Database User Guide

NZ CERTIFICATE IN INFORMATION TECHNOLOGY ESSENTIALS L4

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Introduction

Throughout this guide, I will provide some easy steps to get to know your database. We will cover the navigation basics, what each individual form does, reports, hiring and adding/editing both new and existing customers and DVDs. In The first section, I will go into detail about the setup of your main menu.

Main Menu

Let`s start at the beginning. As soon as you open your database you will be greeted with a page that looks like this,

Main Menu

Within this Main Menu, there are 8 Buttons leading to various parts of the database. We will cover each of these buttons and their corresponding sections in depth. In the bottom right-hand corner, you will find an 'Exit System' button that will close your database. Be advised that this button only closes the database down, and you will still have to close Microsoft Assess by clicking the "X" in the top right-hand corner of the screen.

Exit Database Button

Customer Buttons and Forms

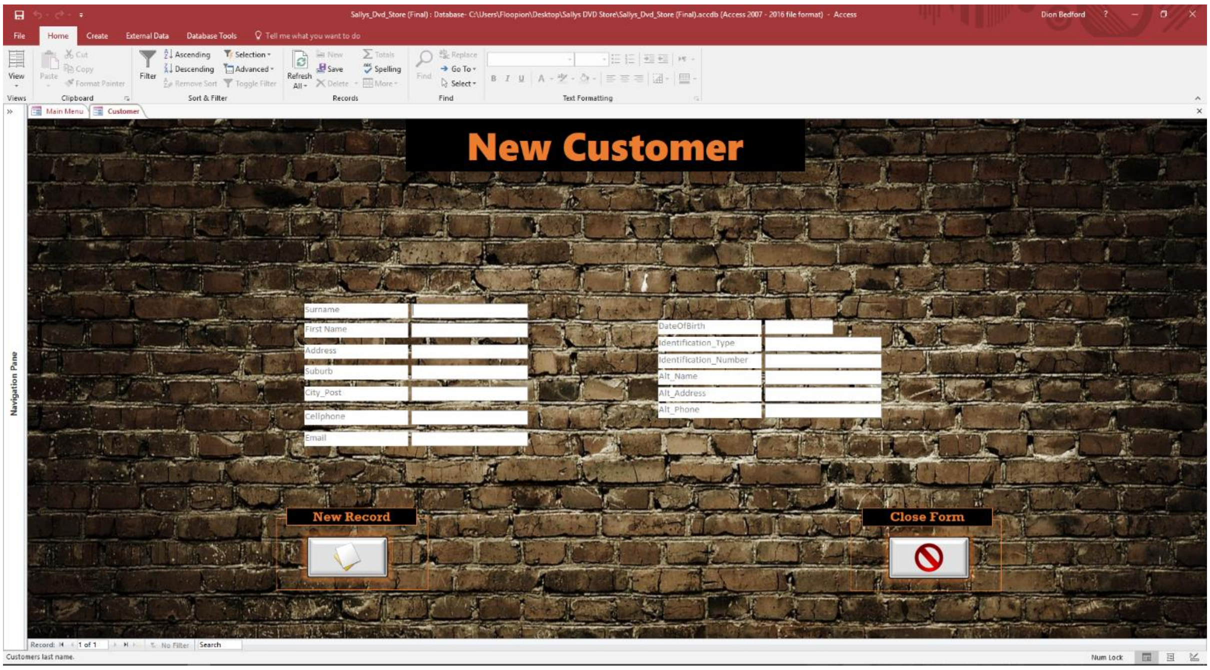
New Customer

In the top right-hand corner, you will find the New Customer button. This button is to be used whenever you are looking to sign up a new customer to your database. Do not go here if you are looking to edit customer details, there is a separate section for that which we will cover later in the guide. Clicking this button will open a 'New Customer' Form for you to fill out.

New Customer Button

New Customer Form

As soon as you Click the new customer form it will open a blank new customer form,



New Customer Form

Within this 'New Customer' Form, we can see, that there are separate areas for both the customer's details and their alternate contact details. Be sure to enter their details in the right-hand blank text boxes as the left-hand boxes are just labels.

Entering Customer Details

Enter your customer details into the blank fields on the left-hand side of the indicated fields,

This side indicates the field you are entering.

Enter the customer's information in the provided blank spaces on this side.

