Room and Board Database

CIS275

Domentyan Snegirev | Morning | 11/25/2016

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Mission Statement

The purpose of the Room And Board database is to maintain the data the director uses to provide senior residents with care and entertainment, in exchange for student living.

Executive Summary

Scope: Analysis and planning of a room and board database for Quintin Sylvester to service students in exchange for entertainment of senior residents.

Findings: Data needed to be stored about students in a neatly-viewed manner to ensure that senior residents are taken care of. A few areas that require input: (1) the documentation of certain jobs that are to be done and the volunteer hours for each job corresponding to each student. (2) a table to show which rooms are occupied by students.
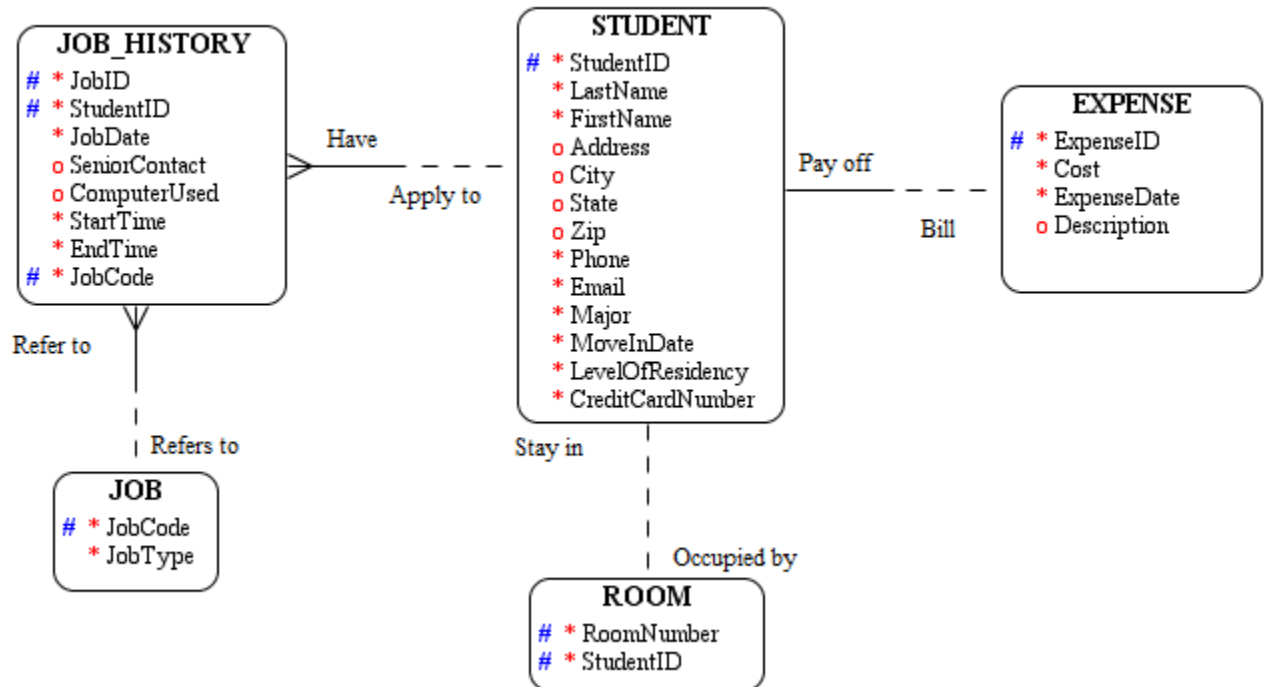
Included: This document includes all models and paperwork required and completed in order to begin working on the database as well as all paperwork and screenshots taken after the database has been completed.
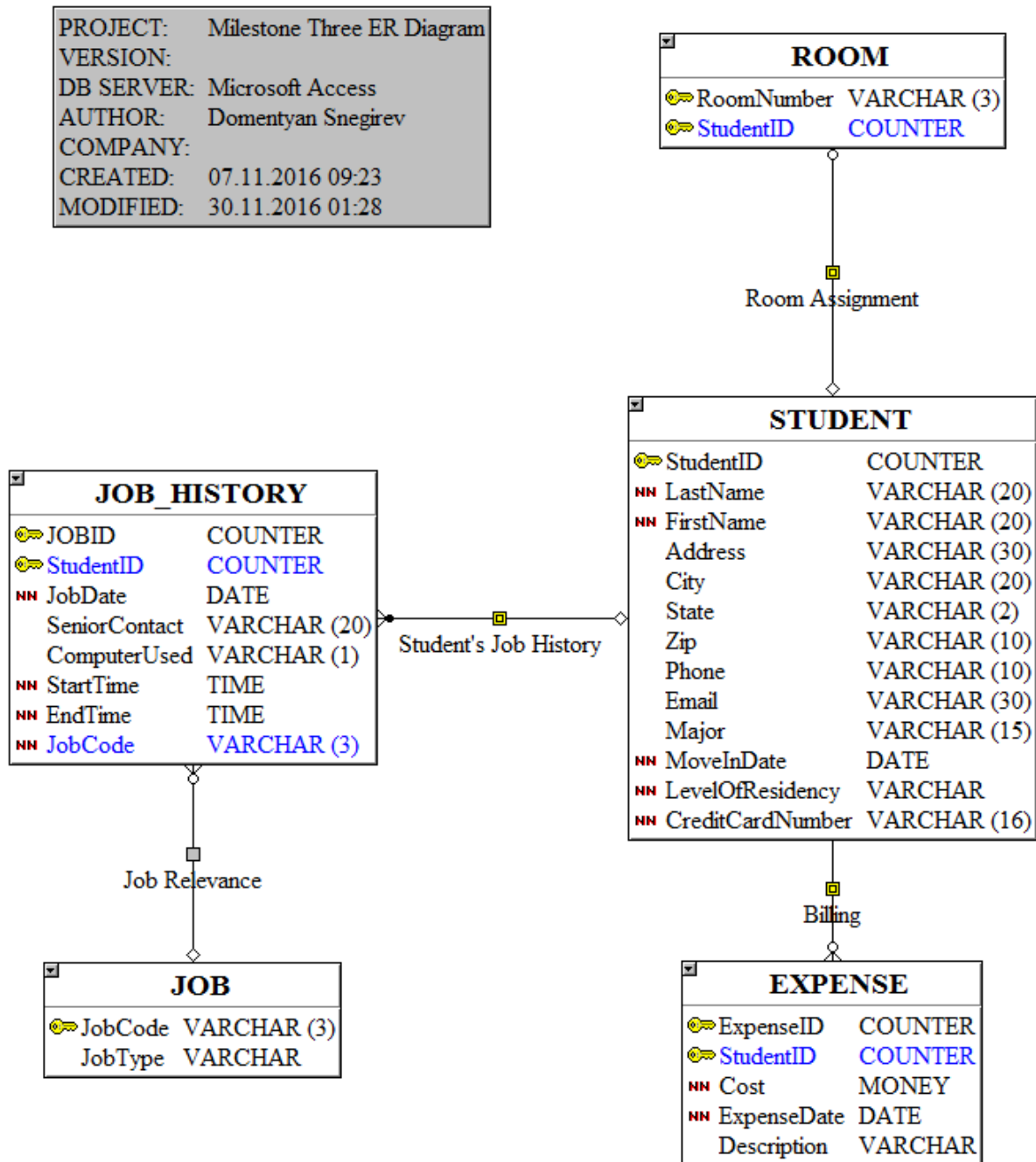
Project Description

Quintin Sylvester's senior home has a program where students who are going to college can get free living. Students can volunteer at the senior home in exchange for room and board. A private room will be assigned to each student. After a 30-day trial period, students will become permanent residents. These students will be completing tasks or jobs, to entertain the senior residents, as well as taking care of them. Each student will keep track of their own volunteer jobs, writing down which senior they have worked with, what job they completed and for how long.

The database includes five tables: a student, expense, room, job and job history table, all with their own unique keys and describing attributes. The tables are all populated with correct and real data. There are three forms constructed in the database. The first form can add students into the program, as well as input their job history in a sub form. Second, there is a form to track all the jobs and be able to add new ones. Last, there's the room tracking sub form. Quintin has some specific things he would like to see from the database, so seven queries were generated. First, a query was created to see which students have worked one on one with seniors. The next query asks for a senior's name, then displays how much time students have worked with a particular senior. Next, there is an update query that updates a student from trial to permanent status if they have been at the senior home longer than 30 days. Then there is a query that tracks all the students who play music for the seniors. Fifth, there is a query that calculates the total time every student has worked. Second to last, a query is ran to see which jobs were most popular. The last query shows which seniors are using computers and when. Finally, we have 3 reports designed. The first one has basic information of the students to create a mailing list. The second one shows every single job each student has done and has a student's total and all the students combined total. Last, there is a report that shows some student's musical performances.

