Lost and Found Database

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Lost and Found Database

# System in place

Topic 1: System in place

Question 1: What do you already have in place?

An excel spreadsheet. One form for Lost Property – Logged by Owner, another for Lost/Found Property, and Patient Trust Property.

Question 2: What SQL are you using and what version?

2008 R2 Cluster (Microsoft SQL)

Question 3: What OS are you using?

Windows 7 64 bit

Question 4: How do you want to access the data (interface)?

Web based and tablet.

Question 5: How many people have access?

4 teams 10. There should not be more than 3 people using it at once.

Question 6: what levels of access are needed?

3 levels of security

* Level 1 Entering lost items(only adding and searching)
* Level 2 Superior edit entries entry remove found items (put into archive) also have an audit trail of who changed what and why. (3 managers)
* Level 3 Administration can alter tables and edit categories

Question 7: Do you want to record items that have been declared lost?

Yes they already have a system in place (Lost Property – Logged by Owner).

Question 8: How do you want to search for the item?

Through the description and owners name (Lost property – Logged by owner)

# Item details and categories

Question 9: What details do you want for each item?

1. Lost/Found Property and Logged for Owner:
   1. Reported date
   2. Reported time
   3. Owners name(Logged for Owner)
   4. Contact number(Logged for Owner)
   5. Property bag number
   6. Description
   7. Logged by sims officer
   8. Storage location

Items found and returned

* 1. Owner notified by sims officer
  2. Date notified
  3. Time notified
  4. Date Returned
  5. Time Returned
  6. Returned by
  7. Returned To
  8. ID number

1. Patient Trust Property
   1. Collected date
   2. Collected time
   3. Work order number
   4. Property bag number
   5. Owners name (patient sticker)
   6. Description
   7. Logged by Sims Officer
   8. Storage Location

Patient Trust Returned

* 1. Property returned to owner or next of KIN
  2. Property returned to (name)
  3. I.D number
  4. Date returned
  5. Time returned
  6. Signature of person returned
  7. Work order number
  8. Returned by

Question 9: Do you want to collect the details of the person turning in the item?

Owners name contact number

Question 10: Are you attaching a value to each item? (i.e. cost or sentimental).

Yes

Question 11: Do you have different storage locations for different items?

Store high value items in a safe, illicit items to the police, normal items on shelf

Question 12: How long do you hold to an item for?

3 months

Question 13: What do you do to items that are not picked up?

Give to the police first, if not collected offer to person who found item then if still not wanted safely destroyed. Data storage devices are given to a third party to erase the information.

# Item Collection

Question 14: What information do you need of the person collecting the lost item? (i.e. contact details).

* Time
* Contact details
* ID

Question 15: What reports are required, how often are they required?

Monthly report of what items are in there, archived items are used to as audit. And audit trail of who did what when and 12 monthly archive reports.

# Meeting minutes.

We arrived at the administration at 2pm and signed in. we went and sat down to wait for Sam. When Sam came he took us up to level two where the meeting room was. We went in and Sam briefly went over the whole idea of the data base while we were waiting for Kevin to come in. Then Kevin arrived and we were able to ask all the questions we needed to ask about the construction of the data base and what they needed. They said they wanted to keep the same fields they already had in place and transfer it to a database. Kevin said he going to send the class all the fields that we will need. After the meeting Sam took as down to the security office where he introduced as to Kristine. Kristine showed as the system they already had in place and that she wanted the database to be simple and easy to use and keep the same fields they already had in place. After that we said good bye and left.

# Data Fields.

|  |  |
| --- | --- |
| **Lost/Found Property and Logged for Owner** | **Patient Trust Property** |
| Reported date | Collected date |
| Reported time | Collected time |
| Owners name(Logged for Owner) | Work order number |
| Contact number(Logged for Owner) | Property bag number |
| Property bag number | Owners name (patient sticker) |
| Description | Description |
| Logged by sims officer | Logged by Sims Officer |
| Storage location | Storage Location |
| **Items found and returned** | **Patient Trust Returned** |
| Owner notified by sims officer | Property returned to owner or next of KIN |
| Date notified | Property returned to (name) |
| Time notified | I.D number |
| Date Returned | Date returned |
| Time Returned | Time returned |
| Returned by | Signature of person returned |
| Returned To | Work order number |
| ID number | Returned by |