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**1 INTRODUCING THE NK&CO DATABASE**

***1.1 WHO SHOULD USE THIS APPLICATION***

**The Nancy Kapp and Company (NK&CO) database is designed for use only** **by internal company staff. More specifically, its intended use is for the owner, account executives, creative directors, the secretary and financial director to input relevant information about employee performance, employee roles, client and vendor needs, as well as ongoing business opportunities. Additionally, its users can keep track of client history, speaking events, current and past financial transactions, and associated business relationships.**

**Under no circumstances should other internal staff, such as copywriters and designers, as well as outside affiliated companies such as vendors and clients be allowed to access the database. This database contains sensitive information about performance reports of employees as well as vendors. Leaking this information could hurt employee morale and potentially damage vendor relationships.**

***1.2 WHO SHOULD USE THIS GUIDE***

**Being that only the owner, account executives, creative directors, the secretary and financial director are the only ones permitted to use the database, it is only them who should use this guide. Copywriters, clients, vendors, and designers should not have access to this guide.**

**2 KEY FEATURES**

***2.1 FEATURES FOR THE OWNER***

**The following are key system functions available to the owner:**

* **Log in to the system/Log out of the system**
* **Toggle between menus/table levels**
* **Add a new board of directors association you’ve become associated with**
* **Delete a board of directors association you no longer belong to**
* **Search all of the board of directors associations you currently belong to**
* **Update the information of a board of directors association you currently belong to**
* **Add new speech details (such as speech topic)**
* **Delete speech details (if say a speech was canceled or you’ve already spoken)**
* **Search for the speech details for preparation purposes**
* **Update speech details if you the topic of your talk happens to change**
* **Add a new speech booking**
* **Delete an old or cancelled speech booking**
* **Search for all current speeches booked**
* **Update speech booking information (time, date, etc…)**

***2.2 FEATURES FOR ACCOUNT EXECUTIVES***

* **Log in to the system/Log out of the system**
* **Toggle between menus/table levels**
* **Add contract information (the contract number, the client, the bill, the amount of bill paid, etc…)**
* **Delete contract information (the contract number, the client, the bill, the amount of bill paid, etc…)**
* **Search contract information (the contract number, the client, the bill, the amount of bill paid, etc…)**
* **Update contract information (the contract number, the client, the bill, the amount of bill paid, etc…)**
* **Add an affiliated company (clients only)**
* **Search for an affiliated company (clients only)**
* **Update an affiliated company (clients only)**

***2.3 FEATURES FOR CREATIVE DIRECTORS***

* **Log in to the system/Log out of the system**
* **Toggle between menus/table levels**
* **Add an affiliated company (vendors only)**
* **Search for an affiliated company (vendors only)**
* **Update an affiliated company (vendors only)**
* **Add information about which employees and vendors are working on a given contract**
* **Delete information about which employees are working on a given contract (once it is finished)**
* **Search for which employees are working on a given contract**
* **Update the number of hours employees are working on a given contract**

***2.4 FEATURES FOR THE SECRETARY***

* **Log in to the system/Log out of the system**
* **Toggle between menus/table levels**
* **Adding basic employee information (SSN, emergency contact, home address, etc…)**
* **Deleting basic employee information (or entire employees if someone is fired or retires)**
* **Search for basic employee information (SSN, emergency contact, home address, etc…)**
* **Updating basic employee information (SSN, emergency contact, home address, etc…)**

***2.5 FEATURES FOR THE FINANCIAL DIRECTOR***

* **Log in to the system/Log out of the system**
* **Toggle between menus/table levels**
* **Add a new profit-loss statement which includes all current contracts**
* **Searching for all past, present, and future profit-loss statements (profit-loss statements are scheduled, so you can keep track of the contracts added to the next coming profit-loss statement before you must submit it)**
* **Updating information to a profit-loss statement; as more contracts are worked on at the company, the contracts expenditures will keep increasing until you submit the final profit-loss-statement for the allotted period**

**3 THE OWNER - A GUIDED TOUR**

***3.01 LOGIN***

**1) Upon launching the application, you will see a login in window. Simply input your username and password. If it matches the username and password in the system, you will be granted access by clicking the “OK” Button. (See Figure 1)**

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**Figure 1**

***3.02 TOGGLING TO TABLE LEVEL***

**Once you’ve logged in, a window will appear that gives you 5 buttons to click on. Since you are the owner, please click on the button that says “Owner Database Information”. This button will link you to all relevant tables you will need to work with on a regular basis. (See Figure 2)**

