FLOWER SHOP DATABASE MANUAL

--- Thi Thu Trang Do 17774 ---

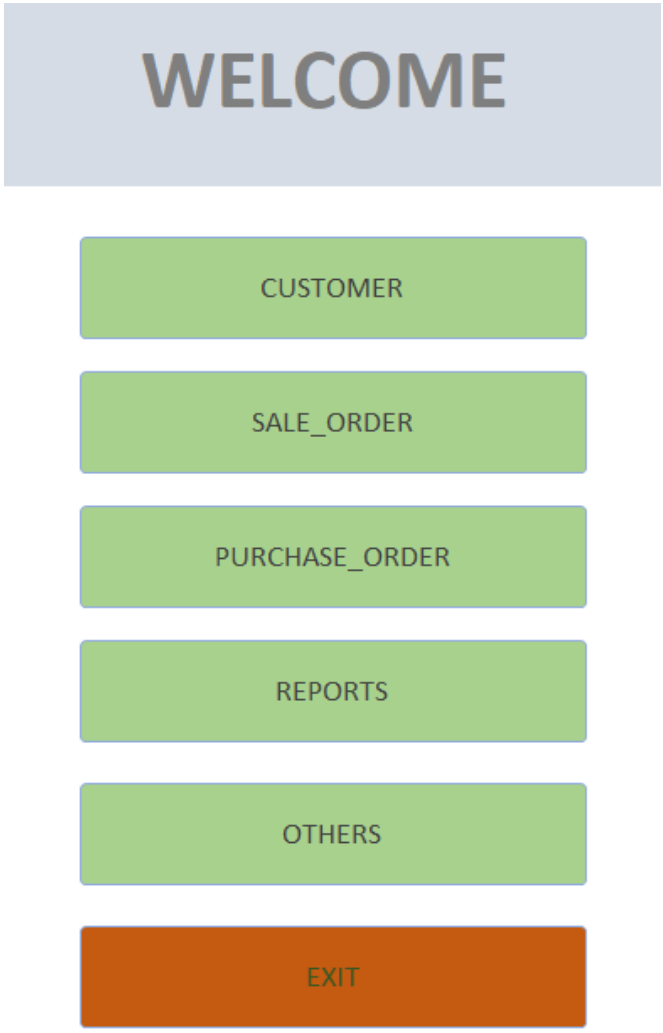
• Purpose of manual

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

• Instructions

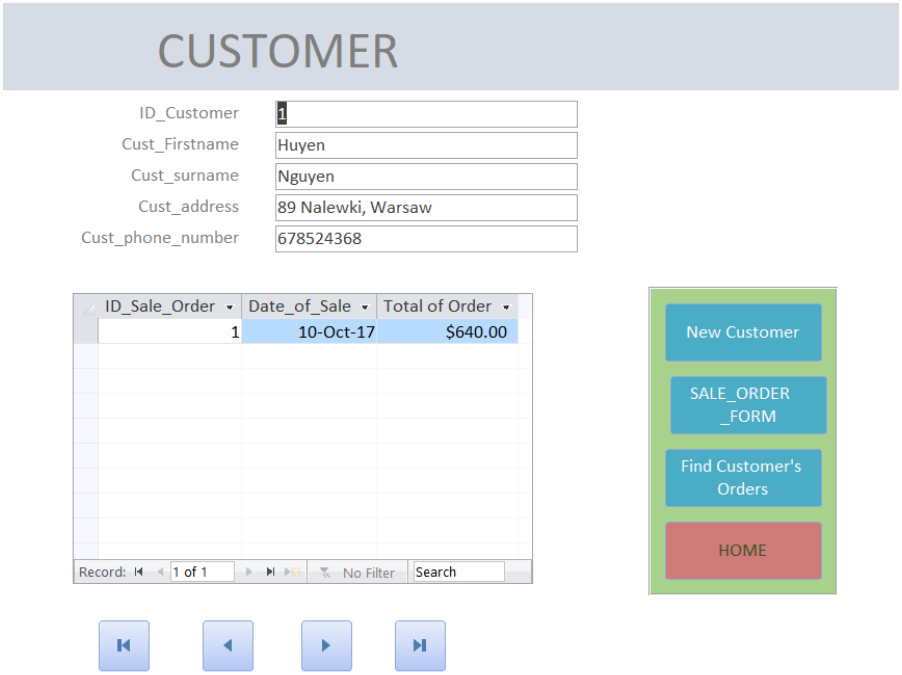
1. WELCOME

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

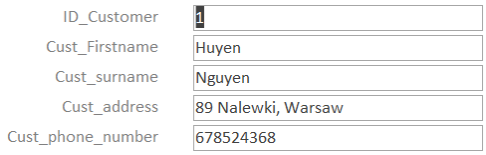


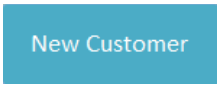
- Click CUSTOMER to access to customers
- Click SALE_ORDER to access to sale orders
- Click PURCHASE_ORDER to access to purchase orders
- Click REPORTS to access to some important reports
- Click OTHERS to access to some important queries
- Click EXIT. Next, click Yes to quit or click No to cancel

