**Usage Instructions**

**1.Open the database application:**

* Double-click the database file ("ApplicationDatabase.accdb") to open it in Microsoft Access.

**2.Navigate through forms:**

* Use navigation menus to move between forms and features.

**3.Querying and filtering data:**

* Use search fields or query options to filter and retrieve specific data from the database.

**4.Update and insert data:**

* To update data, navigate to the appropriate form or table and edit records.
* Save your changes by clicking the "Save" or "Update" button.

**5.Generate reports:**

* Select report wizard, select the columns you want to show and choose the layout model.
* Click the finish button to generate report to view the report.

**6.Import data:**

* Use the Import option to import external data from files such as CSV or Excel.
* Follow the steps to locate the resources.
* Choose “Append a copy of the record to the table” and select the destination table.
* Click “OK” and “Next” to start importing.

**7.Exit the application:**

* Save and close forms and reports.
* Exit the program by closing Microsoft Access.