

COMP250 Final Project Documentation

Requirement Specifications

DreamHome is a property management company that offers a complete service to owners who wish to rent out their furnished property. The service provided by DreamHome includes advertising the property in the local or national press (when necessary), interviewing prospective renters, organizing visits to the property by prospective renters and negotiating the lease agreement. Once rented, DreamHome assumes responsibility for the property, which involves regular property inspections by DreamHome staff.

The purpose of this project was to build a database capable of recording and reporting on data tracked by the DreamHome company.

Listed below is a description of the data recorded, maintained and accessed at each branch office to support the day-to-day operation and management of the DreamHome company.

Branch Offices

DreamHome has several branch offices located throughout the Oregon State. Each branch office is allocated members of staff including a Manager to manage the operations of the office. The data held on a branch office includes a unique branch number, and an address (street, area, city, postcode), telephone number, a fax number and the name of the member of staff who currently manages the office.

Staff

Each DreamHome branch office has a manager responsible for overseeing the operations of the office. The DreamHome company closely follows the performance of its managers, and notes the date that each manager assumed his or her position at their current branch office.- Each manager is allocated an annual car allowance and a monthly bonus payment based upon his or her performance in the property for rent market. Each DreamHome branch office has members of staff with the job title of Supervisor (sometimes called Senior Administrator). Supervisors are responsible for the day-to-day activities of a dedicated group of staff (minimum of five and a maximum of ten members of staff) responsible for the management of property for rent. The administrative work of each group of staff is supported by a secretary. Each member of staff is given a staff number, unique across all branch offices. Information held on each member of staff includes the name (first and last name), address, telephone number, sex, date of birth, social security number (SSN), job title (position), salary, the date the member of staff joined the DreamHome company, name of Supervisor (where applicable), and the branch office at which a member of staff is currently working.. Additional information held on staff with the job title of Secretary is their typing speed. It is company policy to record the details of the next-of-kin of members of staff and this includes the next-of-kin's full name, relationship to the member of staff, address and telephone number. Only the details of a single next-of-kin are held for each member of staff.

Property for Rent

Each DreamHome branch office has properties for rent that are identified by a property number, which is unique across all branch offices. The details of property for rent include the full address (street, area, city, postcode), type of property, number of rooms, the monthly rent, and the owner

number of the property owner.. The monthly rent for a property is reviewed annually. Each property for rent is assigned to a specific member of staff who is responsible for management of that property. A member of staff may only manage a maximum of 20 properties for rent at any one time. When a property is withdrawn from the DreamHome company and is no longer available for rent, it is company policy to retain the information associated with this property for a minimum of three years.

Property Owners

The DreamHome company manages property for private or business owners. Each private owner and business owner is uniquely identified by an owner number, which is unique across all branch offices. Additional information on private owners include the owner's name, address, and telephone number. The details of business owners include the name of the business, the type of business, business address, telephone number and contact name.

Clients/Renters

DreamHome refers to members of the public interested in renting property as clients. When a client first contacts a DreamHome branch office, his or her details are recorded. This includes the client's name (first and last name), address, telephone number, preferred type of accommodation and the maximum rent the client is prepared to pay. As a prospective renter, each client is given a unique number called the renter number, which is unique across all branch offices. It is DreamHome's company policy to interview all prospective clients wishing to rent property from the company. The information recorded about each interview is the date of interview, the member of staff who conducted the interview and any general comments about the prospective renter.

Property Viewing

In most cases, a prospective renter will request to view one or more properties before renting. The details of each viewing are recorded and include that date of the viewing and any comments by the prospective renter regarding the suitability or otherwise of the property. Property Advertising In the case of properties that prove difficult to rent out, the DreamHome company will advertise these properties in local and national newspapers. For each advert, the company notes the date the property is advertised and the cost. Only appropriate newspapers are used to advertise DreamHome's properties and the details of each newspaper used by the company include the newspaper name, address, telephone number, fax number and contact name.