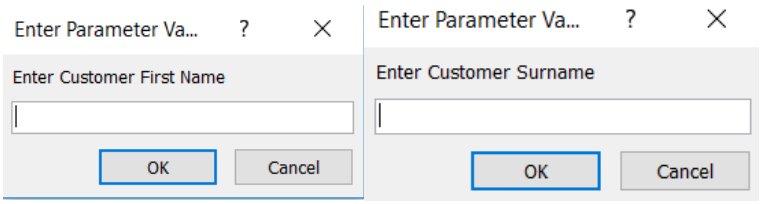
2. CUSTOMER



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



- Click  to add new customer
- Click to go to SALE ORDER
- Click to find all orders of a specific customer
  Then enter customer first name and surname

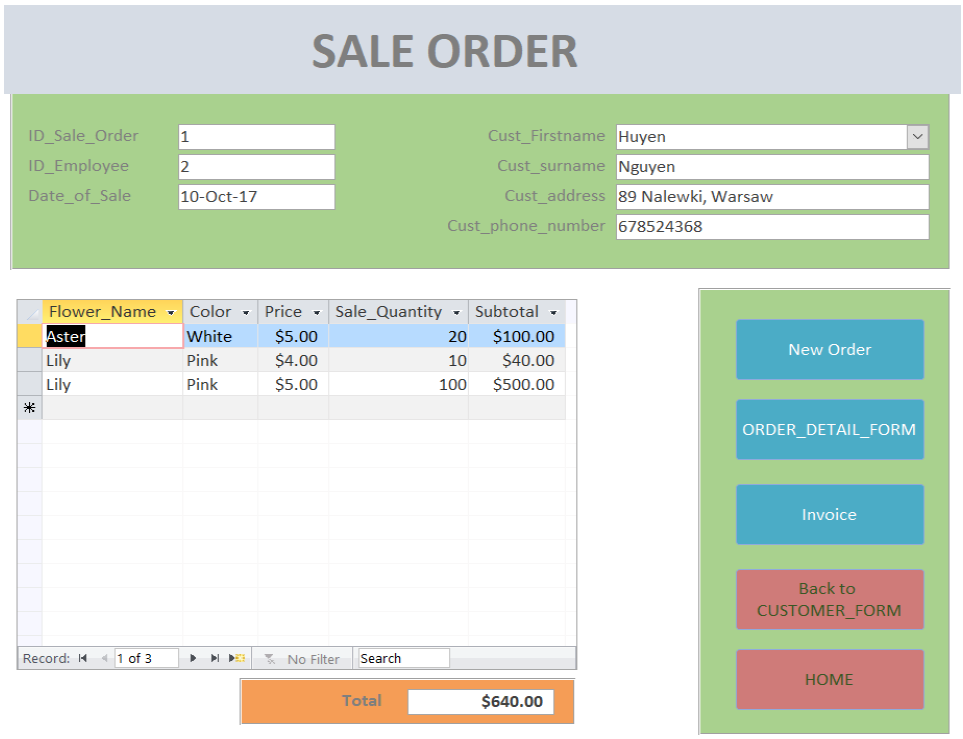


After that, click to come back to CUSTOMER

- Click

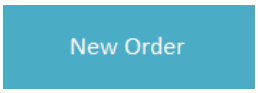
to come back to WELCOME

3. SALE ORDER

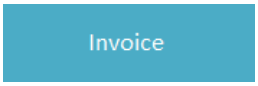


- Click buttons to move among records
- Click small arrow on the right to choose customer