ER Diagram – Oracle Data Modeler

JOB_HISTORY
- # * JobID
- # * StudentID
-    * JobDate
-    o SeniorContact
-    o ComputerUsed
-    * StartTime
-    * EndTime
- # * JobCode

Have

Apply to

Refer to

Refers to

JOB
- # * JobCode
-    * JobType

STUDENT
- # * StudentID
-    * LastName
-    * FirstName
-    o Address
-    o City
-    o State
-    o Zip
-    * Phone
-    * Email
-    * Major
-    * MoveInDate
-    * LevelOfResidency
-    * CreditCardNumber

Pay off

Bill

Stay in

Occupied by

EXPENSE
- # * ExpenseID
-    * Cost
-    * ExpenseDate
-    o Description

ROOM
- # * RoomNumber
- # * StudentID

ER Diagram – XTG Data Modeler

```
PROJECT:     Milestone Three ER Diagram
VERSION:
DB SERVER:   Microsoft Access
AUTHOR:      Domentyan Snegirev
COMPANY:
CREATED:     07.11.2016 09:23
MODIFIED:    30.11.2016 01:28
```

ROOM

🔑	RoomNumber	VARCHAR (3)
🔑	StudentID	COUNTER

Room Assignment

STUDENT

🔑	StudentID	COUNTER
NN	LastName	VARCHAR (20)
NN	FirstName	VARCHAR (20)
	Address	VARCHAR (30)
	City	VARCHAR (20)
	State	VARCHAR (2)
	Zip	VARCHAR (10)
	Phone	VARCHAR (10)
	Email	VARCHAR (30)
	Major	VARCHAR (15)
NN	MoveInDate	DATE
NN	LevelOfResidency	VARCHAR
NN	CreditCardNumber	VARCHAR (16)

JOB_HISTORY

🔑	JOBID	COUNTER
🔑	StudentID	COUNTER
NN	JobDate	DATE
	SeniorContact	VARCHAR (20)
	ComputerUsed	VARCHAR (1)
NN	StartTime	TIME
NN	EndTime	TIME
NN	JobCode	VARCHAR (3)

Student's Job History

Job Relevance

JOB

🔑	JobCode	VARCHAR (3)
	JobType	VARCHAR

Billing

EXPENSE

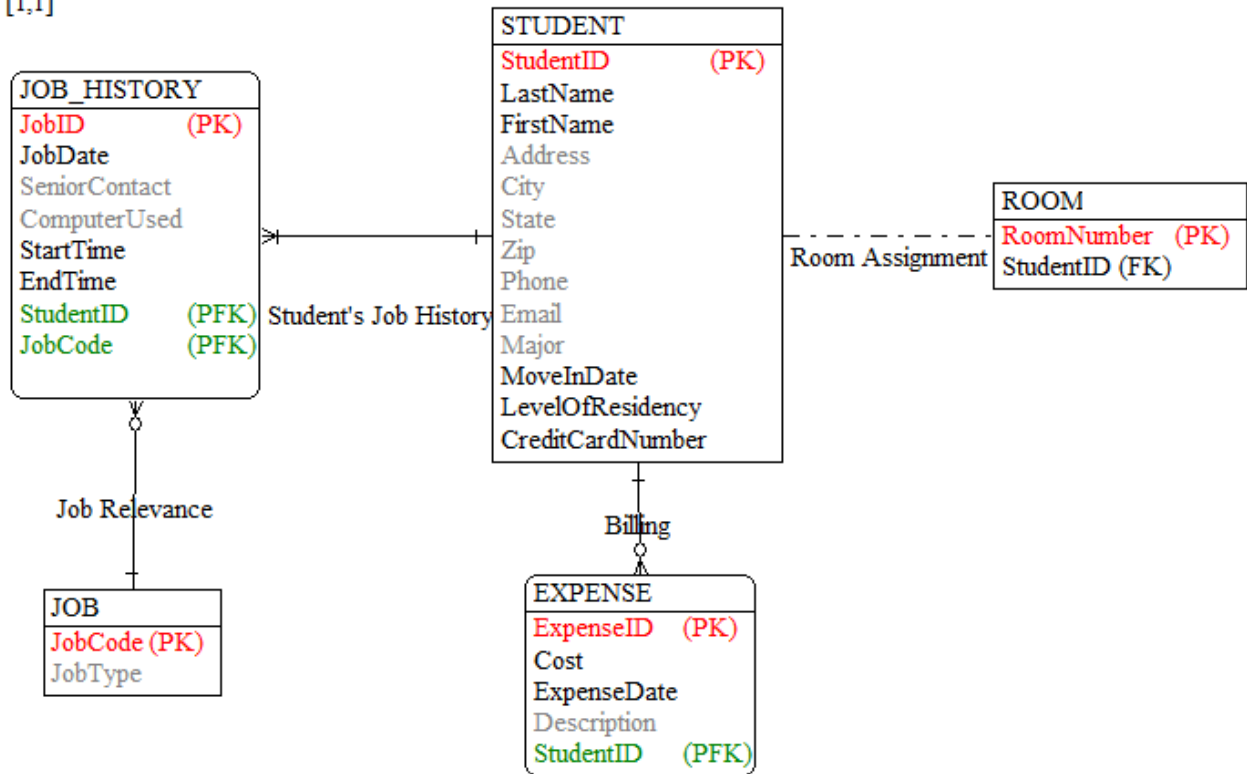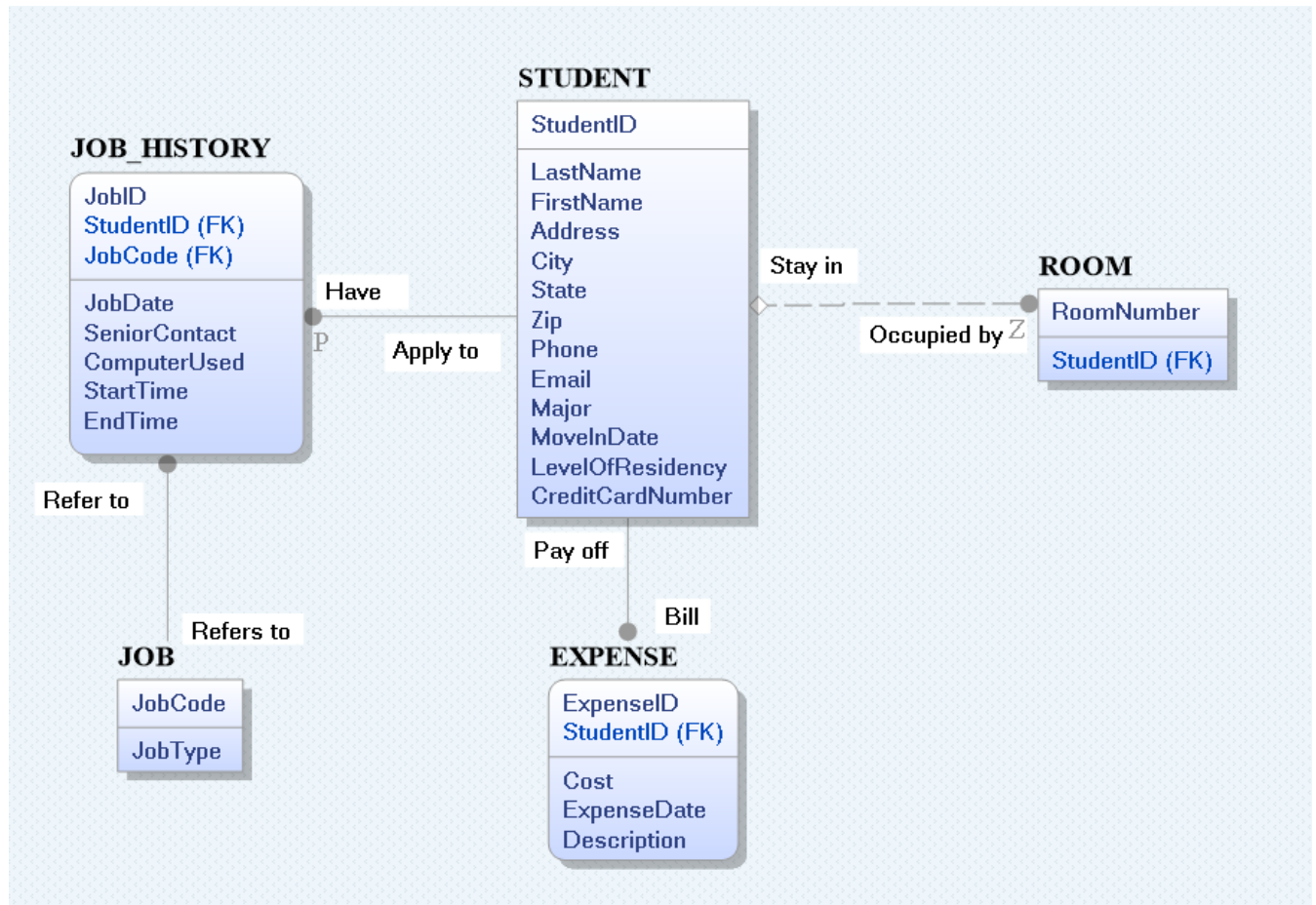|		
🔑	ExpenseID	COUNTER
🔑	StudentID	COUNTER
NN	Cost	MONEY
NN	ExpenseDate	DATE
	Description	VARCHAR

