# Criterion D: Product design
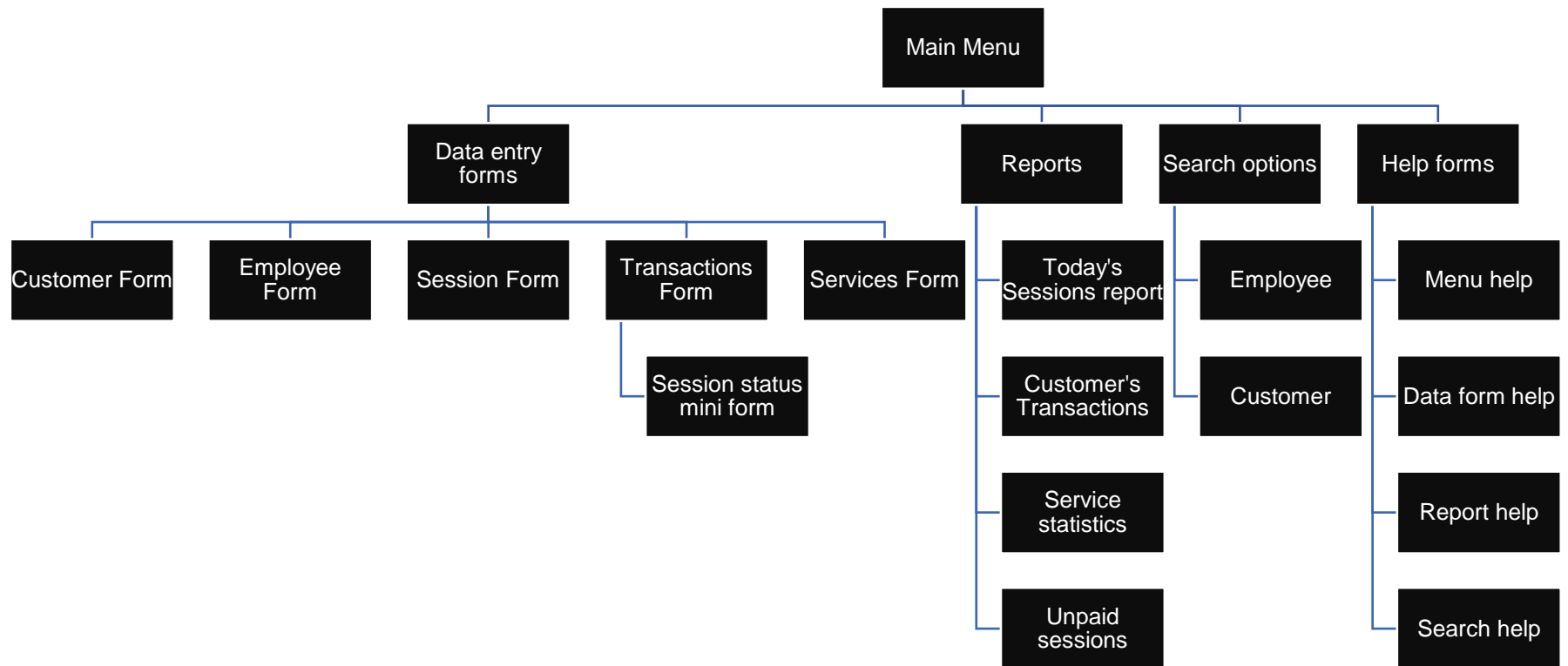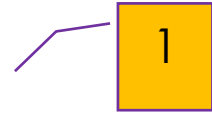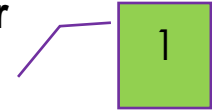
## Overall structure



The diagram above shows the hierical structure of the features found in the database. Elements under an element are the features accesible through there, for example: in order to access the **Services Form,** the user may do so by first accessing the **main menu** and then through a button access the **Data entry forms** menu before going to the **Services Form**.

# Important information

**A yellow pointer box indicates the element is non-interactable.**

<span style="background-color:orange;">1</span>
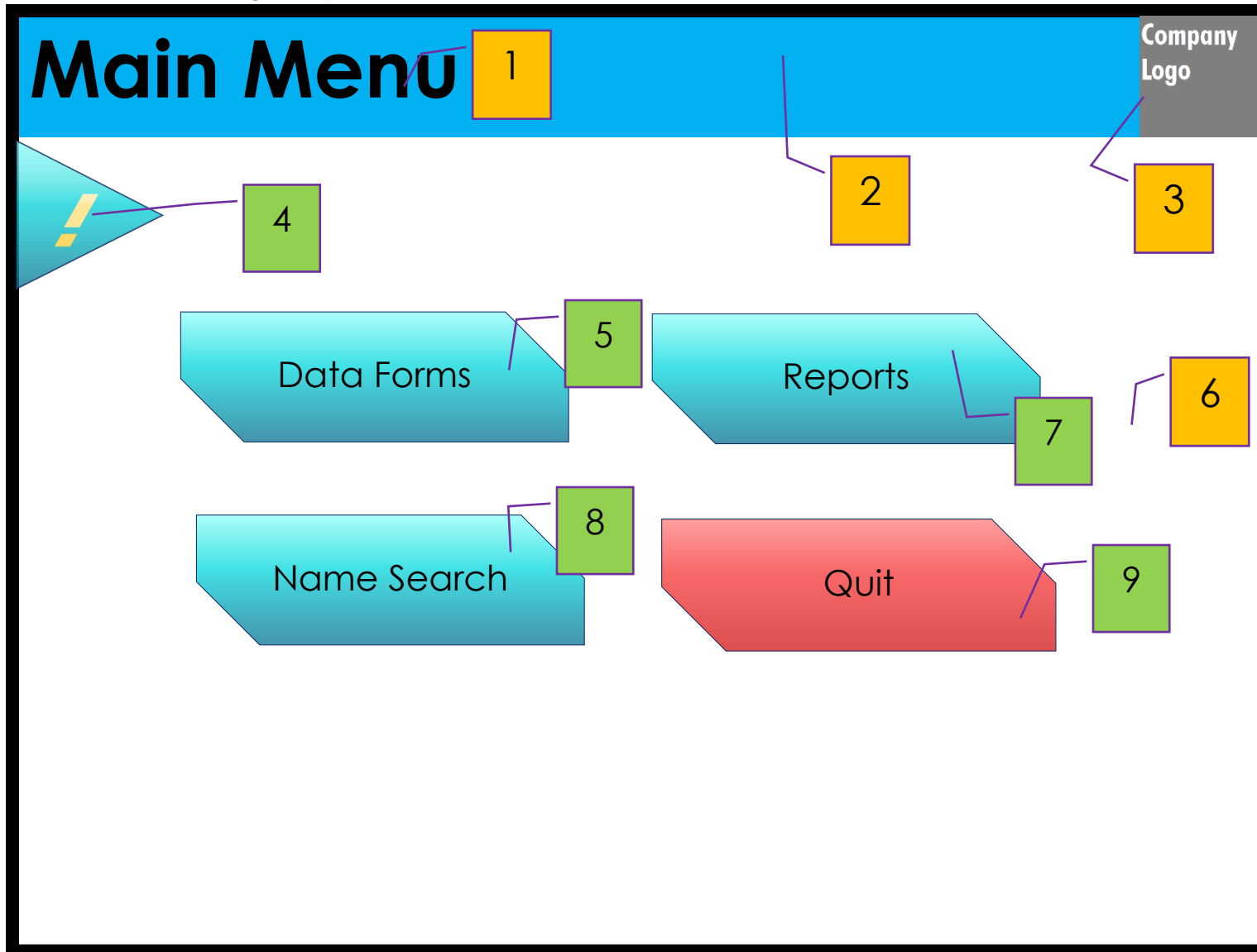
**A green pointer box indicates the element is interactable by the user**

<span style="background-color:green;">1</span>

All designs here are rough layouts, the product will try to mimic the planned design as much as possible.

Most of the form elements such as buttons are images, all buttons will use a black century gothic font, all buttons are images made using Microsoft Word then scripted using the built-in visual basic.

Main menu rough layout

# Main Menu  **1**

Company Logo

**2**

**3**

**4**

Data Forms  **5**

Reports  **7**

**6**

Name Search  **8**

Quit  **9**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Form Header, color #00B0F0.

Item 3

Company Logo, PNG file

Item 4

Help button variant 1, PNG file, 497x506.Takes the user to a help form.

Item 5

Data Forms button, PNG file, 842x290.Navigates the user to the data forms menu.

Item 6

Form Background, plain white.