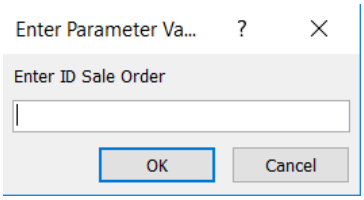
- Click blank box to see the total

- Click 

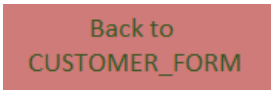
to add new order
- Click

to go to ORDER DETAIL
- Click 

then enter ID sale order



to see the invoice for that sale order

- Click 

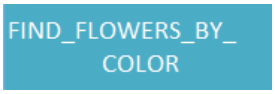
to come back to CUSTOMER

- Click

to come back WELCOME

4. SALE ORDER DETAIL

- Click small arrow on the right to choose flower

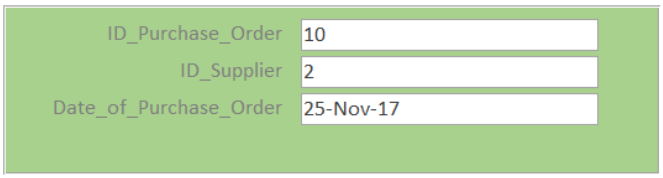
- Click 

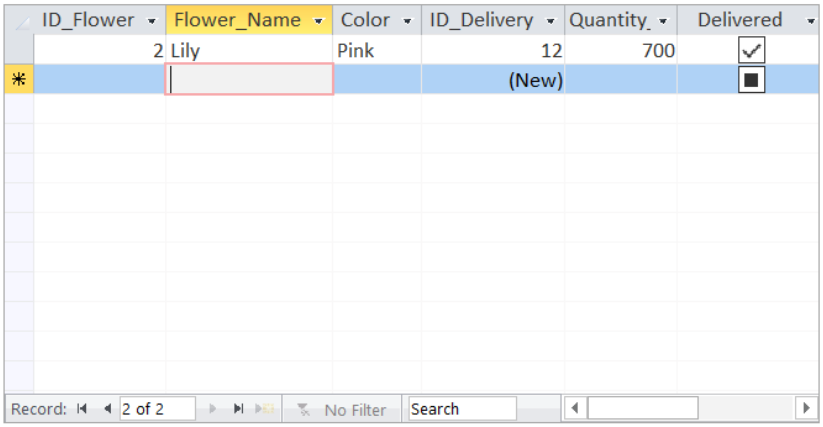
then enter the color to find all flowers that have that color
- Click

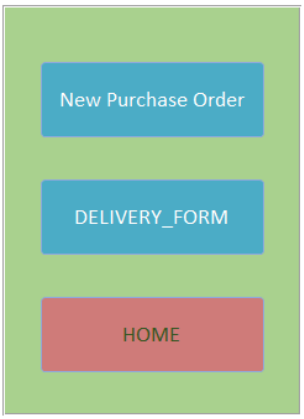
to come back to SALE ORDER
- Click

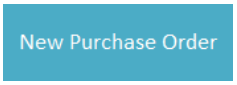
after entering all data to save and open new sale order detail

