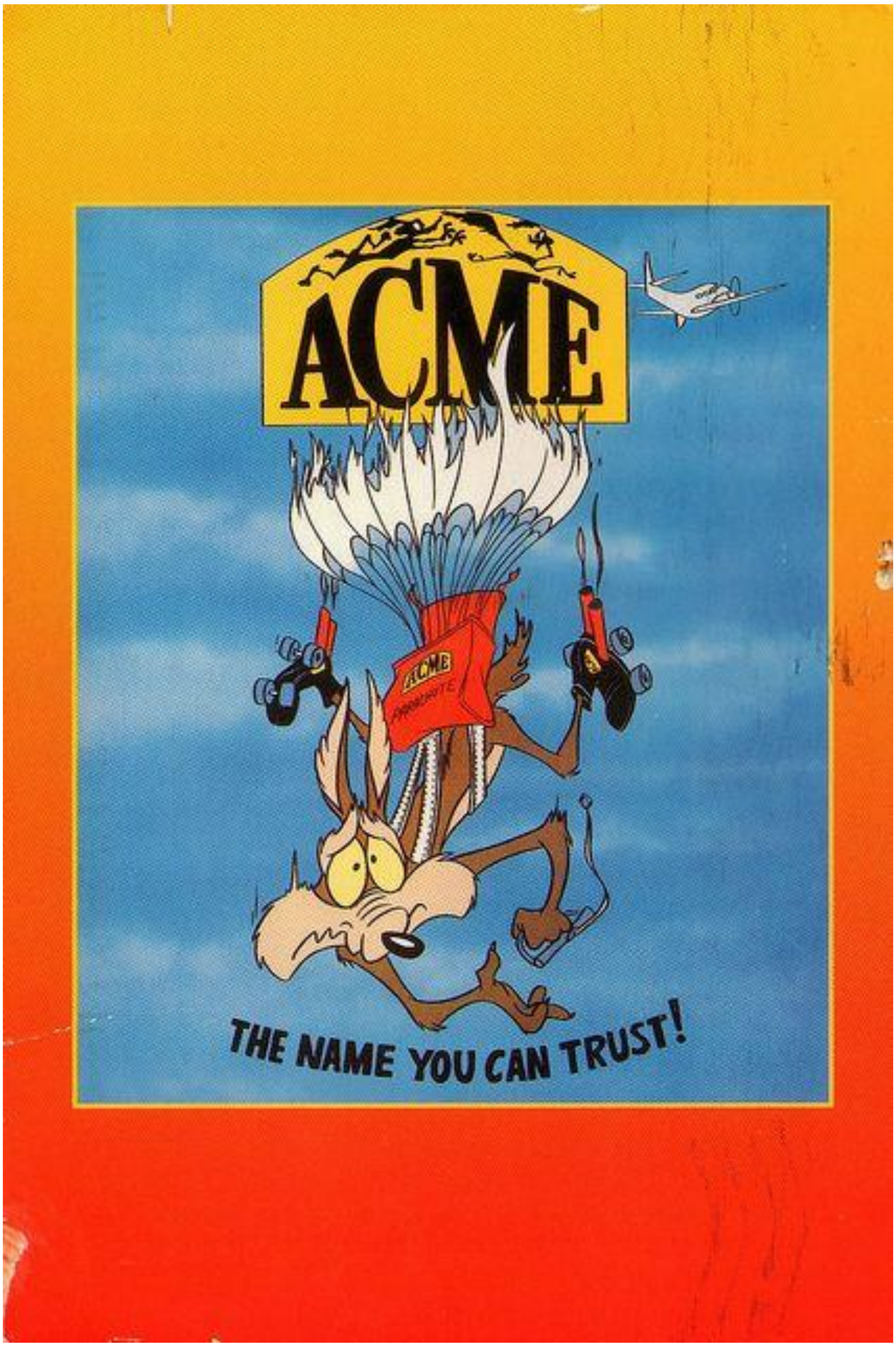
ACME Insurance Company
Database Management Program

*** Images will be updated once code to link to DB has been written***



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Overview

This tutorial demonstrates how view and maintain records stored on ACME Insurance Company's database using the Database Management Program. The tutorial is divided into sections;

