Template for Forms Documentation:

[Screen Shot]

Form Name:

Created By

Switchboard Location: example – Instructors add/remove…/add/remove Subjects/Log in History by Class

Purpose:

Template for Queries:

[Screen Shot]

Query Name:

Created by:

Used by: ex – specific officer or member

Parameters: Start Date, End Date

SQL Statement

Outputs To:

Purpose:

Template for Reports:

[Screen Shot]

Report Name

Created by

Prepared for: ex- membership, a specific officer, or a specific officer for membership distribution

Switchboard Location: Instructors/Student Reports…/Absent Students

Query: Query name and should list parameter that are required to run this report

Purpose: