

# WOODSIDE HUB USER GUIDE

Candidate Number: 3190

CENTRE NUMBER: 71619

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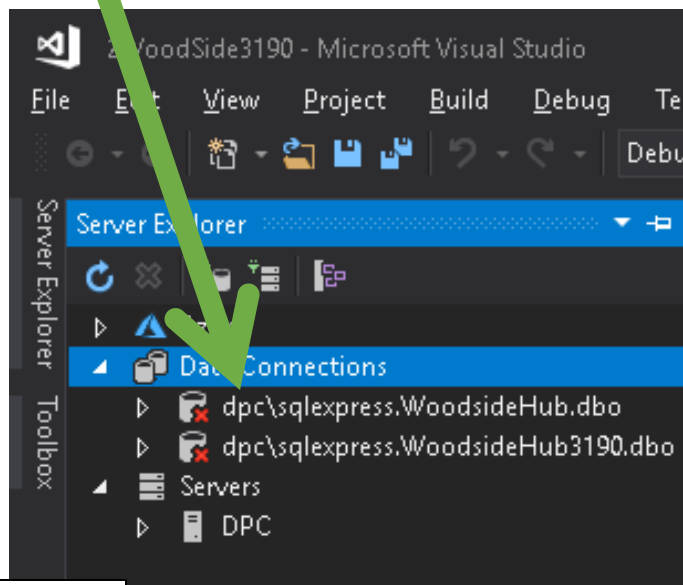
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## Creating The Database

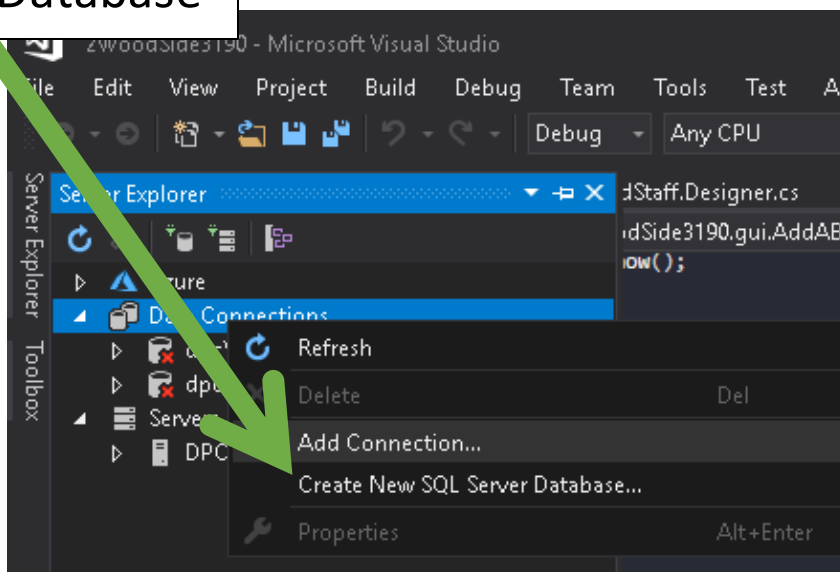
You must first create the database. This can be done within visual studio.  
There's three simple steps to creating the database

### Step #1 - Navigating to the connection form

You must right click here.

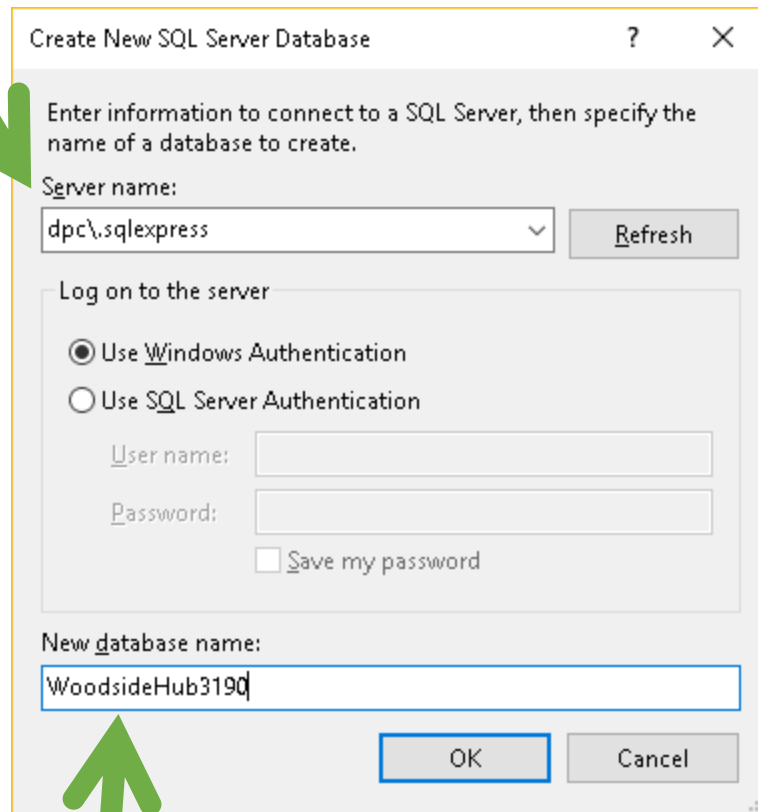


Click 'Create New SQL Server Database'



## Step #2 – Filling out the connection form

Fill this out using your server name; this can be found in the server management studio



Create New SQL Server Database

Enter information to connect to a SQL Server, then specify the name of a database to create.

Server name:  
dpc\.sqlexpress Refresh

Log on to the server

☒ Use Windows Authentication  
☐ Use SQL Server Authentication

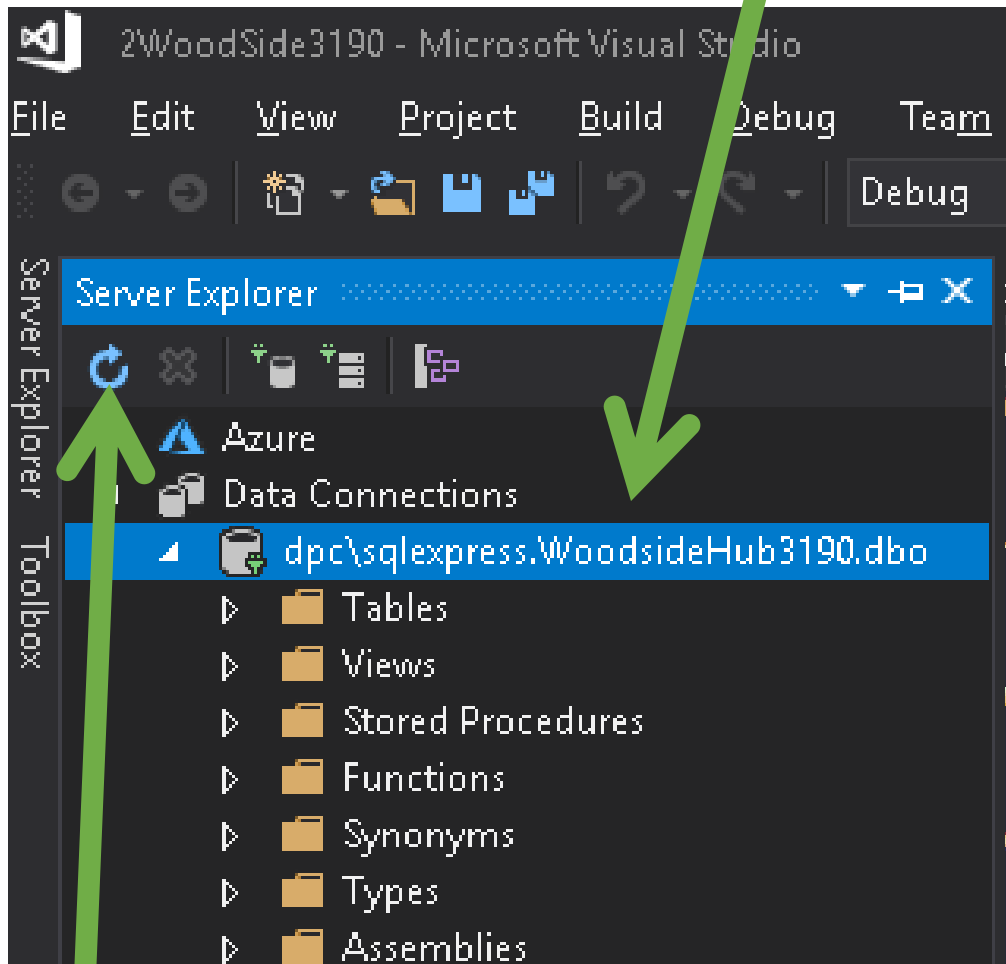
User name: Password: Save my password

New database name:  
WoodsideHub3190 OK Cancel

Call your new database 'WoodsideHub3190'. It must be spelled exactly as indicated. Once filled, click 'Ok'

### Step #3 – Checking the database was created

The new Database should appear like this



If the database does not appear, click the refresh button

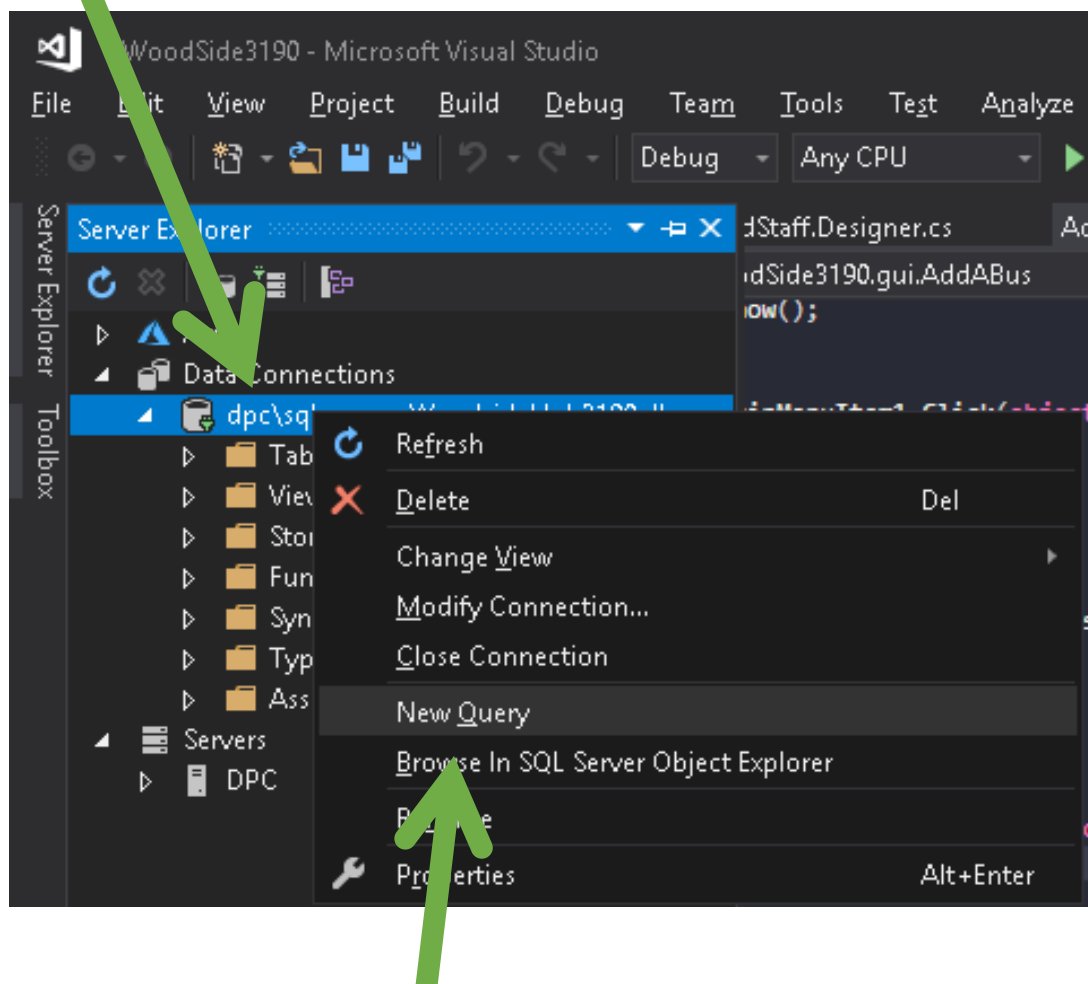
If the database still doesn't appear after clicking the refresh button, retry creating the database

## Adding Tables To The Database

You must create the tables by using the SQL code that's stored in the text files that have been included in the file directory. If you have accidentally deleted the code or cant find the code; it's been included at the end of the user guide in the appendix section.

