Readability is also related to maintainability. It’s easy to maintain systems that are readable

Testability – web apps are now portable and testable. It’s easy to test system since they are already made into web applications. It also makes the modularization of the system easy.

Understandability – It is easy to understand other parts of the system if you have studied different system. If u know how to use a system in a company, it will be easier to understand other systems since they are related to each other. System-organizational comprehension. Ideal scenario is an organization is just using one system as long as each component of the system are related to each other.

---- Reports and Forms Design-----

Reports – displays outputs; If u use the document to access data. The means of the user to communicate with the data inside your database.

Forms – receives input from users.

* Users specify date ranges – the users have the ability to specify the start and end date.
* Why do companies want weekly or monthly report? Each report is resource consuming. It is done manually and needs a lot of effort. Producing reports for a specific date is time-consuming. (past)
* Users see data on database thru your reports. Allow them to manipulate data inside the database.
* 2nd reason – You have the capability to have any kinds of reports.

Requirements of forms and reports

Types of reports

* + Inventory report – Shows the data inside the inventory. Specify the date range and then track the inflow and outflow of the items in the inventory.
  + Detailed report – drill down (if I click on order 1, I could see its details, more like the summary report, zoom in on particular data)
  + Summary report – You could display general details;
  + Exception report – something that brings/calls your attention. They do not show all of the data but only the outstanding one

Output Design Guidelines (Important)

* + Don’t show them what is more than necessary. Convert data into texts that they would understand.
  + Reports should have a title
  + Dated and with timestamps. Date and time when it was generated. Timestamps indicate when the data is true.
  + Include sections and headings – divide them into columns (divide them)
  + Should clearly be labeled (columns)
  + Provide legends when there are abbreviations.
  + Display required information ONLY. Don’t use technical terms that people would not understand
  + Don’t forget heading alignments – if the length is changing – use left justified. If money or curreny – use right justified; the units would align. When it has fixed length – use center justified (ID numbers)
  + Don’t forget end of report – put “\* End of report \*” after end of each reports. The user would know if the report really does end there and it is not an error of the system.