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**Figure 2**

**You will then be directed to a window that gives you the option to click on the table you wish to select. (See Figure 3)**

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**Figure 3**

***3.03 ACCESS BOARD OF DIRECTORS INFORMATION***

**Next click on the “Board of Directors Info” button in Figure 3. At this point a new window will appear which will allow you to add, delete, search, or update a new board of directors group. (See Figure 4)**

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**Figure 4**

***3.04 ADD BOARD OF DIRECTORS GROUP***

**To add a new board of directors group, click “Add Board of Director Group” button. (See Figure 4) A new popup will appear after you’ve done this. (See Figure 5)**

**Graphical user interface

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**Figure 5**

**Input the information for your new board of directors group including the Association ID and Association Name. You’re SSN is auto-filled in the Owner SSN box, as you are the only owner. (See Figure 5). Once finished, press the “Add Board of Director Group” button. This button inputs the information you input in Figure 5 into the database. Now, when we if we do a search on the database by clicking the “Search Board of Director Group” in Figure 4, we can see the new board of directors group has been added. (See Figure 6)**

**Graphical user interface, application

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**Figure 6**

**Once you’re finished you may press the logout button seen in Figure 6, or you may go press the “Back To Tables” button to edit more table information.**

***3.05 DELETE BOARD OF DIRECTORS GROUP***

**To delete a new board of directors group, click “Delete Board of Director Group” button. (See Figure 4) A new popup will appear after you’ve done this. (See Figure 9)**

**Graphical user interface

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**Figure 7**

**Input the information for the board of directors group you wish to delete, as seen in Figure 7, and then press the “Delete Board of Director Group” button. This button inputs the information you input in Figure 5 into the database. Now, when we if we do a search on the database by clicking the the “Search Board of Director Group” in Figure 4, we can see the new board of directors group has been deleted as there is no Association ID 090009121. (See Figure 8)**

**Graphical user interface

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**Figure 8**

**Once you’re finished you may press the logout button seen in Figure 8, or you may go press the “Back To Tables” button to edit more table information.**

***3.06 SEARCH BOARD OF DIRECTORS GROUP***

**To search a new board of directors group, click “Search Board of Director Group” button. (See Figure 4) A new popup will appear after you’ve done this. (See Figure 9)**

**Graphical user interface, application

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**Figure 9**

**Scrolling through the left panel (by Association IDs) will show you all of the relevant information for each Association ID, such as their Association ID, their Association Name, and your own SSN as you’re the one who is on the board of this association.**

**Once you’re finished you may press the logout button seen in Figure 9, or you may go press the “Back To Tables” button to edit more table information.**

***3.07 UPDATE BOARD OF DIRECTORS GROUP***

**To update a new board of directors group, click “Update Board of Director Group” button. (See Figure 4) A new popup will appear after you’ve done this. (See Figure 10)**

**Graphical user interface, application

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**Figure 10**

**Click on the left panel. You may notice that only the Association Name is the only text field that appears. This is because this is the only field you’re allowed to edit/update. The Association ID and your SSN are unique to you, and once assigned cannot be changed. However, if the association you’re on the board for changes it’s name, you may edit this field by clicking in the text “Association Name” text box. Say the organization Salesforce.org changes it name to Salesforce.com. Then click in the text box, update (type) the name, and the press “Update Board of Director Group seen in Figure 11.**

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**Figure 11**

**We can see in Figure 12 that the name change has been updated into the database by clicking the “Search for Board of Director Group” in Figure 4, and clicking over the appropriate Association ID to see the name change.**

**Graphical user interface, application

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**Figure 12**

**Once you’re finished you may press the logout button seen in Figure 6, or you may go press the “Back To Tables” button to edit more table information.**

***3.08 ACCESS SPEECH DETAILS INFORMATION***

**Starting from Section 3.03 (above), instead of clicking “Board Of Directors Info”, click on “Speaks Table – Speech Detail Info” in Figure 3. This will lead to the pop-up window:**

**Graphical user interface, diagram

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**Figure 13**

**Once you’re finished you may press the logout button seen in Figure 6, or you may go press the “Back To Tables” button to edit more table information.**