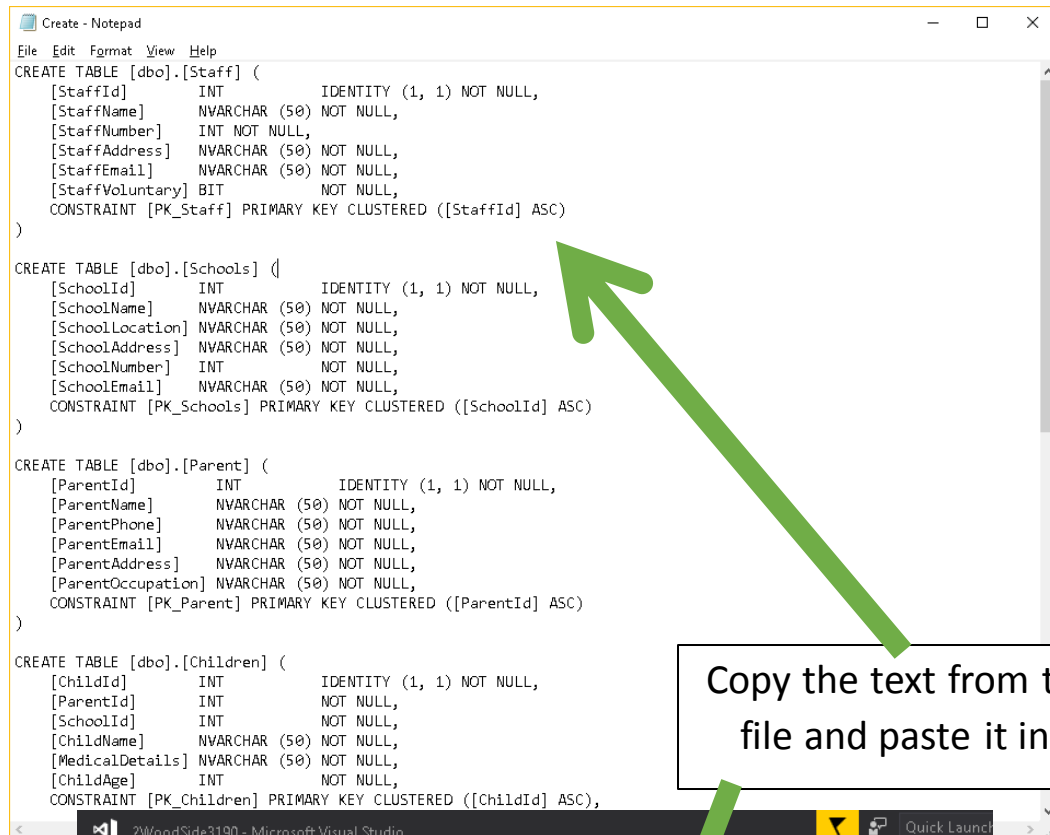
### Step #1 – Open a new query

Right click the newly created database



Click the 'New Query' from the dropdown menu

## Step #2 – Create and run the query



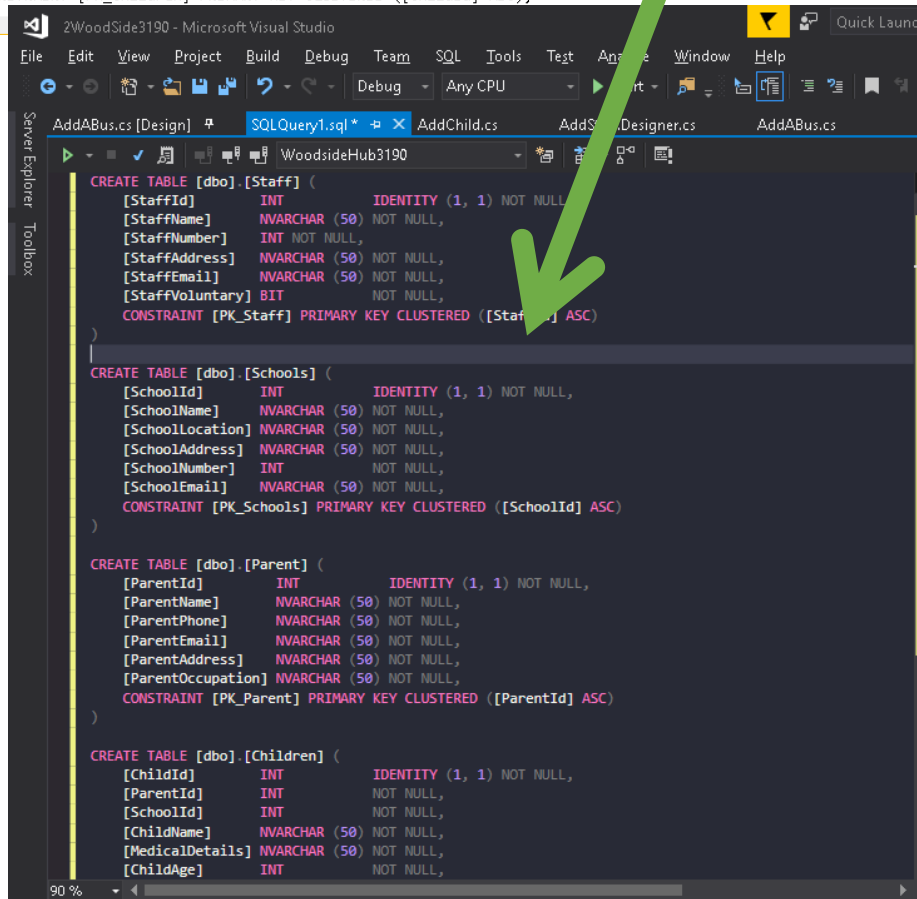
```
CREATE TABLE [dbo].[Staff] (
    [StaffId] INT IDENTITY (1, 1) NOT NULL,
    [StaffName] NVARCHAR (50) NOT NULL,
    [StaffNumber] INT NOT NULL,
    [StaffAddress] NVARCHAR (50) NOT NULL,
    [StaffEmail] NVARCHAR (50) NOT NULL,
    [StaffVoluntary] BIT NOT NULL,
    CONSTRAINT [PK_Staff] PRIMARY KEY CLUSTERED ([StaffId] ASC)
)

CREATE TABLE [dbo].[Schools] (
    [SchoolId] INT IDENTITY (1, 1) NOT NULL,
    [SchoolName] NVARCHAR (50) NOT NULL,
    [SchoolLocation] NVARCHAR (50) NOT NULL,
    [SchoolAddress] NVARCHAR (50) NOT NULL,
    [SchoolNumber] INT NOT NULL,
    [SchoolEmail] NVARCHAR (50) NOT NULL,
    CONSTRAINT [PK_Schools] PRIMARY KEY CLUSTERED ([SchoolId] ASC)
)

CREATE TABLE [dbo].[Parent] (
    [ParentId] INT IDENTITY (1, 1) NOT NULL,
    [ParentName] NVARCHAR (50) NOT NULL,
    [ParentPhone] NVARCHAR (50) NOT NULL,
    [ParentEmail] NVARCHAR (50) NOT NULL,
    [ParentAddress] NVARCHAR (50) NOT NULL,
    [ParentOccupation] NVARCHAR (50) NOT NULL,
    CONSTRAINT [PK_Parent] PRIMARY KEY CLUSTERED ([ParentId] ASC)
)

CREATE TABLE [dbo].[Children] (
    [ChildId] INT IDENTITY (1, 1) NOT NULL,
    [ParentId] INT NOT NULL,
    [SchoolId] INT NOT NULL,
    [ChildName] NVARCHAR (50) NOT NULL,
    [MedicalDetails] NVARCHAR (50) NOT NULL,
    [ChildAge] INT NOT NULL,
    CONSTRAINT [PK_Children] PRIMARY KEY CLUSTERED ([ChildId] ASC),
    FOREIGN KEY ([ParentId]) REFERENCES [dbo].[Parent] ([ParentId]),
    FOREIGN KEY ([SchoolId]) REFERENCES [dbo].[Schools] ([SchoolId])
)
```

Copy the text from the 'Create.txt' file and paste it into the query



```
CREATE TABLE [dbo].[Staff] (
    [StaffId] INT IDENTITY (1, 1) NOT NULL,
    [StaffName] NVARCHAR (50) NOT NULL,
    [StaffNumber] INT NOT NULL,
    [StaffAddress] NVARCHAR (50) NOT NULL,
    [StaffEmail] NVARCHAR (50) NOT NULL,
    [StaffVoluntary] BIT NOT NULL,
    CONSTRAINT [PK_Staff] PRIMARY KEY CLUSTERED ([StaffId] ASC)
)

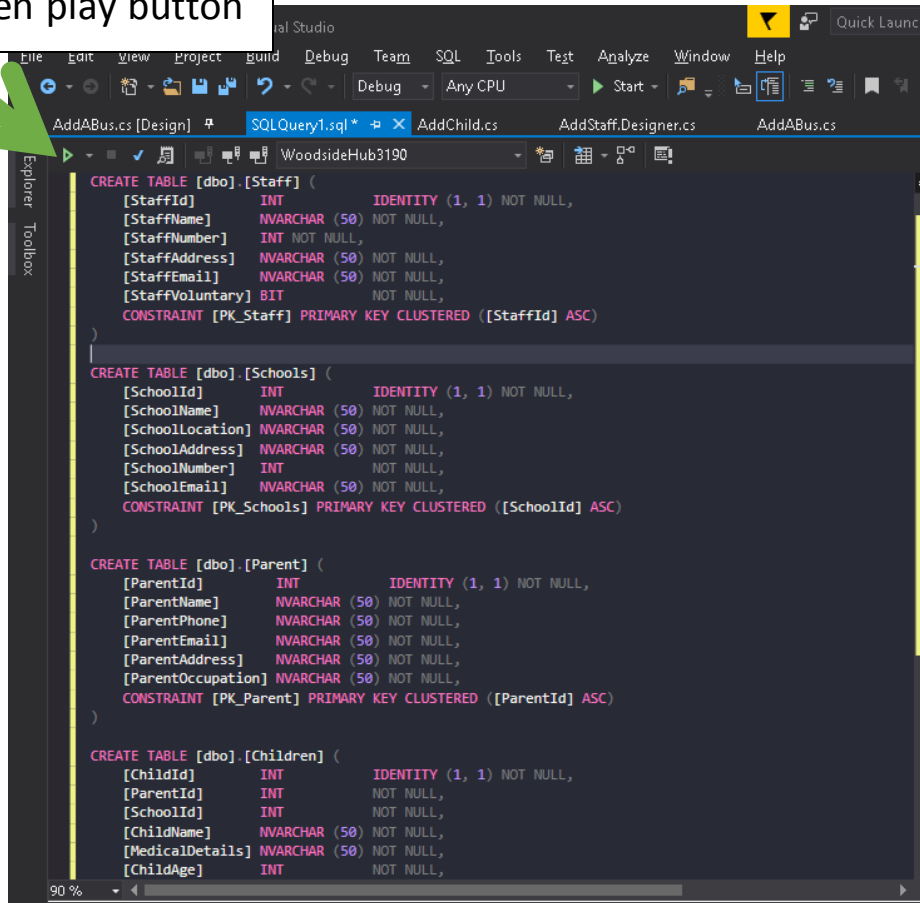
CREATE TABLE [dbo].[Schools] (
    [SchoolId] INT IDENTITY (1, 1) NOT NULL,
    [SchoolName] NVARCHAR (50) NOT NULL,
    [SchoolLocation] NVARCHAR (50) NOT NULL,
    [SchoolAddress] NVARCHAR (50) NOT NULL,
    [SchoolNumber] INT NOT NULL,
    [SchoolEmail] NVARCHAR (50) NOT NULL,
    CONSTRAINT [PK_Schools] PRIMARY KEY CLUSTERED ([SchoolId] ASC)
)

CREATE TABLE [dbo].[Parent] (
    [ParentId] INT IDENTITY (1, 1) NOT NULL,
    [ParentName] NVARCHAR (50) NOT NULL,
    [ParentPhone] NVARCHAR (50) NOT NULL,
    [ParentEmail] NVARCHAR (50) NOT NULL,
    [ParentAddress] NVARCHAR (50) NOT NULL,
    [ParentOccupation] NVARCHAR (50) NOT NULL,
    CONSTRAINT [PK_Parent] PRIMARY KEY CLUSTERED ([ParentId] ASC)
)

CREATE TABLE [dbo].[Children] (
    [ChildId] INT IDENTITY (1, 1) NOT NULL,
    [ParentId] INT NOT NULL,
    [SchoolId] INT NOT NULL,
    [ChildName] NVARCHAR (50) NOT NULL,
    [MedicalDetails] NVARCHAR (50) NOT NULL,
    [ChildAge] INT NOT NULL,
    CONSTRAINT [PK_Children] PRIMARY KEY CLUSTERED ([ChildId] ASC),
    FOREIGN KEY ([ParentId]) REFERENCES [dbo].[Parent] ([ParentId]),
    FOREIGN KEY ([SchoolId]) REFERENCES [dbo].[Schools] ([SchoolId])
)
```