1. Customers
2. Categories
3. Products
4. Product Types
5. Sales

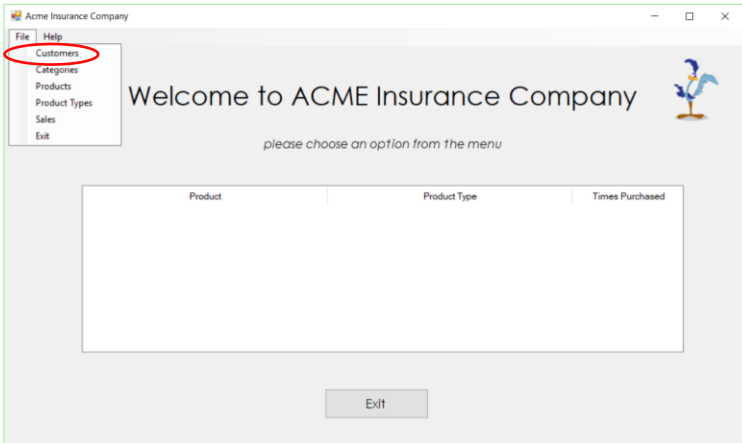
Each section will describe how to view and maintain each entity. File and help menu can also be accessed from each entity view screen.

Tutorial

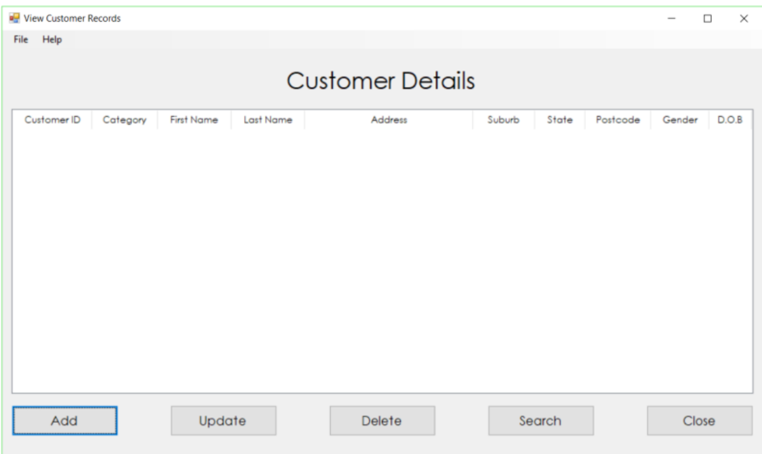
1. Customers

View Customers

1. Select File > Customers

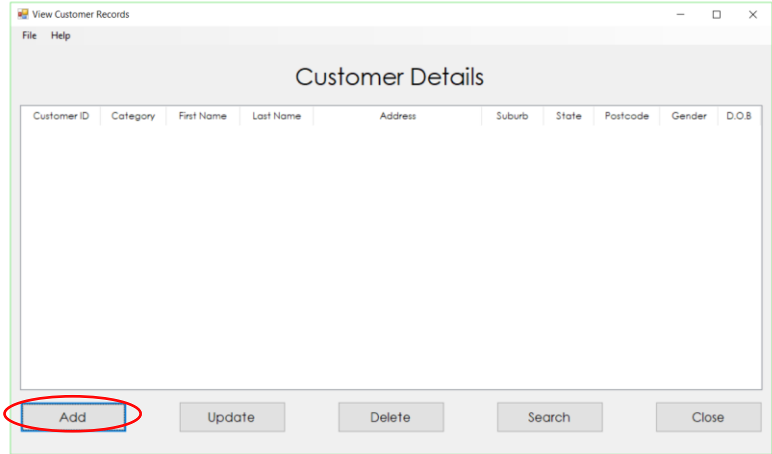


2. View Customers Details screen will be displayed

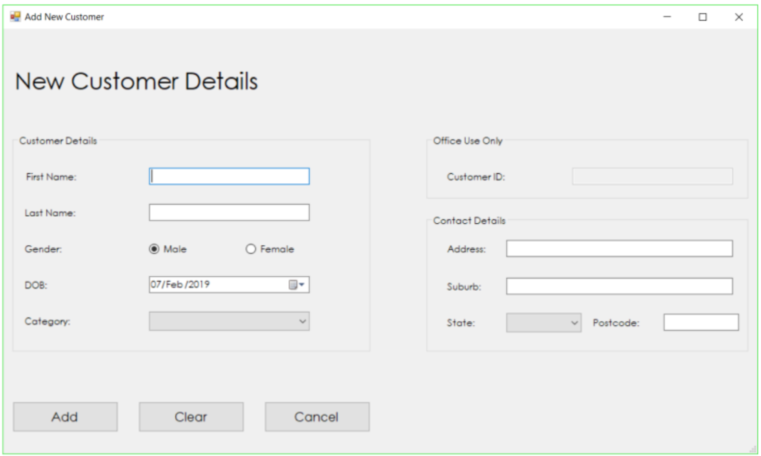


Add a new customer

1. Select File > Customers
2. View Customer Details screen is displayed
3. Select Add - Add New Customer screen is displayed