Item 7

Reports button, PNG file, 842x290.Navigates the user to the reports menu.
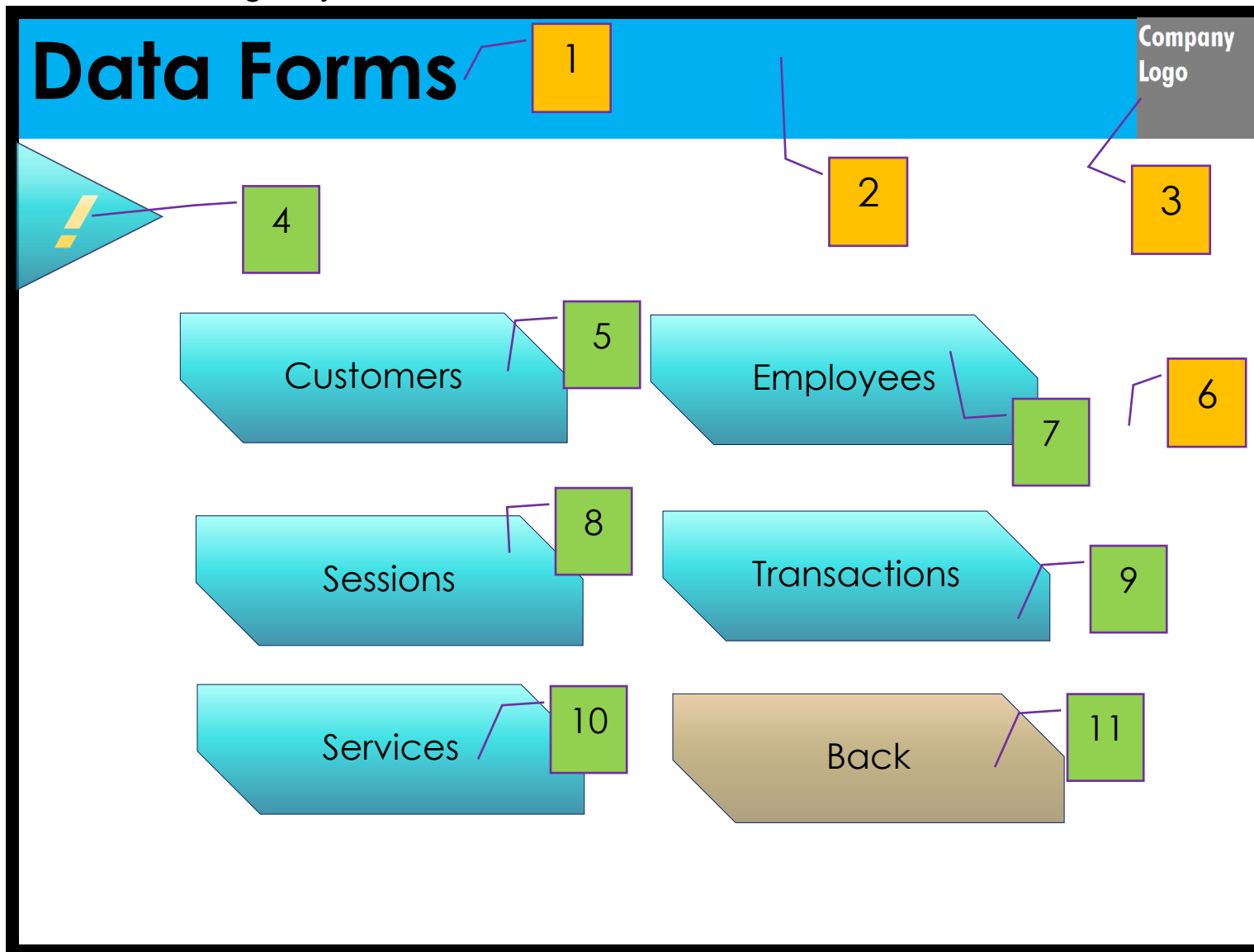
Item 8

Name search button, PNG file, 842x290.Navigates the user to the name search menu.

Item 9

Quit button, PNG file, 842x290.Closes the database.

Data forms rough layout

# Data Forms

1

Company Logo

2

3

4

Customers

5

Employees

6

7

Sessions

8

Transactions

9

Services

10

Back

11

Item 1

Form Title,  Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Form Header, color #00B0F0.

Item 3

Company Logo, PNG file

Item 4

Help button variant 1, PNG file, 497x506.Takes the user to a help form.

Item 5

Customers button, PNG file, 842x290.Navigates the user to the Customer form.

Item 6

Form Background, plain white.

Item 7

Employees button, PNG file, 842x290.Navigates the user to the Employee form.

Item 8

Sessions button, PNG file, 842x290.Navigates the user to the Sessions form.

Item 9

Transactions button, PNG file, 842x290.Navigates the user to the Transactions form.
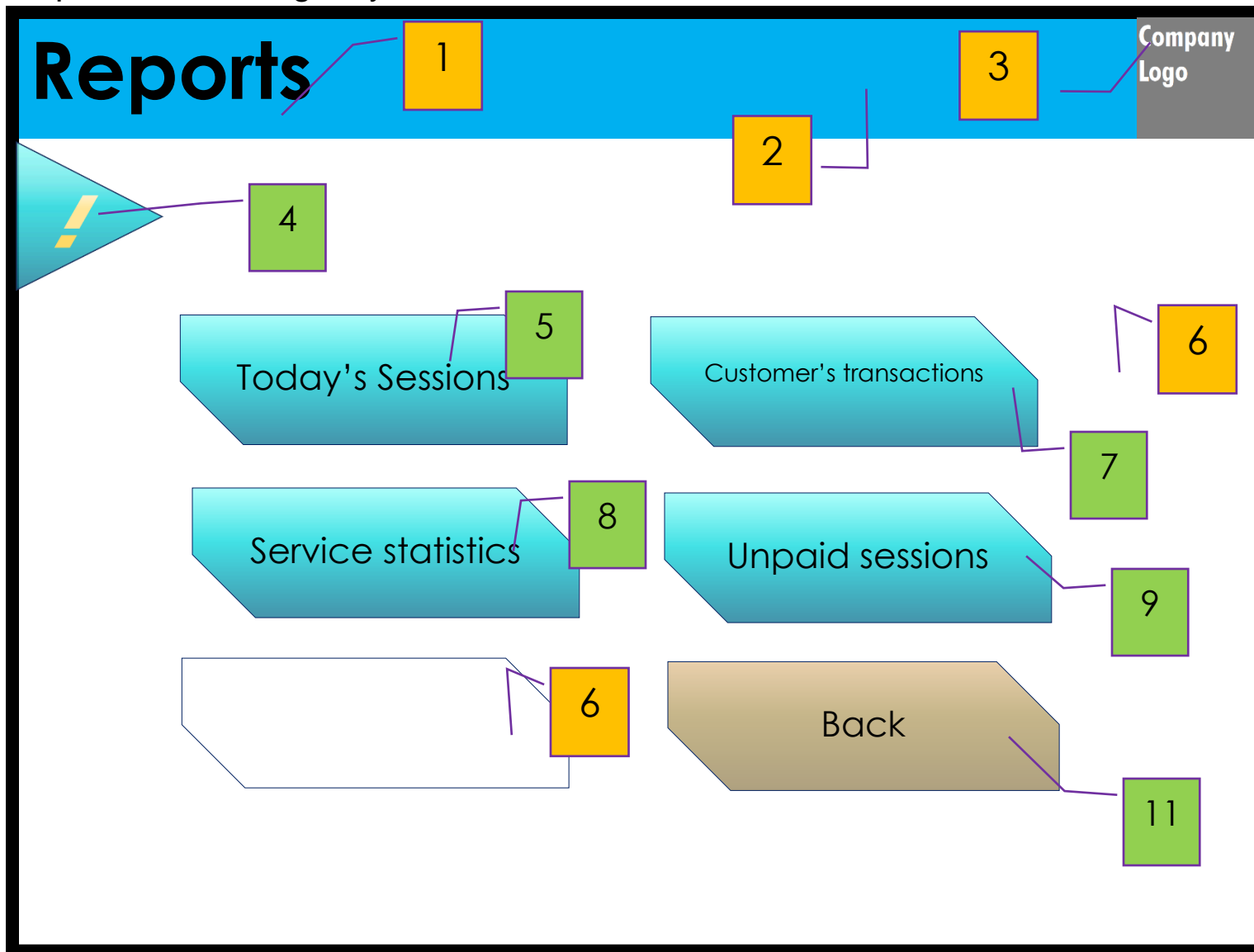
Item 10

Services button, PNG file, 842x290.Navigates the user to the Services form

Item 11

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Reports menu rough layout

# Reports

Company Logo

1

3

2

4

Today's Sessions

5

Customer's transactions

6

7

Service statistics

8

Unpaid sessions

9

6

Back

11

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Form Header, color #00B0F0.

Item 3

Company Logo, PNG file

Item 4

Help button variant 1, PNG file, 497x506.Takes the user to a help form.

Item 5

Today's sessions button, PNG file, 842x290.Opens the "Today's sessions" report.

Item 6

Form Background, plain white

Item 7

Customer's transactions button, PNG file, 842x290.Opens the "Customer's transactions" report.

Item 8

Service statistics button, PNG file, 842x290.Opens the "Service statistics" report.

Item 9

Unpaid sessions button, PNG file, 842x290.Opens the "Unpaid sessions" report.

Item 10

Empty button frame, PNG File, 842x290.

Item 11

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Search options menu rough layout

# Search options 1

Company Logo

2

3

4

Lookup a customer  5

Lookup an employee  7

6

8

Back  9

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Form Header, color #00B0F0.

Item 3

Company Logo, PNG file

Item 4

Help button variant 1, PNG file, 497x506.Takes the user to a help form.

Item 5

Lookup a customer button, PNG file, 842x290.Opens the customer search form.

Item 6

Form Background, plain white.