### Step #3 – Run the query and check for errors

Click the green play button

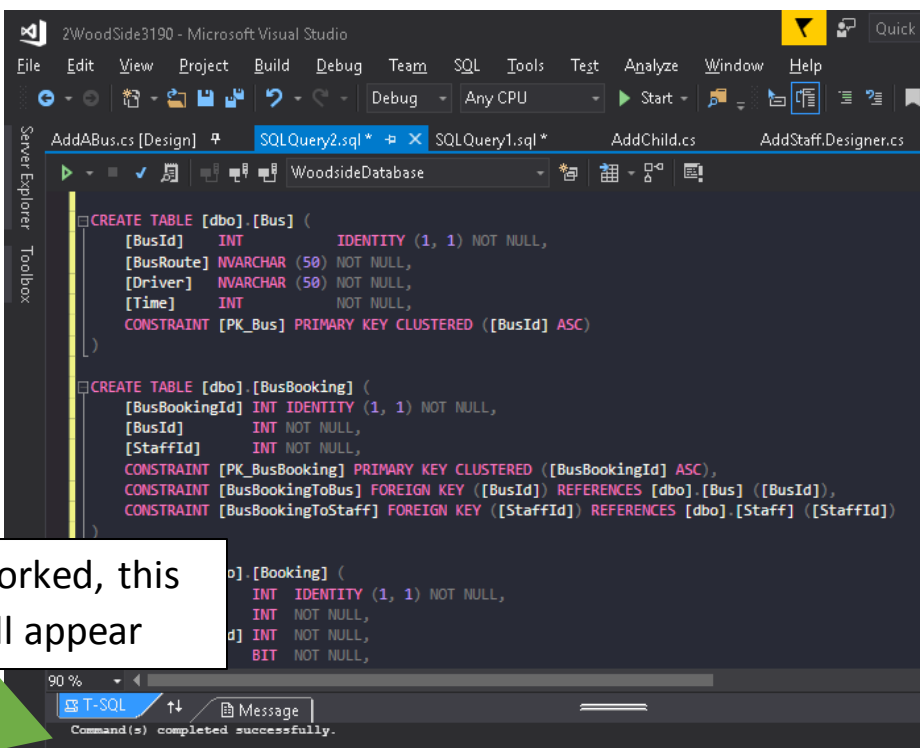


```
CREATE TABLE [dbo].[Staff] (
    [StaffId] INT IDENTITY (1, 1) NOT NULL,
    [StaffName] NVARCHAR (50) NOT NULL,
    [StaffNumber] INT NOT NULL,
    [StaffAddress] NVARCHAR (50) NOT NULL,
    [StaffEmail] NVARCHAR (50) NOT NULL,
    [StaffVoluntary] BIT NOT NULL,
    CONSTRAINT [PK_Staff] PRIMARY KEY CLUSTERED ([StaffId] ASC)
)

CREATE TABLE [dbo].[Schools] (
    [SchoolId] INT IDENTITY (1, 1) NOT NULL,
    [SchoolName] NVARCHAR (50) NOT NULL,
    [SchoolLocation] NVARCHAR (50) NOT NULL,
    [SchoolAddress] NVARCHAR (50) NOT NULL,
    [SchoolNumber] INT NOT NULL,
    [SchoolEmail] NVARCHAR (50) NOT NULL,
    CONSTRAINT [PK_Schools] PRIMARY KEY CLUSTERED ([SchoolId] ASC)
)

CREATE TABLE [dbo].[Parent] (
    [ParentId] INT IDENTITY (1, 1) NOT NULL,
    [ParentName] NVARCHAR (50) NOT NULL,
    [ParentPhone] NVARCHAR (50) NOT NULL,
    [ParentEmail] NVARCHAR (50) NOT NULL,
    [ParentAddress] NVARCHAR (50) NOT NULL,
    [ParentOccupation] NVARCHAR (50) NOT NULL,
    CONSTRAINT [PK_Parent] PRIMARY KEY CLUSTERED ([ParentId] ASC)
)

CREATE TABLE [dbo].[Children] (
    [ChildId] INT IDENTITY (1, 1) NOT NULL,
    [ParentId] INT NOT NULL,
    [SchoolId] INT NOT NULL,
    [ChildName] NVARCHAR (50) NOT NULL,
    [MedicalDetails] NVARCHAR (50) NOT NULL,
    [ChildAge] INT NOT NULL,
```



```
CREATE TABLE [dbo].[Bus] (
    [BusId] INT IDENTITY (1, 1) NOT NULL,
    [BusRoute] NVARCHAR (50) NOT NULL,
    [Driver] NVARCHAR (50) NOT NULL,
    [Time] INT NOT NULL,
    CONSTRAINT [PK_Bus] PRIMARY KEY CLUSTERED ([BusId] ASC)
)

CREATE TABLE [dbo].[BusBooking] (
    [BusBookingId] INT IDENTITY (1, 1) NOT NULL,
    [BusId] INT NOT NULL,
    [StaffId] INT NOT NULL,
    CONSTRAINT [PK_BusBooking] PRIMARY KEY CLUSTERED ([BusBookingId] ASC),
    CONSTRAINT [BusBookingToBus] FOREIGN KEY ([BusId]) REFERENCES [dbo].[Bus] ([BusId]),
    CONSTRAINT [BusBookingToStaff] FOREIGN KEY ([StaffId]) REFERENCES [dbo].[Staff] ([StaffId])
)

CREATE TABLE [dbo].[Booking] (
    [BookingId] INT IDENTITY (1, 1) NOT NULL,
    [ParentId] INT NOT NULL,
    [ChildId] INT NOT NULL,
    [BusId] INT NOT NULL,
    [BookingTime] BIT NOT NULL,
```

Command(s) completed successfully.

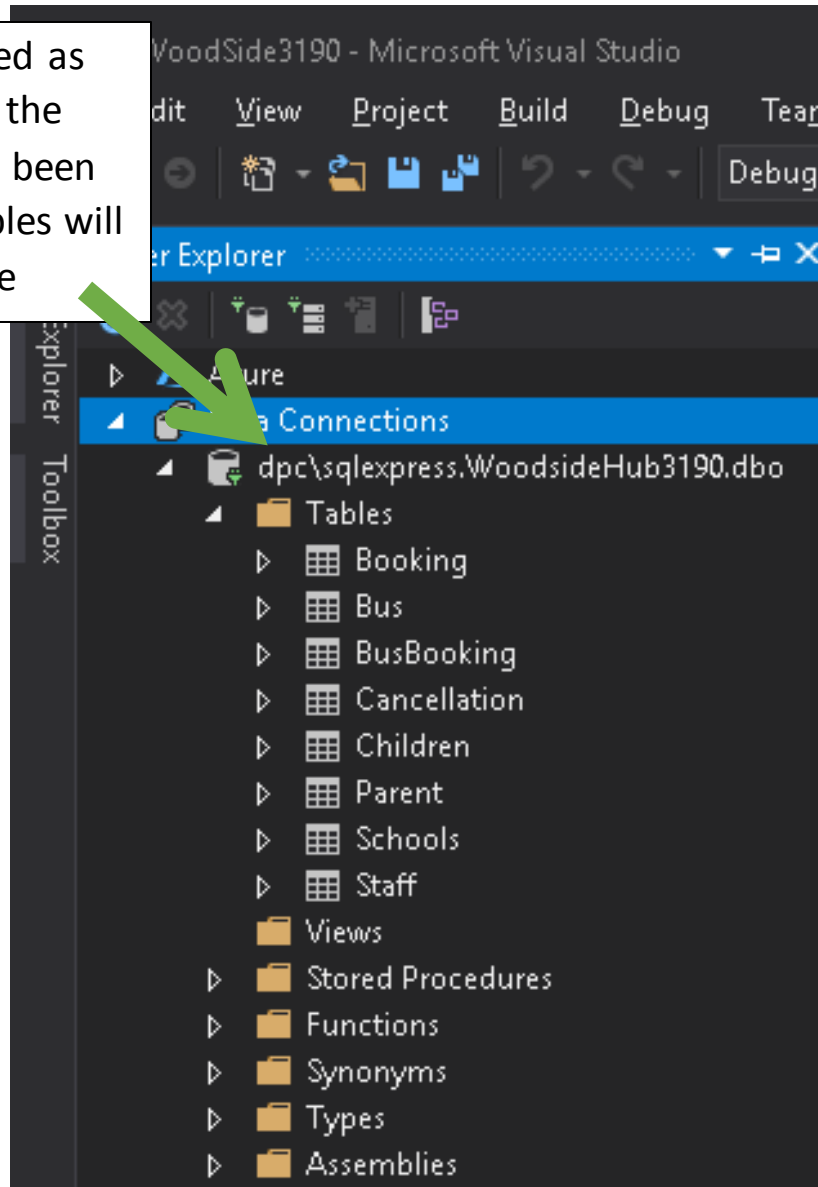
If the query worked, this message will appear

If an error occurs, retry copying and pasting the code.  
If the error persists; contact our customer services



#### Step #4 – Check all the tables have been created

If the query worked as intended and all the correct steps have been followed. All the tables will be shown here

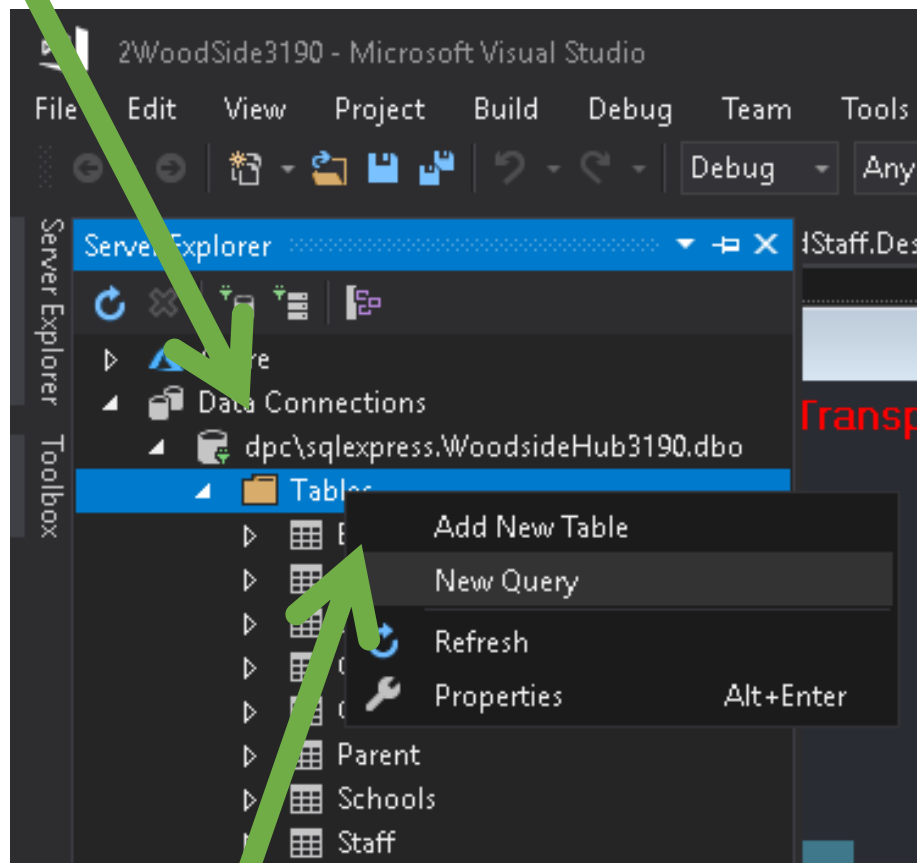


## Inserting Data To The Table

Once the tables have been created, you must fill the tables using data. There has already been data created and it's stored in the insert text file in the file directory. You must take the text from the text-file and run a query using the text; this will put the data in your newly created database. If you can't find the Insert.txt file for have accidentally deleted it; the necessary code is in the appendix section of this user guide.