4. Enter new customer details

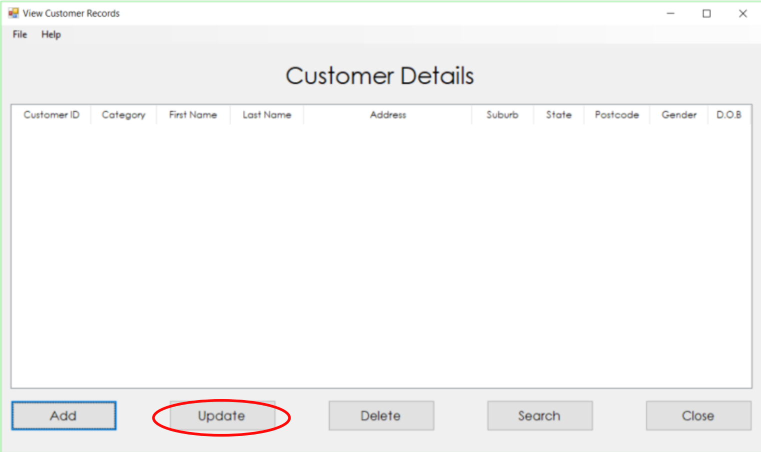


5. Select
    - 5a. Add – Adds new customer to the database
    - 5b. Clear – Clears all entered data on the screen
    - 5c. Cancel – Closes screen and returns to View Customer Details screen

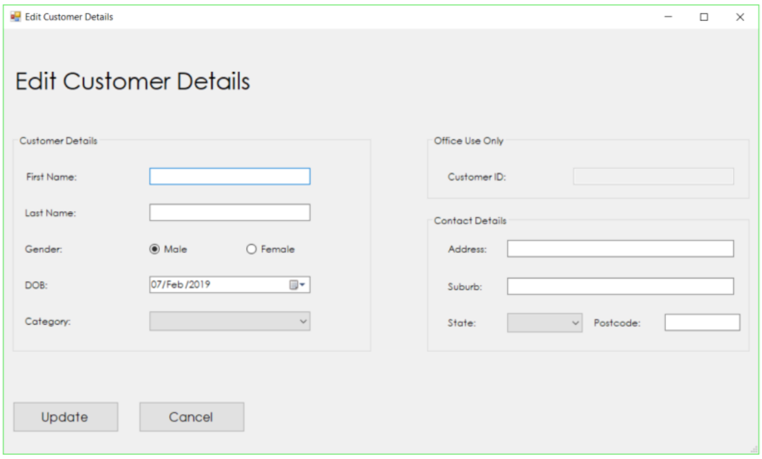
Update customer details

1. Select File > Customers
2. View Customer Details screen is displayed

3. Highlight the customer you wish to edit and select Update



4. Edit Customer Details screen is displayed preloaded with the chosen customer's information

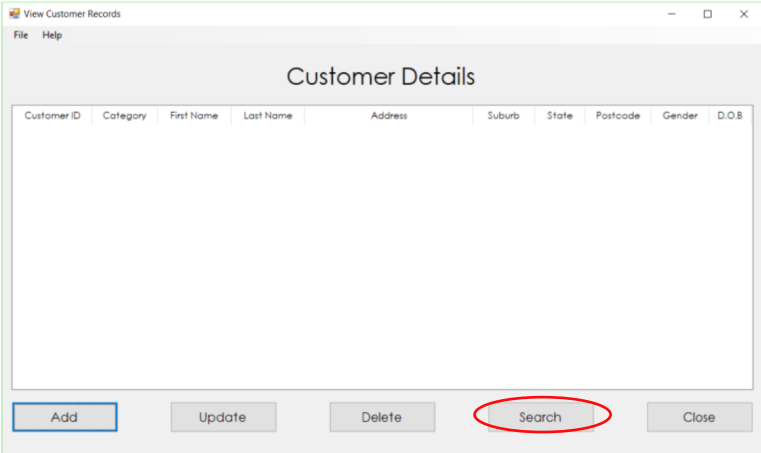


5. Once customer details have been updated, select
   5a. Update - Apply changes made to the selected customer's record
   5b. Cancel – Closes screen and returns to View Customer Details screen