ER Diagram – TOAD Data Modeler

[1,1]

ER Diagram - IDEF1X Diagram

SQL DDL

```
CREATE TABLE STUDENT(
  StudentID   COUNTER NOT NULL,
  LastName   VARCHAR (20) NOT NULL,
  FirstName   VARCHAR (20) NOT NULL,
  Address     VARCHAR (30),
  City        VARCHAR (20),
  State       VARCHAR (2),
  Zip         VARCHAR (10),
  Phone       VARCHAR (10),
  Email        VARCHAR (30),
  Major        VARCHAR (15),
  MoveInDate Date NOT NULL,
  LevelOfResidency VARCHAR NOT NULL,
  CreditCardNumber VARCHAR (16) NOT NULL,
  CONSTRAINT PK_STUDENT PRIMARY KEY (StudentID)
);


CREATE TABLE ROOM(
  RoomNumber    VARCHAR (3) NOT NULL,
  CONSTRAINT  PK_ROOM PRIMARY KEY (RoomNumber),
  CONSTRAINT  ROOM_STUDENTFK
  FOREIGN KEY (StudentID) REFERENCES STUDENT
);
```

SQL DDL

```
CREATE TABLE EXPENSE(
   ExpenseID   COUNTER NOT NULL,
   StudentID    INT NOT NULL,
   Cost         MONEY NOT NULL,
   ExpenseDate Date NOT NULL,
   Description   TEXT,
   CONSTRAINT  PK_EXPENSE PRIMARY KEY (ExpenseID),
   CONSTRAINT  EXPENSE_STUDENTFK
   FOREIGN KEY (StudentID) REFERENCES STUDENT (StudentID)
);


CREATE TABLE JOB(
   JobCode VARCHAR (3) NOT NULL,
   JobType VARCHAR,
   CONSTRAINT PK_JOB PRIMARY KEY (JobCode)
);
```

SQL DDL

```
CREATE TABLE JOB_HISTORY(

  JOBID          COUNTER NOT NULL,

  StudentID       INT NOT NULL,

  JobDate         DATE NOT NULL,

  SeniorContact   VARCHAR (20),

  ComputerUsed   VARCHAR (1),

  StartTime       TIME NOT NULL,

  EndTime         TIME NOT NULL,

  JobCode         VARCHAR (3) NOT NULL,

  CONSTRAINT   PK_JOBHISTORY PRIMARY KEY (JOBID),

  CONSTRAINT   JH_StudentFK

  FOREIGN KEY  (StudentID) REFERENCES STUDENT (StudentID),

  CONSTRAINT   JH_JobFK

  FOREIGN KEY  (JobCode) REFERENCES JOB (JobCode)
);
```

Database Screenshots

Student Table

	StudentID	LastName	FirstName	Address	City	State	Zip	Phone
+	1	Anderson	Sandra	800 NE Oregon Street	Portland	OR	97201-1231	(108) 727-5491
+	2	Keller	Ana	5671 Elm Street	Seattle	WA	98101-	(807) 925-1847
+	3	Singleton	Brad	76 Town Road	Pasadena	CA	91107-2123	(189) 448-4522
+	4	Francis	Melvin	123 Main Street	Pasadena	CA	91107-7845	(413) 855-2900
+	5	Johnston	Carl	9 Hudson Avenue	Burbank	CA	91501-4512	(991) 735-5311
+	6	Gibbs	Beth	9103 James Street	Boise	ID	83701-	(387) 375-9918
+	7	Willis	Kyle	7759 Old York Lane	Boise	ID	83701-5763	(513) 826-4533
+	8	Love	Claire	8126 Brook Street	Beaverton	OR	97006-	(977) 168-4365
+	9	Schultz	Trisha	456 Homestead Street	Billings	MO	59101-3412	(198) 890-5871
+	10	Glover	Todd	7345 Eagle Drive	Boulder City	NV	89005-	(905) 698-0894
+	11	Rodriguez	Diana	4 Inverness Street	Salem	OR	97301-	(801) 934-9703
+	12	Harrington	Scott	9140 Cactus Street	Salem	OR	97301-	(612) 633-2297
+	13	Alexander	Tom	54 Throne Avenue	Redmond	WA	98073-6721	(534) 378-6236
+	14	Freeman	Gloria	7290 Westport Drive	Eugene	OR	97401-2212	(111) 925-8059
+	15	Bowman	Jane	313 Lafayette Street	Seattle	WA	98101-	(828) 731-4602
+	16	May	Jerry	77 E Hill Field Street	San Diego	CA	92101-	(784) 713-1032
+	17	Henderson	Isaac	440 Militart Street	Reno	NV	89501-3451	(512) 896-9056
+	18	Pearson	Jessica	82 York Avenue	Albuquerque	NM	87101-6712	(615) 873-8712
+	19	Ross	Mike	9480 Church Drive	Phoenix	AZ	85001-	(965) 512-1435
+	20	Specter	Harvey	586 Pin Oak Drive	Mesa	AZ	85201-	(133) 595-2991

	StudentID	Email	MoveInDate	Major	LevelOfResidency	CreditCardNumber
+	1	sandra.anderson@gmail.com	10/11/2016	Music	Permanent	4485457456954195
+	2	anakeller12@yahoo.com	10/11/2016	Physical Therapy	Permanent	5369505507797597
+	3	bsingleton@gmail.com	10/18/2016	Art	Permanent	4929218753975257
+	4	melvinf@gmail.com	10/19/2016	Computer Science	Permanent	6011497352771093
+	5	carltjohnston@hotmail.com	10/21/2016	Forensics	Permanent	6011137095347401
+	6	bethgibbs1233@gmail.com	10/21/2016	Art	Permanent	5425374836291612
+	7	kyle.willis@gmail.com	10/21/2016	Psychology	Permanent	3738263758149091
+	8	claire.love432@hotmail.com	10/24/2016	Engineering	Permanent	4485397487546869
+	9	trishasch@yahoo.com	10/26/2016	Music	Permanent	4024007161925218
+	10	toddglover@gmail.com	10/27/2016	Computer Science	Permanent	3488652964496522
+	11	dianarod@yahoo.com	10/28/2016	Physical Therapy	Permanent	5226657868885116
+	12	scottharrington@gmail.com	10/29/2016	Business	Permanent	6011100445730684
+	13	toma@yahoo.com	10/29/2016	Music	Permanent	3492223447222023
+	14	freemangloria@gmail.com	10/30/2016	Accounting	Trial	5197018517191171
+	15	janebow@yahoo.com	10/30/2016	Art	Trial	4532771092021570
+	16	jerrymay@gmail.com	11/3/2016	Computer Science	Trial	5130100555149004
+	17	isaach@hotmail.com	11/5/2016	Music	Trial	5340404325117325
+	18	jessicapea@yahoo.com	11/8/2016	Business	Trial	4160985976171033
+	19	mikeross@gmail.com	11/8/2016	Physical Therapy	Trial	5307899548468903
+	20	harveyspecter@gmail.com	11/10/2016	Law	Trial	4024007116985077

Database Screenshots

Expense Table

ExpenseID	StudentID	Cost	ExpenseDate	Description
1	1	$200.00	10/18/2016	Broke a table
2	3	$100.00	10/19/2016	Purchased art Supplies
3	4	$50.00	10/24/2016	Burnt out lights in room
4	4	$150.00	10/25/2016	Purchased new bedset
5	7	$200.00	10/26/2016	Damaged sprinkler head while mowing the lawn
6	8	$50.00	10/27/2016	Broke a senior's cane
8	8	$100.00	10/29/2016	Lost a senior's crutches
9	11	$150.00	10/31/2016	Purchased a gift for a particular senior
10	10	$100.00	11/1/2016	Bought all residents pizza
11	14	$75.00	11/1/2016	Purchased a lamp fortheir room
12	9	$125.00	11/2/2016	Purchased a nightstand for their room
13	11	$300.00	11/5/2016	Broke a window
14	16	$100.00	11/7/2016	Bought all residents pizza
15	5	$40.00	11/7/2016	Purchased flowers for a particular senior
16	8	$150.00	11/9/2016	Damaged a senior's wheelchair
17	19	$60.00	11/11/2016	Took a few senior's out for breakfast