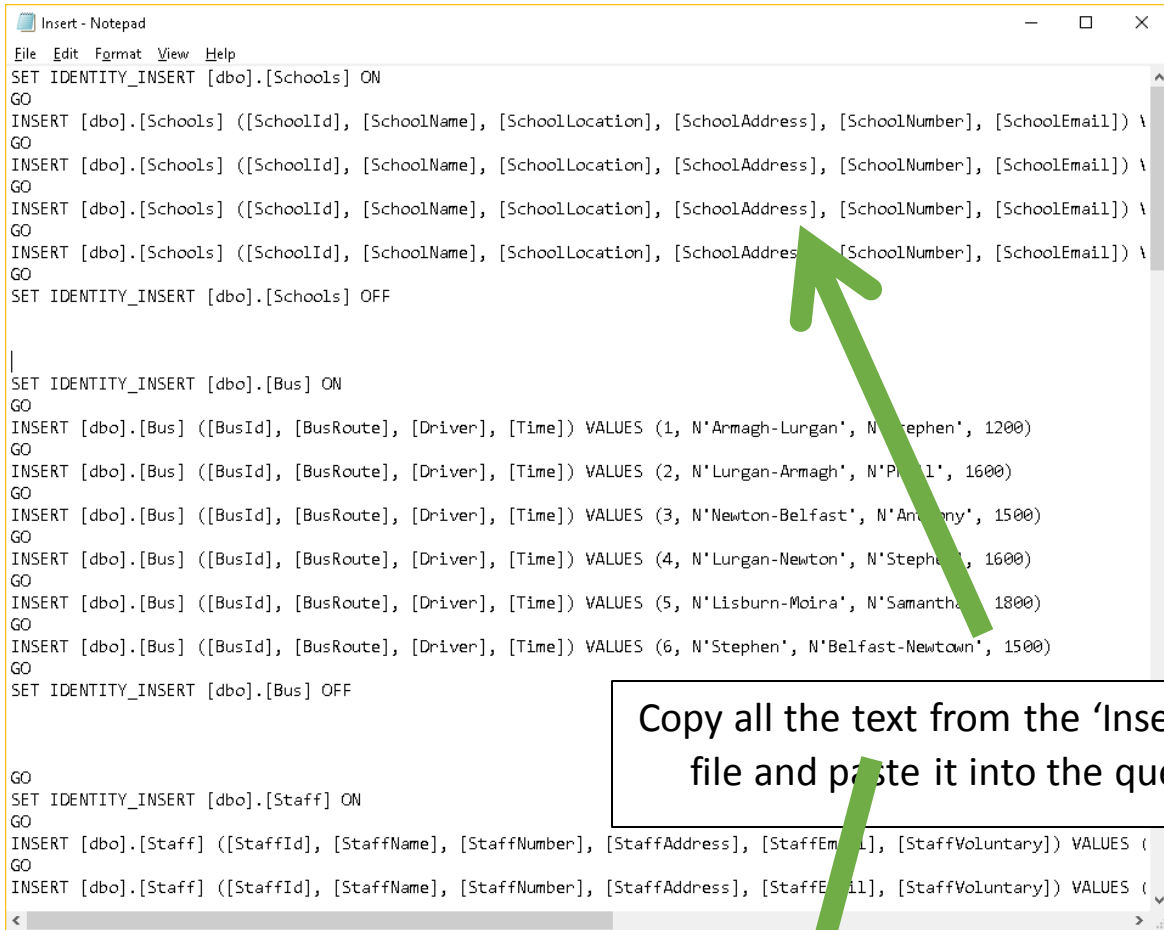
### Step #1 – Create a new query

Right click on the 'Tables' heading  
in your created database



Click 'New Query' from  
this drop down menu

## Step #2 – Create and run the query

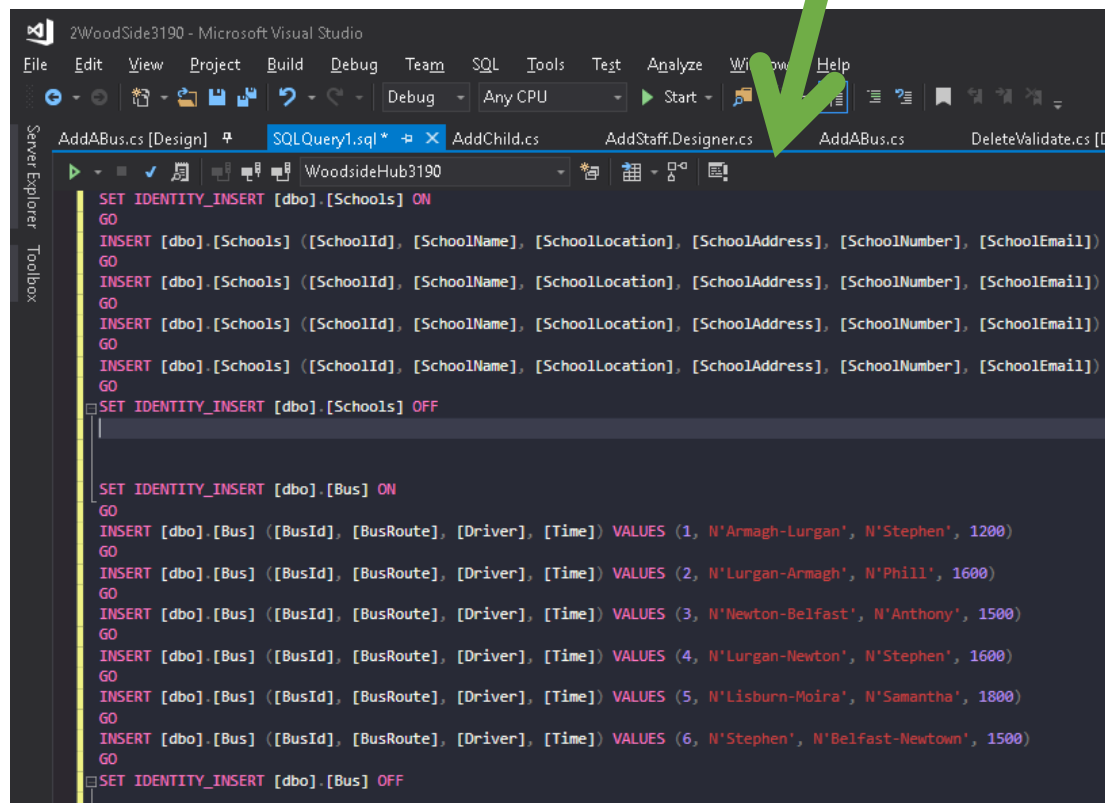


```
Insert - Notepad
File Edit Format View Help
SET IDENTITY_INSERT [dbo].[Schools] ON
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
SET IDENTITY_INSERT [dbo].[Schools] OFF

|
SET IDENTITY_INSERT [dbo].[Bus] ON
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (1, N'Armagh-Lurgan', N'Stephen', 1200)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (2, N'Lurgan-Armagh', N'Phill', 1600)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (3, N'Newton-Belfast', N'Anthony', 1500)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (4, N'Lurgan-Newton', N'Stephen', 1600)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (5, N'Lisburn-Moira', N'Samantha', 1800)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (6, N'Stephen', N'Belfast-Newton', 1500)
GO
SET IDENTITY_INSERT [dbo].[Bus] OFF

GO
SET IDENTITY_INSERT [dbo].[Staff] ON
GO
INSERT [dbo].[Staff] ([StaffId], [StaffName], [StaffNumber], [StaffAddress], [StaffEmail], [StaffVoluntary]) VALUES (
GO
INSERT [dbo].[Staff] ([StaffId], [StaffName], [StaffNumber], [StaffAddress], [StaffEmail], [StaffVoluntary]) VALUES (
```

Copy all the text from the 'Insert.txt' file and paste it into the query

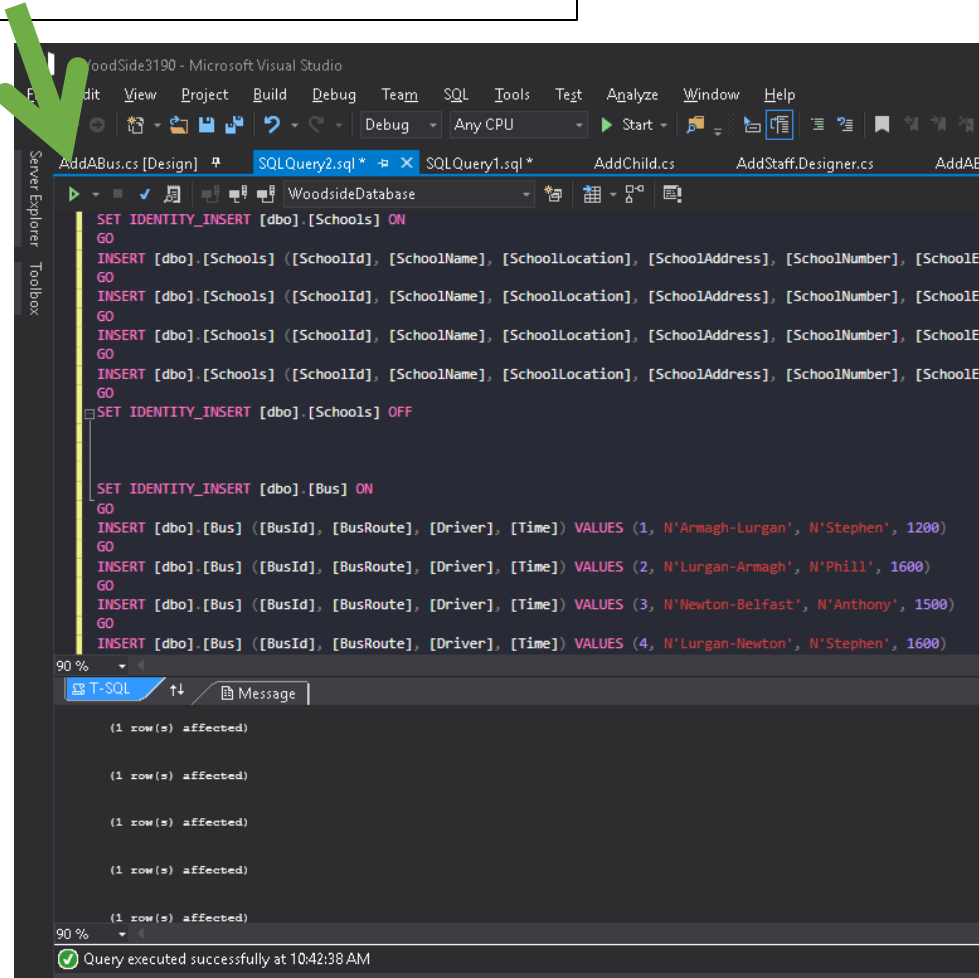


```
2WoodSide3190 - Microsoft Visual Studio
File Edit View Project Build Debug Team SQL Tools Test Analyze Window Help
Debug Any CPU Start
AddABus.cs [Design] SQLQuery1.sql * AddChild.cs AddStaff.Designer.cs AddABus.cs DeleteValidate.cs [D
WoodsideHub3190
SET IDENTITY_INSERT [dbo].[Schools] ON
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEmail]) \
GO
SET IDENTITY_INSERT [dbo].[Schools] OFF

SET IDENTITY_INSERT [dbo].[Bus] ON
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (1, N'Armagh-Lurgan', N'Stephen', 1200)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (2, N'Lurgan-Armagh', N'Phill', 1600)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (3, N'Newton-Belfast', N'Anthony', 1500)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (4, N'Lurgan-Newton', N'Stephen', 1600)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (5, N'Lisburn-Moira', N'Samantha', 1800)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (6, N'Stephen', N'Belfast-Newton', 1500)
GO
SET IDENTITY_INSERT [dbo].[Bus] OFF
```

### Step #3 – Run the query and check for errors

Click the green play button once all the text has been put in the query



The screenshot shows the Microsoft Visual Studio interface with a SQL query in the main editor. The query is as follows:

```
SET IDENTITY_INSERT [dbo].[Schools] ON
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEm
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEm
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEm
GO
INSERT [dbo].[Schools] ([SchoolId], [SchoolName], [SchoolLocation], [SchoolAddress], [SchoolNumber], [SchoolEm
GO
SET IDENTITY_INSERT [dbo].[Schools] OFF

SET IDENTITY_INSERT [dbo].[Bus] ON
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (1, N'Armagh-Lurgan', N'Stephen', 1200)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (2, N'Lurgan-Armagh', N'Phill', 1600)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (3, N'Newton-Belfast', N'Anthony', 1500)
GO
INSERT [dbo].[Bus] ([BusId], [BusRoute], [Driver], [Time]) VALUES (4, N'Lurgan-Newton', N'Stephen', 1600)
```

Below the query, the T-SQL Results window shows the execution output:

```
(1 row(s) affected)
(1 row(s) affected)
(1 row(s) affected)
(1 row(s) affected)
(1 row(s) affected)
```

At the bottom of the screen, a status bar message indicates: "Query executed successfully at 10:42:38 AM".

If the query worked successfully; this will appear at the bottom of the screen

If the query didn't work retry copying and pasting the code. If it still isn't working; contact our customer services

## Getting into the After-Schools-Section

When the application loads you must click the after-schools section; as none of the other sub-systems have been developed yet. When you click the 'After-Schools Club' button you will be taken to the connection form where you must enter your PC's SQL connection string (This will be different dependent on your computer and you may need to contact us for assistance)

**Step #1 – Click the 'After-Schools Club' button.**

You can also click the menu to get to the next form



**Step #2 – Click the 'Confirm' button when you've entered the connection string**

Fill this using your connection string, this will be different dependent on your computer. It can also be found in the server management studio. (There's advice in the Appendix section)

# Woodside Hub

## Enter Connection Code

`.\sqlexpress`

Click this button when you've filled the textbox

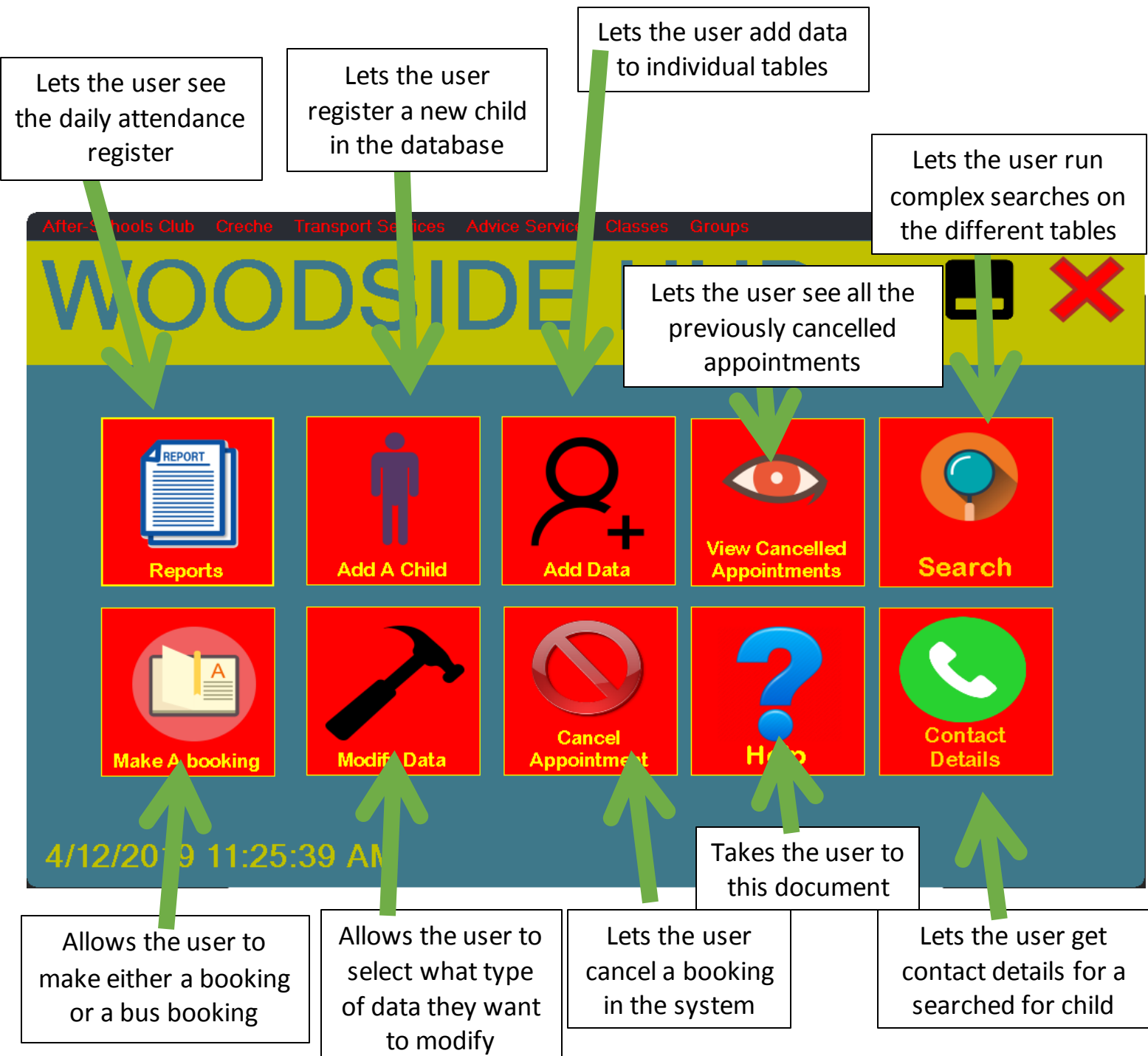
Confirm

If an error message appears or the program freezes and buffers; you must have used the wrong connection string

If the connection string is correct, the main application will appear on screen

## Using the main application

The main application essentially allows you to navigate between all the different sections of the application by using the on-screen buttons. Below is an explanation of what each button does.