Lease Agreements

The DreamHome company is responsible for drawing up the terms of the lease (rental) agreement between a client and a property. The lease agreement details the lease number, the month, rent, the method of payment, the rental deposit, whether the deposit is paid(deposit is calculated as twice the monthly rent), the date the rent starts and finishes, the duration of the lease and the member of staff who arranged the lease. The minimum and maximum duration for a single lease period are three months and 1 year, respectively. The lease number is unique across all branches of offices. DreamHome's clients can rent out one or more properties at any one time. When a lease agreement expires between a client and a property, it is DreamHome's company policy to retain this information for a minimum of three years. Property Inspection As part of service to property owners, the DreamHome company is responsible for undertaking regular inspections of property to ensure that the property is being correctly maintained. Each property is inspected at least once over a six month period. However, DreamHome staff are only required to inspect

property that is currently being rented or is available for rent. For each inspection, the company notes the date of the inspection and any comments regarding the state of the property given by the member of staff undertaking the inspection.

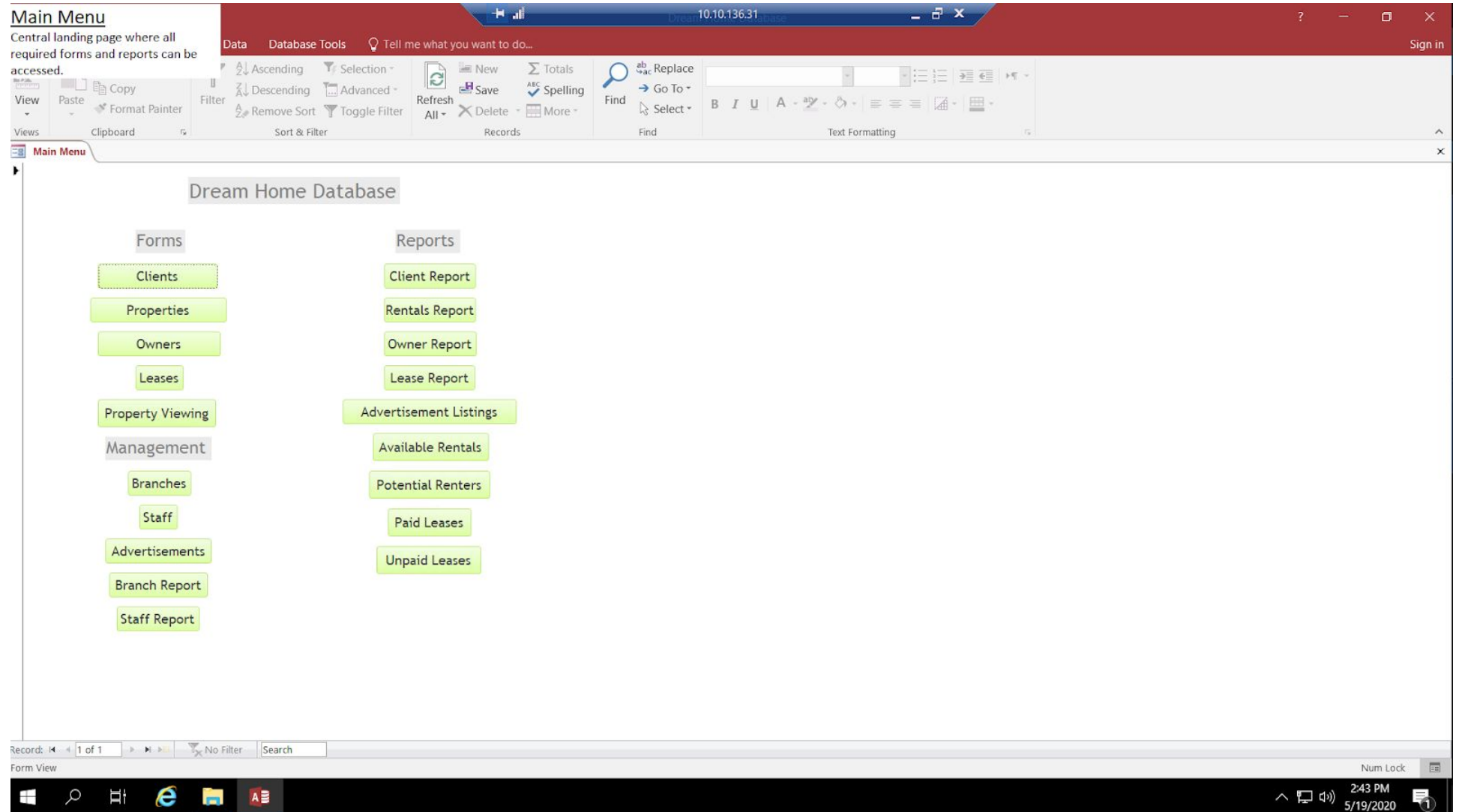
Mission objectives for the DreamHome Database application