New Record Button

When all the customer information has been entered you can add them to your database by clicking on the new record button located in the bottom left-hand corner of the form. Once you click the button the information will be entered, and a new blank form will be prepared straight away. If for some reason you have hit the new report button and then realize you need have entered the customer details wrong, you can change their details in the, `edit customer' form covered later in this guide.

Edit Customer

In the main menu, you will find the edit customer button at the bottom left-hand corner. Clicking on this button will direct you to the edit customer form. Within the edit customer form, you will find several different sections.

Edit Customer Button

Search

Search Bar

At the top right of your edit customer form, you will find the search bar. You can search for customer one of two ways. Firstly, you can start entering the customer's name and the search bar will start showing applicable customers. Secondly, you can click the downward facing arrow and scroll through the entire database of available customers.

Changing details

Once a customer is selected their details will automatically appear in the details section. You can go ahead and edit the details in these sections and it will automatically update the database. Note that you do not need to save your changes, as soon as you start typing in the fields it will start updating the details automatically.

Deleting a record

At the bottom right-hand side of the screen, you will find the delete record button. Use this if you need to get rid of a record that is no longer relevant. As a safety feature, a dialog box will pop up when this button is pressed asking you if you want to delete this file as the change is permanent. Click yes to delete the document or no if you wish to keep the document and return to the edit customer screen.

Delete Record Button

Record navigation

Record Navigation Buttons

For moving through records manually, you will find the record navigation buttons in the bottom center of the screen. Clicking on the left arrow will take you back to the previous record, and the right arrow will take you to the next record.

Exit

When you wish to exit the form Click on the close form button in the bottom right-hand corner of your screen. Remember that you don't need to save anything before you leave the form as everything is updated automatically as soon as you enter the information.

Close form Button

DVD Buttons and Forms

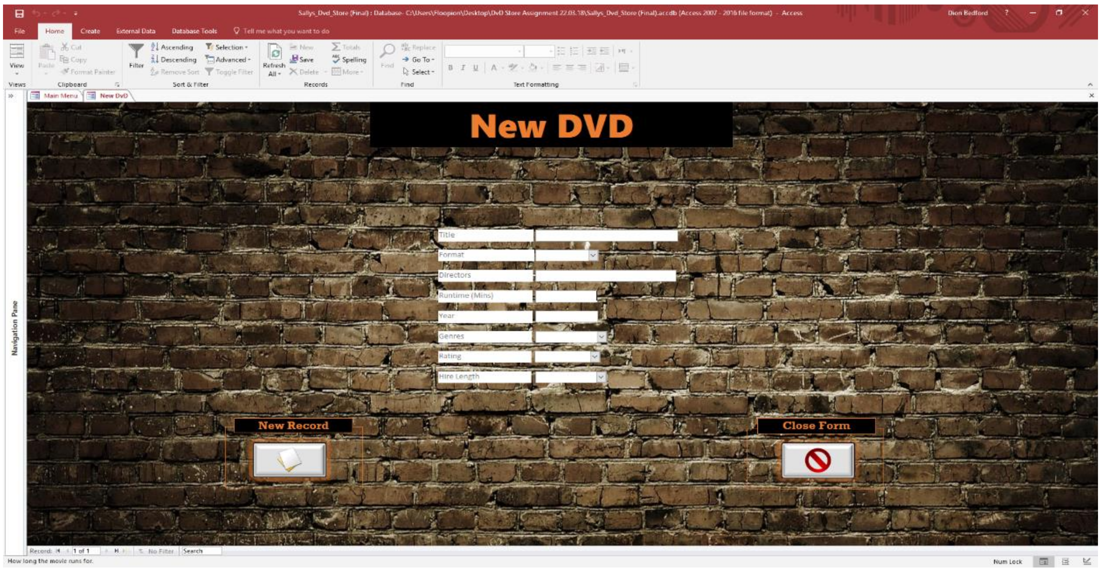
New DVD

In the top right-hand corner, you will find the New DVD button. This button is to be used whenever you are looking to add a new DVD to your database. Do not go here if you are looking to edit DVD details, there is a separate section for that which we will cover later in the guide. Clicking this button will open a 'New DVD' Form for you to fill out.

New Customer Button

New DVD Form

As soon as you Click the new DVD form it will open a blank new DVD form,



New DVD Form

Within this 'New DVD' Form, we can see, that there only one main area for information to be filled out. Be sure to enter their details in the right-hand blank text boxes as the left-hand boxes are just labels.

Entering DVD Details

Enter your DVD details into the blank fields on the left-hand side of the indicated fields,

This side indicates the field you are entering.