***3.09 ADD SPEECH DETAILS***

**To add new speech details, click “Add Speech Details” button. (See Figure 13) A new popup will appear after you’ve done this. (See Figure 14)**

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**Figure 14**

**Figure 14 shows that you can add the new Speech Details ID, the Speaking Event Employee SSN (which is auto-filled to you…as you are the only one who participates in speaking events), the Speaking Event ID, which must first be created in the Speaking Event Table (see section 3.\*\*\_ to see how to do this). For example, say you filled out the following information in Figure 15:**

**Graphical user interface, application

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**Figure 15**

**Click the “Add Speech Details” button and the database will now have stored a new speech details instance as seen below in Figure 16:**

**Graphical user interface, application

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**Figure 16**

**Once you’re finished you may press the logout button seen in Figure 6, or you may go press the “Back To Tables” button to edit more table information.**

***3.10 DELETE SPEECH DETAILS***

**Now let’s say a speech you had planned suddenly gotten canceled. To delete the speech details click the “Delete Speech Details” button in Figure 13. Click on the left panel to scroll through the Speech Details IDs you wish to delete, and then simply press “Delete Speech Details”. (see Figure 17)**

**Graphical user interface, application

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**Figure 17**

**We can now see that Speech Details ID 019282731 no longer is in the left panel when searching for it, seen in Figure 18:**

**Graphical user interface, application

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**Figure 18**

**Once you’re finished you may press the logout button seen in Figure 6, or you may go press the “Back To Tables” button to edit more table information.**

***3.11 SEARCH SPEECH DETAILS***

**To search for Speech Details to prepare material for it, simply click “Search Speech Details” in Figure 13. A new popup window will appear as in Figure 19:**

**Graphical user interface, application

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**Figure 19**

**Once you’re finished you may press the logout button seen in Figure 6, or you may go press the “Back To Tables” button to edit more table information.**

***3.12 UPDATE SPEECH DETAILS***

**To update Speech Details if the organizer tells you the topic has switched for some external reason, all you have to do is simply click “Update Speech Details” button in Figure 13. A new popup window will appear as in Figure 20:**

**Graphical user interface, application

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**Figure 20**

**The only text that appears in any of the boxes is the Speech Topic, as this is the only column you may edit in the database. Say the topic is switched from Sales to Marketing. Click in the text box, type “Marketing” and then click “Update Speech Details”. In Figure 21, we see that the Speech Details ID 120381092 has changed from “Sales” to “Marketing”.**

**Graphical user interface, application

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**Figure 21**

***3.13 ACCESS SPEECH DETAILS INFORMATION***

**Starting from Section 3.03 (above), instead of clicking “Board Of Directors Info”, click on “Speaking Information – Speech Booking Info” in Figure 3. This will lead to the pop-up window in Figure 22:**

**Graphical user interface, diagram

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**Figure 22**

***3.14 ADD SPEAKING EVENT***

**To add a speaking event first click the “Add Speaking Event” button seen in Figure 22. Doing this will yield the following window:**

**Graphical user interface, application

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**Figure 23**

**You may input the Speaking Event information Speaking Event ID, the Speech Date, the Host Organization Name, the Speech Time, the Speech Location, and the Event Booking Employee (which is defaulted to be you, as you are the only one involved in these events) as seen in Figure 23. Once you’re finished entering the relevant information, click “Add Speaking Event” (seen in Figure 23) so the entry is recorded into the database.**

**To verify the entry is recorded you may click “Back To Tables” in Figure 23, which will take you back to the window seen in Figure 22, then click “Search Speaking Event”. Once that window pops up, you will be able to see the resulting window (Figure 24):**

**Graphical user interface

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**Figure 24**

**As can be seen in the left panel of Figure 24, the new speaking event 091823471 has been added to the database, with all relevant information displayed in the text boxes.**

***3.15 DELETE SPEAKING EVENT***

**To delete a speaking event that has been canceled you must first be sure to delete the Speech Details ID corresponding to this speaking event. So make sure to follow the steps carefully in section 3.10, then continue here.**

**First click the “Delete Speaking Event” button found in Figure 22. Upon doing this, you will be re-directed to the following window (Figure 25):**

**Graphical user interface

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**Figure 25**

**You may now click in the left panel with your cursor and select the Speaking Event ID you wish to delete. Then simply press “Delete Speaking Event” and the entry will have been deleted from the database.**