Item 7

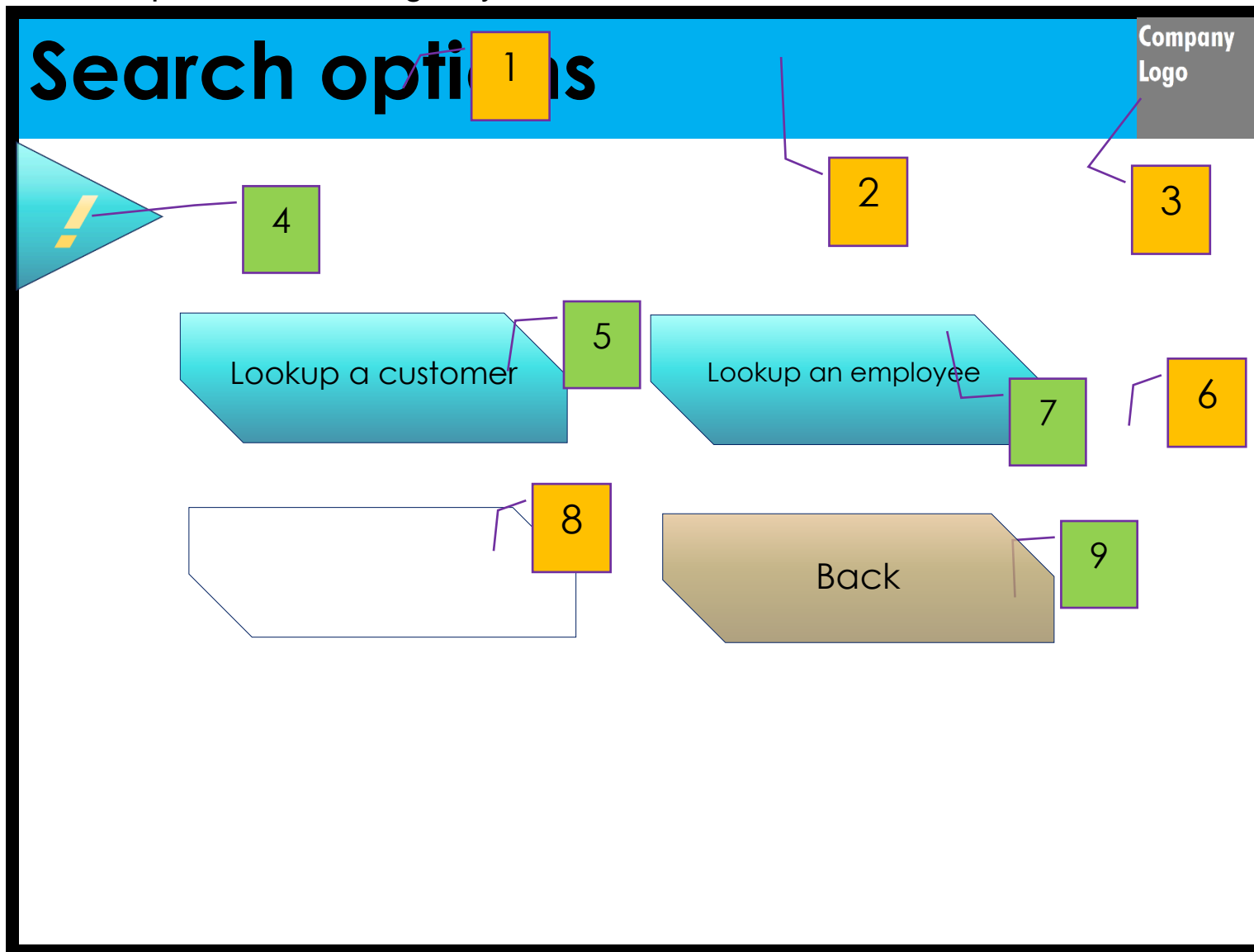Lookup a customer button, PNG file, 842x290.Opens the customer search form.

Item 8

Empty button frame, PNG File, 842x290.

Item 9

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Customers Data form rough layout

# Customers

Company Logo

1

2

3

17

**Customer Name**

Sample Text

4

5

**Birthdate**

dd/mm/yyyy

6

7

**Phone Number**

xxxxxxxxxx

8

9

**Join Date**

dd/mm/yyyy

10

11

**Customer ID**

CUST XX

12

13

14

15

**Gender**

Sample text

16

Back

Next

Previous

Save

Delete

New

Go to

18

19

20

21

22

23

24

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Customer name field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Customer name text box. Yu Gothic, 20pts, center-alignment. For inputing a name

Item 6

Birthdate field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 7

Birthdate text box. Yu Gothic, 20pts, center-alignment. For inputing a birthdate. Dd/mm/yyyy format.

Item 8

Phone number field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 9

Phone number text box. Yu Gothic, 20pts, center-alignment. For inputing a phone number.

Item 10

Join date field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 11

Join date text box. Yu Gothic, 20pts, center-alignment. For inputing a join date. Dd/mm/yyyy format.

Item 12

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Item 13

Unique ID textbox. Yu Gothic 20pts, center-alignment. Cannot be changed by user.

Item 14

Small gender field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 15

Gender combo box, Yu Gothic, 20pts. Able to select gender.

Item 16

Help button variant 2, PNG file, 497x506.Takes the user to a help form.

Item 17

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 18

Next button, PNG file, 842x290.Goes to the next record.

Item 19

Previous button, PNG file, 842x290.Goes to the previous record.

Item 20

Save button, PNG file, 842x290.Saves the changes of the record made by the user.

Item 21

Delete button, PNG file, 842x290.Deletes the record.

Item 22

New button, PNG file, 842x290.Creates a new empty record.

Item 23

Goto button, PNG file, 842x290.Asks the user for a parameter and brings the user to the specified record.

Item 24

Form Background, plain white.

Employees Data form rough layout

# Employees

**1**

**2**

**3**

Company Logo

Employee Name

Sample Text

**4**

**5**

Phone Number

xxxxxxxxxx

**6**

**7**

Birthdate

dd/mm/yyyy

**8**

**9**

Join Date

dd/mm/yyyy

**10**

**11**

Employee ID

EMP XX

**12**

**13**

Gender

Sample text

**14**

**15**

Role

Sample text

**16**

**17**

**18**

**19**

Back

Next

**20**

Previous

**21**

Save

**22**

Delete

**23**

New

**24**

Go to

**25**

**26**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Employee name field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Employee name text box. Yu Gothic, 20pts, center-alignment. For inputing a name

Item 6

Phone number field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 7

Phone number text box. Yu Gothic, 20pts, center-alignment. For inputing a phone number.

Item 8

Birthdate field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 9

Birthdate text box. Yu Gothic, 20pts, center-alignment. For inputing a birthdate. Dd/mm/yyyy format.

Item 10

Join date field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 11

Join date text box. Yu Gothic, 20pts, center-alignment. For inputing a Join date. Dd/mm/yyyy format.

Item 12

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Item 13

Unique ID textbox. Yu Gothic 20pts, center-alignment. Cannot be changed by user.

Item 14

Small gender field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 15

Gender combo box, Yu Gothic, 20pts. Able to select gender.

Item 16

Small role field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 17

Role combo box, Yu Gothic, 20pts. Able to select role.

Item 18

Help button variant 2, PNG file, 497x506.Takes the user to a help form.

Item 19

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 20

Next button, PNG file, 842x290.Goes to the next record.

Item 21

Previous button, PNG file, 842x290.Goes to the previous record.

Item 22

Save button, PNG file, 842x290.Saves the changes of the record made by the user.

Item 23

Delete button, PNG file, 842x290.Deletes the record.

Item 24

New button, PNG file, 842x290.Creates a new empty record.

Item 25

Goto button, PNG file, 842x290.Asks the user for a parameter and brings the user to the specified record.

Item 26

Form Background, plain white.

Sesions Data form rough layout

# Sessions

**Company Logo**

| 1 | 3 |
| 2 | |

Session date

dd/mm/yyyy

Join time

hh:mm

End time

hh:mm

Service selected

Sample text

Session No.

X

Customer ID

Cust XX

Employee ID

EMP XX

Status

Sample text

Back

Next

Previous

Save

Delete

New

Go to

| 4 | 5 | 12 | 13 | 20 | 21 |
| 6 | 7 | 14 | 15 | 22 |
| 8 | 9 | 16 | 17 | 23 |
| 10 | 11 | 18 | 19 | 24 |
| | | | | 25 |
| | | | | 26 |
| | | | | 27 |
| | | | | 28 |

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Session date field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Session date text box. Yu Gothic, 20pts, center-alignment. For inputing a date

Item 6

Start time field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 7

Start time text box. Yu Gothic, 20pts, center-alignment. For inputing a time. Format: hh:mm

Item 8

End time field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 9

End time text box. Yu Gothic, 20pts, center-alignment. For inputing a time. Format: hh:mm

Item 10

Service selected field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 11

Service selected combo box, Yu Gothic, 20pts. Able to select service.

Item 12

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Item 13

Unique ID textbox. Yu Gothic 20pts, center-alignment. Cannot be changed by user.

Item 14

Small Customer ID field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 15

Customer ID date text box. Yu Gothic, 20pts, center-alignment. For inputing a customer's ID

Item 16

Small Employee ID field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 17

Employee ID date text box. Yu Gothic, 20pts, center-alignment. For inputing a employee's ID

Item 18

Small Status field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 19

Status combo box, Yu Gothic, 20pts. Able to select status.

Item 20

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 21

Next button, PNG file, 842x290.Goes to the next record.

Item 22

Previous button, PNG file, 842x290.Goes to the previous record.

Item 23

Save button, PNG file, 842x290.Saves the changes of the record made by the user.

Item 24

Delete button, PNG file, 842x290.Deletes the record.

Item 25

New button, PNG file, 842x290.Creates a new empty record.

Item 26

Goto button, PNG file, 842x290.Asks the user for a parameter and brings the user to the specified record.

Item 27

Form Background, plain white.

Services Data form rough layout

# Services

**1**

**2**

Company Logo

**3**

**11**

Service description

Sample Text

**4**

**5**

Service rate

IDR xxxx

**6**

**7**

Service ID

X

**8**

**9**

Back

Next

**12**

Previous

**13**

Save

**14**

Delete

**15**

New

**16**

Go to

**17**

**10**

**18**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Service description field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Service description text box. Yu Gothic, 20pts, center-alignment. For inputing a service description

Item 6

Service rate field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 7

Service rate text box. Yu Gothic, 20pts, center-alignment. For inputing the service rate. Format: IDR.XXXX

Item 8

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Item 9

Unique ID textbox. Yu Gothic 20pts, center-alignment. Cannot be changed by user.

Item 10

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 11

Next button, PNG file, 842x290.Goes to the next record.

Item 12

Previous button, PNG file, 842x290.Goes to the previous record.

Item 13

Save button, PNG file, 842x290.Saves the changes of the record made by the user.

Item 14

Delete button, PNG file, 842x290.Deletes the record.

Item 15

New button, PNG file, 842x290.Creates a new empty record.

Item 16

Goto button, PNG file, 842x290.Asks the user for a parameter and brings the user to the specified record.

Item 17

Form Background, plain white.

# Transactions Data form rough layout Part 1

## Transactions

**1**

**2**

Company Logo

**3**

### Session number
X

**4**

**5**

### Transaction No.
X

**10**

**11**

**12**

### Discount applied
XX%

**6**

**7**

### Customer ID
Cust XX

Customer name
Sample text

**14**

**13**

**15**

### Transaction date
dd/mm/yyyy

**8**

**9**

### Total amount
IDR.XXXX

Service selected
xxxxxxxxx

**16**

**17**

Click here to update session payment status

Update status

### Final amount
IDR.XXXX

**18**

**19**

Back | Previous | Next | Go to

Save | Delete | New

Transactions Data form rough layout Part 2

# Transactions

Session number

Sample Text

Transaction No.