Enter the DVD's information in the provided blank spaces on this side.

New Record Button

When all the DVD information has been entered you can add it to your database by clicking on the new record button located in the bottom left-hand corner of the form. Once you click the button the information will be entered, and a new blank form will be prepared straight away. If for some reason you have hit the new report button and then realize you need have entered the DVD details wrong, you can change the details in the, `edit DVD' form covered later in this guide.

Edit DVD

In the main menu, you will find the edit DVD button at the bottom left-hand middle. Clicking on this button will direct you to the edit DVD form. Within the edit DVD form, you will find several different sections.

Edit DVD Button

Search

At the top right of your edit DVD form, you will find the search bar. You can search for DVD one of two ways. Firstly, you can start entering the DVD's name and the search bar will start showing applicable DVDs. Secondly, you can just click the downward facing arrow and scroll through the entire database of available DVDs.

Search Bar

Changing details

Once a DVD is selected their details will automatically appear in the details section. You can go ahead and edit the details in these sections and it will automatically update the database. Note that you do not need to save your changes, as soon as you start typing in the fields it will start updating the details automatically.

Deleting a record

Delete Record Button

At the bottom right-hand side of the screen, you will find the delete record button. Use this if you need to get rid of a record that is no longer relevant. As a safety feature, a dialog box will pop up when this button is pressed asking you if you want to delete this file as the change is permanent. Click yes to delete the document or no if you wish to keep the document and return to the edit DVD screen.

Record navigation

For moving through records manually, you will find the record navigation buttons in the bottom center of the screen. Clicking on the left arrow will take you back to the previous record, and the right arrow will take you to the next record.

Record Navigation Buttons

Exit

Close form Button

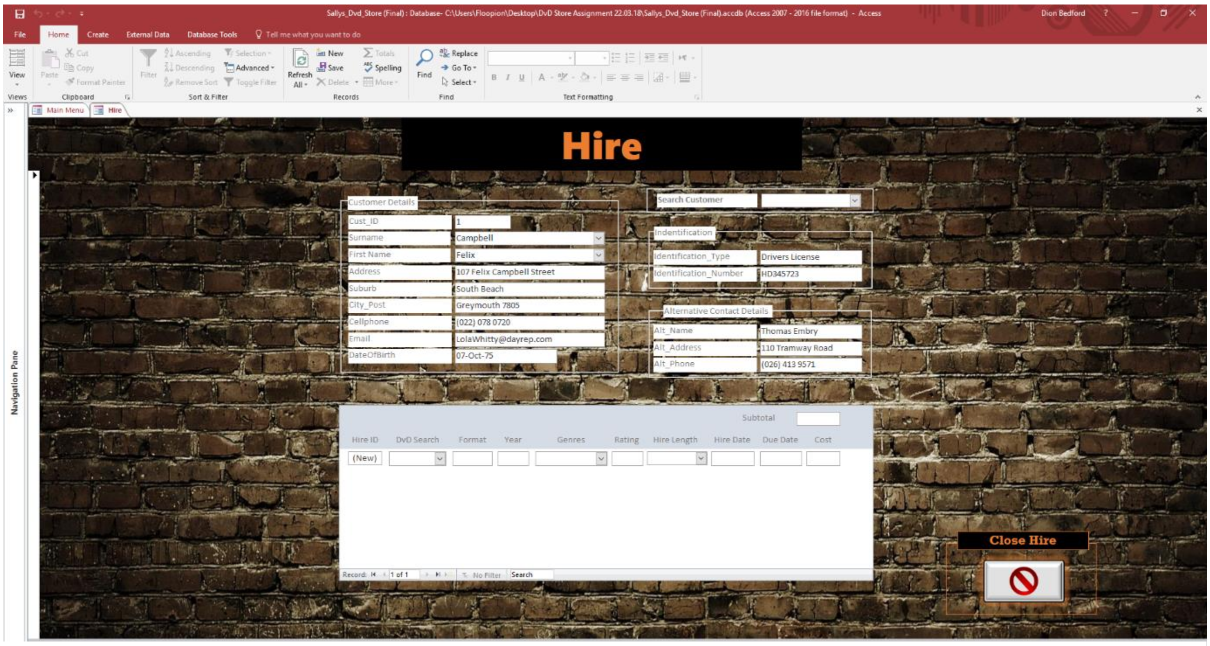
When you wish to exit the form Click on the close form button in the bottom right-hand corner of your screen. Remember that you don't need to save anything before you leave the form as everything is updated automatically as soon as you enter the information.

