Help Document:

This is a brief description of each of the tables that I created for my final project.

Tables:

The first table that I created was the books table for the requirement in the final project. This table is relatively unchanged and matches the required Fields laid out in the document.

 The next table is the author's table. This table is also a requirement for the final project and is unchanged from the fields laid out in the final project document.

I created a table for the members. This table does have some changes to the fields listed. Within the final project document as there were requirements for queries and forms later that necessitated change.

The next table is the loans table. This table was also a requirement of the final project document. This table is unchanged from the fields listed on the final project document.

 The next table is the staff table. I created this table as a requirement per the final project document. This table is also unchanged from the requirements listed on the final project document.

The last table is the categories table. This table is also a requirement on the final project document and this table is completely unchanged from the fields listed in the final project document.

Queries:

The first query that I did was to find all books that are currently on loan. This uses a relationship between the books and Loans tables and is pretty straightforward; it's part of the database as a requirement of the final exam document.

The next query is the final overdue books and the members who borrow them.  This query is using three tables, loans books and members and does use some custom criteria for logic. I included it as part of the final project requirements.

The next query is books by authors. This is a query between the authors table and the books table. it has no unique programming logic and was included as a requirement on the final project document.

 The next query is the books by genre This query is between the books and the categories table and does not have any custom criteria or logic and is included because it was a requirement on the final project document.

The next query is for the high-volume loans in the past 30 days. It uses the members and Loans tables. This query does use custom criteria and is a requirement by the final project document. The loans count for this query can be changed later or upgraded. I assume the project was looking for a set number.

The next query is the total loans by staff this query and uses the loans and staff tables. This query was a requirement of the final project document and has no custom filtering or criteria.

The last query is the active members only query. I use this for a report that is listed below. This only uses the members table and is filtering for inactive members which was the added custom field, and it looks for one that is not checked on the inactive box.

Forms:

I have included forms for books, members and staff. These are data entry points for an end user to enter data to add to the related tables. These forms do have some masking requirements and were added as a requirement of the final project document. I did include combo boxes and limited access to assist in easier creation of records.

Reports:

For the first report I have is the active members only report that shows a list of members that do not have the inactive checkbox checked. This was a requirement of the final project documentation.

The next report is all books by category. This shows a list of all the books broken down by categories highlighted in green and the copies available and detailed information for each book. This was a requirement of the final project documentation.

The last report shows overdue books with the fees associated with them by members. This is broken down with the members appearing in blue with contact information, a list of the titles that are overdue the due date and the fines associated with them. This is using a 10 cent per day fine with a 7-Day grace period.

Work Delegation:

All work was built, entered and tested by me.