Job Table

JobCode	JobType
01	Exercise w/ the seniors
02	Art
03	Play music for the seniors
04	Bingo
05	Cleaning the bathrooms
06	Coffee chat one on one
07	Dancing w/ the seniors
08	Taking out the trash
09	Email and social media communication
10	Mowing the lawn
11	Knitting
12	Reading one on one
13	Vacuuming
14	Flower arranging
15	Playing games w/the seniors

Database Screenshots

Room Table

RoomNumber	StudentID
101	1
102	5
103	3
104	
105	2
106	
107	6
108	13
109	20
110	
111	16
112	
113	4
114	10
115	18
201	12
202	7
203	
204	14
205	15
206	
207	9
208	
209	17
210	
211	
212	11
213	19
214	
215	8

Database Screenshots

Job History Table

JOB_HISTORY

JOBID	StudentID	JobDate	SeniorContact	ComputerUsed	StartTime	EndTime	JobCode
1	1	10/11/2016	Marie		7:30 PM	8:00 PM	12
2	1	10/12/2016			4:00 PM	5:00 PM	10
3	2	10/12/2016	Jason	1	5:00 PM	6:00 PM	09
4	1	10/13/2016	Melissa		7:00 AM	7:30 AM	06
5	2	10/14/2016	Marie		7:00 AM	7:30 AM	06
6	3	10/19/2016			6:00 PM	7:00 PM	02
7	4	10/21/2016			4:30 PM	6:00 PM	15
8	5	10/23/2016	Michael		2:00 PM	2:30 PM	12
9	6	10/23/2016			3:30 PM	4:00 PM	01
10	5	10/23/2016			5:30 PM	6:00 PM	08
11	8	10/24/2016			7:00 PM	8:00 PM	04
12	7	10/25/2016			12:00 PM	1:00 PM	10
13	8	10/25/2016			5:00 PM	5:30 PM	07
14	9	10/27/2016			7:00 PM	8:00 PM	03
15	10	10/28/2016	Tom	2	6:30 PM	7:00 PM	09
16	3	10/29/2016			2:30 PM	3:00 PM	13
17	7	10/30/2016	Jason		8:30 AM	9:30 AM	06
18	1	10/30/2016			10:30 AM	11:00 AM	08
19	11	10/30/2016			11:30 AM	12:00 PM	14
20	6	10/30/2016			1:00 PM	2:00 PM	15
21	12	10/30/2016			3:00 PM	3:30 PM	11
22	1	10/30/2016			5:00 PM	5:30 PM	03
23	13	10/30/2016	Melissa		7:30 PM	8:00 PM	12
24	5	10/31/2016	Marie		6:30 PM	7:00 PM	12
25	14	11/1/2016			4:00 PM	4:30 PM	10
26	15	11/1/2016			4:00 PM	4:30 PM	13
27	3	11/2/2016	Julie		7:30 AM	8:00 AM	06
28	11	11/2/2016	Bobby		7:30 AM	8:00 AM	06
29	15	11/2/2016	Marie		7:30 AM	8:00 AM	06
30	8	11/2/2016			12:00 PM	1:00 PM	04

Database Screenshots

Job History Table

JOBID	StudentID	JobDate	SeniorContact	ComputerUsed	StartTime	EndTime	JobCode
30	8	11/2/2016			12:00 PM	1:00 PM	04
31	4	11/2/2016	Tom	2	1:30 PM	2:00 PM	09
32	2	11/3/2016			12:00 PM	1:00 PM	01
33	16	11/4/2016			8:30 AM	9:00 AM	08
34	11	11/5/2016			9:30 AM	10:00 AM	05
35	3	11/5/2016	Melissa		9:30 AM	10:00 AM	06
36	6	11/5/2016			11:00 AM	12:00 PM	02
37	13	11/5/2016			12:30 PM	1:30 PM	03
38	10	11/7/2016			4:00 PM	4:30 PM	14
39	2	11/7/2016			5:30 PM	6:00 PM	01
40	10	11/8/2016	Tom	3	1:30 PM	2:00 PM	09
41	16	11/9/2016	Jason	1	1:00 PM	1:30 PM	09
42	7	11/9/2016	Marie		6:30 PM	7:00 PM	12
43	13	11/9/2016	Melissa		7:00 PM	8:00 PM	12
44	11	11/10/2016			12:00 PM	1:00 PM	01
45	17	11/10/2016			12:30 PM	1:00 PM	10
46	17	11/10/2016			1:30 PM	2:00 PM	03
47	17	11/10/2016	Tom		3:00 PM	3:30 PM	12
48	4	11/10/2016	Jason	1	3:00 PM	3:30 PM	09
49	15	11/10/2016			4:30 PM	5:00 PM	02
50	17	11/10/2016	Marie		6:30 PM	7:00 PM	12
51	2	11/11/2016			10:30 AM	11:00 AM	07
52	18	11/11/2016			10:30 AM	11:00 AM	08
53	8	11/11/2016			12:00 PM	12:30 PM	13
54	11	11/12/2016	Jason		8:30 AM	9:00 AM	06
55	16	11/12/2016	Jason	1	10:30 AM	11:00 AM	09
56	16	11/12/2016			1:00 AM	2:00 AM	15
57	19	11/13/2016			2:00 PM	3:00 PM	01
58	20	11/13/2016	Marie		6:30 PM	7:00 PM	12
59	1	11/13/2016	Boby		8:30 PM	9:00 PM	12

Database Screenshots

Student Form w/ Job History Sub form

STUDENT

STUDENT

StudentID	1
MoveInDate	10/11/2016
LastName	Anderson
FirstName	Sandra
Address	800 NE Oregon Street
City	Portland
State	OR
Zip	97201-1231

Phone	(108) 727-5491
Email	sandra.anderson@gmail.com
Major	Music
LevelOfResidency	Permanent
CreditCardNumber	4485457456954195
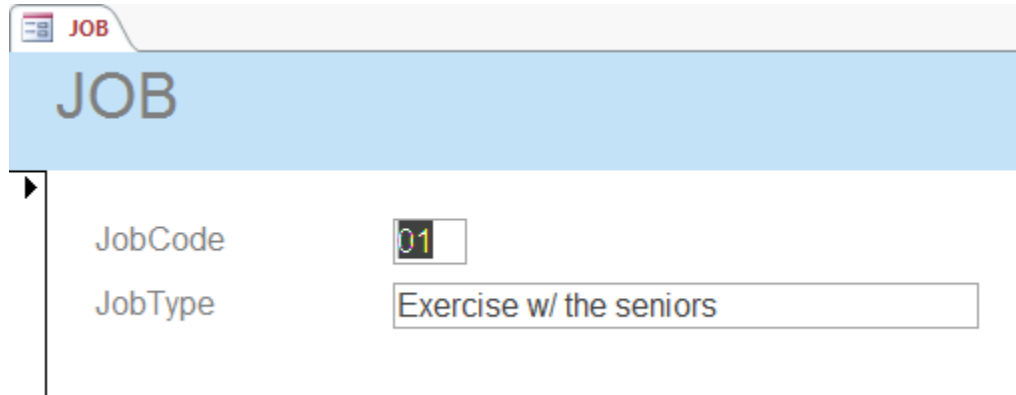
Jobs Worked

JOBID	StudentID	JobDate	SeniorContact	ComputerUsed	StartTime	EndTime	JobCode
1	1	10/11/2016	Marie		7:30 PM	8:00 PM	12
2	1	10/12/2016			4:00 PM	5:00 PM	10
4	1	10/13/2016	Melissa		7:00 AM	7:30 AM	06
18	1	10/30/2016			10:30 AM	11:00 AM	08
22	1	10/30/2016			5:00 PM	5:30 PM	03
59	1	11/13/2016	Boby		8:30 PM	9:00 PM	12
* (New)	1						

