**Input / Output and Forms Design**

**Chapter - 5**

**5.1 Introduction**

A form is a paper with questions on it and spaces marked where we should write the answers. Forms usually ask us to give details about ourselves. Forms are the product of input and output design. It provides fields for data input. During form design we have to know-

* Who will use them
* Where would they be delivered
* The purpose of the form

Types of forms-

* Main forms or Regular forms- To create a regular form, we will see the eight core fields.
* Composite forms or Join forms- When data is stored in multiple forms and we want to display the data in a single form.
* Inline forms- It is automatically load embedded forms on a view fields based on user action.

**5.2 Form Design for Technical Training Center (TTC)**

In the process of system analysis in Technical Training Center (TTC), Rajshahi, several types of forms were required. Here the main focus of the analysis was to work on the forms relating the student information and instructor information. So to gather information about both student and instructor is a quite complex and lengthy process. So there are a lot of processes need to be performed. That’s why we need a well and effective data management system must be established. So for gather information we need two forms for the purpose. The first one is for student information related form and the second one is instructor information related form. These forms were designed keeping in mind about how the forms would interact with the central database. The forms contain one or more information with details like for student his or her id, name, father’s name, mother’s name, gender, grade etc. and for instructor his or her id, department name, email, gender, salary etc. from the database. The details here means information about students and instructor related. The forms can be filled up online or any software can be introduced which will reduce the time.

**5.2.1 Student Information related form**

This form is designed for students. The form contains information about students. The fields of the forms are described below:

1. **Student Id:** Id is a unique identification code. Every student has a unique id. This id is stored in the main database form where the identity of the student can be easily found. And the database starts with the id of a student.
2. **Student Name:** Student name is also stored in the database form .After the unique identity code student name is also important to know about the student details.
3. **Father’s Name:** To know more about a student his or her father’s name is important. That’s why father’s name is also stored in the database form.
4. **Mother’s Name:** To know more about a student his or her mother’s name is important. That’s why mother’s name is also stored in the database form.
5. **Email:** A student have a unique email to identify his or her properly. This email is stored in the database form.
6. **Student Phone Number:** A student have a unique phone number to identify his or her individually. And this phone number is stored in the database form.
7. **Birth Date:** This is a very important tool for a student. In the database form it will stored by her or his birth details like his or her birth month, day, year.
8. **Gender:** It will be specifying that the student is male or female. And it is stored in the database form.
9. **Entry Year:** The year is indicated that the student is from which batches. That’s why it is stored in the database.
10. **Grade:** Grade is a most important tool for a student to identify what result he or she done in the examination. So it is stored in the database form.
11. **Current Address:** The current address of a student means where he or she lives at present. That means the present address. It is stored in the database form.
12. **Primary Address:** The primary address of a student means the specific information like building number and street number in an address. It is also stored in the database form.
13. **Edit:** When a student fill up this form and if any data is incorrect then the student can use this option to correct the information.
14. **Submit:** After all the data entry is finished this button will be used. Once this button is used all the information of the students will be stored in the database.

**Student Information related form**

**Technical Training Center (TTC), Rajshahi**

**Student Id**

Ex: 234567

**Student Name**

Ex: Zareen

Pear

Tasnim

First Name Middle Name last Name

**Father’s Name Mother’s Name**

Ex: Rehena Parvin

Ex: Hasan Mamun

**Email Phone Number**

Ex: 01771232955

Ex: mim12@gmail.com

example@example.com Enter Number

**Birth Date Gender**

Please select

Month Day Year

**Entry Year Grade**

Please select

**Current Address Primary Address**

Ex: Shapahar, Naogaon

Ex: Vodra, road no-15/5, Rajshahi

**SUBMIT**

**EDIT**

**5.2.2 Instructor Information related form**

This form is designed for instructors. The form contains information about instructors. The fields of the forms are described below:

1. **Instructor Id:** Id is a unique identification code. Every instructor has a unique id. This id is stored in the main database form where the identity of the instructor can be easily found. And the database starts with the id of an instructor.
2. **Instructor Name:** Instructor name is also stored in the database form .After the unique identity code instructor name is also important to know about the instructor details.
3. **Department Name:** Department name is also a specific identity to identify an instructor belongs to that department.
4. **Email:** An instructor have a unique email to identify his or her properly. This email is stored in the database form.
5. **Instructor Phone Number:** An instructor have a unique phone number to identify his or her individually. And this phone number is stored in the database form.
6. **Gender:** It will be specifying that the instructor is male or female. And it is stored in the database form
7. **Instructor Salary:** Instructor salary is also stored in the database form. It’s also an important tool.
8. **Current Address:** The current address of an instructor means where he or she lives at present. That means the present address. It is stored in the database form.
9. **Primary Address:** The primary address of an instructor means the specific information like building number and street number in an address. It is also stored in the database form.
10. **Edit:** When a instructor fill up this form and if any data is incorrect then the instructor can use this option to correct the information.
11. **Submit:** After all the data entry is finished this button will be used. Once this button is used all the information of the students will be stored in the database.

**Instructor Information related form**

**Technical Training Center (TTC), Rajshahi**

**Instructor Id**

**Ex: 1234**

**Instructor Name**

Ex: Golam

Sarkar

Mostafa

**First Name Middle Name last Name**

**Department Name**

**Ex: Computer**

**Email**  **Instructor Phone Number**

Ex: 01771232955

Ex: mos12@gmail.com

example@example.com Enter Number

**Gender Instructor Salary**

Please select

Enter Salary

**Current Address Primary Address**

Ex: Mahedepur, 54/2, Naogaon

Ex: New market road, 513/2, Rajshahi

**SUBMIT**

**EDIT**

**5.3 Conclusion**

To build a proper database system the input output and forms are necessary medium. In this digital world, database system is paly a very important role. Any people can find anything about the instructor and students details very quickly. So, it really ensure better performance for a system. The technical training center has to maintain a huge amount of data, the forms and database system which must be helpful. Day by day the number of students and instructors are increasing and handling those amount of data is becoming quite complex process. That’s why proposed forms were designed. But after some years they need to change the forms. But as the forms are interacting with the central database, the modification needs to be handles properly. Here the forms are designed very effectively to process digitally. So, a digital system must be designed to implement those forms in use. The implementation can be done using a website or a software. Since the form will be interacting with the central database and the result system is a very confidential process, a separate software with the ability to interact with the database is recommended. But this process needs a qualified expert team and regular maintenance. A technical support team can be appointed for this purpose.