**To verify the entry is recorded you may click “Back To Tables” in Figure 25, which will take you back to the window seen in Figure 22, then click “Search Speaking Event”. Once that window pops up, you will be able to see the resulting window (Figure 26):**

**Graphical user interface, application

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**Figure 26**

**As can be seen from the figure above, there is no Speaking Event ID of 098901432 in the database now.**

***3.16 SEARCH SPEAKING EVENT***

**To search for a speaking event click on the “Search Speaking Event” button found in Figure 22. A popup window will appear as seen in Figure 27:**

**Graphical user interface

Description automatically generated**

**Figure 27**

**You may click your cursor onto the left panel to view any of the specific details for a Speaking Event ID.**

***3.17 UPDATE SPEAKING EVENT***

**If a speaking event has it’s time, date, location changed; or even if the organization changes their name, you can update the database to account for this by first clicking on the “Update Speaking Event” button found in Figure 22. Doing this will result in the following pop-up window of Figure 28**

**Graphical user interface, application

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**Figure 28**

**All the text fields that are not blank are fields that you can manipulate. So for example, if the Speaking Event time for Blue Benefits Charity (Speaking Event ID 009244576) change from 2:00pm to 2:15pm, simply click in the Speech Time text box, delete the current value, and type 2:15pm as is shown in Figure 28. Then press “Update Speaking Event”. This will store this in the database as can be seen in Figure 29:**

**Graphical user interface

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**Figure 29**

**4 ACCOUNT EXECUTIVES – A GUIDED TOUR**

***4.01 LOGIN***

**1) Upon launching the application, you will see a login in window. Simply input your username and password. If it matches the username and password in the system, you will be granted access by clicking the “OK” Button. (See Figure 1)**

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**Figure 30**

***4.02 TOGGLING TO TABLE LEVEL***

**Once you’ve logged in, a window will appear that gives you 5 buttons to click on as seen in Figure 31:**

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**Figure 31**

**Click the “Account Executive Database Information” button, and the following pop-up will result (Figure 32):**

**Text

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**Figure 32**

***4.03 ACCESSING CONTRACT INFORMATION***

**Next, click on the “Contract Info” button seen in Figure 32. The following window will appear:**

**Graphical user interface

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**Figure 33**

***4.04 ADD A NEW CONTRACT***

**To add a new contract first click on the “Add Contract” button seen in Figure 33. Upon doing this what is seen in Figure 34 will appear with blank text boxes. You can fill them as shown below:**

**Graphical user interface, application

Description automatically generated**

**Figure 34**

**You need not fill out all the text boxes to create a new contract as the contract bill amount paid will not be paid until the end of the contract, and the vendor and employee feedback scores will also not be known until the end of the project. Updating these values will be shown in section 4.07. If it’s a new client, first input their new Client ID into the Affiliated Company’s table (seen in section \_\*\*. Then, add the new Client ID to this field. If they’re an existing client, simply add their Client ID to this field. Also, you must speak with the Financial Director to see which Profit-Loss ID the contract will be assigned to. Additionally, be sure to add the job type, as this allows the company to see which employees and vendors perform well for a given job type (invaluable information). Once you’re done filling out all of the information, simply press the “Add Contract” button seen in Figure 34.**

**As can be seen left panel below, the Contract ID 019212 was added to the database (Figure 35):**

**Graphical user interface

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**Figure 35**

***4.05 DELETE A CONTRACT***

**To delete a contract first click on the “Delete Contract” button found in Figure 33. The following prompt will appear: (Figure 36)**

**Graphical user interface

Description automatically generated**

**Figure 36**

**Before officially deleting anything, you must first talk with the Creative Director to first delete the Contract ID from the Work On table. It must be done in this fashion/order. Once they have deleted the Contract ID from the Work On table, which describes all employees and vendors who work on a given contract, then you may delete the Contract ID by pressing “Delete Contract”.**

**A picture containing graphical user interface

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**Figure 37**

**After the delete, we can now see in Figure 37 there is no Contract ID 111211 in the left scroll panel, meaning it has been deleted from the database.**

***4.06 SEARCH FOR A CONTRACT***

**To search for a contract click on the “Search Contract” button in Figure 33. That action will produce the following result: (Figure 38)**

**Graphical user interface

Description automatically generated**

**Figure 38**

**Simply clicking on any of the Contract IDs in the left scroll panel will display all relevant information in the text boxes.**