- To maintain(enter, update, and delete) data on branches
 - To maintain(enter, update, and delete) data on staff
 - To maintain(enter, update, and delete) data on properties for rent
 - To maintain(enter, update, and delete) data on property owners
 - To maintain(enter, update, and delete) data on clients
 - To maintain(enter, update, and delete) data on property for viewings
 - To maintain(enter, update, and delete) data on leases
 - To maintain(enter, update, and delete) data on newspaper adverts
-
- To perform searches on branches
 - To perform searches on staff
 - To perform searches on properties for rent
 - To perform searches on property owners
 - To perform searches on clients
 - To perform searches on leases
 - To perform searches on newspaper adverts
-
- To track the status of property for rent
 - To track the status of clients wishing to rent
 - To track the status of leases
-
- To report on branches
 - To report on staff
 - To report on properties for rent
 - To report on property owners
 - To report on clients
 - To report on leases
 - To report on newspaper adverts

User Interface

This section describes the various forms in the Dream Home Database and their purposes.

Forms



Branch Form

Form for searching, entering, updating and deleting records for branches. Includes form link for branch rosters

Dream Home Database

Database Tools Tell me what you want to do... Sign in

View

Paste

Copy

Format Painter

Filter

Ascending

Descending

Advanced

Remove Sort

Toggle Filter

Refresh All

New

Save

Delete

More

Totals

Spelling

Find

Replace

Go To

Select

Text Formatting

Main Menu

Branch Information

Branch Information

Search Address

Branch ID

Address

City

Zipcode

Phone

Fax

State

Roster

ID Search

Save Record

Add Record

Delete Record

Record: 1 of 1

No Filter

Search

Form View

Num Lock

8:00 PM 5/19/2020

Roster Form

Form for updating branch rosters.

taDatabase ToolsTell me what you want

View

PasteCopyFormat Painter

ViewsClipboard

Filter

AscendingDescendingRemove Sort

Sort & Filter

SelectionAdvancedToggle Filter

RefreshAllNewSaveDelete

Re

Main MenuBranch InformationRoster

Roster

Supervisor ID	<input type="text"/>	Search	<input type="text"/>	<input type="button" value="v"/>
Branch ID	<input type="text"/>	<input type="button" value="Save Roster"/>		
Manager ID	<input type="text"/>	<input type="button" value="Add Record"/>		
Secretary ID	<input type="text"/>	<input type="button" value="Delete Record"/>		

Staff Form

For for searching, entering, updating and deleting staff records. Links to Next of Kin, Manager and Secretary forms.

ataDatabase ToolsTell me what you want to do...

ViewPasteCopyFormat PainterFilterViewsClipboard

AscendingDescendingRemove SortSelectionAdvancedToggle Filter

RefreshAllNewSaveDeleteRecords

TotalsSpellingMoreFindGo ToSelectFind

Main MenuBranch InformationRosterStaff Information

Staff Information

Search Name

Next of KinManagerSecretary Info

Staff ID

First Name

Address

State

Position

Start Date

Sex

Search Staff IDAdd Record

Save RecordDelete Record

Next of Kin

Form for staff Next of Kin.

DataDatabase ToolsTell me what you want to do...

View

Paste

Cut

Copy

Format Painter

Filter

Ascending

Descending

Remove Sort

Selection

Advanced

Toggle Filter

Refresh

New

Save

Delete

Totals

Spelling

More

Find

Main Menu

Branch Information

Roster

Staff Information

Staff Next of Kin

Staff Next of Kin

Search Staff ID

▼

First Name

Last Name

Staff ID

Relationship

Address

City

Phone

State

Add Record

Save Record

Delete Record

Manager Form

Form for entering, updating and deleting managers.

