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.

**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.

**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.