***4.07 UPDATE A CONTRACT***

**To update for a contract click on the “Update Contract” button in Figure 33. That action will produce the following result: (Figure 39)**

**Graphical user interface

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**Figure 39**

**The only text boxes you are able to edit here is the contract Bill Amount Paid, the Employee Feedback Score, and Vendor Feedback Score. The Employee Feedback and Vendor Feedback Scores are not filled out because this particular project is not yet finished. Also, only $650 dollars have been paid thus far. Let’s say the contract is now up, so you can now input the total contract bill payment (assuming the client has paid) of $950, and the vendor and employee feedback scores were very good (10 is the highest). Simply click in the respective text boxes and type the relevant information as below in Figure 40:**

**Graphical user interface, application

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**Figure 40**

**We can now see the output of having made such changes:**

**Graphical user interface

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**Figure 41**

**The contract has been fully paid, Contract Bill Amount = Contract Bill Amount Paid = $950, and the employee and vendor feedback score were very good, both at a 9 out of 10 rating.**

***4.08 ACCESSING AFFILIATED COMPANY INFORMATION***

**From figure 32, click on the “Affiliated Companies – Client Info” button. Doing this results in the following output: (Figure 42)**

**Graphical user interface, diagram, text

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**Figure 42**

***4.09 ADD A NEW AFFILIATED COMPANY***

**To add a new affiliated company click the “Add Affiliated Company” button. Doing this yields the prompt of Figure 43:**

**A picture containing graphical user interface

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**Figure 43**

**Figure 43 shows an example of the textboxes you can fill out. The actual prompt will appear to you with blank text boxes. First, click on the appropriate text boxes: type the Federal ID of the new client, the number of employees, the company rep name, and so on and so forth. Once you’re done you may click the “Add Affiliated Company” button. This will store the new client to the database.**

**We can see from Figure 44 below that we have indeed added a new client with Federal ID number 0009182122.**

**Graphical user interface

Description automatically generated with medium confidence**

**Figure 44**

***4.10 SEARCH FOR AN AFFILIATED COMPANY***

**To search for an affiliated company, click on the “Search Affiliated Company” button found in Figure 42. Doing so will yield the following pop-up window: (Figure 45)**

**Graphical user interface

Description automatically generated with medium confidence**

**Figure 46**

**You may easily click into the left scroll panel and all of the relevant information for each Contract ID will appear in the text boxes.**

***4.11 UPDATE AN AFFILIATED COMPANY***

**To update an affiliated company click on the “Update Affiliated Company” button found in Figure 42. Doing so will output the following pop-up window: (Figure 46)**

**A picture containing graphical user interface

Description automatically generated**

**Figure 46**

**You may update the affiliated company’s (since you’re an account executive, the client’s) information such as the Number Of Employees, Company Rep Name, Company Website, Company Rep Phone Number, Company Address, Company Name, and Associated Employee SSN with the client account. Say for example the “Building Bricks” company has recently hired 5 more employees. Then you could update the 25 in the Number Of Employees text of Figure 46 above to 30 and press “Update Affiliated Company” as shown in Figure 47:**

**A picture containing graphical user interface

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**Figure 47**

**As a result the database now has stored the result and can be seen in the left scroll panel of Figure 48 below:**

**A picture containing graphical user interface

Description automatically generated**

**Figure 48**

**5 CREATIVE DIRECTORS – A GUIDED TOUR**

***5.01 LOGIN***

**1) Upon launching the application, you will see a login in window. Simply input your username and password. If it matches the username and password in the system, you will be granted access by clicking the “OK” Button. (See Figure 1)**

**A picture containing graphical user interface

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**Figure 49**

***5.02 TOGGLING TO TABLE LEVEL***

**Once you’ve logged in, a window will appear that gives you the following output: (Figure 50):**

**Timeline

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**Figure 50**

**Click on the “Creative Director Information” in Figure 50. Doing this will send you to another pop-window that will look as follows: (Figure 51)**

**Graphical user interface, text, application

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**Figure 51**

***5.03 ACCESSING AFFILIATED COMPANY INFORMATION***

**Click on the “Affiliated Companies – Vendor Info” button as shown in Figure 51. Doing this will result in the following pop-up window:**

**Graphical user interface, diagram, text

Description automatically generated**

**Figure 52**

***5.04 ADD A NEW AFFILIATED COMPANY***

**To add a new affiliated company click the “Add Affiliated Company” button. Doing this yields the prompt of Figure 53:**

