

Usage of the Database Application

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Section 321

1. A user can use this application to book appointments in a hair salon and view a history of changes made in the client's email address.
2. To create a new appointment, go to the 'Appointments Form', double-click, and fill in the required details and a new record will be added to the respective tables.
3. There is a drop-down menu for the "Service" and "Employee" fields that gives you an option to choose.
4. For the Appointment Date field, you can choose the date with the built-in calendar.
5. For any inserts, updates, or deletes, open the client's email form, insert, update or delete the email address and save it.
6. To check the history of the changes, click on the Clients with Emails form.
7. Add the client's details in the form and click the button "View Client Email History".
8. All the history of changes in that client's email address will be shown.
9. This can be done with all the existing clients.
10. The application can also be used to print the desired reports.
11. To create a report, click on the form, query, or table (whichever you want to print the report for), click 'Create', and click 'Report'.
12. The desired report will be created.