

## **Instructions For Users**

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### **Main Menu: -**

- Main menu consists of 3 sub menu's they are Queries, Query Reports and Forms
- **Queries** – Queries sub menu consists of a Query Menu button, on click it will open a form which contains all the queries.
- **Query Reports** – Query Report sub menu consists of a Report Menu button, on click it will open a form which contains all the Reports.
- **Forms** – Forms submenu contains Conditional forms, Forms, Sub Forms, Multi Tabbed Sub Forms and D lookup Forms. Under the respective forms, we have created a button. On click, it will open a form.
- Every Report, Form and Sub forms opening from the main menu will have a return to main menu button to go back to the Main menu.
- In few of the forms and sub forms, we have navigation button to navigate to next and previous records. • Main Menu will have an Exit button (Top right corner) , to close the application.

### **Queries: -**

After opening Query menu on click from Main menu, list of Queries (Buttons) will be seen.

- **Qry1\_DiscByComp:** - Query 1 gives information about Total Disconnections of Individual Companies.
- **Qry2\_DisconnsByDate:** - Query 2 gives information about Number of Disconnections based on Date.
- **Qry3\_DiscTotalByCity:** - Query 3 gives information about Total Disconnections of each city respectively.
- **Qry4\_DiscTotalByCounty:** - Query 4 gives information about Total Disconnections of each county.
- **Qry5\_Top10Zip:** - Query 5 gives information about top 10 highest Disconnections based on zip code.
- **Qry6\_DiscPercentByPopulation:** - Query 6 gives information about Percentage of Disconnections of each city.
- **Qry7\_CrosstabTotalByCompanyAndCounty:** - Query 7 gives information about the count of disconnections of each company across all the counties.

- **Qry8\_SubdataSheetTotalDiscByCountyAndCity:** - Query 8 gives information about each county and total disconnections in a county. In addition to this, for each county, the individual count of disconnections of each city will be seen on clicking of '+' button on each county. The sub data sheet can be viewed properly in the report.
- **Qry9\_ParameterizedTotalDiscByZipCode:** - Query 9 is a user input query, on running the query, a user prompt will be displayed to enter the zipcode. On entering the zipcode, it will display the county and total disconnections related to the zipcode.
- **Qry10\_BigQuery\_CrosstabTotalDiscByTypeAndcity:** - Query 10 gives information about total disconnections for each area type in individual city.
- **Qry11\_CrossTabAvgDiscByYearAndMonth:** - Query 11 gives information about the average of total disconnections in all the 3 years for every month.

**Query Reports:** - After opening Report menu on click from Main menu, list of Reports (Buttons) will be seen. Each individual report is generated for the queries which are mentioned above.

**Forms:** - The main menu contains different types of forms.

#### 1) Conditional Forms: -

**Macro\_Conditional\_Company\_Performance:** - This form gives information about the company's performance based on the conditions meeting criteria of total disconnections. A conditional macro called "**Company\_Performance\_Conditional\_Macro**" is used here. The range or values we used for conditions here, Total Disconnections is (a) between 0 and 5000 for Highly Productive (b) between 5000 and 10000 for Productive (c) between 10000 and 15000 for Less Productive (d) greater than 15000 for Least Productive.

#### 2) Forms: -

**Macro\_GetCitiesDiscAndCounties\_Info:** - This form gives information about the sum of disconnections of each city and we will also be able to fetch the county details. To fetch the county details, we have used a macro called "**GetAllCounties**".

#### 3) Sub Forms: -

**Macro\_subform\_CityDiscByCounty:** - This form gives information about the cities and their total disconnections in each county. A sub form is implemented to display the results of cities and their total disconnections of each county. We have implemented a macro called "**Macro\_SubDataSheetByCountyAndCity**" here to fetch the report which contains sub data sheet.

#### **4) Multi Tabbed Sub Forms: -**

**Macro\_Multitabbed\_subform\_DiscByCity\_DiscByCounty:** - This form gives information about the cities and their total disconnections and counties and their total disconnections for each company. A multi tabbed sub form is implemented to achieve this. In multi tabbed sub form, 2 pages are created, in each page, a sub form is created to display cities and their total disconnections and counties and their total disconnections respectively. We have implemented a macro called “**Macro\_GetAllCompanyDisc**” here to fetch the details of all companies and their total disconnections.

#### **5) Dlookup Forms: -**

**Macro\_DLookUp\_GetDiscByYearAndMonth:** - This form gives information about total disconnections when we select year and month. On selection of year and month, the total disconnections will be populated, this is implemented by Dlookup. We have implemented a macro “**Macro\_GetAllDiscByMonthAndYear**” here to fetch the total records of total disconnections from the data.

**MacroQry\_Dlookup\_DiscByCityAndPopulation:** - This form gives information about total disconnections of city and total population in the city when we select zipcode. On selection of zipcode, the total disconnections of city and total population in the city will be populated, this is implemented by Dlookup.

#### **Macros: -**

- **Company\_Performance\_Conditional\_Macro:** - A conditional macro is created. The range or values we used for conditions here, Total Disconnections is (a) between 0 and 5000 for Highly Productive (b) between 5000 and 10000 for Productive (c) between 10000 and 15000 for Less Productive (d) greater than 15000 for Least Productive.
- **GetAllCounties:** - This macro is created to fetch all the details of Counties and their total disconnections related to each county.
- **Macro\_GetAllDiscByMonthAndYear:** - This macro is created to fetch the total records of total disconnections from the data based on month and year.
- **Macro\_GetAllCompanyDisc:** - This macro is created to fetch the details of Companies and their total disconnections related to each company.
- **Macro\_SubDataSheetByCountyAndCity:** - This macro is created to fetch the report of total disconnections of city for each county using sub data sheet.

- **AUTOEXEC:** - This macro is created to open the main menu by default when the application is opened.

**Failed Efforts: -**

We tried to implement Dlookup to populate the total disconnections when we select the city name. While doing this, we received **#Name?** we were unable to fetch the data. When we are debugging using VBA code in code builder, we found that instead of the City\_Name, it is taking City\_ID instead. We were unable to resolve this issue.