X

**20**

**22**

Discount applied

**24**

**26** Customer ID

Customer name

**21** XX% **23**

**25**

**27** X

Sample text

Transaction date

dd/mm/yyyy

Total amount

Service selected

IDR.XXXX

xxxxxxxxxx

Click here to update session payment status

Update status

Final amount

**28**

IDR.XXXX

Back

Previous

Next

Go to

**30**

Save

Delete

New

**29**

**31**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Session number field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Session number text box. Yu Gothic, 20pts, center-alignment. For inputing a session number.

Item 6

Discount applied field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 7

Discount applied text box. Yu Gothic, 20pts, center-alignment. For inputing a discount. Format:XX%

Item 8

Transaction date field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 9

Transaction date text box. Yu Gothic, 20pts, center-alignment. For inputing a Transaction date. Dd/mm/yyyy format.

Item 10

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Item 11

Unique ID textbox. Yu Gothic 20pts, center-alignment. Cannot be changed by user.

Item 12

Small Customer ID field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 13

Customer ID text box. Yu Gothic, 20pts, center-alignment. Value cannot be directly changed by user.

Item 14

Customer name plain label, Century Gothic, 20pts, center-aligned.

Item 15

Customer name text box. Yu Gothic, 20pts, center-alignment. Value cannot be directly changed by user.

Item 16

Total amount ID field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 17

Total amount text box. Yu Gothic, 20pts, center-alignment. Value cannot be directly changed by user.

Item 18

Service selection plain label, Century Gothic, 20pts, center-aligned.

Item 19

Service selected text box. Yu Gothic, 20pts, center-alignment. Value cannot be directly changed by user.

Item 20

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 21

Save button, PNG file, 842x290.Saves the changes of the record made by the user.

Item 22

Previous button, PNG file, 842x290.Goes to the previous record.

Item 23

Delete button, PNG file, 842x290.Deletes the record.

Item 24

Next button, PNG file, 842x290.Goes to the next record.

Item 25

New button, PNG file, 842x290.Creates a new empty record.

Item 26

Goto button, PNG file, 842x290.Asks the user for a parameter and brings the user to the specified record.

Item 27

Empty button frame, PNG File, 842x290.

Item 28

Update status button, PNG file, 842x290.Opens the sessions status form and brings the user to a specific record according to the parameter filled in the session number text box (item 5) where the user can change only the status field of the sessions table.

Item 29

Update status instruction plain label, Century Gothic, 20pts, center-aligned.

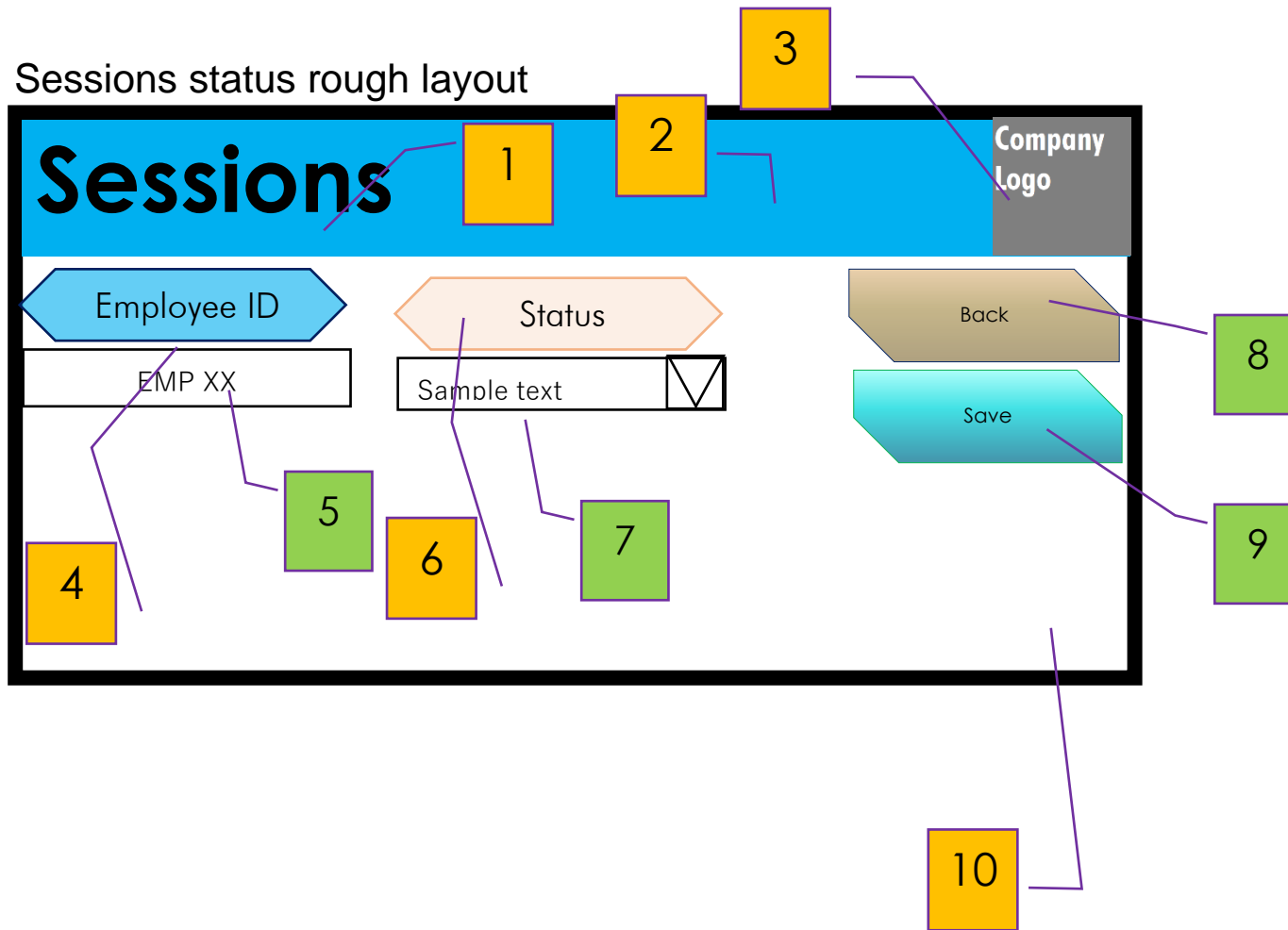Item 30

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 31

Form Background, plain white.

Sessions status rough layout

**Sessions**

Company Logo

| 1 | 2 | 3 |

Employee ID

EMP XX

Status

Sample text

Back

Save

| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Item 5

Unique ID textbox. Yu Gothic 20pts, center-alignment. Cannot be changed by user.

Item 6

Small Status field header, PNG file, 842x296. Century gothic, 16pts, center-alignment.

Item 7

Status combo box, Yu Gothic, 20pts. Able to select status.

Item 8

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form
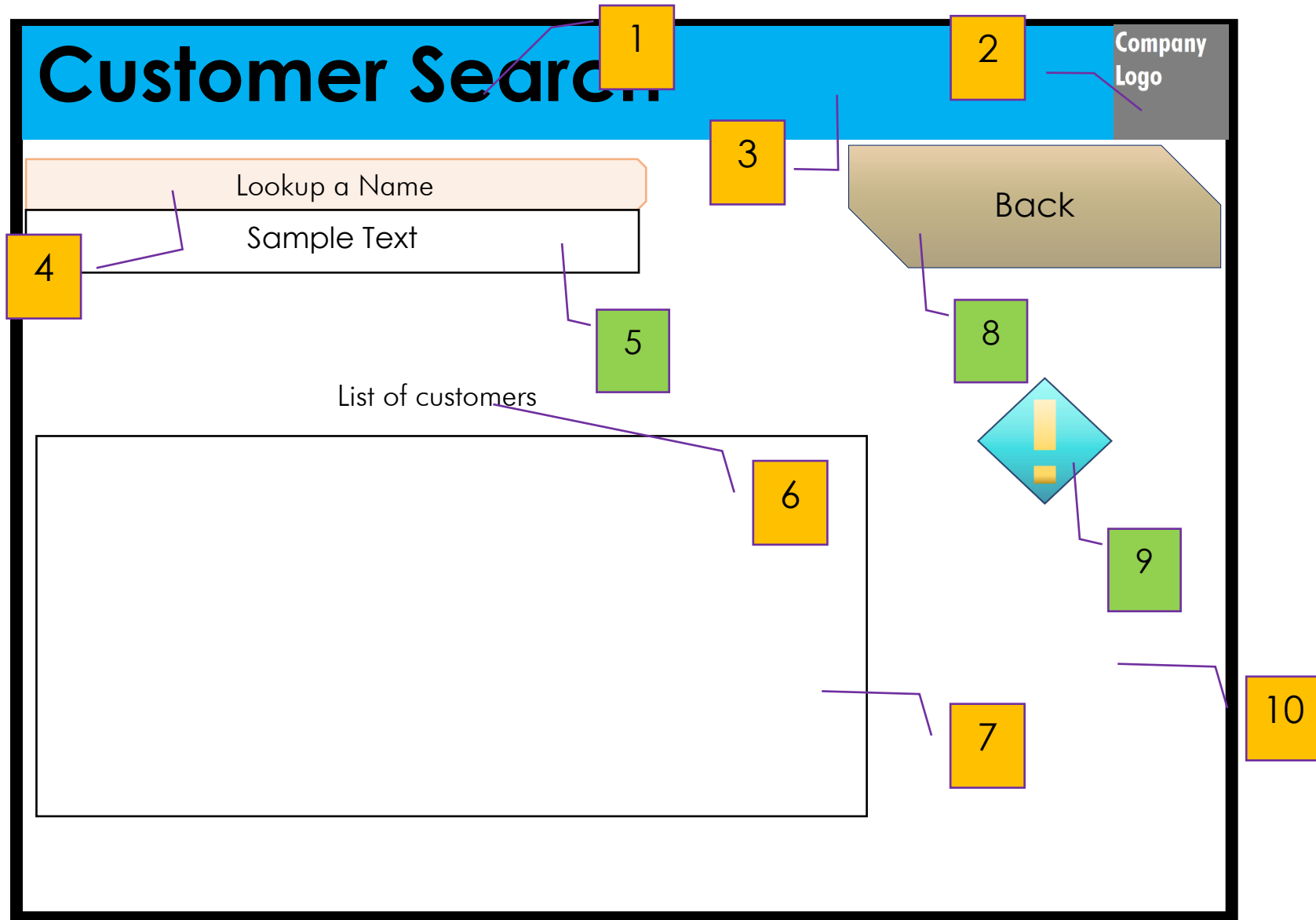
Item 9

Save button, PNG file, 842x290.Saves the changes of the record made by the user.