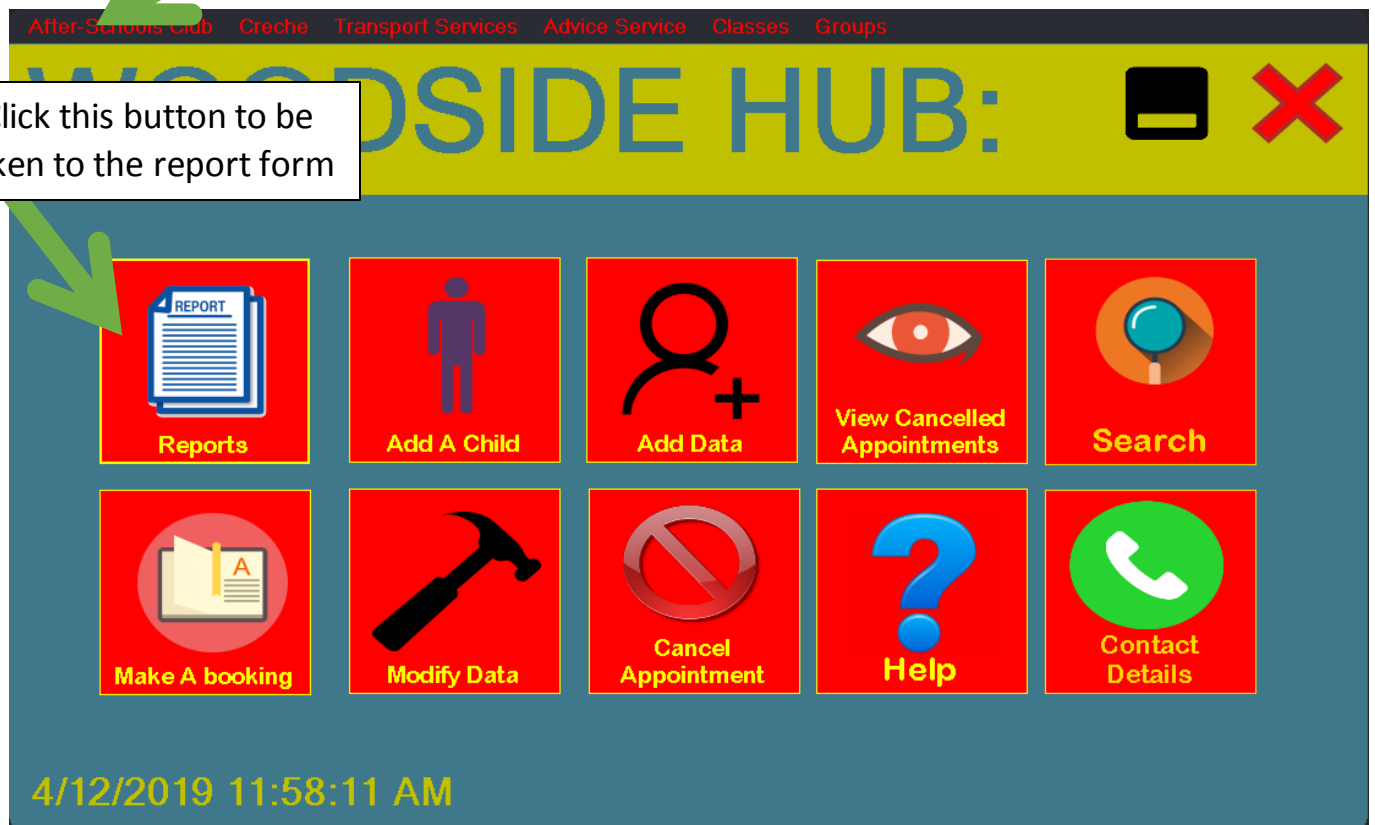
## Getting a report for daily attendance

The application allows you to create a daily attendance register for the children that are using the after-schools club. You can search by date and a report will appear on screen which can be printed, this report is highly useful as you can use it to check which children are using the service.

**Step #1 – Click the 'Reports' button on the main application.**

You can also use the menu to get to the report form; click 'Reports' in the drop-down menu

Click this button to be taken to the report form





**Step #2 – Change the date to whatever date you want to produce a report for**

Select a date using  
the data-time picker



The screenshot shows the Woodside Hub interface. At the top, there is a yellow header with the text "Woodside Hub". Below the header, there is a date picker for April 2019. The date 12 is selected. To the left of the date picker is a red button labeled "Back". Below the date picker, there is a table with columns labeled "Child Name", "Medical Details", and "Child Age". The table is currently empty. The date picker also shows a "Today: 4/12/2019" label.

**Step #3 – Click the ‘Search’ button once a date has been selected**


## Registering a new Child in the Database

To register a new child account, a parent account must be already created. You can find how to make a parent account later on in this user guide.

When you first go to register a new child, you will be prompted to select a parent that's been registered. You can search for a parent by their name or through scrolling the grid. Once you find the correct parent, you need to click their name and the user will be taken to the add a child form.

### Step #1 – Find the registered parent in the blue grid

You can search for a parent's name by entering the name here and clicking the 'Search' button

**Name:**  **Search** **Show All**  **HOME**

**Click The Name Of The Parent**

	Parent ID	Parent Name	Parent Phone	Parent Email	Parent Address	Parent Occupation
▶	1	Desmond Madden	435454545	desmondmadden...	84 Desmond Road	Coder
	2	Catherine McKee	0772084119	catherine@epos....	67 Dobbin Road	Shop Keeper
	3	Tiger Woods	87	Tiger@pga.com	89 Florida Crescent	Golfer
	4	Des Madden	534875497	des	53	fnognr
	11	Kanye West	8924974309	kanyewest@gma...	Calabass	Artist
	12	Kendrick Lamar	439743843	kdot@gmail.com	California	Artist
	13	Nate Diaz	048304308	nate@ufc.com	Stockton	Fighter
	14	Shea Doherty	0282828391	sheadog@gmail....	Armagh	None
*						

Once you've found the correct parent, click their name and their ID will be pre-entered in the next form

## Step #2 – Fill out the child’s application and submit it

If you click this label, it will show all the schools. The user can even fill this textbox by clicking a school in the blue grid

After-Schools Club Creche Support Services Advice Services Classes Groups

Parent ID: **Select A Parent**

14

School ID: **Select A School**

School ID:	School Name	School Location:	School Address	School Number	School Email
1	St. Francis	Lurgan1	32 Lurgan Street	32894438	school@stfrancis...
2	Tannaghmore	Lurgan	46 East Armagh ...	43926429	school@tannagh...
3	St. Teresa	Lurgan	21 Saint Boulevard	343	email@stteresa.c...
4	St. Patricks	Armagh	98 Dobbin Road	82739273	stpats@gmail.org

Child Name:

Kim Kreelman

Medical Details:

None

Age:

7

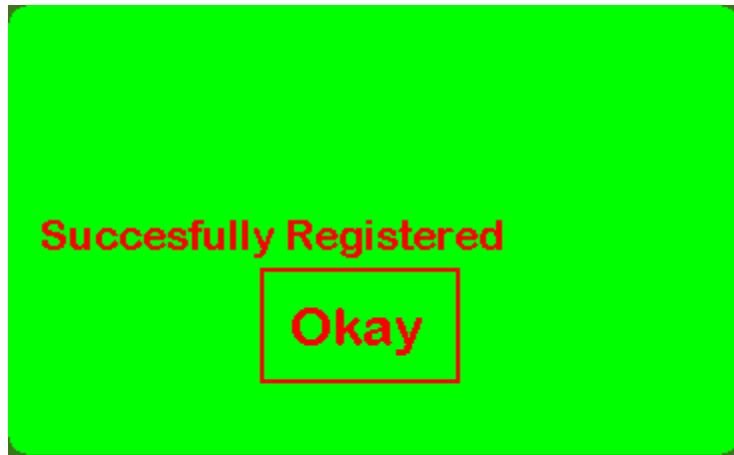
You Can Only Modify One Row At A Time

?

Fill all these textboxes using the child’s information

When the details are filled, click the ‘Register’ button

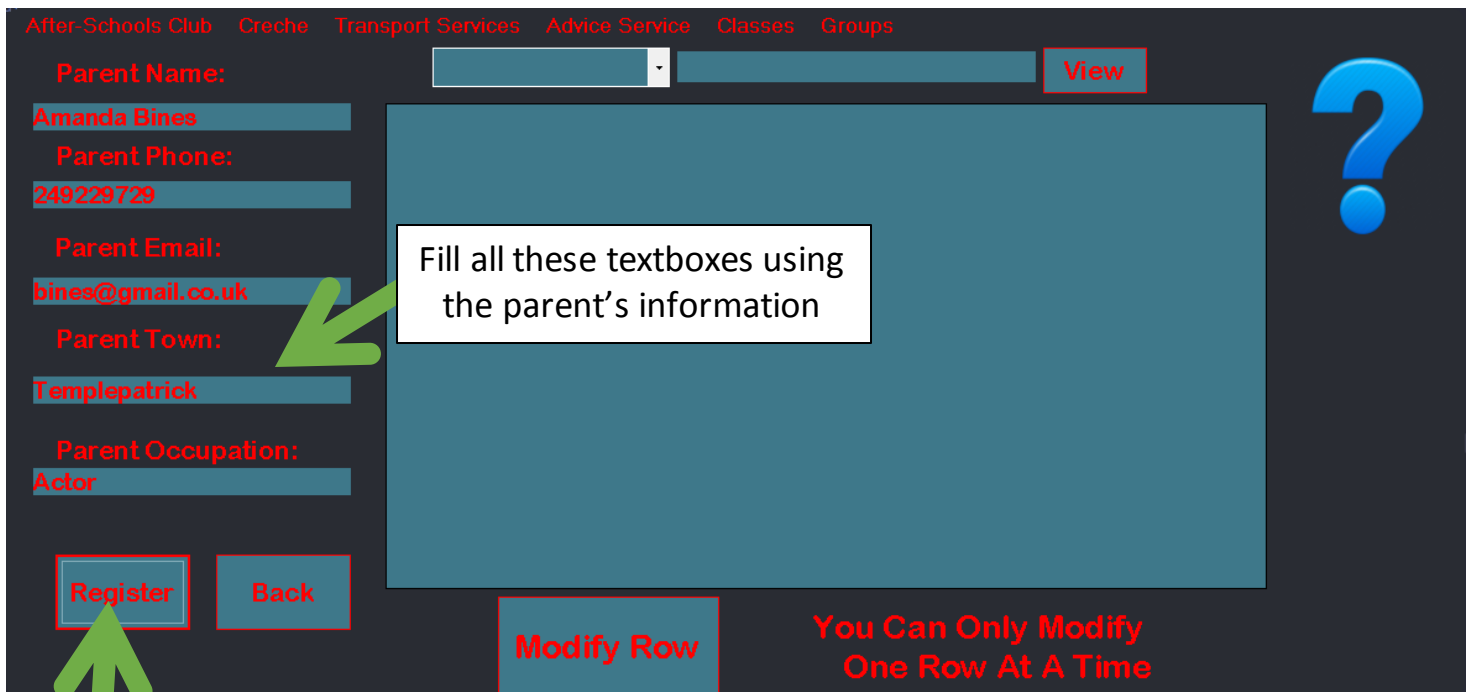
**Step #3 – If the application was submitted successfully, the success form will appear on screen**



## Creating a parent account

Before registering a child account, you must first register a parents account. This can be easily done through filling out the parent application form. You can gain access to the parent application when you go to add a child or when you use the menu strip at the top of the application.

### Step #1 – Fill out the parent application form with the correct details



The screenshot shows a web application interface for creating a parent account. At the top, there is a navigation menu with links: After-Schools Club, Creche, Transport Services, Advice Service, Classes, and Groups. The main form area has several input fields for parent details: Parent Name (Amanda Bines), Parent Phone (249229729), Parent Email (bines@gmail.co.uk), Parent Town (Templepatrick), and Parent Occupation (Actor). A large blue box with a question mark icon is on the right side of the form. A green arrow points from a text box to the form fields, and another green arrow points to the 'Register' button. A 'View' button is next to the Parent Name field. A 'Modify Row' button is at the bottom. A message at the bottom right states: 'You Can Only Modify One Row At A Time'.

Parent Name:  View

Amanda Bines

Parent Phone:

249229729

Parent Email:

bines@gmail.co.uk

Parent Town:

Templepatrick

Parent Occupation:

Actor

Register Back

Modify Row

You Can Only Modify One Row At A Time

When the details are filled, click the 'Register' button

Do you now want to register a child ?

YES

NO

Once the register button is clicked, the user will be asked if they want to register a child account now

# How to Cancel an Appointment

Whenever the user needs to cancel a booking, it's been designed to be as easy and seamless as possible. The user must open the cancellation form; this can be done through the main application or through the menu strip at the top of the screen.