Hiring

For new DVD hires you will find the hire button in the top right middle of the main menu. Clicking on this will take you to the 'Hire' Form. The button can be found on the top middle right-hand side of the screen.

Hire Button

When you open the Form, you will be greeted with a screen that looks like this,



Hire Form

Selecting Customers

At the top right of your hire form, you will find the search bar. You can search for customer one of two ways. Firstly, you can start entering the

Search

customer's name and the search bar will start showing applicable customers. Secondly, you can just click the downward facing arrow and scroll through the entire database of available customers. Note that you cannot edit customer details here If for some reason your customer details are wrong you can edit them in the edit customer form

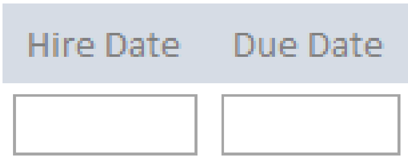
Selecting your DVDs to hire

At the bottom left of your hire form, in the hire sub box, you will find the DVD search bar. You can search for DVD one of two ways. Firstly, you can start entering the customer's name and the search bar will start showing applicable customers. Secondly, you can just click the downward facing arrow and scroll through the entire database of available customers.

Sub hire Box

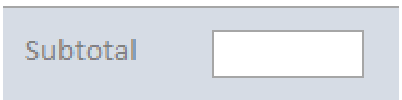
Hire date

Once you have selected you DVDs You need to enter the hire date manually by clicking on the 'hire date' drop-down box and selecting today's date. Once you have selected your hire date the form will automatically generate for you the date the rental is due back. This will be displayed in the box directly to the right of the hire date box.



Both the Hire date and Due Date fields

Cost.



Subtotal Field

At the far right of your hire box, you will find the individual cost for each of your items. At the top right-hand corner of this box, will be displayed the subtotal of all the items you have selected.

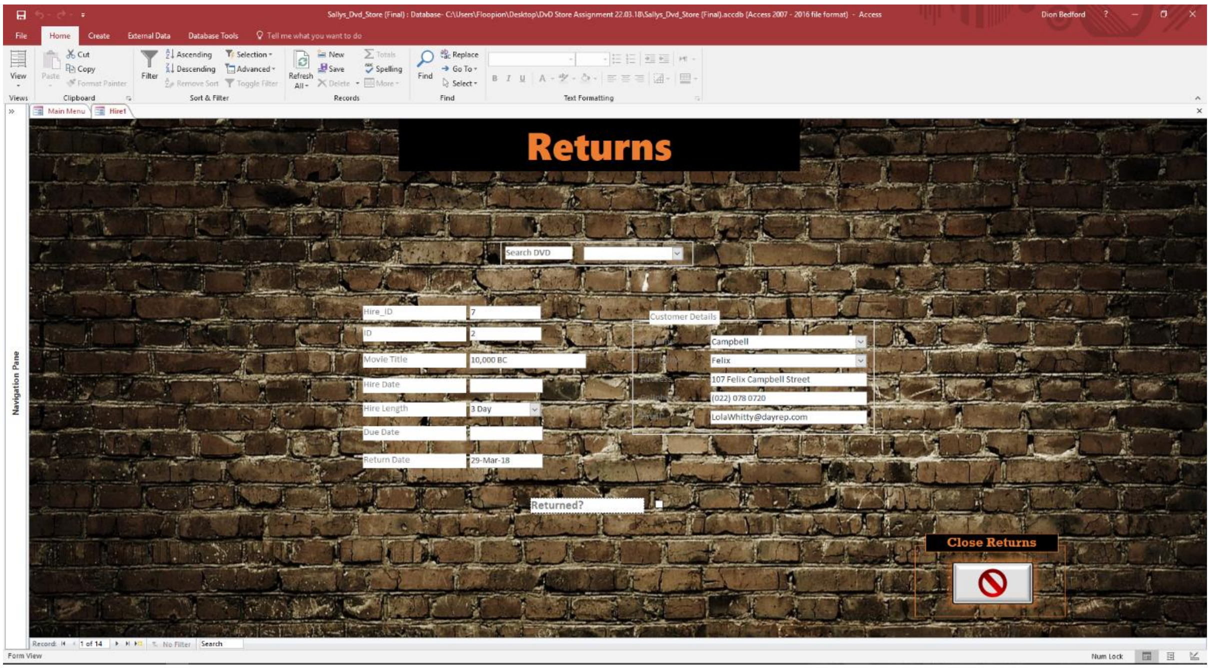
Exit

When you wish to exit the form Click on the close form button in the bottom right-hand corner of your screen. Remember that you don't need to save anything before you leave the form, as everything is updated automatically as soon as you leave the screen. If you accidentally Hire something out, you will have to manually return that item in the returns form which can be found in the main menu.