Item 10

Unique field header, PNG file, 850x288. Century Gothic, 16pts, center-alignment.

Customer search searchform rough layout

# Customer Search

**1**

**2**

Company
Logo

**3**

Lookup a Name

Back

Sample Text

**4**

**5**

**8**

List of customers

**6**

**9**

**7**

**10**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Lookup a name field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Name text box. Yu Gothic, 20pts, center-alignment. For inputing a name which will be used as a parameter for a query.

Item 6

Update status instruction plain label, Century Gothic, 20pts, center-aligned.

Item 7

Customer list box. Yu Gothic, 10pts. Displays the results of a query.

Item 8

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 9

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 10

Form Background, plain white.

Employee search searchform rough layout

# Employee Search

**Company Logo**

1

2

3

Lookup a Name

Sample Text

Back

4

5

8

List of employees

6

9

7

10

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Lookup a name field header box. PNG file, 945x451. Century Gothic, 20pts, center-aligned.

Item 5

Name text box. Yu Gothic, 20pts, center-alignment. For inputing a name which will be used as a parameter for a query.

Item 6

Update status instruction plain label, Century Gothic, 20pts, center-aligned.

Item 7

Employee list box. Yu Gothic, 10pts. Displays the results of a query.

Item 8

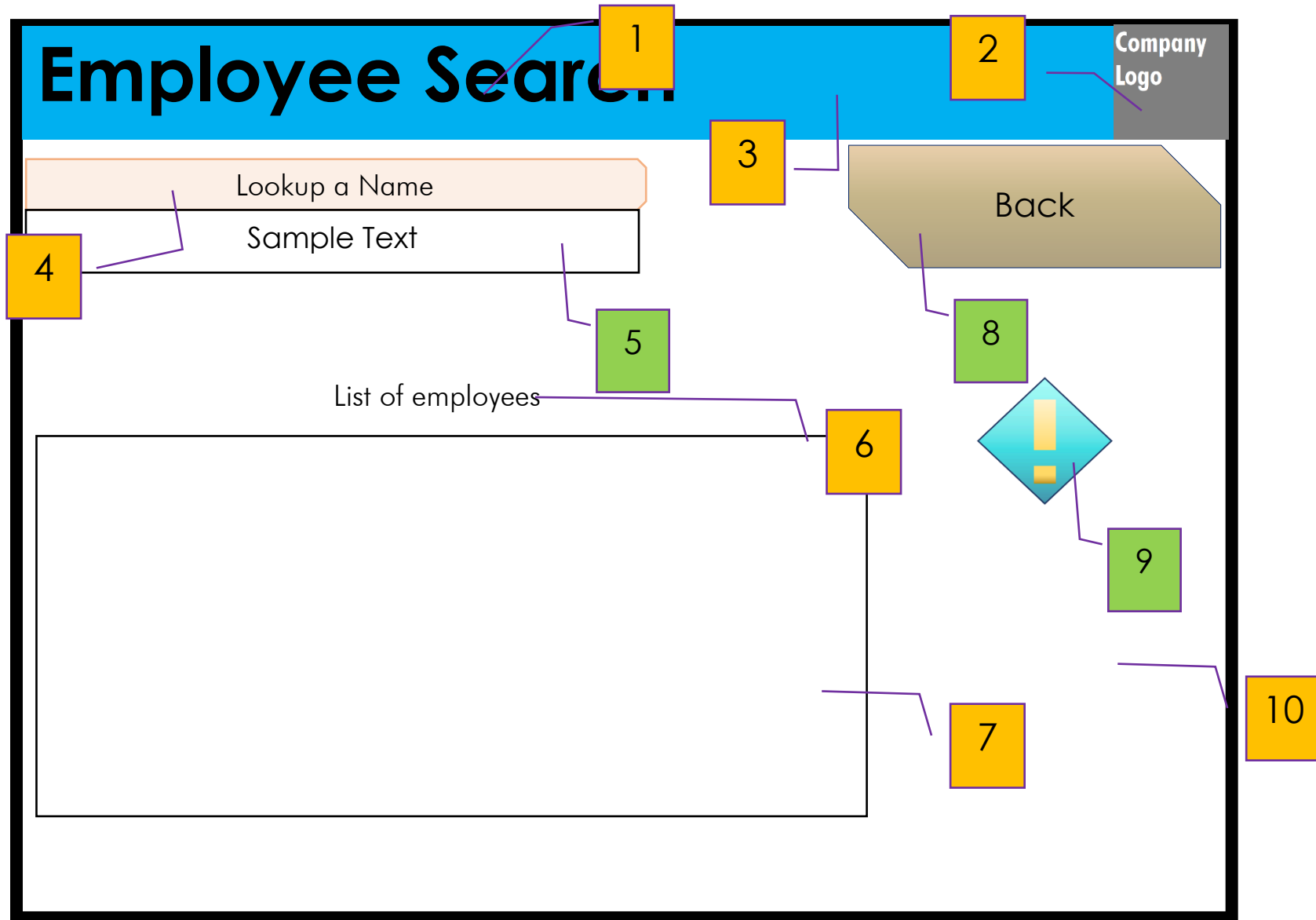Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 9

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 10

Form Background, plain white.

Data form help form rough layout

# Data form help

**1**

**2**

Company
Logo

**3**

This is a data form. This is where you can enter or change data in the database. To add or change data, click on a box and type in the data. To save or delete the data, click the buttons on the right side, there are also other functions you can find on the buttons on the right side. Some data on the forms are filled automatically for you.

**4**

Back

**5**

**6**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Help instruction plain label, Century Gothic, 20pts, center-aligned. Contains helpful information about the functionality of the database to guide the user.

Item 5

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 6

Form Background, plain white.

Menu help form rough layout

**Menu help**

1

2

Company Logo

3

This is a menu, a menu has several buttons that help you navigate around the database, and access features of the database. To open another menu or feature, click one of the buttons in the menu.

4

Back

5

6

Item 1

Form Title,  Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Help instruction plain label, Century Gothic, 20pts, center-aligned. Contains helpful information about the functionality of the database to guide the user.

Item 5

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 6

Form Background, plain white.

Reports help form rough layout

# Reports help

**1**

**2**

Company
Logo

**3**

Here are the reports. This is where you can select and find specific data. Some reports may ask you fill in a parameter when you try to open them, this is to select specific data from the database based on the parameter you filled in. Once you are done viewing, you can close a report by pressing the back button.