Record: 1 of 6   No Filter   Search

Database Screenshots

Job Form

Room Form

Database Screenshots

Individual Senior Contact Jobs Query

Query 1 – Select query called Individual Senior Contact Jobs which lists students who have worked one on one with seniors. Displays columns for Last Name, First Name, Date, Job Description, and Senior Contact, sorted alphabetically by Last Name.
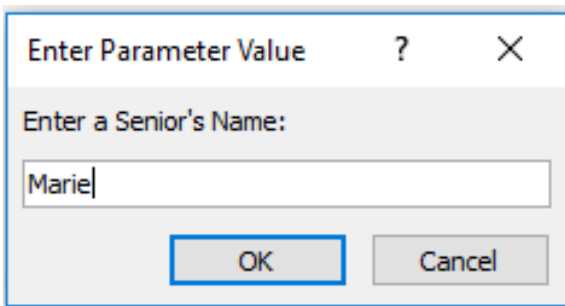
Last Name	First Name	Job Date	Job Description	Senior
Alexander	Tom	11/9/2016	Reading one on one	Melissa
Alexander	Tom	10/30/2016	Reading one on one	Melissa
Anderson	Sandra	10/13/2016	Coffee chat one on one	Melissa
Anderson	Sandra	11/13/2016	Reading one on one	Boby
Anderson	Sandra	10/11/2016	Reading one on one	Marie
Bowman	Jane	11/2/2016	Coffee chat one on one	Marie
Henderson	Isaac	11/10/2016	Reading one on one	Marie
Henderson	Isaac	11/10/2016	Reading one on one	Tom
Johnston	Carl	10/23/2016	Reading one on one	Michael
Johnston	Carl	10/31/2016	Reading one on one	Marie
Keller	Ana	10/14/2016	Coffee chat one on one	Marie
Rodriguez	Diana	11/2/2016	Coffee chat one on one	Bobby
Rodriguez	Diana	11/12/2016	Coffee chat one on one	Jason
Singleton	Brad	11/5/2016	Coffee chat one on one	Melissa
Singleton	Brad	11/2/2016	Coffee chat one on one	Julie
Specter	Harvey	11/13/2016	Reading one on one	Marie
Willis	Kyle	10/30/2016	Coffee chat one on one	Jason
Willis	Kyle	11/9/2016	Reading one on one	Marie

Database Screenshots

Senior Time Spent on Task Query

Query 2 – Parameter query called Senior Time Spent on Task which displays which students have done one on one jobs with seniors. It prompts for a senior name, then displays jobs completed with that particular senior using Senior Contact, Total Time Spent and Job Description columns. Total Time Spent is a calculated field.
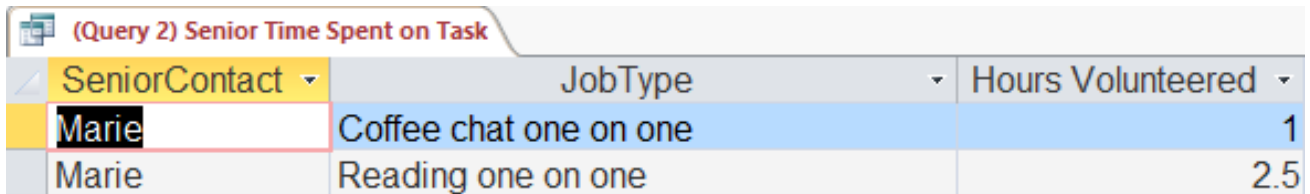
Paramater:

Enter Parameter Value	?	✕

Enter a Senior's Name:

Marie

OK	Cancel

Query:
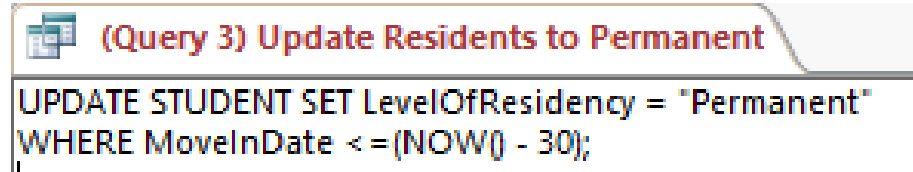
(Query 2) Senior Time Spent on Task

SeniorContact	JobType	Hours Volunteered
Marie	Coffee chat one on one	1
Marie	Reading one on one	2.5

Database Screenshots

Update Resident Query

Query 3 – Update query that updates a student's Level Of Residency to Permanent if they have been at the senior home for longer than 30 days.
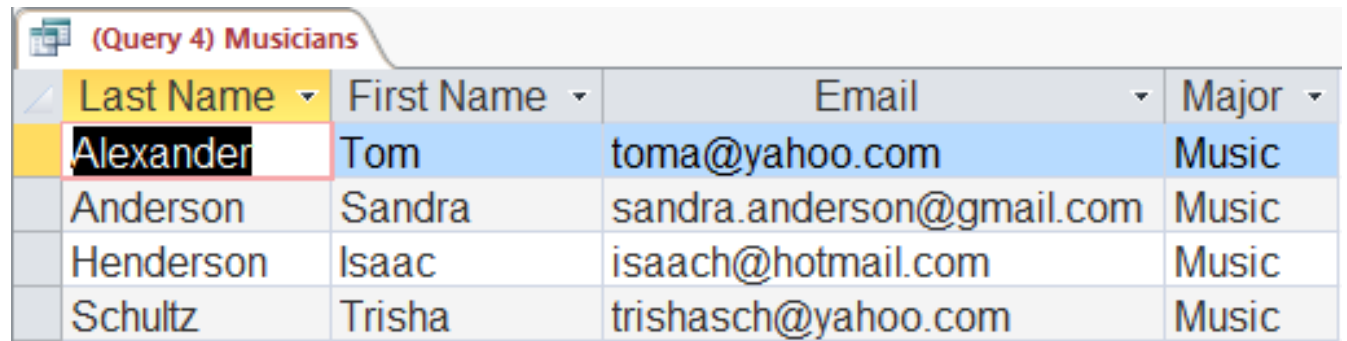
SQL Statement:

```
(Query 3) Update Residents to Permanent
UPDATE STUDENT SET LevelOfResidency = "Permanent"
WHERE MoveInDate <=(NOW() - 30);
```

Musicians Query

Query 4 – A query that shows which students played music for the seniors. It displayed the Last Name, First Name, and Email columns sorted alphabetically by Last Name.

(Query 4) Musicians

Last Name	First Name	Email	Major
Alexander	Tom	toma@yahoo.com	Music
Anderson	Sandra	sandra.anderson@gmail.com	Music
Henderson	Isaac	isaach@hotmail.com	Music
Schultz	Trisha	trishasch@yahoo.com	Music

Database Screenshots

Total Time Worked Query

Query 5 – Query called Total Time Worked that lists columns for Last Name, First Name, Email, and Phone. It calculates the Total Time Worked by each student and is sorted by Last Name.

Last Name	First Name	Phone	Email	Hours Volunteered
Alexander	Tom	(534) 378-6236	toma@yahoo.com	2.5
Anderson	Sandra	(108) 727-5491	sandra.anderson@gmail.com	3.5
Bowman	Jane	(828) 731-4602	janebow@yahoo.com	1.5
Francis	Melvin	(413) 855-2900	melvinf@gmail.com	2.5
Freeman	Gloria	(111) 925-8059	freemangloria@gmail.com	0.5
Gibbs	Beth	(387) 375-9918	bethgibbs1233@gmail.com	2.5
Glover	Todd	(905) 698-0894	toddglover@gmail.com	1.5
Harrington	Scott	(612) 633-2297	scottharrington@gmail.com	0.5
Henderson	Isaac	(512) 896-9056	isaach@hotmail.com	2
Johnston	Carl	(991) 735-5311	carltjohnston@hotmail.com	1.5
Keller	Ana	(807) 925-1847	anakeller12@yahoo.com	3.5
Love	Claire	(977) 168-4365	claire.love432@hotmail.com	3
May	Jerry	(784) 713-1032	jerrymay@gmail.com	2.5
Pearson	Jessica	(615) 873-8712	jessicapea@yahoo.com	0.5
Rodriguez	Diana	(801) 934-9703	dianarod@yahoo.com	3
Ross	Mike	(965) 512-1435	mikeross@gmail.com	1
Schultz	Trisha	(198) 890-5871	trishasch@yahoo.com	1
Singleton	Brad	(189) 448-4522	bsingleton@gmail.com	2.5
Specter	Harvey	(133) 595-2991	harveyspecter@gmail.com	0.5
Willis	Kyle	(513) 826-4533	kyle.willis@gmail.com	2.5

Database Screenshots

Popular Jobs

Query 6 – Query called Popular Jobs that calculates the Total Time each job has been completed. Displays columns for Job Description and Total Time, sorted by the most Total Time at the top.