## Step #1 – Click the entry that you want to cancel

After-Schools Club   Creche   Transport Services   Advice Service   Classes   Groups

	Booking ID	Child ID	Bus Booking ID	Paid	Date
	18	2	3	False	10/5/2019 12:00:...
	22	1	3	False	6/2/2019 12:00:...
	28	3	3	False	12/4/2019 12:00:...
	29	9	3	True	6/2/2019 12:00:...
	30	5	2	False	4/5/2019 12:00:...
	32	2	3	False	2/4/2019 12:00:...
	33	5	5	False	2/3/2019 12:00:...
	37	5	5	False	8/3/2019 12:00:...
▶	38	4	5	False	8/3/2019 12:00:...
*					

Click this part, to highlight the entry you wish to cancel

Reason:

Back   Delete

Export To Excel

**Step #2 – Enter a reason for the cancellation and click the ‘Delete’ button**

After-Schools Club   Creche   Transport Services   Advice Service   Classes   Groups

	Booking ID	Child ID	Bus Booking ID	Paid	Date
	18	2	3	False	10/5/2019 12:00:...
	22	1	3	False	6/2/2019 12:00:...
	28	3	3	False	12/4/2019 12:00:...
	29	9	3	True	6/2/2019 12:00:...
	30	5	2	False	4/5/2019 12:00:...
	32	2	3	False	2/4/2019 12:00:...
	33	5	5	False	2/3/2019 12:00:...
	37	5	5	False	8/3/2019 12:00:...
▶	38	4	5	False	8/3/2019 12:00:...
*					

Enter the reason for the cancellation and once you're done; click 'Delete'

Reason  
Sick

Back   Delete

Export To Excel

**Step #3 – Click ‘Yes’ do make sure the booking is deleted**

**Are you sure you want to delete the booking ?**

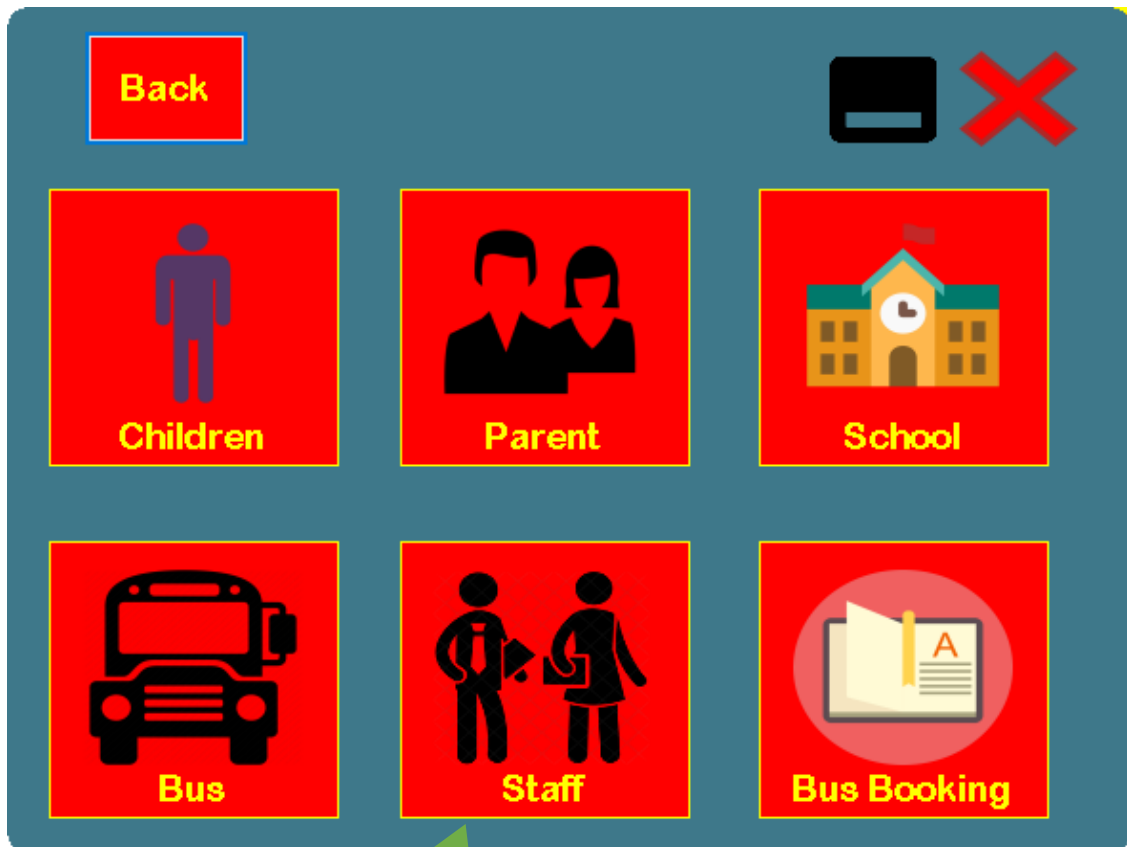
YES   NO

Click here once you're certain you want to delete the booking

## Adding to the School table

When the user clicks the 'Add Data' button on the main menu, the user will be able to select what table they want to add data to.

### Step #1 – Getting to the staff form



Click the 'Staff' button to get the staff application form to appear

You can gain access to this form by clicking the 'Add Data' button in the main application

The user can also gain access to the staff application form through the menu strip at the top of most forms



## Step #2 – Filling out the staff application form

After-Schools Club   Creche   Transport Services   Advice Service   Classes   Groups

Staff Name

Staff Number

Staff Address

Staff Email

Staff Voluntary

You Can Only Modify One Row At A Time

Fill all these textboxes using the staff's information

?

When the details are filled,  
click the 'Register' button

**Step #3 – The success form will appear on screen**

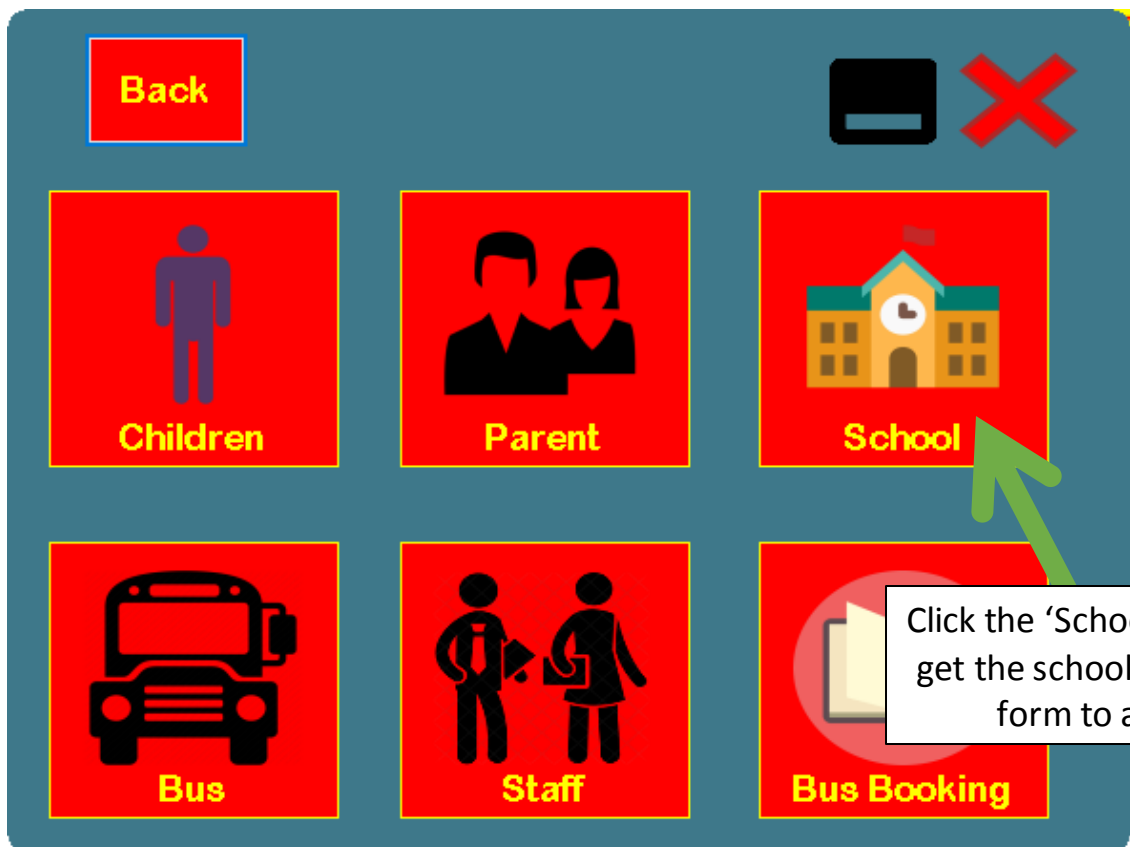


When the 'Okay' button is clicked, the main application will appear

## How to add a school

When the user clicks the 'Add Data' button on the main menu, the user will be able to select what table they want to add data to.

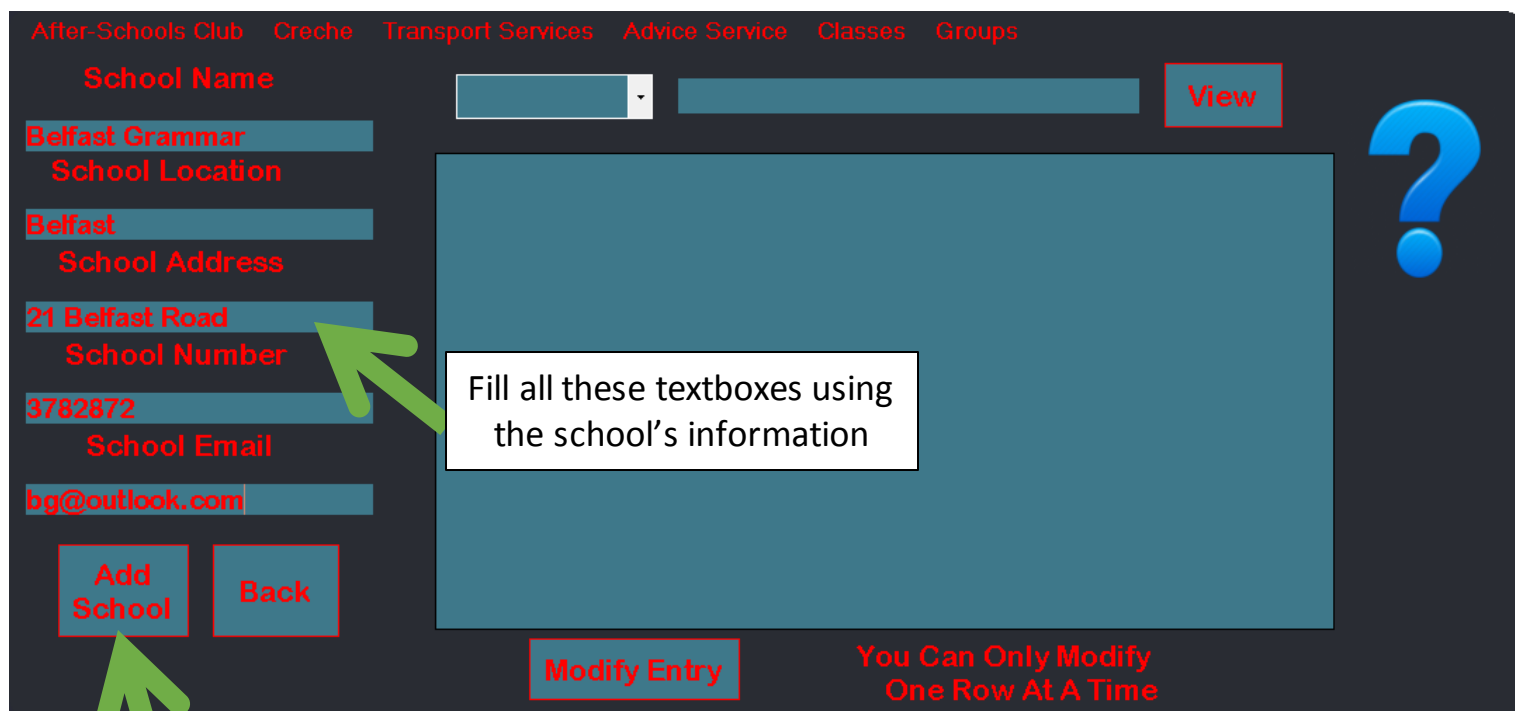
### Step #1 – Adding to the schools table



The user can also gain access to the school application form through the menu strip at the top of most forms

You can gain access to this form by clicking the 'Add Data' button in the main application

## Step #2 – Filling out the school application form



The screenshot shows a web application interface for adding a school. At the top, there is a navigation bar with links: After-Schools Club, Creche, Transport Services, Advice Service, Classes, and Groups. Below this, the form is titled 'School Name' and includes a dropdown menu with 'Belfast Grammar' selected, followed by a text input field and a 'View' button. The 'School Location' field contains 'Belfast'. The 'School Address' field contains '21 Belfast Road'. The 'School Number' field contains '3782872'. The 'School Email' field contains 'bg@outlook.com'. A large blue question mark is on the right side of the form. A green arrow points to the 'Add School' button, and another green arrow points to the 'School Number' field. A text box says 'Fill all these textboxes using the school's information'. At the bottom, there is a 'Modify Entry' button and a message: 'You Can Only Modify One Row At A Time'.