**A picture containing graphical user interface

Description automatically generated**

**Figure 53**

**Figure 53 shows an example of the textboxes you can fill out. The actual prompt will appear to you with blank text boxes. First, click on the appropriate text boxes: type the Federal ID of the new client, the number of employees, the company rep name, and so on and so forth. Also, since you’re the one entering the vendor information, your supervisor (the owner) will assign you to work handle this vendor account, so you may type your own SSN into the text field for the Associated Employee. Once you’re done you may click the “Add Affiliated Company” button. This will store the new vendor to the database.**

**We can see from Figure 54 below that we have indeed added a new vendor with Federal ID number 1092918212.**

**Graphical user interface

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**Figure 54**

***5.05 SEARCH FOR AN AFFILIATED COMPANY***

**To search for an affiliated company, click on the “Search Affiliated Company” button found in Figure 52. Doing so will yield the following pop-up window: (Figure 55)**

**Graphical user interface

Description automatically generated with medium confidence**

**Figure 55**

**You may easily click into the left scroll panel and all of the relevant information for each Contract ID will appear in the text boxes.**

***5.06 UPDATE AN AFFILIATED COMPANY***

**To update an affiliated company click on the “Update Affiliated Company” button found in Figure 52. Doing so will output the following pop-up window: (Figure 56)**

**A picture containing graphical user interface

Description automatically generated**

**Figure 56**

**You may update the affiliated company’s (since you’re a creative director, the vendor’s) information such as the Number Of Employees, Company Rep Name, Company Website, Company Rep Phone Number, Company Address, Company Name, and Associated Employee SSN with the client account. Say for example the “Simple Printing Solutions” company has recently hired 2 more employees. Then you could update the 19 in the Number Of Employees text of Figure 56 above to 21 and press “Update Affiliated Company” as shown in Figure 57:**

**A picture containing graphical user interface

Description automatically generated**

**Figure 57**

**As a result the database now has stored the result and can be seen in the left scroll panel of Figure 58 below:**

**A picture containing graphical user interface

Description automatically generated**

**Figure 58**

***5.04 ACCESSING WORK ON CONTRACT INFORMATION***

**From Figure 51, click the “Work On – Contract Info” button. Doing this yields the following screen: (Figure 59)**

**Graphical user interface, diagram

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**Figure 59**

***5.05 ADD WORK ON CONTRACT***

**To add a new Work On Contract, that is all employees and vendors working on a given contract, first click the “Add Work On Contract” button and begin filling out necessary information: (Figure 60)**

**Graphical user interface

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**Figure 60**

**First add the Work On ID number. Next, you need to add the affiliated company ID. To do this correctly, you must check the Affiliated Companies table (which you have access to) to get the vendor’s ID who work on the contract. Next, you should speak with secretary to get the proper SSN for the employee(s) you’re assigning to this contract. Then you can input the number of hours worked for a given employee on a particular contract, it’s starts at 0. Speak to the account executive to get the correct contract ID for the new contract. Once done you may finally click the “Add Contract To Be Worked On” button, which will store this new Work On Contract relationship to the database.**

**The result of completing these steps yields the following output: (Figure 61)**

**Graphical user interface, application

Description automatically generated**

**Figure 61**

**As we can see, the Work On Contract ID input in the text box of Figure 60 is now soundly represented in the left hand scroll panel of the database.**

**You will repeat these steps for all employees and vendors working on a given contract.**

***5.06 DELETE WORK ON CONTRACT***

**To delete a Work On Contract, click the “Delete Work On Contract” in Figure 59. Doing this yields the following pop-up window: (Figure 62)**

**Graphical user interface, application

Description automatically generated**

**Figure 62**

**Note, for this particular contract, the Affiliated Company ID is blank as no vendors were used for this project. Simply move your cursor over the left scroll panel, and select Work On Contract ID (relationship) you wish to remove. Once done, click “ Delete Contract To Be Worked On”: (Figure 63)**

**Graphical user interface, application

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**After the delete, the left scroll panel shows the Work On Contract ID 00091291 is no longer in the database: (Figure 64)**

**Graphical user interface, application

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**Figure 64**

***5.07 SEARCH WORK ON CONTRACT***

**Begin by clicking on the “Search Work On Contract” seen in Figure 59. After doing this, click on the left scroll panel to highlight a given Work on Contract ID you wish to see more information on. This process is shown below: (Figure 65):**