Job Description	Total Time
Reading one on one	5.5
Coffee chat one on one	4.5
Exercise w/ the seniors	4
Email and social media communication	4
Playing games w/the seniors	3.5
Play music for the seniors	3
Mowing the lawn	3
Art	2.5
Taking out the trash	2
Bingo	2
Vacuuming	1.5
Flower arranging	1
Dancing w/ the seniors	1
Knitting	0.5
Cleaning the bathrooms	0.5

Database Screenshots

Computer Assignment Query

Query 7 – Select query called Computer Assignment that displays the student, senior, computer number, date, and start and end times for the computer session. Query is sorted by the date.

Last Name	First Name	Senior	Computer Used	Job Date	Start Time	End Time
Keller	Ana	Jason	1	10/12/2016	5:00 PM	6:00 PM
Glover	Todd	Tom	2	10/28/2016	6:30 PM	7:00 PM
Francis	Melvin	Tom	2	11/2/2016	1:30 PM	2:00 PM
Glover	Todd	Tom	3	11/8/2016	1:30 PM	2:00 PM
May	Jerry	Jason	1	11/9/2016	1:00 PM	1:30 PM
Francis	Melvin	Jason	1	11/10/2016	3:00 PM	3:30 PM
May	Jerry	Jason	1	11/12/2016	10:30 AM	11:00 AM

Database Screenshots

Mailing List of Rooms Report

Report 1 – Report called Mailing List of Rooms that has basic information about the student. Includes Last Name, First Name, Address, City, State, Zip, and Room Number.

(Report 1) Mailing List of Rooms

Mailing List of Rooms

Wednesday, November 30, 2016
8:12:27 AM

LastName	FirstName	Address	City	State	Zip	RoomNumber
Anderson	Sandra	800 NE Oregon Street	Portland	OR	97201-1231	101
Johnston	Carl	9 Hudson Avenue	Burbank	CA	91501-4512	102
Singleton	Brad	76 Town Road	Pasadena	CA	91107-2123	103
Keller	Ana	5671 Elm Street	Seattle	WA	98101-	105
Gibbs	Beth	9103 James Street	Boise	ID	83701-	107
Alexander	Tom	54 Throne Avenue	Redmond	WA	98073-6721	108
Specter	Harvey	586 Pin Oak Drive	Mesa	AZ	85201-	109
May	Jerry	77 E Hill Field Street	San Diego	CA	92101-	111
Francis	Melvin	123 Main Street	Pasadena	CA	91107-7845	113
Glover	Todd	7345 Eagle Drive	Boulder City	NV	89005-	114
Pearson	Jessica	82 York Avenue	Albuquerque	NM	87101-6712	115
Harrington	Scott	9140 Cactus Street	Salem	OR	97301-	201
Willis	Kyle	7759 Old York Lane	Boise	ID	83701-5763	202
Freeman	Gloria	7290 Westport Drive	Eugene	OR	97401-2212	204
Bowman	Jane	313 Lafayette Street	Seattle	WA	98101-	205
Schultz	Trisha	456 Homestead Street	Billings	MO	59101-3412	207
Henderson	Isaac	440 Militart Street	Reno	NV	89501-3451	209
Rodriguez	Diana	4 Inverness Street	Salem	OR	97301-	212
Ross	Mike	9480 Church Drive	Phoenix	AZ	85001-	213
Love	Claire	8126 Brook Street	Beaverton	OR	97006-	215

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Print

Database Screenshots

Volunteer Jobs Summary Report

Report 2 – Report called Volunteer Jobs Summary which lists every single job that has been completed for each student. Has totals for each student and a grand total at the end. Includes Last Name, First Name, Date, Job Description, and Time Spent.

(Report 2) Volunteer Job Summary

Volunteer Job Summary

Wednesday, November 30, 2016

8:13:07 AM

Last Name	First Name	Job Date	Job Description	Volunteer Hours
Alexander	Tom	10/30/2016	Reading one on one	0.5
Alexander	Tom	11/5/2016	Play music for the seniors	1
Alexander	Tom	11/9/2016	Reading one on one	1
			Volunteer's Total Hours	2.5
Anderson	Sandra	10/11/2016	Reading one on one	0.5
Anderson	Sandra	10/12/2016	Mowing the lawn	1
Anderson	Sandra	10/13/2016	Coffee chat one on one	0.5
Anderson	Sandra	10/30/2016	Play music for the seniors	0.5
Anderson	Sandra	10/30/2016	Taking out the trash	0.5
Anderson	Sandra	11/13/2016	Reading one on one	0.5
			Volunteer's Total Hours	3.5
Bowman	Jane	11/1/2016	Vacuuming	0.5
Bowman	Jane	11/2/2016	Coffee chat one on one	0.5
Bowman	Jane	11/10/2016	Art	0.5
			Volunteer's Total Hours	1.5
Francis	Melvin	10/21/2016	Playing games w/the seniors	1.5
Francis	Melvin	11/2/2016	Email and social media communication	0.5
Francis	Melvin	11/10/2016	Email and social media communication	0.5
			Volunteer's Total Hours	2.5

Database Screenshots

Volunteer Jobs Summary Report

(Report 2) Volunteer Job Summary

Freeman	Gloria	11/1/2016	Mowing the lawn	0.5
			Volunteer's Total Hours	0.5
Gibbs	Beth	10/23/2016	Exercise w/ the seniors	0.5
Gibbs	Beth	10/30/2016	Playing games w/the seniors	1
Gibbs	Beth	11/5/2016	Art	1
			Volunteer's Total Hours	2.5
Glover	Todd	10/28/2016	Email and social media communication	0.5
Glover	Todd	11/7/2016	Flower arranging	0.5
Glover	Todd	11/8/2016	Email and social media communication	0.5
			Volunteer's Total Hours	1.5
Harrington	Scott	10/30/2016	Knitting	0.5
			Volunteer's Total Hours	0.5
Henderson	Isaac	11/10/2016	Mowing the lawn	0.5
Henderson	Isaac	11/10/2016	Play music for the seniors	0.5
Henderson	Isaac	11/10/2016	Reading one on one	0.5
Henderson	Isaac	11/10/2016	Reading one on one	0.5
			Volunteer's Total Hours	2
Johnston	Carl	10/23/2016	Reading one on one	0.5
Johnston	Carl	10/23/2016	Taking out the trash	0.5
Johnston	Carl	10/31/2016	Reading one on one	0.5
			Volunteer's Total Hours	1.5

Database Screenshots

Volunteer Jobs Summary Report

(Report 2) Volunteer Job Summary

Keller	Ana	10/12/2016	Email and social media communication	1
Keller	Ana	10/14/2016	Coffee chat one on one	0.5
Keller	Ana	11/3/2016	Exercise w/ the seniors	1
Keller	Ana	11/7/2016	Exercise w/ the seniors	0.5
Keller	Ana	11/11/2016	Dancing w/ the seniors	0.5
			Volunteer's Total Hours	3.5
Love	Claire	10/24/2016	Bingo	1
Love	Claire	10/25/2016	Dancing w/ the seniors	0.5
Love	Claire	11/2/2016	Bingo	1
Love	Claire	11/11/2016	Vacuuming	0.5
			Volunteer's Total Hours	3
May	Jerry	11/4/2016	Taking out the trash	0.5
May	Jerry	11/9/2016	Email and social media communication	0.5
May	Jerry	11/12/2016	Email and social media communication	0.5
May	Jerry	11/12/2016	Playing games w/the seniors	1
			Volunteer's Total Hours	2.5
Pearson	Jessica	11/11/2016	Taking out the trash	0.5
			Volunteer's Total Hours	0.5
Rodriguez	Diana	10/30/2016	Flower arranging	0.5
Rodriguez	Diana	11/2/2016	Coffee chat one on one	0.5
Rodriguez	Diana	11/5/2016	Cleaning the bathrooms	0.5
Rodriguez	Diana	11/10/2016	Exercise w/ the seniors	1
Rodriguez	Diana	11/12/2016	Coffee chat one on one	0.5
			Volunteer's Total Hours	3

Database Screenshots

Volunteer Jobs Summary Report

Ross	Mike	11/13/2016	Exercise w/ the seniors	1
			Volunteer's Total Hours	1
Schultz	Trisha	10/27/2016	Play music for the seniors	1
			Volunteer's Total Hours	1
Singleton	Brad	10/19/2016	Art	1
Singleton	Brad	10/29/2016	Vacuuming	0.5
Singleton	Brad	11/2/2016	Coffee chat one on one	0.5
Singleton	Brad	11/5/2016	Coffee chat one on one	0.5
			Volunteer's Total Hours	2.5
Specter	Harvey	11/13/2016	Reading one on one	0.5
			Volunteer's Total Hours	0.5
Willis	Kyle	10/25/2016	Mowing the lawn	1
Willis	Kyle	10/30/2016	Coffee chat one on one	1
Willis	Kyle	11/9/2016	Reading one on one	0.5
			Volunteer's Total Hours	2.5

Print	Total Volunteer Hours 38.5

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Database Screenshots

Musical Performances Report

🎵 Music Performances

Wednesday, November 30, 2016

8:12:55 AM

Last Name	First Name	Start Time	End Time	Performance Date
Schultz	Trisha	7:00 PM	8:00 PM	10/27/2016
Anderson	Sandra	5:00 PM	5:30 PM	10/30/2016
Alexander	Tom	12:30 PM	1:30 PM	11/5/2016
Henderson	Isaac	1:30 PM	2:00 PM	11/10/2016

Print

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Database Screenshots

Switchboard

Glossary

Address – The home address of a student.