**4**

Back

**5**

**6**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Help instruction plain label, Century Gothic, 20pts, center-aligned. Contains helpful information about the functionality of the database to guide the user.
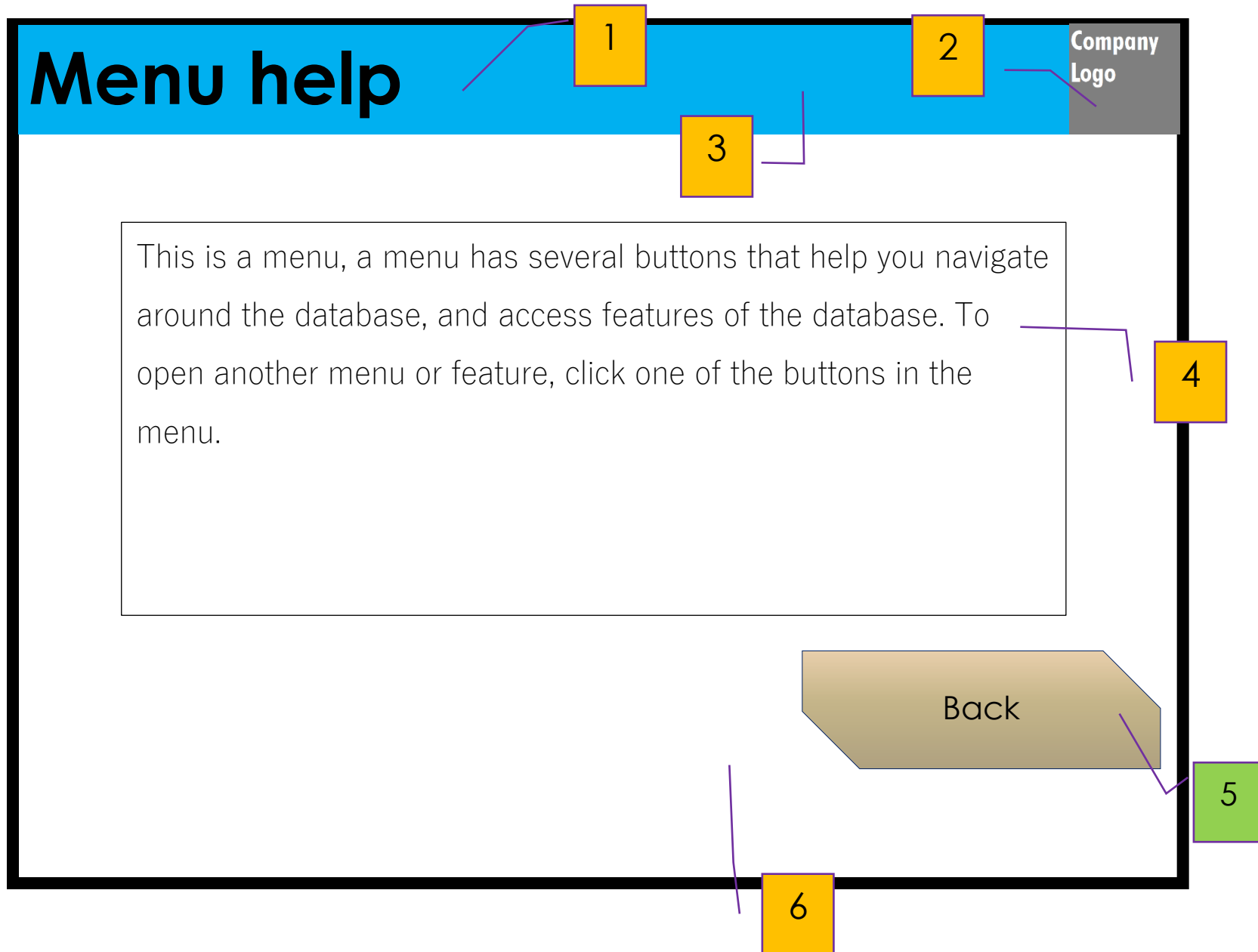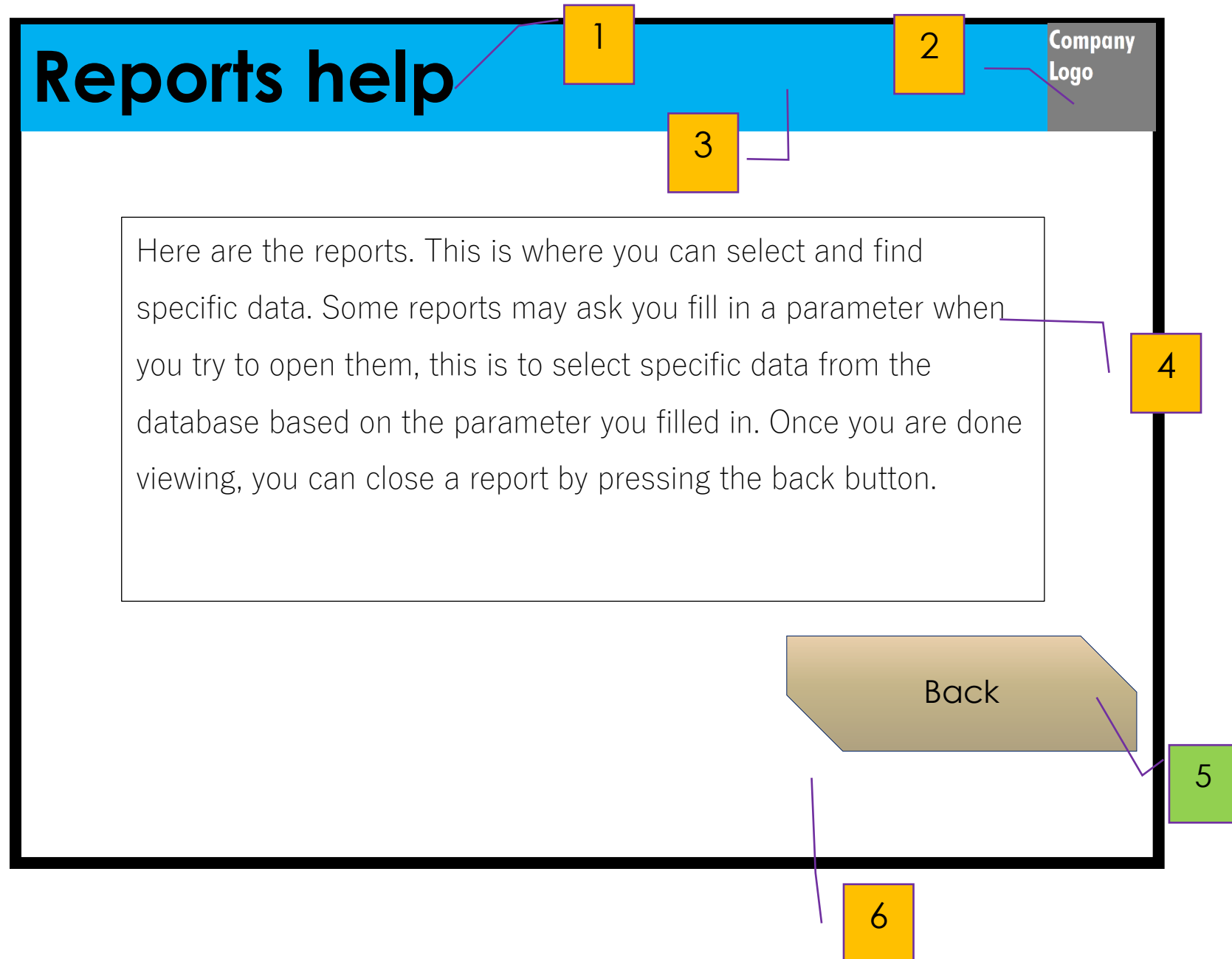
Item 5

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 6

Form Background, plain white.

Search help form rough layout

## Search help

**1**

**2**

Company Logo

**3**

This is the search function. Here you can give a name for the database to lookup for. To start searching, simply enter a name, or a part of it into the search bar, after that press the [enter] key on your keyboard. The database will display a list of people with matching or similar names.

**4**

Back

**5**

**6**

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item 4

Help instruction plain label, Century Gothic, 20pts, center-aligned. Contains helpful information about the functionality of the database to guide the user.
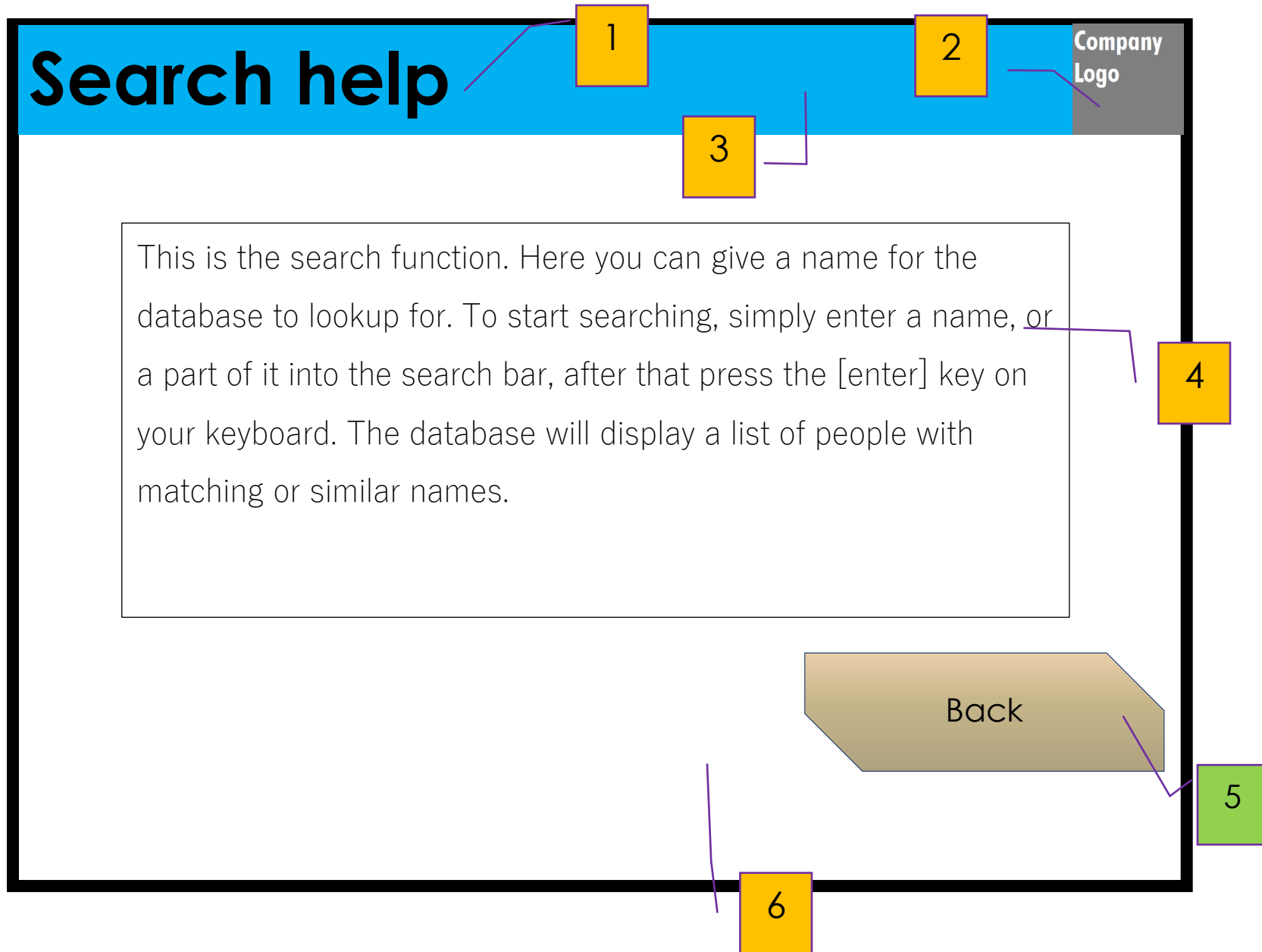
Item 5

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 6

Form Background, plain white.

Customer's Sessions report rough layout

# Customer's Transactions

Company Logo

| Customer ID | Name | Transaction date | Service selected | Final amount |
|---|---|---|---|---|

| **Customer ID** | **Name** |
|---|---|

| Dd/mm/yyyy | Sample text | IDR XXXX |
|---|---|---|

Number of complete transactions : **X**

Back

Date,Month,Year

Page X of X

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7

8

9

10

11

Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item group 4

Field headings, Century Gothic, 11pts, Center-alignment.

Item group 5

Primary content row. Shows a single Customer ID and Name. Yu Gothic, 11pts,Bold,Center-alignment.

Item group 6

Secondary content row. Shows multiple records of Transaction date, Service selected and Final amount. Yu Gothic, 11pts, Center-alignment.

