia – AC@GOV.RU In Subject of e-mail you need to put the data of event, its title and the name of organization, which sends the lists.