After-Schools Club Creche Transport Services Advice Service Classes Groups

School Name   View

Belfast Grammar School Location

Belfast School Address

21 Belfast Road School Number

3782872 School Email

bg@outlook.com

Add School Back

Modify Entry

You Can Only Modify One Row At A Time

Fill all these textboxes using the school's information

When the details are filled, click the 'Add School' button

## Step #3 – If the application worked, the success form will appear

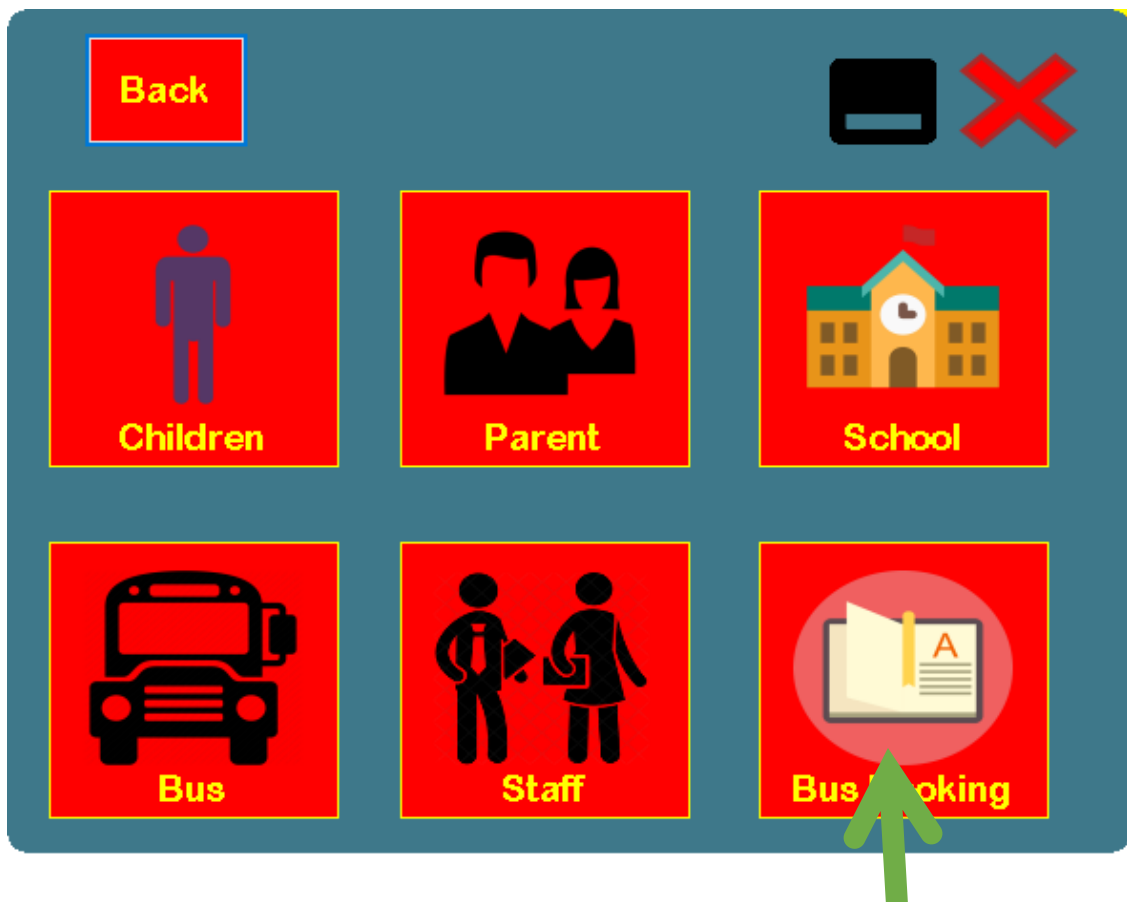


Once a new school is registered, clicking this will take you back to the main menu

## Adding a Bus Booking

When the user clicks the 'Add Data' button on the main menu, the user will be able to select what table they want to add data to.

### Step #1 – Making the BusBooking form appear



The user can also gain access to the Bus Booking form through the menu strip at the top of most forms

Click the 'Bus Booking' button to get the Bus Booking application form to appear

You can gain access to this form by clicking the 'Add Data' button in the main application

## Step #2 – Filling out the Bus Booking form

If you click these labels, it will show all the Buses and Staff. The user can even fill these textboxes by clicking an entry in the blue grid

The screenshot shows a web application interface for bus bookings. At the top, there is a navigation bar with links: After-Schools Club, Creche, Transport Services, Advice Service, Classes, and Groups. The main form area has two input fields: 'Bus ID' with a dropdown menu and a 'Select A Bus' button, and 'Staff ID' with a dropdown menu and a 'Select Staff' button. Below these are 'Add' and 'Back' buttons. To the right, there is a table with columns: Bus ID, Driver, Bus Route, and Bus Time. The table contains six rows of data. A 'View' button is located above the table. A large blue question mark is on the right side of the interface. A 'Modify Row' button is at the bottom. A text box at the bottom right says 'You Can Only Modify One Row At A Time'. Green arrows point from the 'Select A Bus' and 'Select Staff' buttons to the table, and from the 'Add' button to a text box at the bottom left.

When the textboxes are filled, click the 'Add' button to save these details

Bus ID	Driver	Bus Route	Bus Time
1	Stephen	Armagh-Lurgan	1200
2	Phil	Lurgan-Armagh	1600
3	Anthony	Newton-Belfast	1500
4	Stephen	Lurgan-Newton	1600
5	Samantha	Lisburn-Moira	1800
6	Belfast-Newtown	Stephen	1500

Step #3 – If the application worked, the success form will appear on screen

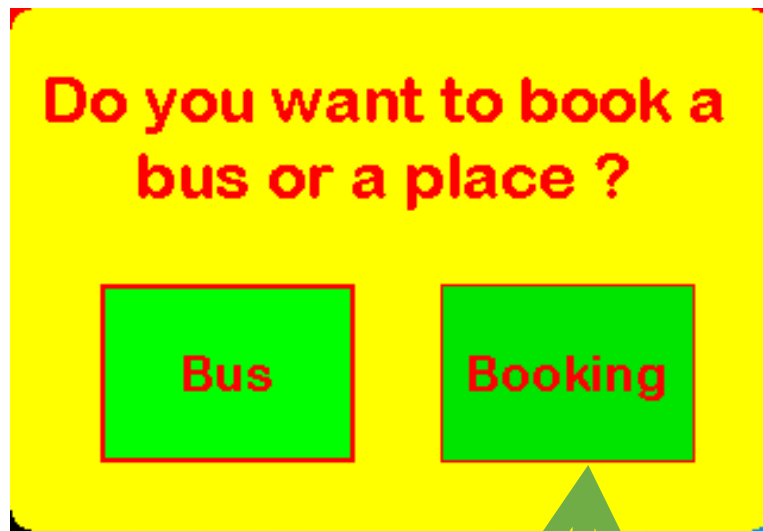


Once a new BusBooking has been registered, clicking this will take you back to the main menu

## How to make a Booking

When the user clicks the 'Make A Booking' button on the main menu, the user will be taken to the booking decision form where they can select what type of Booking they want to make.

### Step #1 – Open the booking form



Do you want to book a  
bus or a place ?

Bus Booking

You can gain access to this form by clicking the 'Make A Booking' button on the main application form

Click the 'Booking' button to gain access to the booking form

## Step #2 – Filling out the Booking application

If you click these labels, it will show all the Children and BusBookings. The user can even fill these textboxes by clicking an entry in the blue grid

The screenshot shows a web application interface for managing bookings. At the top, there are navigation links: After-Schools Club, Creche, Transport, Advice Service, Classes, and Groups. The main form on the left contains several input fields and buttons:

- Child ID:** A text input field with the value "10". To its right is a red button labeled "Show Children".
- Bus Booking ID:** A text input field with the value "8". To its right is a red button labeled "Show BusBooking".
- Paid:** A dropdown menu with "Not Paid" selected.
- Date:** A date picker showing "Thursday, April 1".
- Buttons:** "Register" and "Back" buttons are at the bottom left. A "Modify Row" button is at the bottom center.

In the center, there is a table with the following columns: Child ID, Parent ID, School ID, Child Name, Medical Details, and Age. The table contains 13 rows of data. The row with Child ID 10 is highlighted in blue. A large blue question mark is on the right side of the interface.

Green arrows point from the text box above to the "Show Children" and "Show BusBooking" buttons, and from the text box below to the "Register" button.

Child ID	Parent ID	School ID	Child Name	Medical Details	Age
1	1	1	Barry Madden	None	9
2	2	1	Larry McKee	None	10
3	3	2	James	None	11
4	4	2	Wayne Rooney	None	7
5	4	2	John Rooney	None	9
6	2	2	Anna Lee	None	12
7	3	2	Emily Barry	None	12
8	3	1	Laura East	None	12
9	11	3	Nick Diaz	None	14
10	11	3	Ali Abdelaziz	None	12
11	2	2	Odhran	None	9
12	13	3	Shea	None	9
13	14	3	Charlotte Lynch	None	7

Fill all these textboxes using the booking information from the customer

When the textboxes are filled, click the 'Register' button to save these details permanently in the Booking table of the database



**Step #3 – If a new booking has been successfully registered, the success form will appear on screen**



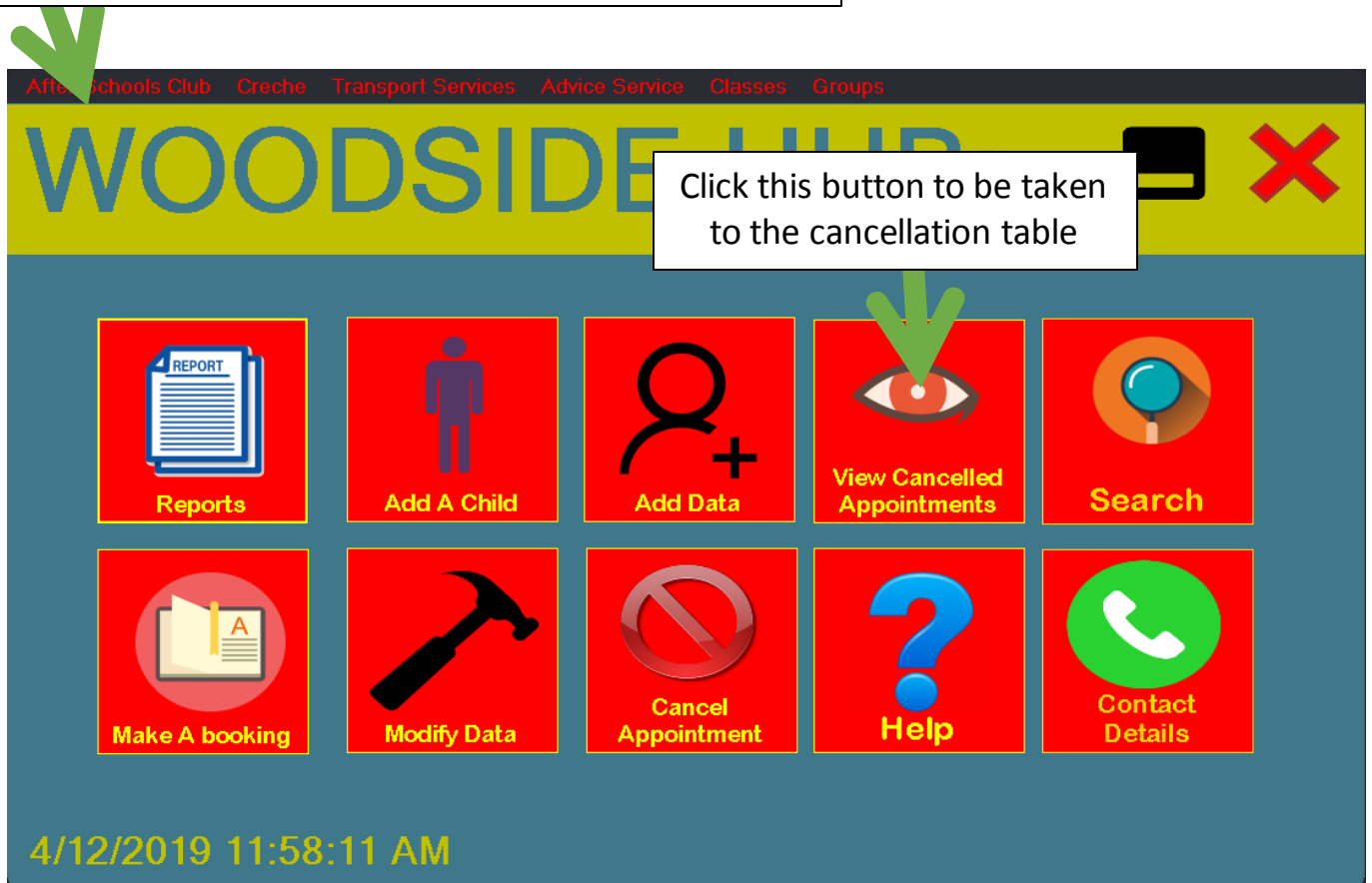
Once a new Booking has been registered, clicking this will take you back to the main menu

## How to view previous cancellations

The application allows you to view all the previous bookings that have been cancelled and you can search by a specified reason.

**Step #1 – Click the 'View Cancelled Appointments' button on the main application.**

You can also use the menu to get to the cancellation table; click 'View Cancellations' in the drop-down menu



**Step #2 – The form should appear on screen showing all previously cancelled appointments. You can search for specific appointments by using the textbox**

If you enter a reason in this textbox and click the 'Search' button, the grid will update to show all cancellations that were cancelled for the given reason

**Reason:**

**Back** **Search**

	Cancellation ID:	Booking ID:	Child ID:	Date:	Reason:
▶	1	1	1	2/26/2001 12:00...	nONE
	2	2	2	1/30/2019 12:00...	Sick
	3	10	1	3/8/2019 12:00...	Sick
	4	16	2	9/6/2019 12:00...	Ill
	5	25	1	9/1/2019 12:00...	Na
	6	34	8	2/11/2019 12:00...	Ill
	7	38	4	8/3/2019 12:00...	Sick
*					