Close form Button

Returns

For Returning Items you can find the returns Button in the bottom middle right of your Main menu screen, clicking this button will take you to the return DVD form.



Returns Form

Selecting DVD

At the top middle of your Returns form, you will find the search bar. You can search for DVD one of two ways. Firstly, you can start entering the DVD's name and the search bar will start showing applicable DVDs. Secondly, you can just click the downward facing arrow and scroll through the entire database of hired out DVDs.

Details

Once you have selected a DVD the form will show you the DVD details on the left-hand side. On the right-hand side will be displayed the customer details for the customer that currently has this DVD rented out. Note that you cannot edit any of these fields. If for some reason you need to edit either customer of DVD information this can be done in either the ``'edit customer' or 'edit DVD' sections in the database. Instructions on how to use these can be found earlier in this guide.

Returning an item

Return Field

Once you have an item selected, simply check the box at the bottom of the screen that says returned and the DVD will be logged as being returned. You do not need to save between individual DVDs. Once the box is checked the DVD is logged as being returned and you go back to the search bar and find the next DVD you need.

Exit

Close form Button

When you wish to exit the form Click on the close form button in the bottom right-hand corner of your screen. Remember that you don't need to save anything before you leave the form, as everything is updated automatically as soon as you leave the screen.

Reports

Overdue Report

The database can generate a report to if there are any items overdue, how long those items have been overdue, and who hired out these overdue items.

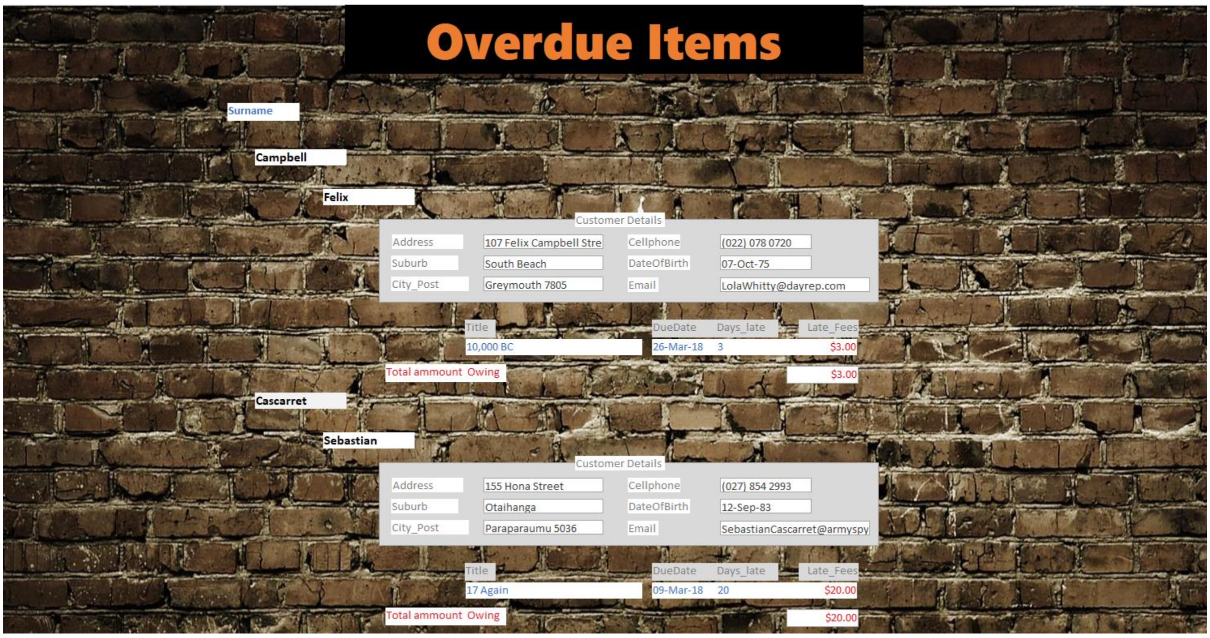
Button Location

You can find the Overdue report button in the main menu, Located in the bottom right-hand corner of the screen above the exit system Button.