**Graphical user interface

Description automatically generated**

**Figure 65**

**You can scroll up and down with the arrow keys to with the side bar on the panel to view see all employees and vendors who work on different contracts.**

***5.08 UPDATE WORK ON CONTRACT***

**Begin by clicking on the “Update Work On Contract” Button seen in Figure 59. Upon doing this and clicking your cursor on the left panel containing all Work On IDs, only the relevant information which you can edit will be displayed: (Figure 66)**

**Graphical user interface

Description automatically generated**

**Figure 66**

**In this case, the only information you can edit is the Hours Worked. As a time passes on a project for a given contract, the hours worked on for all employees on the project increases too. So this field must be updated regularly.**

**To make an update to the Hours Worked simply click the text box corresponding the Hours Worked label and enter the new amount of Hours Worked for a certain employee and/or SSN (sometimes they succinctly work together). Then, once you’re done, click the “Update Works On Contract” Button” seen in Figure 66.**

**Graphical user interface

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**Figure 66**

**After the update, we see the Hours Worked for Work Contract ID 000910901 is 45 hours instead of only 33 hours: (Figure 67)**

**Graphical user interface, application

Description automatically generated**

**Figure 67**

**6 THE SECRETARY – A GUIDED TOUR**

***6.01 LOGIN***

**1) Upon launching the application, you will see a login in window. Simply input your username and password. If it matches the username and password in the system, you will be granted access by clicking the “OK” Button. (See Figure 68)**

**A picture containing graphical user interface

Description automatically generated**

**Figure 68**

***6.02 TOGGLING TO TABLE LEVEL***

**Once you’ve logged in, a window will appear that gives you the following output: (Figure 69):**

**Timeline

Description automatically generated**

**Figure 69**

**Click on the “Secretarial Database Information” button. Upon doing that, the following prompt will appear: (Figure 70)**

**Graphical user interface, text, application

Description automatically generated**

**Figure 70**

***6.03 ACCESSING THE COMPANY EMPLOYEE INFORMATION***

**The only information you have access to is the Company Employee information. Thus, you may now click on the “Company Employee – General Info” button. This leads to the following prompt: (Figure 71)**

**Graphical user interface, diagram

Description automatically generated**

**Figure 71**

***6.04 ADD AN EMPLOYEE***

**Click on the “Add Comp Employee” button seen in Figure 71. Once the pop-up window appears being filling out the information by clicking in the text boxes as seen in Figure 72:**

**Graphical user interface

Description automatically generated**

**Figure 72**

**Information such as the Employee SSN and Employee Supervisor SSN are the only absolutely necessary fields to fill out immediately. All new employees have at least one supervisor (the Owner) The other information such as the First Name, Last Name, Health Insurance Factors, Home and Email Address etc…can be filled either right away or when the new employee has time to give you all of that information.**

**To add this new employee to the database, click “Add Comp Employee”. Viewing the output below, we can see the Employee with SSN 000918221 was entered into the database: (Figure 73)**

**Graphical user interface

Description automatically generated with low confidence**

**Figure 73**

**As can be seen in Figure 73, by looking in the left scroll panel, the employee with SSN of 000918221 is now stored in the database.**

***6.05 DELETE AN EMPLOYEE***

**To delete an employee you must first speak with Creative Director to be sure they are first removed from all active projects in the Work On table. Once you’ve done this, you may click the “Delete Comp Employee” seen in Figure 71. Doing so and clicking on the left scroll panel with your cursor will make the following prompt appear: (Figure 74)**

**Graphical user interface

Description automatically generated with low confidence**

**Figure 74**

**You may now select the employee you talked to the Creative Director about by searching by their SSN. Once found click the “Delete Comp Employee” button.**

**We can see from the following output, the employee with SSN of 00918221, highlighted and deleted in Figure 74, is no longer in the left scroll panel (i.e., the database): (Figure 75)**

**Graphical user interface

Description automatically generated with medium confidence**

**Figure 75**

***6.06 SEARCH FOR AN EMPLOYEE***

**To search for an employee, you must first click the “Search Comp Employee” button seen in Figure 71. Upon doing this and clicking your cursor in the left hand scroll panel, you’ll see the following output: (Figure 76)**