**Modify Row**

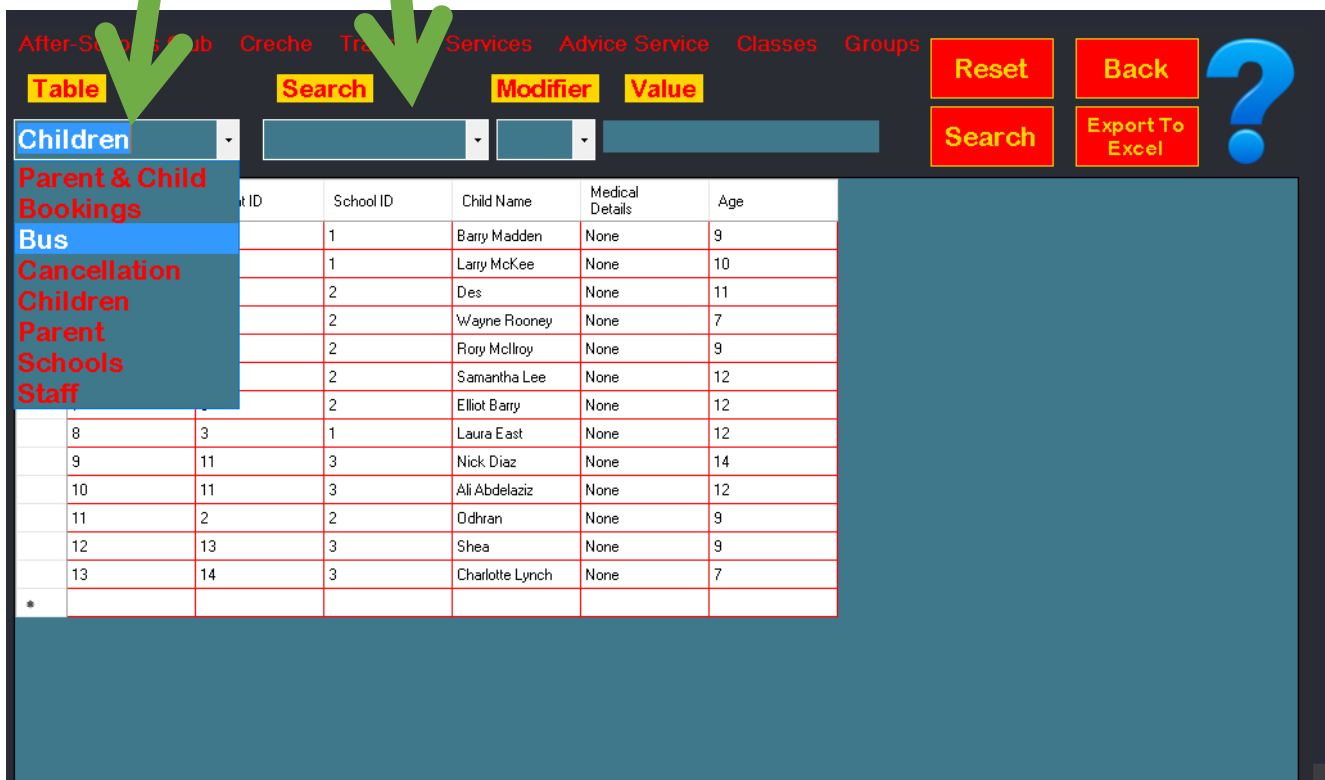
**You Can Only Modify One Row At A Time**

# How To Use The Search Form

The search form allows you perform different types of queries on each table in the database. This is a tutorial on how to perform all the different queries that are available.

## Step #1 – Select a table

You must select a table that you want to query by using this combo-box. By changing the table, it will change the queries that are available



The screenshot shows a search form interface. At the top, there are navigation links: After-School Club, Creche, Training, Services, Advice Service, Classes, and Groups. Below these are four input fields labeled 'Table', 'Search', 'Modifier', and 'Value'. To the right of these fields are buttons for 'Reset', 'Back', 'Search', and 'Export To Excel', along with a large blue question mark icon. The 'Table' dropdown menu is open, showing a list of tables: Children, Parent & Child Bookings, Bus, Cancellation, Children, Parent, Schools, and Staff. The 'Children' table is currently selected. Below the dropdown, a table of data is displayed with columns: ID, School ID, Child Name, Medical Details, and Age. The table contains 13 rows of data, with the first row being a header row. The data rows show children's names and their corresponding school IDs and ages.

ID	School ID	Child Name	Medical Details	Age
1	1	Barry Madden	None	9
2	1	Larry McKee	None	10
3	2	Des	None	11
4	2	Wayne Rooney	None	7
5	2	Rory McLroy	None	9
6	2	Samantha Lee	None	12
7	2	Elliot Barry	None	12
8	3	Laura East	None	12
9	11	Nick Diaz	None	14
10	11	Ali Abdelaziz	None	12
11	2	Odhran	None	9
12	13	Shea	None	9
13	14	Charlotte Lynch	None	7

## Step #2 – Select a query that you want to perform

Select the specific thing that you want to run a query on from the drop-down menu

After-Schools Club   Creche   Transport Services   Advice Service   Classes   Groups

**Table**   **Search**   **Modifier**   **Value**

**Children**   **Child Name**   **Age**   **Medical Problem**

**Reset**   **Back**   **Search**   **Export To Excel**   **?**

	Child ID	Parent ID	Child Name	Medical Details	Age
▶	1	1	Madden	None	9
	2	2	Larry McKee	None	10
	3	3	Des	None	11
	4	4	Wayne Rooney	None	7
	5	4	Rory McIlroy	None	9
	6	2	Samantha Lee	None	12
	7	3	Elliot Barry	None	12
	8	3	Laura East	None	12
	9	11	Nick Diaz	None	14
	10	11	Ali Abdelaziz	None	12
	11	2	Odhran	None	9
	12	13	Shea	None	9
	13	14	Charlotte Lynch	None	7
*					

**Step #3 – Select a modifier that you want to search for, this is used if you’re performing a query with numbers. This isn’t needed if you’re searching by text & once this is done enter a value**

Select a modifier from the combo-box, this used if you’re performing a numerical query

Enter a value that you want to search for

After-Schools Club   Creche   Transport Services   Advice Service   Classes   Groups

Table
Search
Modifier
Value

Reset
Back
?

Children

Age

=

	Child ID	Parent ID	School ID	Child	Medical Details	Age
▶	1	1	1	Barry M	None	9
	2	2	1	Larry McKee	None	10
	3	3	2	Des	None	11
	4	4	2	Wayne Proone	None	7
	5	4	2	Rory McIlroy	None	9
	6	2	2	Samantha Le	None	12
	7	3	2	Elliot Barry	None	12
	8	3	1	Laura East	None	12
	9	11	3	Nick Diaz	None	14
	10	11	3	Ali Abdelazi	None	12
	11	2	2	Odhran	None	9
	12	13	3	Shea	None	9
	13	14	3	Charlotte L	None	7
*						

If you’re searching for text; this can be left blank

**Test #4 – When you’ve filled out all the values, click the ‘Search’ button**

When the ‘Search’ button is clicked, the grid will refresh to show all the entries that match the searched for criteria



The interface includes a navigation bar with links: After-Schools Club, Creche, Transport Services, Advice Service, and Classes. Below this is a search filter section with labels: Table, Search, Modifier, and Value. The 'Table' dropdown is set to 'Children'. The 'Search' dropdown is set to 'Age', the 'Modifier' is set to '=', and the 'Value' is set to '9'. To the right of the filter are buttons for 'Reset', 'Back', 'Search', and 'Export To Excel', along with a blue question mark icon. A green arrow points from the instruction box to the 'Search' button.

	Child ID	Parent ID	School ID	Child Name	Medical Details	Age
▶	1	1	1	Barry Madden	None	9
	5	4	2	Rory McIlroy	None	9
	11	2	2	Odhran	None	9
	12	13	3	Shea	None	9
*						

# How to modify data in the table

The application allows you to easily modify data within the database by using the grid-view on the right side. Here is a tutorial on how to modify data. This data modification process is the exact same for each form.

## Step #1 - Modify the fields within the grid

Modify the field that you want to change in the blue grid

After-Schools Club Creche Transport Services Advice Service Classes Groups

Parent ID: **Select A Parent** **Show All** **View**

2

School ID: **Select A School**

Child Name:

Medical Details:

Age:

**Register** **Back**

	Child ID	Parent ID	School ID	Child Name	Medical Details	Age
	1	1	1	Barry Madden	None	9
	2	2	1	Larry McKee	None	10
▶	3	3	2	Des Madden	None	11
	4	4	2	Wayne Rooney	None	7
	5	4	2	Rory McIlroy	None	9
	6	2	2	Samantha Lee	None	12
	7	3	2	Elliot Barry	None	12
	8	3	1	Laura East	None	12
	9	11	3	Nick Diaz	None	14
	10	11	3	Ali Abdelaziz	None	12
	11	2	2	Odhran	None	9
	12	13	3	Shea	None	9
	13	14	3	Charlotte Lynch	None	7
*						

**Modify Entry** **You Can Only Modify One Row At A Time**



**Step #2 – Highlight the entire row by clicking the very left hand column**

Click here, once you're finished changing the entry

After-Schools Club Creche Transport Services Advice Service Classes Groups

Parent ID: **Select A Parent** **Show All** **View**

2

School ID: **Select A School**

Child Name:

Medical Details:

Age:

**Register** **Back**

Child ID	Parent ID	School ID	Child Name	Medical Details	Age
1	1	1	Barry Madden	None	9
2	2	1	Larry McKee	None	10
3	3	2	Des Madden	None	11
4	4	2	Wayne Rooney	None	7
5	4	2	Rory McIlroy	None	9
6	2	2	Samantha Lee	None	12
7	3	2	Elliot Barry	None	12
8	3	1	Laura East	None	12
9	11	3	Nick Diaz	None	14
10	11	3	Ali Abdelaziz	None	12
11	2	2	Odhran	None	9
12	13	3	Shea	None	9
13	14	3	Charlotte Lynch	None	7
*					

**Modify Entry**

**You Can Only Modify One Row At A Time**

**?**

### Step #3 – Click the 'Modify Row' button to make the changes permanent in the database

After-Schools Club Creche Transport Services Advice Service Classes Groups

Parent ID: **Select A Parent** **Show All** **View**

2

School ID: **Select A School**

Child Name:

Medical Details:

Age:

**Register** **Back**

Child ID	Parent ID	School ID	Child Name	Medical Details	Age
1	1	1	Barry Madden	None	9
2	2	1	Larry McKee	None	10
3	3	2	Des Madden	None	11
4	4	2	Wayne Rooney	None	7
5	4	2	Rory McIlroy	None	9
6	2	2	Samantha Lee	None	12
7	3	2	Elliot Barry	None	12
8	3	1	Laura East	None	12
9	11	3	Nick Diaz	None	14
10	11	3	Ali Abdelaziz	None	12
11	2	2	Odhran	None	9
12	13	3	Shea	None	9
13	14	3	Charlotte Lynch	None	7
*					

**Modify Entry** **You Can Only Modify One Row At A Time**

If you ever require more assistance, this picture can be clicked

Click this button when you want to permanently change the entry

Success

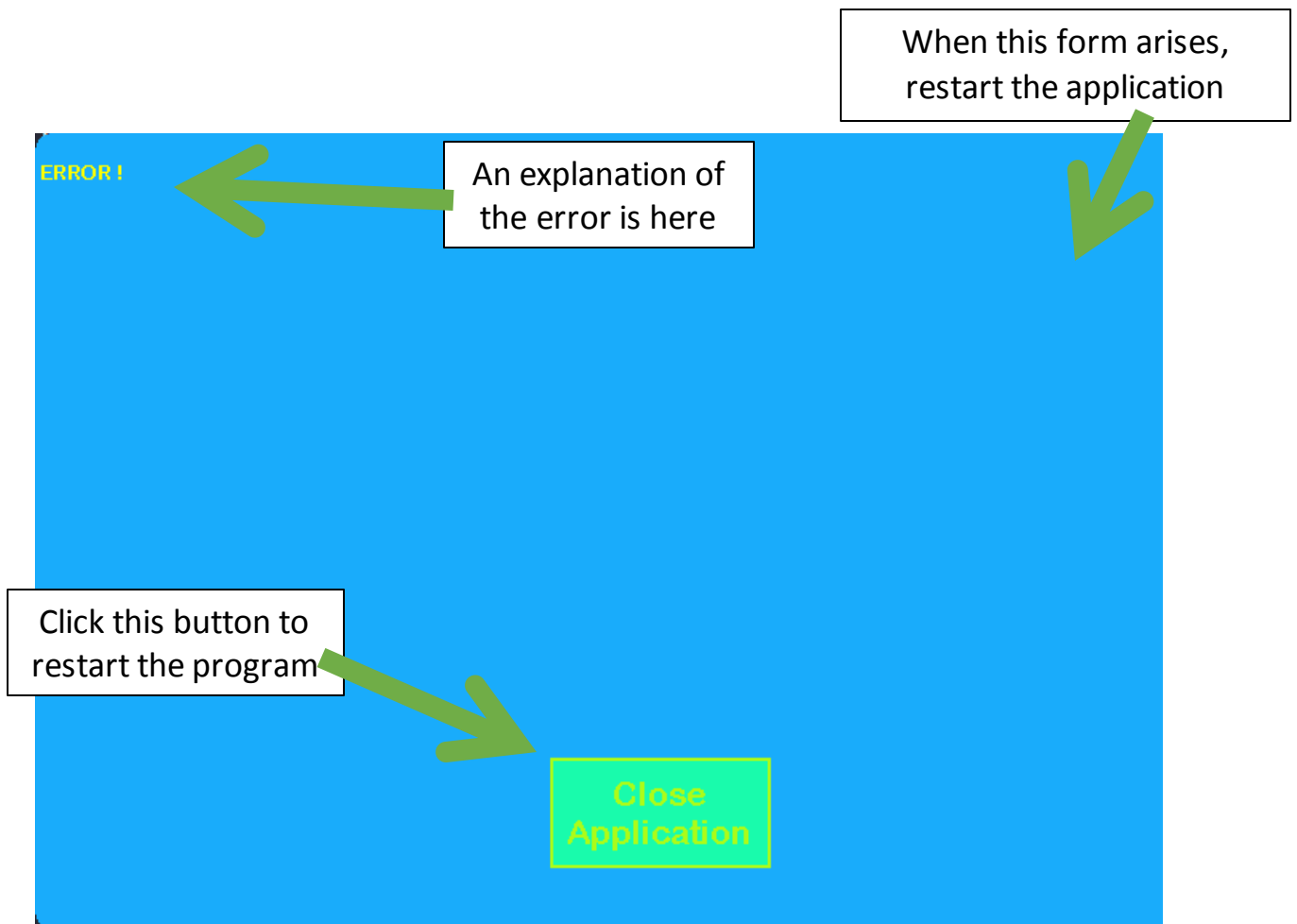
The row in the database has been updated.

OK

This form will appear if you've been successful

## Troubleshooting: The error screen

Occasionally an error may arise in the program, if this happens you will most likely be taken to the error screen. When this happens you must restart the application, the error screen will have a button that does this for you.



If any error arises, you must contact us and we will attempt to fix the error in the application for you