Overdue button

Report layout

When you open the overdue report, you will be greeted with a form that looks like this,



Overdue Report

The form is grouped down the left-hand side firstly by surname, then by the first name. Underneath the customers the first name you will finds the customers contact details so`s that you can easily find them if need be. Below the contact details are the items that the customer has overdue, how many days late that title is overdue, and how much the customer owes in fees.

Down the bottom of the report, you will find the grand total of how much you are owed in fees and the date of which the report was generated.

Grand Total

It is worth noting that every time you open the Overdue report section a new and up to date report will be generated for you.

Exit

When you wish to exit the form Click on the close form button in the bottom right-hand corner of your screen.

Late Fees Report

The database can generate a report to if there are any items Late Fees that are owed, how many items have late fees attached, and the subtotal of late fees per item/customer.

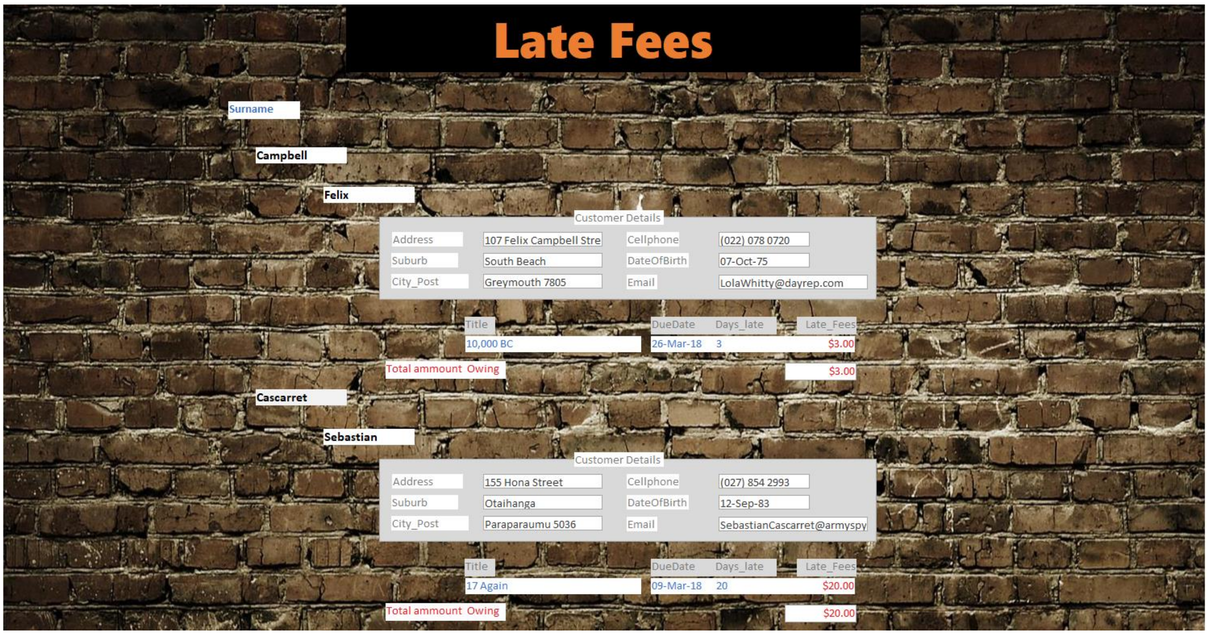
Late Fees button

Button Location

You can find the Late Fees report button in the main menu, Located in the top right-hand corner of the screen above the overdue report Button.

Report layout

When you open the Late Fees report, you will be greeted with a form that looks like this,



Late Fees Report

The form is grouped down the left-hand side firstly by surname, then by the first name. Underneath the customers the first name you will finds the customers contact details so`s that you can easily find them if need be. Below the contact details are the items that the customer has Late Fees, how many days late that title is Late Fees, and how much the customer owes in fees.

Down the bottom of the report, you will find the grand total of how much you are owed in fees and the date of which the report was generated.

Grand Total

It is worth noting that every time you open the Late Fees report section a new and up to date report will be generated for you.

Exit

When you wish to exit the form Click on the close form button in the bottom right-hand corner of your screen.

Troubleshooting

If any issues arise, or there are any other points that you feel aren't covered by this guide, email me at bedfdc1@student.op.ac.nz. I will reply with an answer/ bug fix as soon as possible.