City – The city in which a student lives in.

ComputerUsed – If a student uses a computer while doing a job, this will track which computer they have used. There is currently only three computers.

Cost – The dollar amount of the expense.

CreditCardNumber – Unique 16-Digit Number of the credit card.

Description – Detailed summary of the expense.

Email – Email address of a student.

EndTime – The exact time when a student finishes a job.

EXPENSE – The required cost of something.

ExpenseID – Surrogate Key: Auto-number identifier for an expense.

ExpenseDate – The Date the Expense was charged to a student.

FirstName – The first name of a student.

Floor – The story of the building the room is located in.

JOB – A task that is to be completed by a student.

JobCode – Surrogate Key: Auto-number identifier for a job.

JobDate – The date the job was done.

JobID – Surrogate Key: Auto-number identifier for each different job listed in the job history table.

JOB_HISTORY – Information about a student's completed jobs.

JobType – Short Description of the job.

LastName – Last name of a student.

LevelOfResidency – The basis of residency for a student. If a student has been living at the senior home for over 30 days, they become permanent residents. If a student has bee living at the senior home less than 30 days, students are considered to be on a trial period.

Major – A subject or field of study pursued by a student.

MoveInDate – The date a student has begun staying in a room.

Phone – The phone number of a student.

Glossary

ROOM – A room in the building where a student may live.

RoomNumber – Primary Key: The number that corresponds to a room.

SeniorContact – This is the name of the senior the student has been working with on a particular job.

StartTime - The exact time when a student starts a job.

State – The state in which a student lives in.

STUDENT – A person attending college or university, who is volunteering at the senior home.

StudentID – Primary Key: The ID number of a student.

Zip – The postal code corresponding to where the student lives.

User Manual

Table of Contents

Getting Started

1. Open Microsoft Access.
2. Open the Room and Board Database.

Switchboard/Navigation

1. Under Forms, Double-Click the Switchboard to open it. (Figure 1)

Figure 1

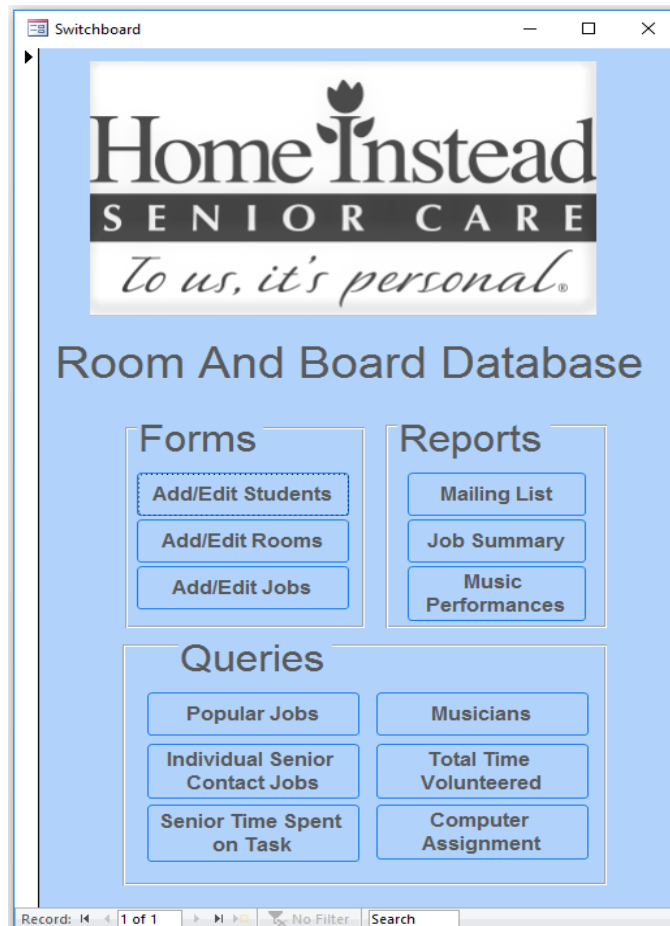2. Once the Switchboard is open, you are presented with a GUI(Graphical User Interface). (Figure 2).
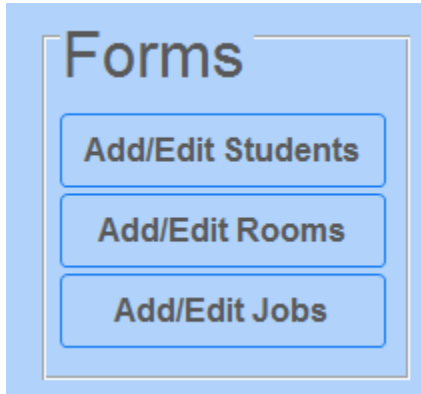

Figure 2

Inserting Data

Figure 3

1. Pictured about is 3 different ways to can go about entering data into the database. (Figure 3).

    Add Student: Enter students into the database. Also, completed jobs for that student can also be entered here.

    Add Room: Enter room assignment into the database.

    Add Jobs: Enter jobs into the database.

Entering a new Student

1. A form will pop-up(See Figure 4 Below). Information will need to be entered about the employee here.
2. Click the 'Add New Record' Button.
3. These are the following fields, many are required and the program will encounter errors if the required fields are not inputted.

    Student ID: Required – This number will automatically be inputted by the system.

    MoveInDate: Required **-** The date a student has begun staying in a room.

    First Name: Required – The first name of a student.

    Last Name: Required – The last name of a student.

    Address: The home address of a student.

    City: The city in which the student lives in.

    State: The state in which the student lives in.

    Zip: The postal code corresponding to where the student lives.

    Phone: The phone number of a student.

    Email: Email address of a student.

    Major: A subject or field of study pursued by a student.

    LevelOfResidency: Required - The basis of residency for a student.

    CreditCardNumber: Required - Unique 16-Digit Number of the credit card.

4. If there are no errors, the new record will get saved into the database automatically, and it can be closed out.

Figure 4

Entering a new Completed Job

1. Click the 'Add New Record' Button.
2. While adding a new student, a new job worked can also be added if need be. The sub form on the bottom of Figure 4, is where you would input the following information.

   JobID: Required –This number will automatically be inputted by the system.
   StudentID: Required – The ID Number corresponding to a particular student.
   JobDate: Required - The date the job was done.
   SeniorContact: This is the name of the senior the student has been working with on a particular job.
   ComputerUsed: The computer number that was used for this job. Most of the time this field will be kept empty.
   StartTime: Required - The exact time when a student starts a job.
   EndTime: Required - The exact time when a student finishes a job.
   JobCode: Required – The ID Number corresponding to a particular job.

3. If there are no errors, the new record will get saved into the database automatically, and it can be closed out.

Entering a new Job

1. Once you are back at the switchboard, click on the Add/Edit Jobs (See Figure 5 Below). This will open up the New Jobs Form.