The screenshot displays a database application interface. At the top, a red header bar contains the text "Database Tools" and a search prompt "Tell me what you want to do...". Below this is a toolbar with various icons and labels: "View", "Paste", "Copy", "Format Painter", "Filter", "Ascending", "Descending", "Remove Sort", "Selection", "Advanced", "Toggle Filter", "Refresh All", "New", "Save", "Delete", "Totals", "Spelling", and "More". A tabbed menu below the toolbar includes "Main Menu", "Branch Information", "Roster", "Staff Information", and "Manager Information" (which is highlighted). Below the tabs is a grey header bar with the title "Manager Information" and a small icon. The main content area shows a form with four input fields: "Manager ID", "Manager Date", "Car Allowance", and "Monthly Bonus". To the right of these fields are three green buttons: "Save Manager", "Add Manager", and "Delete Manager". A "Search" dropdown menu is also visible next to the "Manager ID" field.

Manager ID

Search

Manager Date

Save Manager

Car Allowance

Add Manager

Monthly Bonus

Delete Manager

Secretary Form

Form for searching, entering, updating and deleting secretary forms.

Database Tools

Tell me what you want to do...

Ascending

Selection

Descending

Advanced

Remove Sort

Toggle Filter

Refresh

New

Save

Delete

More

Totals

Spelling

Find

Views

Clipboard

Sort & Filter

Records

Main Menu

Branch Information

Roster

Staff Information

Manager Information

Secretary Information

Secretary Information

Secretary ID

Search ID

Typing Speed

Form for searching, entering, updating and deleting records for properties. Contains property viewings for each property.

Property Information

Property Type		Number of Rooms	
Rent Amount		Inspection Date	

Search Property ID	Add Record
Save Record	Delete Record

[illegible]

Owner Form

Form for searching, entering, updating, deleting owner records.

Dream

Database Tools Tell me what you want to do...

View ▼	Paste ▼	Copy Format Painter	Filter Z↓ Descending Z↑ Ascending Remove Sort	Selection Advanced Toggle Filter	Refresh All	New Save Delete	Totals Spelling More	Find Find	Replace Go To Select
Views	Clipboard		Sort & Filter		Records			Find	

Main Menu Branch Information Roster Staff Information Manager Information Secretary Information Pro



Owner Information

Search Name	<input type="text"/>	▼
Owner ID	<input type="text" value="1"/>	Phone <input type="text"/>
First Name	<input type="text"/>	Last Name <input type="text"/>
Address	<input type="text"/>	City <input type="text"/>
State	<input type="text"/>	Zipcode <input type="text"/>
Business?	<input type="checkbox"/>	
Business Name	<input type="text"/>	
Contact	<input type="text"/>	
Phone	<input type="text"/>	

Search Owner ID

Add Record


Save Record











Delete Record

Client Forms

Form for searching, entering, updating and deleting client records.

Dream Home Database

Database Tools  Tell me what you want to do...

ending	Selection	 New	 Totals	 Find	 Replace
View	Paste	 Save	 Spelling	 Go To	
Copy	Format Painter	 Delete	 More	 Select	
Filter	Descending	Refresh All			
Advanced	Remove Sort				
Toggle Filter					
Views	Clipboard	Sort & Filter	Records	Find	
Main Menu	Branch Information	Roster	Staff Information	Manager Information	Secretary Information
Property Information					



Client Information

Search Name	<input type="text"/>		
Renter ID	<input type="text"/>	Phone	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zipcode	<input type="text"/>
Wishes to Rent?	<input type="checkbox"/>		
Preferred Rental	<input type="text"/>	Maximum Rent	<input type="text"/>
Interview Date	<input type="text"/>	Interviewer ID	<input type="text"/>
Client Notes	<input type="text"/>		

Search Client ID

Add Record

Save Record

Delete Record

Property Viewing

Form for searching, entering, updates, deleting property viewing records.

Use Tools

Tell me what you want to do...

Selection

Advanced

Remove Sort

Toggle Filter

Refresh All

Delete

More

New

Save

Totals

Spelling

Format Painter

Clipboard

Sort & Filter

Records

Main Menu

Branch Information

Roster

Staff Information

Manager Information

Secretary Inform

Renter ID

Property ID

Staff ID

View Date

Viewing Notes

Add Record

Save Record

Delete Record

Lease Form

Forms for searching, entering, deleting and updating lease records.

Database Tools

Tell me what you want to do...

