

FLOWER SHOP DATABASE MANUAL

--- Thi Thu Trang Do 17774 ---

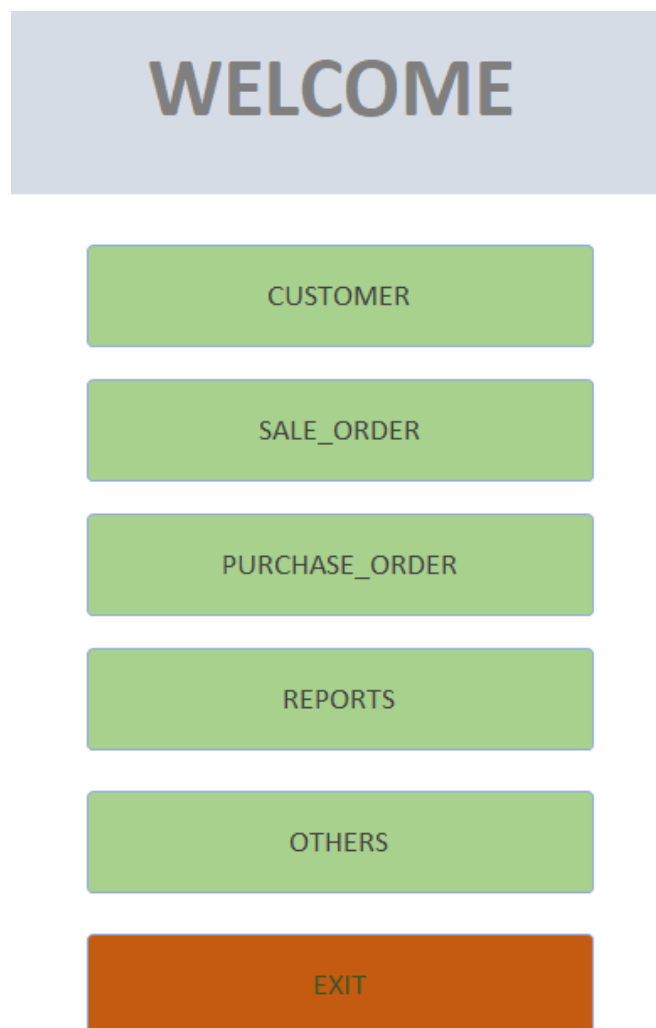
- **Purpose of manual**

The purpose of this manual is to help users to know how to use Flower Shop Database the most effectively.

- **Instructions**

1. **WELCOME**

When Flower Shop Database is opened, you will see this.



- Click CUSTOMER to access to customers
- Click SALE_ORDER to access to sale orders
- Click PURCHASE_ORDER to access to purchase orders
- Click REPORTS to access to some important reports
- Click OTHERS to access to some important queries
- Click EXIT. Next, click Yes to quit or click No to cancel

2. CUSTOMER

CUSTOMER

ID_Customer

Cust_Firstname

Cust_surname

Cust_address

Cust_phone_number

ID_Sale_Order	Date_of_Sale	Total of Order
1	10-Oct-17	\$640.00

Record: 1 of 1 No Filter Search

New Customer

SALE_ORDER_FORM

Find Customer's Orders


HOME

⏮

⏪

⏩

⏭

- Click buttons  to move among records
- Change customer information in this area (Use “Tab” or mouse to move):

ID_Customer

Cust_Firstname

Cust_surname

Cust_address

Cust_phone_number

- Click

New Customer

 to add new customer
 - Click

SALE_ORDER_FORM

 to go to SALE ORDER
 - Click

Find Customer's Orders

 to find all orders of a specific customer
- Then enter customer first name and surname

Enter Parameter Va... ? ×

Enter Customer First Name

OK

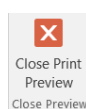
Cancel

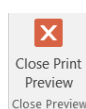
Enter Parameter Va... ? ×

Enter Customer Surname

OK

Cancel



After that, click  to come back to CUSTOMER

- Click  to come back to WELCOME

3. SALE ORDER

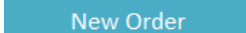


[illegible]

- Click buttons     to move among records
- Click small arrow on the right to choose customer

Cust_Firstname	Huyen
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- Click blank box to see the total

Total	\$640.00
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- Click  to add new order
- Click  to go to ORDER DETAIL
- Click  then enter ID sale order

Enter Parameter Va... ? X

Enter ID Sale Order

OK Cancel

to see the invoice for that sale order

- Click **Back to CUSTOMER_FORM** to come back to CUSTOMER

- Click  to come back WELCOME
- #### 4. SALE ORDER DETAIL

SALE ORDER DETAIL

ID_Sale_Order

Flower_Name

Color

Price

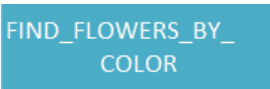
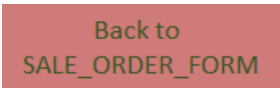

Sale_Quantity

FIND_FLOWERS_BY_COLOR

Back to SALE_ORDER_FORM

Subtotal

Save

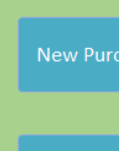
- Click small arrow on the right to choose flower
Flower_Name
- Click  then enter the color to find all flowers that have that color
- Click  to come back to SALE ORDER
- Click  after entering all data to save and open new sale order detail