**Graphical user interface

Description automatically generated with medium confidence**

**Figure 76**

**You can scroll through any of the employees listed in the left hand scroll panel, and all of their relevant information will appear in the text boxes.**

***6.07 UPDATE AN EMPLOYEE***

**To make an update to an employee, first click the “Update Comp Employee” seen in Figure 71. Upon doing that and clicking your cursor to the scroll panel on the left, you will see the following output: (Figure 77)**

**Graphical user interface

Description automatically generated**

**Figure 77**

**Only information in text boxes that can be edited will appear. You may change any of these as you see fit. For example, each year an employee works at your company, the Years In Industry should increase by one. In Figure 77, we see an employee with SSN 000997659 has 9 years experience in the advertising industry. If we click in the text box, change it to 10, and then click “Update Company Employee”, we can see the output yields the same employee SSN = 000997659, but now with 10 years experience in the advertising industry: (Figure 78)**

**Graphical user interface

Description automatically generated with medium confidence**

**Figure 78**

**7 THE FINANCIAL DIRECTOR – A GUIDED TOUR**

***7.01 LOGIN***

**1) Upon launching the application, you will see a login in window. Simply input your username and password. If it matches the username and password in the system, you will be granted access by clicking the “OK” Button. (See Figure 79)**

**A picture containing graphical user interface

Description automatically generated**

**Figure 79**

***7.02 TOGGLING TO TABLE LEVEL***

**Once you’ve logged in, a window will appear that gives you the following output: (Figure 80):**

**Timeline

Description automatically generated**

**Figure 80**

***7.03 ACCESSING FINANCIAL DIRECTOR INFORMATION***

**Click on the “Financial Director Database Information” button seen in Figure 80. Upon doing this the following prompt will appear: (Figure 81)**

**Graphical user interface, text, application, email

Description automatically generated**

**Figure 81**

***7.04 ACCESSING FINANCIAL DIRECTOR INFORMATION***

**The only part of the database you have access to is the Profit-Loss Statement Information, therefore you may access this information by clicking the “Profit-Loss-Statement Information” button seen in Figure 81. This will generate the following prompt: (Figure 82)**

**Graphical user interface, diagram

Description automatically generated**

**Figure 82**

***7.05 ADD PROFIT-LOSS STATEMENT***

**To add a Profit-Loss Statement click the “Add-Profit Loss Statement” button, and the click the appropriate text boxes to start filling out information as shown below: (Figure 83)**

**Graphical user interface

Description automatically generated**

**Figure 83**

**Add the Profit-Loss ID, date the Profit-Loss-Statement was performed, the expenditures, which start out at 0 right after the previous Profit-Loss Statement, and the Finance Director SSN. Right now this is only you, so the Finance Director SSN is auto-filled with your SSN information. Once you’re done this, click he “Add-Profit Loss Statement” button to add it to the database.**

**We can verify this is added by viewing the following output: (Figure 84)**

**Graphical user interface, application

Description automatically generated**

**Figure 84**

**We see that a new Profit-Loss Statement with ID 00019281 has been added, the shown being typed in Figure 83.**

***7.06 SEARCH PROFIT-LOSS STATEMENT***

**To search a Profit-Loss Statement start by clicking the “Search Comp Employee” button in shown in Figure 82. Doing this and clicking with your cursor over the left scroll panel yields the following output. (Figure 85)**

**Graphical user interface

Description automatically generated**

**Figure 85**

**You may scroll up or down to see any past, present, or future Profit-Loss Statements, with all relevant information displayed in the text boxes.**

***7.07 UPDATE PROFIT-LOSS STATEMENT***

**To update a Profit-Loss Statement start by clicking on the “Update Profit-Loss Statement” button seen in Figure 82. Next, click the cursor on the left scroll panel which yields the following output: (Figure 86)**

**Graphical user interface, application

Description automatically generated**

**Figure 86**

**Only the non-empty text fields are the fields in which you’re able to edit. After every Profit-Loss Statement, the Expenditures start at 0, and then increase until the statement is performed. So this field must be updated often. For example, say the Expenditures, which is shown in Figure 86 went from $1550 to $3000. To update this, simply click in the Expenditures text box and type “3000”. Then press “Update Profit-Loss Statement”. Doing this will yield the following output for Profit-Loss Statement 000192981:**

**Graphical user interface, application

Description automatically generated**

**We can see the database stored the Expenditure increase for Profit-Loss Statement ID 000192981.**