Tutorials for the Database.

**1) Singing in**

To sign in load the web page and enter you username and password

**2) User permissions**

Some users can only access certain input forms and output reports which relate to the job that they perform.

**3) Input Forms**

**i) Add new Customer**

To add a new customer select the “add customer” from the main menu. Then fill in all the blank boxes with the appropriate information. No box should be left empty.

**ii) Add Payment**

To add a Payment select the “add payment” from the main menu. Then fill in all the blank boxes with the appropriate information. No box should be left empty.

**iii) Purchase Form**

To add a new purchase form select the “purchase form” from the main menu. Then fill in all the blank boxes with the appropriate information. No box should be left empty. You will then be taken to the repairs section where you will be asked to fill in yes it needs repairs or no it does not. If yes it does need repairs you will be asked to fill in the type of repair, as well as the estimated cost and the actual cost of the repair.

**iv) Add new employee**

To add a new employee select the “add new employee” from the main menu. Then fill in all the blank boxes with the appropriate information. No box should be left empty.

**v) Sale form**

To add a sale form select the “sale form” from the main menu. Then fill in all the blank boxes with the appropriate information. No box should be left empty. If the customer is doing financing for the vehicle they should add employment history. Fill in the boxes with the appropriate information. If you want you can add more employment history for the customer. The next step is warranty where the Name is what is warrantied the date is how long the warranty lasts the length is how many miles and the cost is the monthly cost of the warranty, the customer can add multiple warranties on the car, click add another to add another warranty.

**4) Output Reports**

**i) Search for customer**

To search for a customer select the “search for customer” from the main menu. Then fill in one or all the boxes to search for a customer with that last name or first name. Leave both boxes empty to search for all customers.

**ii) Calculate Commission**

To calculate the commission of an employee select “calculate commission” from the main menu. Input an employee ID, then select two dates, then click submit. The result is the amount of commission that the employee has earned.

**iii) Check warranty coverage**

To check warranty coverage for a customer’s vehicle. Select the “check warranty coverage” from the main menu. Then Fill in the customer’s taxpayer ID, the car’s Vin#, the name of warranty on that car. And the date that it was submitted on.

**iv) Find customer with late payments**

To find customers with late payments. Select the “Find Customers With Late Payments” from the main menu. Then input the number of late payments that you want to find. The result is the number of late payments a customer has.

**v) Check employee spending**

To check the amount of employee spending on used cars. Select “” from the main menu, then input a start date and an end date, the result is the amount of spending that employees have done.

**vi) Check inventory**

To check inventory of the vehicles the business has. Select “” from the main menu. The result is a list of all the vehicles in stock.

**vii) View top salesman**

To view the top salesman, select “View top salesman” from the main menu, then enter a starting date and an end date. The results are the top salesmen.

**viii)**

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