5. PURCHASE ORDER

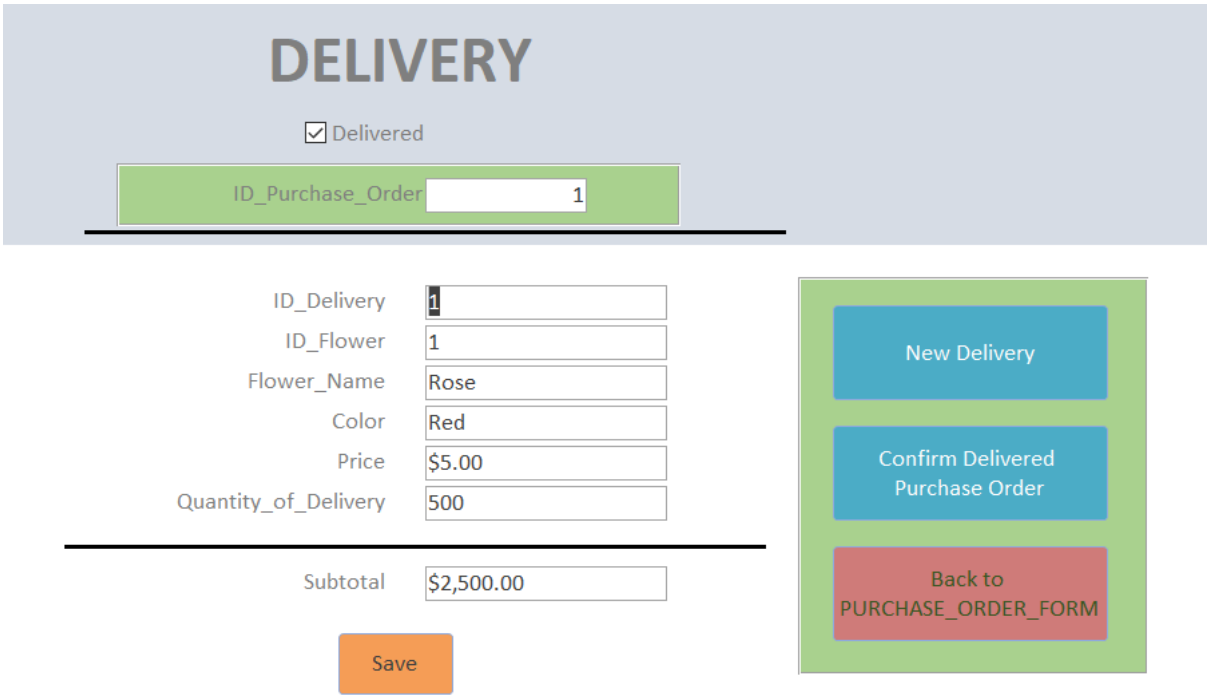






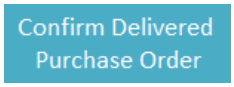
- Click buttons to move among records
- Click  to add new purchase order
- Click to go to DELIVERY and add more information for an ID purchase order
- Click to come back WELCOME

6. DELIVERY

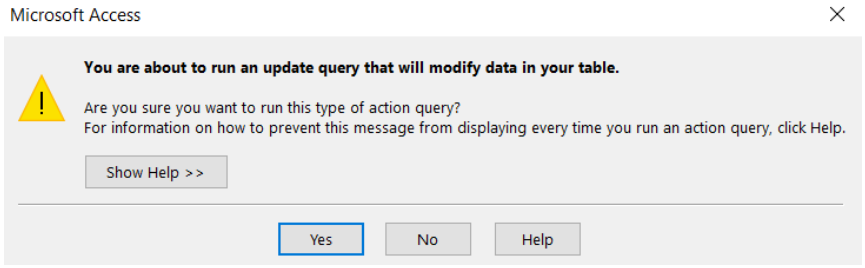


- Click

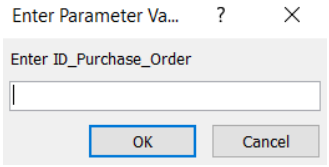
to add new delivery and detail for a purchase order
- To confirm that a purchase order is received,

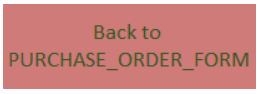
  click 

  Then click Yes



  Next, enter ID Purchase Order

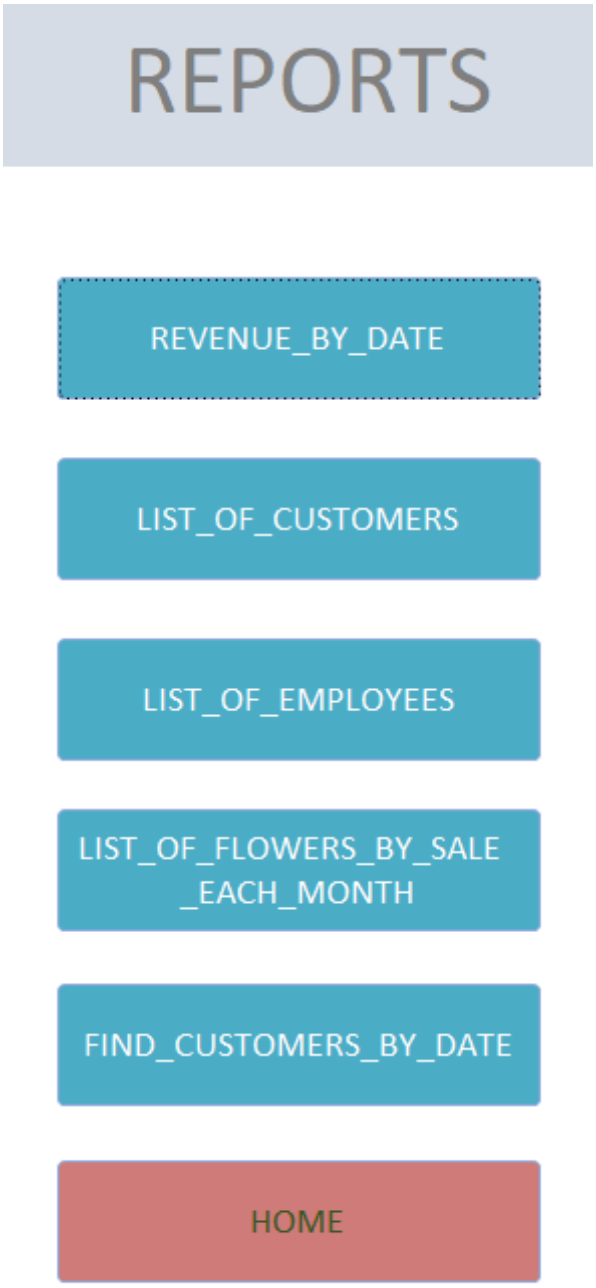


- Click 

to come back to PURCHASE ORDER
- Click

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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