Teddy Bear Club Nursery

Database System

# User Guide

Overview

The system focuses on three areas: the management of children, staff and parents/emergency contacts. These were chosen to be implemented as they were seen to be the most fundamental aspects facilitating the operation of Teddy Bear Club Nursery as a business. It should also significantly ease the manual and unnecessary workload of admin staff.

As you’ll see the controls and layout were designed to be familiar, intuitive and simple to use.

Main Page

On starting the system, you are shown the main menu page from which all functions can be achieved, directly or indirectly. It is split into the afore-mentioned three areas accessible via the tabs under the title: the management of children, staff and parents. Initially, the list areas in the corresponding tab pages list all the persons of that type in the database.

*<image>*

The main function available on the main tabs is **searching.** All three types of persons stored in the database can be searched for. Simply type the desired person’s name in the text field and click the search button. These controls are available in each tab. The result of the search will be displayed in the list box. If a message box pops up, then the search has been unsuccessful and returned no results. *<image>*

Additional bespoke functions are available to certain tabs. For children, by click on the “Check Ages” button, the list box will present which children are due to be moved up to rooms in an older age band when they become too old.

**Presenting Information with Reports**

Clicking on a list item at any time opens up a report to display more information on the selected person. These reports are simple and efficient presentations of the selected person’s data when more information is required.

Adding/Editing with Forms

# Technical Annex