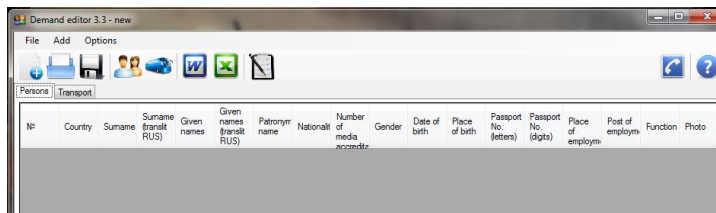


When you set the program on the desktop of your computer the label «Demand Editor 3.3» will appear on it.



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 (👤):

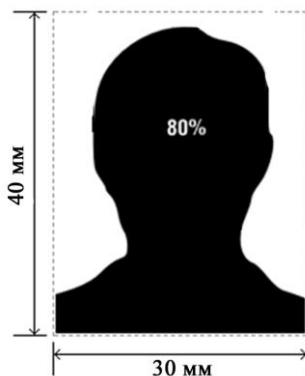
A screenshot of the "Person editor" form. It contains the following fields:

- Country \* (dropdown menu, Australia)
- Surname \* (text input, Ivanov)
- Surname (translit RUS) (text input, Иванов)
- Given names \* (text input, Ivan)
- Given names (translit RUS) (text input, Иван)
- Patronymic name (text input)
- Nationality (dropdown menu, Australia)
- Number of media accreditation (text input, with a red error icon)
- Passport No. \* (text input, 124GH543, with a red error icon)
- Date of birth \* (calendar icon, 1 января 1980 г.)
- Place of birth \* (text input, м.КИИВ/UKR, with a red error icon)
- Place of employment \* (text input, Embassy of Australia)
- Post of employment \* (text input, Ambassador)
- Function (text input, Support)
- Gender (radio buttons, Male selected, Female)

At the bottom, there are buttons: "Change photo", "Add and create new one", "Clear", "Add and close", and "Cancel (close)". A checkbox "Compress photo" is checked. A photo placeholder is visible on the right side.

## 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 the following fields and values:

- Country \*: Australia
- Car number \*: A 001 AA 177
- Car model \*: Mercedes
- Driver \*: Ivanov Ivan
- Owner: Embassy of Australia (with a red exclamation mark icon)
- Passenger: Ambassador (with a red exclamation mark icon)
- Function: Transportation Ambassador

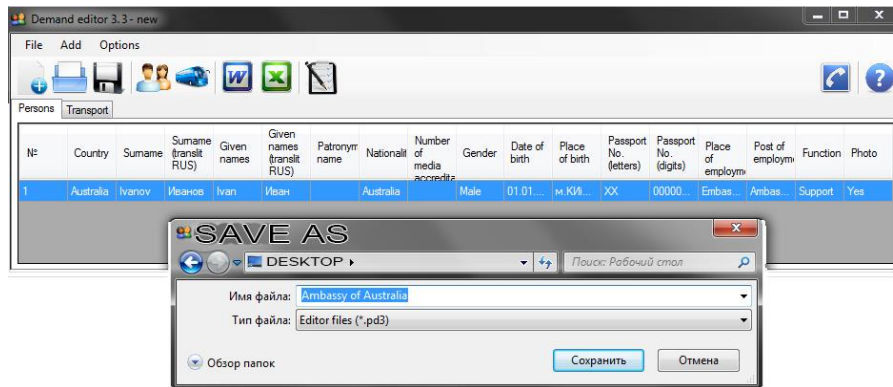
Below the fields, there is a legend: "\* - required fields". At the bottom, there are four buttons: "Add and create new one", "Clear", "Add and close", and "Cancel (close)".

#### 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).

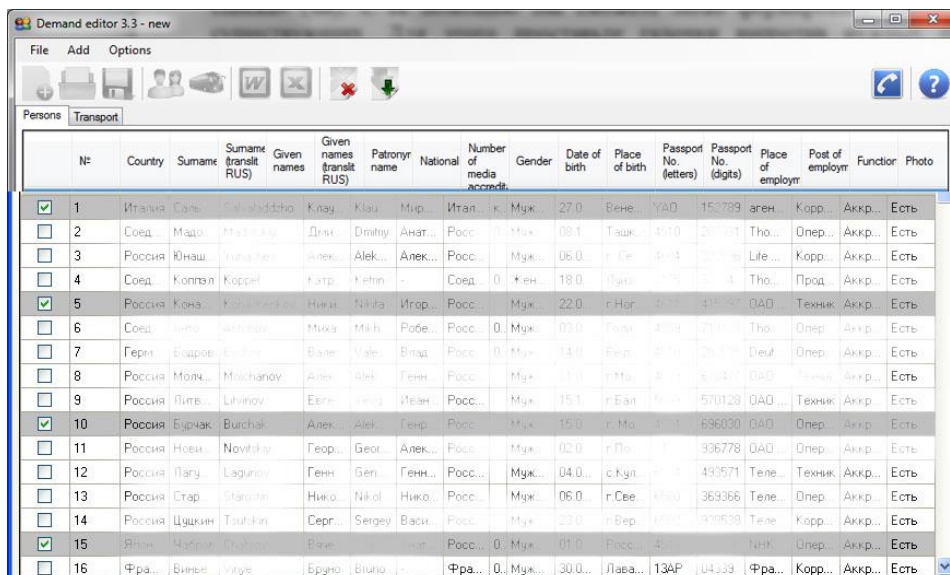
After filling all the data (including the lists for persons and transport) you must save all the information. To do that click the suitable icon (📁) and print the name for the file in the window which appears on screen.

**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 (📁).



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](mailto: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.*