Item 7

Number of complete transactions plain label, Yu Gothic, 11pts, left-alignment.

Item 8

Current date, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current date the report was made.

Item 9

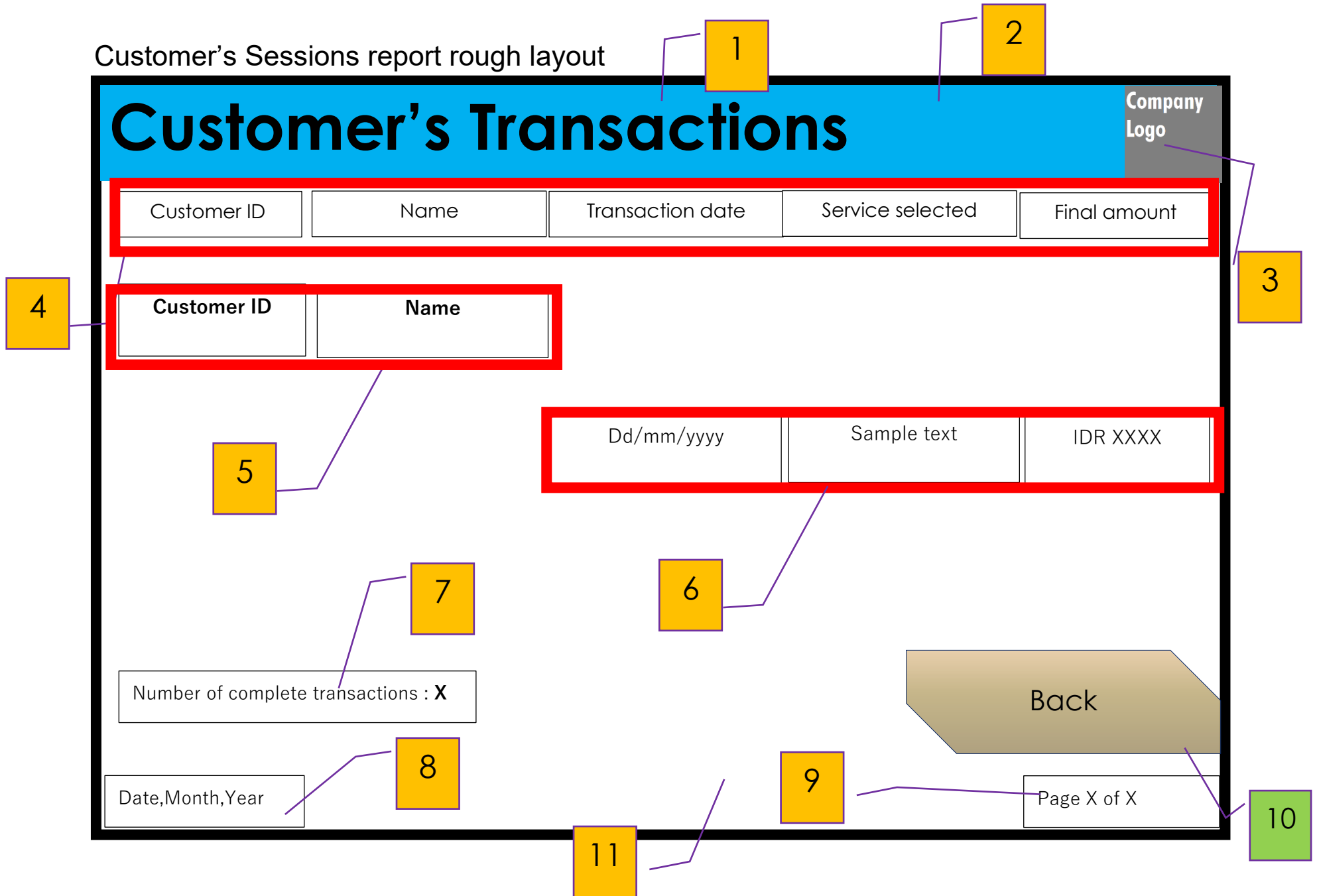Current page, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current page of the report.

Item 10

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 11

Form Background, plain white.

Service staticstics report rough layout

# Service statistics

Company Logo

| Service selected | Transaction number | Transaction date | Final amount |

**Service selected**

| X | Dd/mm/yyyy | IDR XXXX |

**Number of complete transactions :**

**Total revenue : IDR XXXX**

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Date,Month,Year

Page X of X

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Item 1

Form Title, Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item group 4

Field headings, Century Gothic, 11pts, Center-alignment.

Item 5

Primary content row. Shows a single Service selected record. Yu Gothic, 11pts, Bold, Center-alignment.

Item group 6

Secondary content row. Shows multiple records of Transaction number, Transaction date and Final amount. Yu Gothic, 11pts, Center-alignment.

Item 7

Number of complete transactions plain label, Yu Gothic, 11pts, left-alignment.

Item 8

Total revenue plain label, Yu Gothic, 11pts, left-alignment. Shows the sum of the values in the Final amount fields.

Item 9

Current date, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current date the report was made.

Item 10

Current page, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current page of the report.
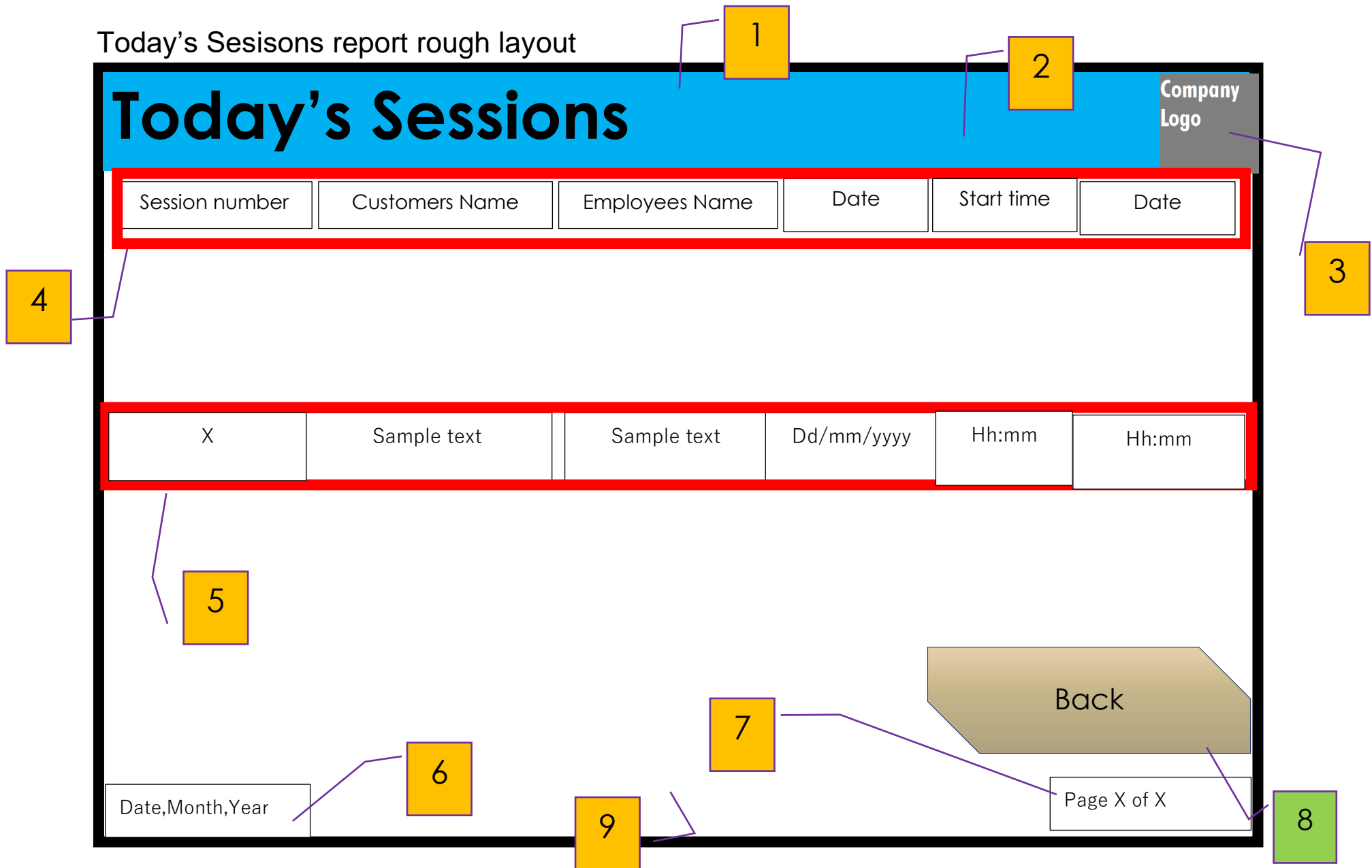
Item 11

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 12

Form Background, plain white.

Today's Sesisons report rough layout

# Today's Sessions

**Company Logo**

| Session number | Customers Name | Employees Name | Date | Start time | Date |
|---|---|---|---|---|---|

| X | Sample text | Sample text | Dd/mm/yyyy | Hh:mm | Hh:mm |
|---|---|---|---|---|---|

Back

Date,Month,Year

Page X of X

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8

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Item 1

Form Title,  Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item group 4

Field headings, Century Gothic, 11pts, Center-alignment.

Item group 5

Secondary content row. Shows multiple records of Session number, Customer name, Employee name, Date, Start time and End time. Yu Gothic, 11pts, Center-alignment.

Item 6

Current date, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current date the report was made.

Item 7

Current page, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current page of the report.

Item 8

Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 9

Form Background, plain white.

Unpaid sessions report rough layout

# Unpaid sessions

Company Logo

| Date | Session number | Customer ID | Service selected | Status |
|------|----------------|-------------|------------------|--------|

| Dd/mm/yyyy | X | CUST XX | Sample text | Unpaid |

**1**

**2**

**3**

**4**

**5**

**8**

Back

Date,Month,Year

**6**

**7**

Page X of X

**9**

Item 1

Form Title,  Century Gothic, 48pts, Bold, Left-alignment.

Item 2

Company Logo, PNG file, 1500x600.

