Unit 4: System Specification and Configuration – Glossary

Term	Definition/explanation
Basics of software development	Candidates are not required to have detailed knowledge of software development. They could consider the required aspects in relation to the program instructions in macros they design and create.
Ergonomics	The study of the work environment and its effect on the human body. Ergonomics relates to software in terms of the readability of font sizes and styles, for example, as well as hardware, including keyboards and mice, furniture and workstation layout.
Improve efficiency and effectiveness	The toolbar layouts, menus, templates and macros designed should, for example, remove unnecessary items that may distract the user, improve accuracy by reducing the input needed, reduce the time needed to carry out tasks by reducing keystrokes and prompt the user when an action is required.
Management issues	Issues related to security that require management of the computer system, such as providing different levels of access for different members of staff and the management of backups in terms of when they are taken and where they are stored.
Report	A report can take many different forms; candidates do not necessarily have to produce a formal business-style report.
Scheduled tasks	Tasks that are set to be carried out automatically by the system at specified times or intervals, for example backing up the system at close of business every day.
Security procedures	These include setting passwords and access rights, ensuring data and software is backed up, ensuring that systems are checked for viruses and that virus checkers are up-to-date as well as physical security measures to prevent theft.
Systematic approach	A specification should always start from the tasks that the user wants the system to perform. This will usually determine what applications software is needed which, in turn, will determine the hardware requirements. Candidates should look carefully at the user needs to determine which is the most important and which will have the most significant implications for the system specification.
Test procedures	Candidates should design the tests they will carry out. This will usually be in a table that includes the test to be carried out and the expected result so that this can be compared with the actual result.
Working system	Students do not have to connect hardware. They should be provided with a computer and connected peripherals that has no software installed. They should install and configure an operating system and applications software to create a working system. This may include the installation of suitable drivers for peripherals and other devices.