

# Database Methods Project 2008

**B20028**

*This project is worth 50% of the total Module marks.*

## **Outline:**

The Town Council in Fubarstown is assembling a database in which to store details of households whose combined income is below a threshold set by recent regulations thus entitling them to exemptions on service charges. The exemption does not apply to the pay-by-use aspect of refuse charges. The exemption applies only to any bulk, annual payment.

This project is about the creation of a database to enable recording of the exemptions in electronic form.

You should refer to the Database Methods general project guidelines, to ensure you are meeting them, at all times.

You will be required to generate your own data, sufficient for 15 records. Creation guidelines for this data will follow. **See updates at end of document.**

## **Basic Requirements:**

The Council needs to record the:

1. Name
2. Address
3. PPS No.
4. Medical Card No.
5. Exemption Issue Date
6. Account No.
7. Verifier

for a designated 'lead' resident in the household. Create a table to store this data.

## **Data Capture/Recording Form:**

When there is a new applicant for a permit they are required to fill out a form providing the details above. You are required to design an A4 form that can be given by the Council office staff to the applicant for them to complete. By this means the Council staff can easily collect the details to be entered into the database if the applicant is entitled to the exemption.

Once the form is submitted a staff member (the Verifier) will contact the local Social Welfare/Health Services to ensure that the claimants have been properly vetted and are duly entitled to the exemption. The verifier will place up to three initials on the DCF and into the table for tracing purposes.

## **NOTES:**

1. The form should have a suitable title/heading.

2. The applicant should be instructed to complete the form in BLOCK CAPITALS.
3. 4 lines should be allowed for the address.
4. The 'Exemption Issue Date' will appear on the form as 'Todays Date'.
5. The 'Account No.' is a 7 digit number issued by the council on a per-household basis and issued in a letter to all households. The applicants provide this detail from the letter.
6. Below the section that the applicant fills in and above the section outlined in the point below, provide a position for the applicants signature (and date if preferred).
7. At the bottom of the form approximately  $\frac{1}{4}$  of the page should be marked as 'Office Use Only' and left blank. Any notes from the verification process can be placed here by the office staff.

This paper form should be created in OpenOffice Writer or Draw, as preferred. It is referred to in the project documentation as the *Data Capture Form*.

### ***Input Form:***

Upon completion of the DCF you will create a suitable Microsoft Access Database input form tied to the previously created table. Any extra data arising from your DCF design may be ignored.

### ***The Table:***

The data table should have separate fields for First and Last Names, as well as a separate field for each of the address lines.

All fields should be off appropriate type and size. Provide a WP table or an SS grid to list the Name of each field, the type of each field and size information for each field. This is part of the table design and proves you have thought about the data and its requirements.

### ***Queries:***

A query extracts a meaningful subset of data from the bulk of the data in the database (table).

A minimum of two queries are required. Normally one uses retrieval based on more than one field. This is outlined in the Database Methods general project guidelines.

1. Create a query that retrieves all records for a given Verifier.
2. Create a query that retrieves all exemptions due for renewal in the next month.
3. Create one other query of your choosing, with tutor approval.

**Reports:**

A report can either present all data in the database or a subset selected from a query. In either case, the purpose of the report is to list this data in presentable, attractive, format.

A minimum of two queries are required. Normally they are based on the queries but often a master listing (*organised one one field*) is included.

1. Create a master list of all data organised by surname, and secondarily organised on the first line of the address.
2. Generate a notification letter for applicants who have been recently approved.
3. Create one other report of your own choosing, with tutor approval.

**The Data:**

You are required to create your own data for the database (table):

1. There should be 15 or more records.
2. You may assume that Fubarstown is in Co. Wexford. All addresses, even those in Fubarstown itself should have the Co. name as the last line of the address.
3. If you wish, use real Clonmel (or your own) Town addresses to save exerting your imagination; however the town name is Fubarstown!
4. Likewise, use the names of friends and relatives, but **not** actual PPS or Medical Card numbers.
5. Issue dates should be spread throughout the year; note that for a query based on dates this means that only *some* peoples details would be returned. The fact that some are not should show that the query can discriminate between relevant and irrelevant data.
6. The verifier inserts his or her initials in capital letters in the appropriate field. A maximum of 3 characters are used.
7. If you feel 15 records does not give you a representative sample of dates, etc., add more. However, this will not yield extra marks unless it improves the performance/appearance of queries and/or reports.
8. After your 15 records are entered, print that table. Then delete at least one record and replace it, as well as modifying at least on other. This shows the ability to modify the table contents.
9. Provide one completed handwritten DCF in your project. Scan and include.

**FAQ:**

Q: Where do I post a question?

A: To [fachtna@fachtnaroe.net](mailto:fachtna@fachtnaroe.net), of course. Or [it.group@fachtnaroe.net](mailto:it.group@fachtnaroe.net) so that all can see the question. But think as you write, and double check before you send, that you don't know the answer already. If you think the question may be beneficial for others, go ahead and ask it anyway.

Q: What about the blog?

A: Post a question by email and the answer may be put on the blog for the benefit of all. But putting a question for Fachtna on the blog, rather than emailing the question may cause the question to be missed. The blog, however, if used enough could become the main Q&A site.

Q: When is this project due?

A: Check the calendar.

Q: Is the database exam hard?

A: No, far from it. Everything you do in the project you'll do in the exam, except make up the data. It's a 2 hour exam which should be quite sufficient. Follow the instructions and it's even easier.

Q: Where does my name go?

A: Everywhere. Each page should be readily identifiable as yours. You can name tables and queries to include your initials, or insert your initials in the footer where the page number appears.

Q: How do I submit?

A: By paper and by email. Paper should be straight-forward on the matter of understanding: gather everything up that is identified as yours, staple, punch, submit. When emailing your submission attach **two** files. (1) The Access database file and (2) an Openoffice.org Writer file that contains all the objects that are part of your project submission.

Q: How do I include objects in my file?

A: Use Insert/Object/OLE Object... and then either create a new object or insert an existing file. It won't be necessary to insert all items as objects, however. Table contents can be copied and pasted, as can the SQL behind queries (choose SQL view to see the underlying SQL). You can also copy and paste the query results. You can also include screen-shots as you see fit.