5. PURCHASE ORDER

PURCHASE_ORDER

ID_Purchase_Order	10
ID_Supplier	2
Date_of_Purchase_Order	25-Nov-17

ID_Flower	Flower_Name	Color	ID_Delivery	Quantity	Delivered
2	Lily	Pink	12	700	<input checked="" type="checkbox"/>
*			(New)		<input type="checkbox"/>




New Purchase Order

DELIVERY_FORM

HOME



- Click buttons     to move among records
- Click  to add new purchase order
- Click  to go to DELIVERY and add more information for an ID purchase order
- Click  to come back WELCOME

6. DELIVERY

DELIVERY

☒ Delivered

ID_Purchase_Order

ID_Delivery

ID_Flower

Flower_Name

Color

Price

Quantity_of_Delivery

New Delivery

Confirm Delivered Purchase Order

Back to PURCHASE_ORDER_FORM

Subtotal

Save

- Click New Delivery to add new delivery and detail for a purchase order
 - To confirm that a purchase order is received, click Confirm Delivered Purchase Order
- Then click Yes

Microsoft Access ×

! You are about to run an update query that will modify data in your table.

Are you sure you want to run this type of action query?
For information on how to prevent this message from displaying every time you run an action query, click Help.

[Show Help >>](#)

Yes
No
Help

Next, enter ID Purchase Order

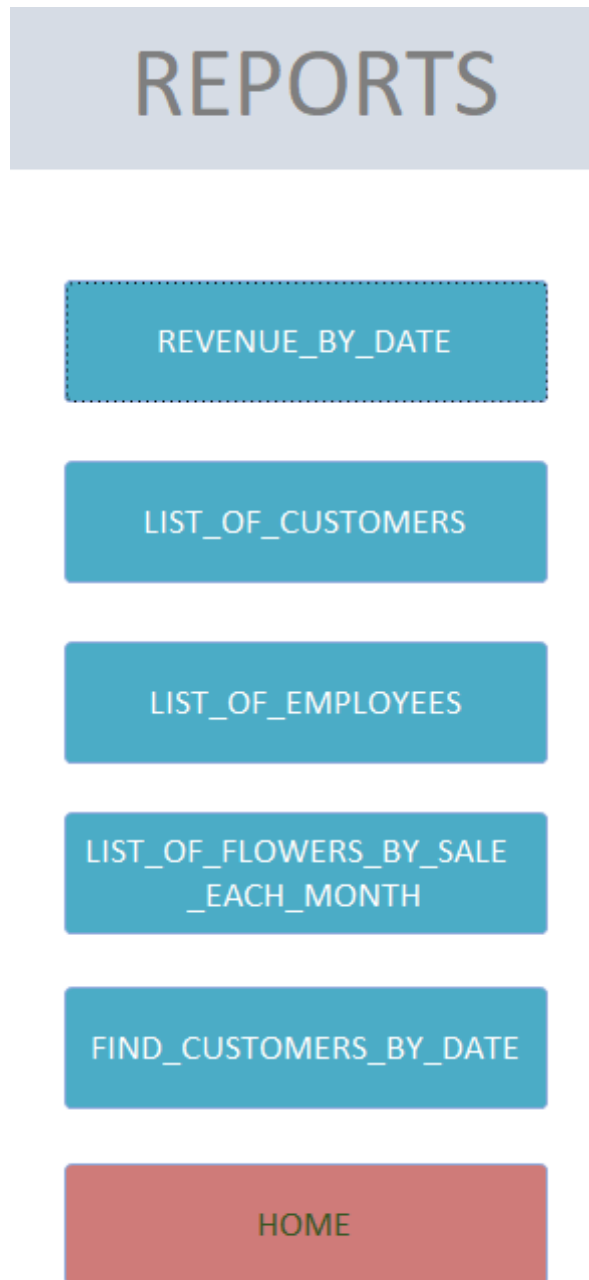
Enter Parameter Va... ? ×

Enter ID_Purchase_Order

OK
Cancel

- Click Back to PURCHASE_ORDER_FORM to come back to PURCHASE ORDER
- Click Save after entering all data to save and open new sale order detail

7. REPORTS



- Click REVENUE_BY_DATE to open report REVENUE_BY_DATE
- Click LIST_OF_CUSTOMER to open report LIST_OF_CUSTOMER
- Click LIST_OF_EMPLOYEES to open report LIST_OF_EMPLOYEES
- Click LIST_OF_FLOWERS_BY_SALE _EACH_MONTH to open report LIST_OF_FLOWERS_BY_SALE _EACH_MONTH
- Click FIND_CUSTOMERS_BY_DATE to open report FIND_CUSTOMERS_BY_DATE
- Click HOME to come back WELCOME

8. OTHERS



- Click APPEND EMPLOYEE TO CUSTOMER to open query APPEND EMPLOYEE TO CUSTOMER
- Click SALE ORDERS BY EMPLOYEES to open query SALE ORDERS BY EMPLOYEES
- Click REMOVE CUSTOMERS WITHOUT FIRSTNAME OR SURNAME to open query REMOVE CUSTOMERS WITHOUT FIRSTNAME OR SURNAME
- Click CREATE TABLE SUPPLIER_BY_PURCHASE to open query CREATE TABLE SUPPLIER_BY_PURCHASE
- Click CUSTOMER AND EMPLOYEE SURNAME to open query CUSTOMER AND EMPLOYEE SURNAME
- Click HOME to come back WELCOME

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