## USAGE INSTRUCTION

After installing SSMS and creating user account with password, users will restore the given backup database followed by instructions. Users will be able to use the user account with password to have access to the database when opening the tool rental management application in Access which had been given to users. Users can go to the main menu to navigate between different forms that allow easy updates of the database. Forms including customers, orders, rentals, rental lines, and the tools available for rent can all be found here.

The customers form allows for the modification of existing client details by simply changing the relevant field and clicking update. For the addition of new customers simply click add new on the bottom of the page and fill out the necessary fields. Here users have the option to go to customer’s order form directly to view/modify/print the order and add a new order for a customer with the order button on the bottom of the page.

From the main menu users can also access the full customer list where users can select any customer and click the “Open Customer” button on the bottom of the page to view the full details relating to that customer.

The user can also access a power tool and a tools form from the main menu that allows the addition of new tools in the future. Here users can also update the information for existing tools or delete tools if they are no longer in the user’s inventory.

By clicking rentals in the main menu, users will be brought to the rentals form where users can add and edit rentals. This section will calculate the price of the rental based on the length of the rental.