Dream Home Database

View	Paste	Copy	Filter	Descending	Selection	Refresh All	New	Totals	Find	Replace
Views	Format Painter		Advanced	Remove Sort	Toggle Filter	Save	Delete	Spelling	Go To	Select
Clipboard			Sort & Filter			Records			Find	
Main Menu	Branch Information	Roster	Staff Information	Manager Information	Secretary Information	Property Information				



Lease Agreement

Search Properties	<input type="text"/>	
Lease ID	<input type="text"/>	Renter ID <input type="text"/>
Property ID	<input type="text"/>	Lease Duration <input type="text"/>
Start Date	<input type="text"/>	Finish Date <input type="text"/>
Month Leased	<input type="text"/>	Rent <input type="text"/>
Payment Method	<input type="text"/>	Deposit <input type="text"/>
Lease Current?	<input type="checkbox"/>	Staff ID <input type="text"/>
Search Lease ID		Add Record
Save Record		Delete Record

Advertisements Form

Forms for searching, entering, updating and deleting advert forms.

Database Tools

Tell me what you want to do...

ling

Selection

Advanced

Refresh

New

Save

Delete

Totals

Spelling

More

Find

Go To

Select

View

Paste

Format Painter

Filter

Remove Sort

Toggle Filter

Views

Clipboard

Sort & Filter

Records

Find

Branch Information

Roster

Staff Information

Manager Information

Secretary Information

Property Info

Advertisements

Search Name	<input type="text"/>	Property ID	<input type="text"/>
Newspaper Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zipcode	<input type="text"/>
Newspaper Contact	<input type="text"/>	Fax	<input type="text"/>

Search Property ID

Add Record

Save Record

Delete Record

Reports

Branch Report

Dream Home Database

FileHomeCreateExternal DataDatabase ToolsTell me what you want to do...Sign in

ViewPasteCutCopyFormat Painter

Filter

Sort & Filter

Records

Find

Text Formatting

Main MenuBranch Report

Branch Report

Wednesday, May 20, 2020
12:47:07 AM

Branch	Phone	Fax	Address	City	State	Zipcode
1	5155155225	5155255225	3663 Gear St	Food	tx	78545

1

Page 1 of 1

The control cannot be edited. The reports are read-only.

Num Lock

Windows Taskbar

12:47 AM
5/20/2020

File Home Create External Data Database Tools Tell me what you want to do...

View Paste Copy Format Painter Filter Filter Ascending Descending Selection Advanced Refresh All New Save Delete More Records Find Find Replace Go To Select Text Formatting

Main Menu Branch Report Staff List



Staff List

Wednesday, May 20, 2020

12:48:36 AM

Staff ID	First Name	Last Name	Address	City	State	Zipcode	Phone	Sex	DOB	SS#	Position	Salary	Start Date	Branch ID

Page 1 of 1

Rental Report

Dream Home Database

Sign in

FileHomeCreateExternal DataDatabase ToolsTell me what you want to do...

View

Paste

Format Painter

Filter

Sort & Filter

Refresh All

Records

Find

Text Formatting

Main Menu

Client Report

Rental Report



Rental Report

Tuesday, May 19, 2020

8:52:13 PM

Property ID	Branch ID	Owner ID	Address	City	State	Zipcode	Property Type	Rooms	Rent	Active Status	Inspection Notes
										-1	

Page 1 of 1

Database Tools Tell me what you want to do...

Views: View, Paste, Format Painter, Filter, Sort & Filter, Refresh All, Records, Find, Text Formatting

Main Menu Client Report Rental Report **Owner List**



Owner List

Tuesday, May 19, 2020

8:57:18 PM

Owner ID	First Name	Last Name	Address	City	State	Zipcode	Phone	Type
1								<input type="checkbox"/>
1								

Page 1 of 1

Client Report

Dream Home Database

?

Sign in

File

Home

Create

External Data

Database Tools

Tell me what you want to do...

View

Views

Clipboard

Clipboard

Filter

Ascending

Descending

Remove Sort

Selection

Advanced

Toggle Filter

Refresh All

New

Save

Delete

Totals

Spelling

More

Find

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Go To

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Text Formatting

Main Menu

Client Report



Client Report

Tuesday, May 19, 2020

8:51:04 PM

Renter ID	First Name	Last Name	Address	City	State	Zipcode	Phone	Preferred Type	Maximum Rent	Interview Date	Interviewer	Renter Notes

Page 1 of 1

Dream Home Database

FileHomeCreateExternal DataDatabase ToolsTell me what you want to do...Sign in

View

Views

Cut

Paste

Copy

Format Painter

Filter

Sort & Filter

Selection

Advanced

Toggle Filter

Refresh All

Records

Find

Find

Replace

Go To

Select

Text Formatting

Main Menu

Client Report

Rental Report

Owner List

Lease Agreement Report

Lease Agreement Report

Tuesday, May 19, 2020
9:00:31 PM

Lease ID	Month Leased	Rent	Payment Method	Deposit	Lease Last Paid	Start Date	Finish Date	Lease Duration	Renter ID	Property ID	Staff ID

Page 1 of 1

Report View

Windows taskbar with icons for Start, Search, Task View, Edge, File Explorer, and a red application icon.