Add/Edit Jobs

Figure 5

2. Click the 'Add New Record' Button.
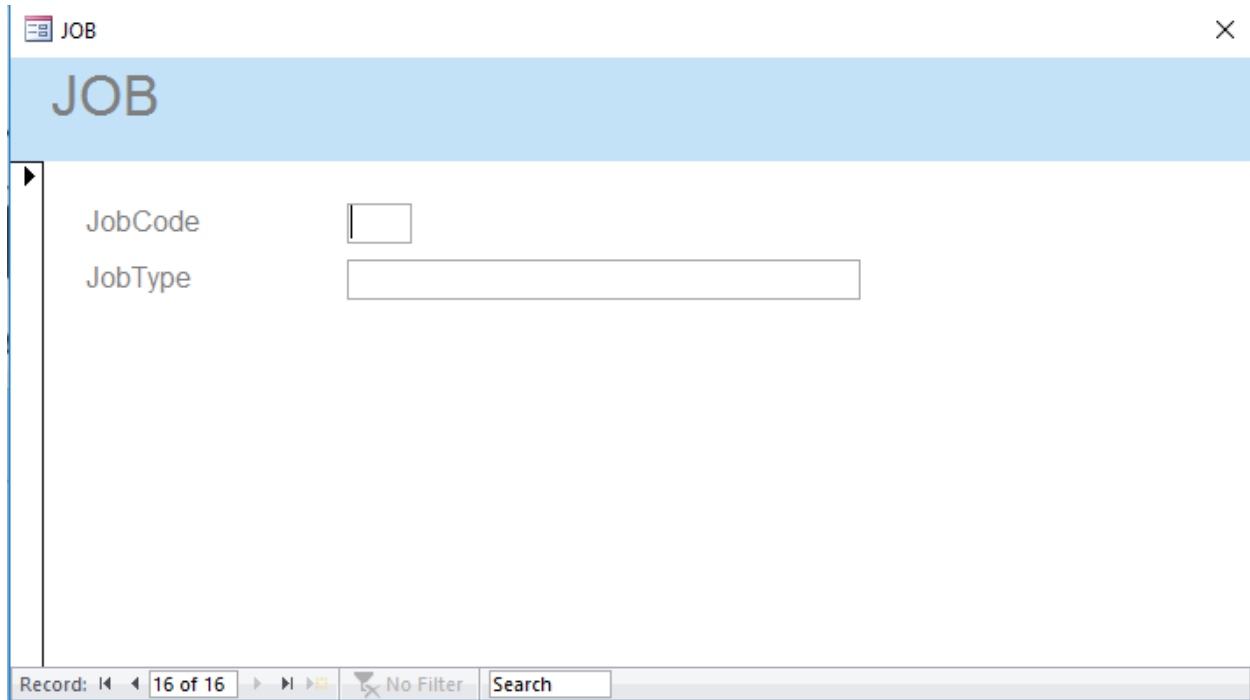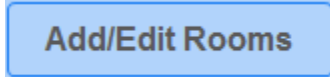3. The Form pictured below(Figure 6) will pop-up. This is where a new job is entered.

JOB

JOB
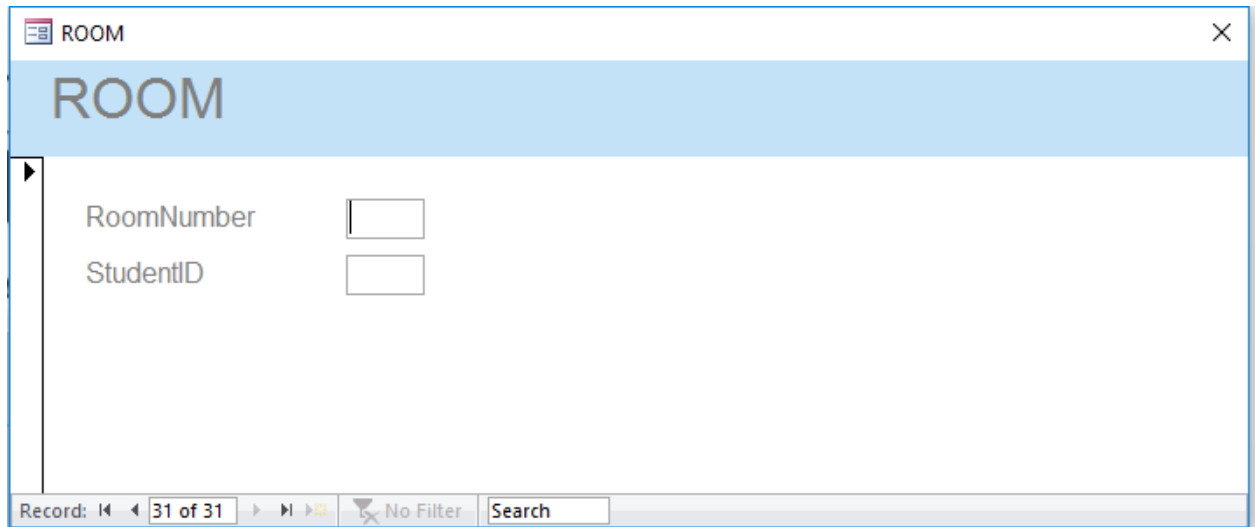
JobCode

JobType

Record: I◄ ◄ 16 of 16 ► ►I ►⊞ No Filter Search

Figure 6

4. There are 2 required fields.
   JobCode: Required - Auto-number identifier for a job.
   JobType: Required - Short Description of the job.
5. If there are no errors, the new record will get saved into the database automatically, and it can be closed out.

Entering a new Room

1. Once you are back at the switchboard, click on the Add/Edit Rooms (See Figure 7 Below). This will open up the New Rooms Form.

Add/Edit Rooms

Figure 7

2. Click the 'Add New Record' Button.
3. The Form pictured below(Figure 8) will pop-up. This is where a new job is entered.

ROOM	×

ROOM

RoomNumber [ ]
StudentID [ ]

Record: I◄ ◄ 31 of 31 ► ►I ►⧉   No Filter   Search

Figure 8

4. There are 2 required fields.
   - **RoomNumber:** Required **-** The number of the room.
   - **StudentID:** Required – ID Number corresponding to a student.
5. If there are no errors, the new record will get saved into the database automatically, and it can be closed out.

Viewing Reports

1. Once you are back at the switchboard, you will see the Reports section. (Figure 9) There are 3 Reports to view.

   Mailing List: This reports lists all students basic information as well as what room they are staying in. Sorted in alphabetical order by last name.

   Job Summary: This report lists all the jobs each student has done. The jobs are grouped by student and sorted by student's last name. Each student has an hours total, as well as a grand total at the end of the report

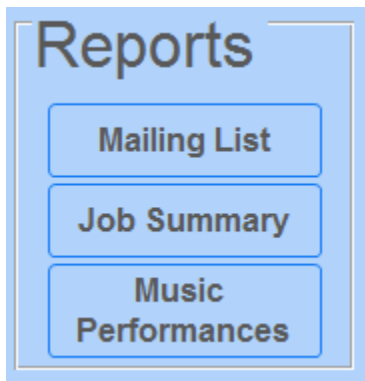   **Music Performances:** This reports lists all the musical performances students have put on.

Figure 9

2. Click on a Report to view it. It will pop up in a new window.
3. There is a Print Button(Figure 10). Which will automatically print the Report.
4. Close out of the report.

Viewing Queries

1. Once you are back at the switchboard, you will see the Queries section. (Figure 11) There are 6 Queries to view.

Figure 11

2. Click on a Query to View it.
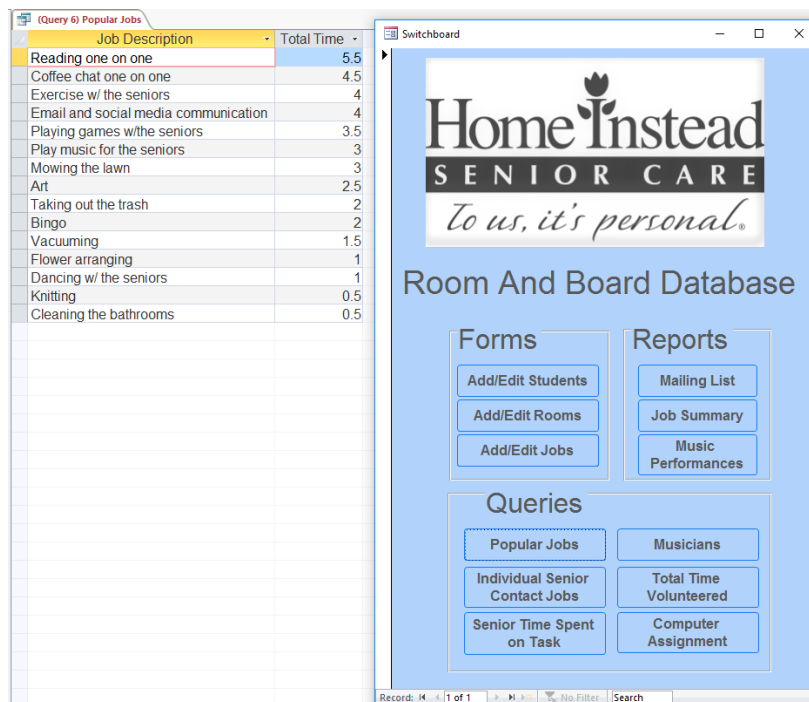3. The query will not pop-up, but actually open on a new Access Tab. (Figure 12)

Figure 12

4. The query will be displayed here.
5. Close out of the query.