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| **Desired outcomes and performance criteria** | **How I solved them** |
| Must show title | Yes, I have shown the title. |
| Must show first name | Yes, I have shown the first name. |
| Must show family name | Yes, I have shown family name. |
| Must show type | Yes, I have shown type. |
| **Collection Point List** |  |
| Print an A4 list of passengers (at each collection point on tour) | Yes, I printed an A4 list of passengers at each collection point  of the tour. |
| Must sort list in (ascending) order of family name | Yes, it can sort list in ascending order of family name. |
| Must make lists clear to read | Yes, I have made lists clear to read. |
| Must show telephone number | Yes, I have shown telephone number. |
| Mustn’t include any additional fields | No, I have not included any additional fields. |
| Must show company name at top (of list) | Yes, I have shown Company name at top of list. |
| Must show tour name at top (of list) | Yes, I have shown tour name at top of list. |
| Must show collection address at top (of list) | Yes, I have shown collection address at top of list. |
| Must show collection time at top (of list) | Yes, I have shown collection time at top of list. |
| Must allow for searching for any tour code and any collection  point | Yes, I have allowed for searching for any tour code and any  collection point. |
| Must show all passengers for tour 352 at collection point 3 | Yes, I have shown all passengers for tour 352 at collection  Point 3. |
| **Dietary Requirement Report** |  |
| Print a report on A4 paper (for each tour of passengers with  dietary requirements) | Yes, I have printed a report, on A4 paper, for each tour, of the passengers with dietary requirements. |
| Report for each tour must be professional | Yes, the report for each tour is professional. |
| Report for each tour must sorted in ascending order of dietary  requirement | Yes, the report for each tour has sorted on dietary requirement  in ascending order. |
| Must show dietary requirement | Yes, I have shown dietary requirement. |
| Must show report name in report header | Yes, I have shown the report name in the report header. |
| Must show company name in report header | Yes, I have shown the Company name in the report header. |
| Must show logo in report header | Yes I have shown the logo in the report header. |
| Must show tour name in report header | Yes, I have shown the tour name in the report header. |
| Must show tour date in report header | Yes, I have shown the tour date in the report header. |
| Must make all items in report header (report name, company name, logo, tour name, tour date) stand out | Yes, I have made all items in the report header (report name, Company name, logo, tour name and date) stand out. |
| Must only use company’s blue and white colour scheme | Yes, I have used only the Company’s blue and white colour  Scheme. |
| Must leave colours of logo as they are | Yes, I have left logo colours as they are. |
| Must show all passengers with special dietary requirements’ report for tour 352 | Yes, I have shown the report of all passengers with special dietary requirements for tour 352. |
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