System tray showing Num Lock, date (5/19/2020), and time (9:01 PM).

Advertisement Reports

Dream Home Database

Database Tools Tell me what you want to do...

Sign in

View

Paste

Cut

Copy

Format Painter

Filter

Ascending

Descending

Remove Sort

Selection

Advanced

Toggle Filter

Refresh All

New

Save

Delete

Totals

Spelling

More

Find

Replace

Go To

Select

B

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Text Formatting

Main Menu Advertisement Listings



Advertisement Listings

Tuesday, May 19, 2020

9:38:58 PM

Newspaper Name	Property ID	Address	City	State	Zipcode	Phone	Fax	Contact Name

Page 1 of 1



Updates are available

Required updates need to be installed.

View updates

Report View

File Home Create External Data Database Tools Tell me what you want to do...

View Paste Copy Format Painter Filter Ascending Descending Selection Advanced Refresh All New Save Delete More Records Find Replace Go To Select Text Formatting

Main Menu Advertisement Listings Non-Active Properties Report



Non-Active Properties Report

Tuesday, May 19, 2020

9:39:43 PM

Property ID	Branch ID	Owner ID	Address	City	State	Zipcode	Property Type	Inspection Date
-------------	-----------	----------	---------	------	-------	---------	---------------	-----------------

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0

Page 1 of 1

**Updates are available**

Required updates need to be installed.

[View updates](#)

Report View

9:39 PM
5/19/2020

File

Home

Create

External Data

Database Tools

Tell me what you want to do...

View

Views

Clipboard

Cut

Copy

Format Painter

Filter

Ascending

Descending

Remove Sort

Selection

Advanced

Toggle Filter

Refresh All

New

Save

Delete

Totals

Spelling

More

Find

Find

Go To

Select

Text Formatting

B

I

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Color

Background Color

Text Color

Text Background Color

Main Menu

Advertisement Listings

Non-Active Properties Report

Interested Clients List



Interested Clients List

Tuesday, May 19, 2020

9:41:36 PM

Renter ID	First Name	Last Name	Address	City	State	Zipcode	Phone	Preferred Type	Maximum Rent	Interview Date	Interviewer ID	Client Interest

0

Page 1 of 1



Updates are available

Required updates need to be installed.

View updates

Report View



File Home Create External Data Database Tools Tell me what you want to do...

View Paste Copy Format Painter Filter Filter Ascending Descending Selection Advanced Refresh All New Save Delete More Totals Spelling Find Replace Go To Select

Views Clipboard Sort & Filter Records Find Text Formatting

Main Menu Advertisement Listings Non-Active Properties Report Interested Clients List Leases Paid Current Report



Leases Paid Current Report

Tuesday, May 19, 2020

9:42:33 PM

Lease ID	Month Leased	Rent	Payment Method	Start Date	Renter ID	Property ID	Deposit	Paid?
----------	--------------	------	----------------	------------	-----------	-------------	---------	-------

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0
Page 1 of 1



Updates are available

Required updates need to be installed.

[View updates](#)

File Home Create External Data Database Tools Tell me what you want to do... Sign in

View Paste Copy Format Painter Filter Ascending Descending Advanced Remove Sort Toggle Filter Refresh All New Save Delete More Records Find Replace Go To Select Text Formatting

Main Menu Advertisement Listings Non-Active Properties Report Interested Clients List Leases Paid Current Report Lease Not Paid Current Report



Leases Not Paid Current Report

Tuesday, May 19, 2020

9:43:38 PM

Lease ID	Month Leased	Rent	Payment Method	Start Date	Duration	Renter ID	Property ID	Deposit

Page 1 of 1



Updates are available

Required updates need to be installed.

View updates