**Tiny Tools Rental Database Usage Instructions**

*Forms that start with “sfrm” are subforms. Subforms should* ***NOT*** *be opened directly as they are part of other forms.*

*Customer Profile Form (frmCustomerProfile)*

The Customer Profile form allows you to create, update, and manage customer profiles efficiently: simply enter the customer’s details in the required fields marked with red asterisks. Once all required fields are filled, click on the “**Save Customer Profile**” button to save the new profile—a unique Customer\_ID wil be generated for every new customer entry. To exit without making any changes, click the “**Close Form**” Button. If all of the required fields are not filled in, the form will close without creating a new record. The form will display the automatically - generated ID of the given customer as recorded in the system once the form is submitted.

**Note**: once all the required fields are filled, the data **will be inserted** into the database instantly **even if the “Save Customer Profile” button** is **NOT** clicked).

To delete a customer’s profile, click the “**Delete Customer**” button. If the customer has placed an order at any point in time, the system will **not** allow you to delete the profile. This is to ensure that the information from previous orders is not lost. If you wish to delete a customer’s profile, you must also delete any orders the customer has made.

\*If a customer had placed orders when you deleted them, the orders will still exist in the Orders Form. However, their name will not appear on the order. These Order forms should NOT be altered to keep an accurate record.

The navigation bar on the right can be used to find certain customer’s records.

**Viewing Historical Phone Numbers:** If you’d like to view historical data for customer phone numbers, click the “see previous phone numbers” button to view a record of all initial phone numbers that have been updated.

*Orders Form (frmOrder)*

The order form can be used to create new orders, complete orders, or view information from a previous order. Select the customer, date interval for the rental, and the tools to rent. A new order will have an order status of “Ongoing”. When all tools have been selected, you **MUST** press the **“calculate”** button to determine the final price of the order.

**Note**: once you select a customer, a new order will be inserted into the database. The order information will be entered with the **default** values on the form (start date as **current day** with a **1 week interval** for rental period. Final price of **$0**). If you selected a customer but need to cancel the order, you would need to press the “**Delete Order**” button.

To complete an order (when a customer is returning tools), use the search functions on the right of the form (“**Find an Order**”, “**Previous Order**”, “**Next Order**”) to find the customer’s order. Once you have opened the correct form, set the order status to “**Complete**” using the drop down box. To properly update your tool inventory, you must fill a Return Tools form for each type of tool that is being returned.

**Viewing Historical Return Dates:** If you’d like to view historical data for return dates, click the “return date history” button to view a record of all original return dates for orders that have been extended.

**Note**: once you select a customer, a new order will be inserted into the database. The order information will be entered with the **default** values on the form (start date as **current day** with a **1 week interval** for rental period. Final price of **$0**). If you selected a customer but need to cancel the order, you would need to press the “**Delete Order**” button.

Use the search functions on the right of the form (“**Find an Order**”, “**Previous Order**”, “**Next Order**”) to find the customer’s order. Once you have opened the correct form, set the order status to “**Complete**” using the drop down box.

*Return Tool Form*

The Return Tool Form should be used when a customer is returning their rented tools. A form will exist for each model of tool in inventory. The form will display the quantity of tools in active rentals and the total quantity in stock. To return a tool, locate the correct form for the tool using the navigation bar to the right of the form. Once you’ve found the tool, fill in the “**Quantity Returning**” field on the form with the amount of units the customer is returning and press the “**Return Tool(s)**” button. If a customer has lost a tool or is unable to return a certain number of tools, you must navigate to the **Tool Inventory form** and edit the stock quantity to reflect any changes.

*Tool Inventory Form*

The Tool Inventory Form is used to add or update a tool in stock in the Company database. simply fill in the fields required (marked with red asterisks) with the desired tool’s information. Once all required fields are filled, the information will be inserted into the database immediately. The tool inventory form also contains subforms for the individual tool types. Once you select a tool type, the corresponding subform will open and you can fill in the required fields.

**Viewing Historical Rental Prices:** If you’d like to view historical data for rental prices, click the “rental price history” button to view a record of all previous rental prices for updated entries.

**Note**: if you accidentally fill in the wrong subform for a tool, you must press the “**Clear**” button in the subform. This will properly delete the information from the database. You can then reselect the tool type and enter the correct details.

*Reports will be generated using the data in real-time. They will always reflect the most up-to-date changes.*

*City Order Total Report*

The City Order Total report displays the total number of orders per city—it keeps track of which branches of Tiny Tools Co. have the most demand.

*Ongoing Orders Report*

The Ongoing Orders report displays all ongoing orders. The report will sort the orders by return date with the oldest orders first.

*Date Order Total Report*

The Date Order Total report displays the total number of orders per month for an inputted year. Simply input the year you desire to see information on when prompted once you open the report and the report will display the total number of orders for each month of that year.

*Order Total Report*

The Order Total report displays the total number of orders each customer has made.

*Tool Inventory Report*

The Tool Inventory report displays the details of each tool and the number of each tool that the company has in stock.

*Tool Order Total Report*

The Tool Order Total report displays how frequent each tool is ordered and which tool is most in demand.

*Tools Hierarchy Report*

The Tools Hierarchy report displays each tool and whether the tool has a previous model or not.

*Historical Rental Price Report*

The Historical Rental Price report displays an archive of tool rental prices from before they were updated. This allows you to track changes of the rental prices of a tool. This report can be accessed via the “rental price history” button in the *Tool Inventory* form. This report is meant to be accessed through the tool inventory form (to view the history for each tool). Opening the report directly will list the rental price history of ALL tools.

*Historical Return Date Report*

The Historical Return Date report displays a record of initial return dates in the event that a customer renews/extends their return date for a tool. This allows you to track changes when a customer reschedules their return and ensures all updates are properly logged for future reference. This form can be accessed via the “return date history” button in the *Orders* form. This report is meant to be accessed through the Orders form (to view the history for each order). Opening the report directly will list the return date history of ALL orders.

*Historical Phone Report (rpt\_CustomerPhones)*

The Historical Phone report keeps a record of customer’s phone numbers in the event that they are updated. This helps maintain a history of contact details for reference and communication tracking. This report is accessed via the “see previous phone numbers” button in the *Customer Profile* form. This report is meant to be accessed through the customer profile form (to view the history for each customer). Opening the report directly will list the phone number history of ALL customers.