Item 3

Form Header, color #00B0F0.

Item group 4

Field headings, Century Gothic, 11pts, Center-alignment.

Item group 5

Secondary content row. Shows multiple records of Date, Session number, Customer ID, Service selected and status. Yu Gothic, 11pts, Center-alignment.

Item 6

Current date, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current date the report was made.

Item 7

Current page, date,month,year format.Yu Gothic, 11pts, left-alignment. Shows the current page of the report.

Item 8

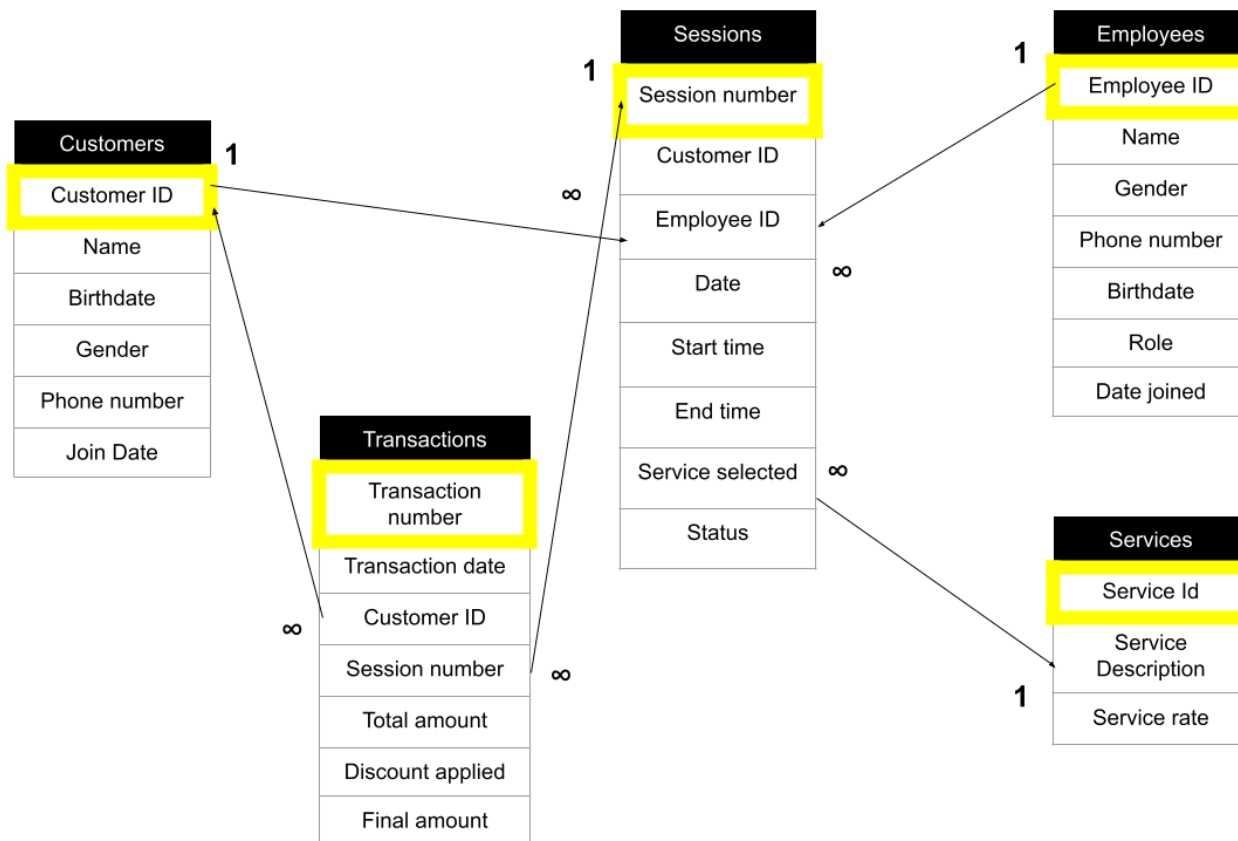Back button, PNG file, 842x290.Closes the current form and brings the user back to the previous form

Item 9

Form Background, plain white.

## Tables and relationships:



The diagram shows the relation ships of the tables, The cells filled with black represent the name of the table, the cells with a yellow outline represents the primary key, and the "∞" symbol represents many, and "1" representes one.

**Internal Structure**

*Cells with black colour indicate the primary key of the table.

*Table 1 Customers table*

| Customer ID | Auto Number | Required |
|---|---|---|
| Name | Short text | Required |
| Birthdate | Date/Time | |
| Gender | Short Text | |
| Phone number | Short Text | |
| Join Date | Date/Time | Required |

*Table 2 Employees table*

| Employee ID | Auto Number | Required |
|---|---|---|
| Name | Short text | Required |
| Gender | Short text | |
| Phone number | Short text | |
| Birthdate | Date/Time | |
| Role | Short text | |
| Date joined | Date/Time | Required |

*Table 3 Services table*

| Service ID | Auto Number | Required |
|---|---|---|
| Service description | Short text | Required |
| Service rate | Currency | Required |

*Table 4 Sessions table*

| Session number | Auto Number | Required |
|---|---|---|
| Customer ID | Short text | |
| Employee ID | Short text | |
| Date | Date/Time | |
| Start time | Date/Time | |
| End time | Date/Time | |
| Service selected | Date | |
| Status | Short Text | Required |

*Table 5 Transactions table*

| Transaction number | Auto Number | Required |
|---|---|---|
| Transaction date | Short text | |
| Customer ID | Short text | |
| Customer name | Date/Time | |
| Session number | Date/Time | Required |
| Service selected | Date/Time | |
| Total amount | Date | |
| Discount applied | Short Text | Required |
| Final amount | | |

## List of resources and techniques

| Resources | Details |
|---|---|
| Business Logo (PNG Format) | Mr.Rodolfo(Client) is to give the business logo through a flash drive. |
| Original spreadsheet data the client has recorded in Microsoft Excel. | Mr.Rodolfo(Client) is to give the original data he has on Microsoft Excel so that I can migrate the data into the database. |
| Guide on making buttons with images | http://www.databasedev.co.uk/command_button.html |
| Guide on making auto filling parameters | https://www.techonthenet.com/access/functions/domain/dlookup.php |

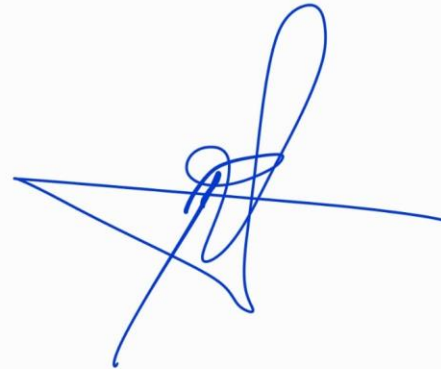| Techniques | Details |
|---|---|
| Three or more related tables | The database uses linked tables to remove data redundancy and errors. |
| Password Authentication | The database requires a password to be viewed or edited |
| Use of complex queries | Allows for generating data based on given criteria. |
| Proficient use of techniques to enable easy navigation such as menus or buttons | The database features a menu to provide the user with accessibility around the features of the database. |
| Proficient design of forms and reports | Forms have buttons to allow navigation of records, or saving, deleting and making new records. Combo boxes are also used to improve entering data. |
| More than three datatypes used | Different data types such as number, text, date, etc to allocate the right amount of memory. |
| Data validation and input masks | To prevent input of invalid data by using input masks, etc. |

# Test plan

| Test item | Test data | Part of system tested | Expected outcome | Actual outcome | Comments | Ref in product |
|---|---|---|---|---|---|---|
| **Cover page testing – REQUIRED ELEMENT FOR CRITERION G** | | | | | | |
| **Web pages load from the cover page in three different locations** | **File naming to ensure home page is called Index.htm** | **Links on cover page are relative** | **Loads as required from 3 different locations** | **Successfully loaded in multiple browsers.** | **Make sure all files are accessible through the cover page and can load in different browsers.** | Cover page |
| **Product testing** | | | | | | |
| Password | To grant access to the database | Password | Disallow access if the password does not match | Only when the password is correct, access is granted | Make sure the password only allows authorized access | Password |
| Switchboard menu | Switchboard properly functions | All menus and buttons | Menu buttons execute their expected functions. | Buttons functions as they are supposed to | The switchboard functions properly | Switchboards |
| Reports | The data shown is accurate and readable | The reports in the database | Correctly present the desired set of data in a readable form. | The generated data shown by the reports are accurate | The sum of the transactions field is accurate. | Reports |
| Queries | The correct set of data is retrieved | The query is used by reports and search forms. | Shows the fields with matching criteria as the parameter given. | Correct records are shown by the query. | Make sure the records shown are correct. | Queries |
| Data forms | Input of data is according to specified format | Forms | Data forms correctly corresponds to its table. And the format is correct | Data entered the form are correct and have correct format | Input mask and data validation are working | Forms |

| Data Forms | Back buttons close the form | Forms | The back buttons found in the forms will close the form and take the user to the previous menu. | The back buttons close the form and redirect the user to the previous menu | Make sure the back buttons close the current form | Forms |
|---|---|---|---|---|---|---|
| Switchboard | The help buttons | Forms | The help buttons will redirect the user to a help form that gives the user useful information. | All the help buttons successfully redirect the user to their respective help form | Make sure the help buttons redirect the user to the correct help form | Forms |
| Fields | A message showing whether data is invalid or valid. | Forms | Data entered are checked for validation based on validation rules. | Putting incorrect data will result in a message notifying user that data is invalid, otherwise the data is recorded onto the table | Make sure the data validation rules cause no problems | Tables |
| Fields | A pre-determined input mask will show up | Forms | A field with an input mask will force the user into entering data into a specific format to limit incorrect data from being entered. | The input mask successfully restricts what the user can type in, for example: the date field restricts the format into dd/mm/yyyy | Make sure the input masks do not malfunction | Forms |

## Agreement of client

I confirm that the requirement specification meets my needs and the designs above are appropriate for the creation of the product.

**Rodolfo Antonio**