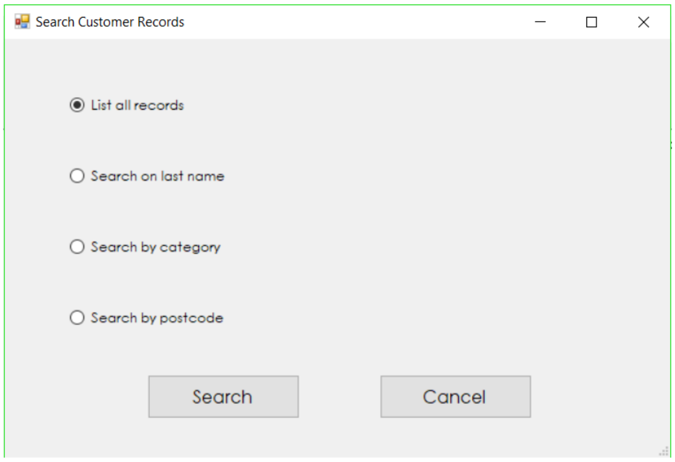
Search customer records

1. Select File > Customers

2. View Customer Details screen is displayed
3. Select Search



4. Search Customer Records screen is displayed



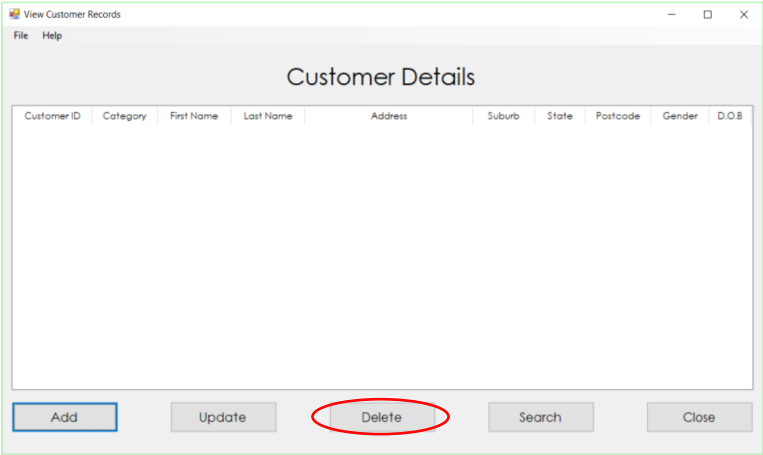
5. Select search criteria
    - 5a. List all records
    - 5b. Search on last name
    - 5c. Search by category
    - 5d. Search by postcode

6. Select
    - 6a. Search - Displays records that match search criteria
    - 6b. Cancel – Closes screen and returns to View Customer Details screen

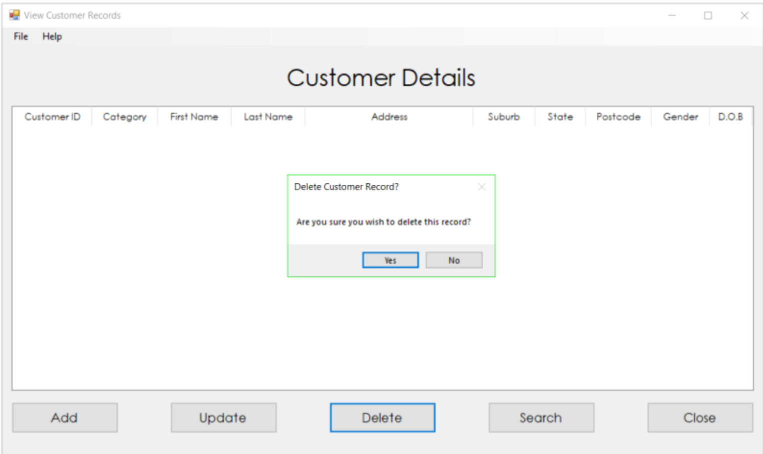
Delete customer record

1. Select File > Customers
2. View Customer Details screen is displayed

3. Highlight the customer you wish to edit and select Delete



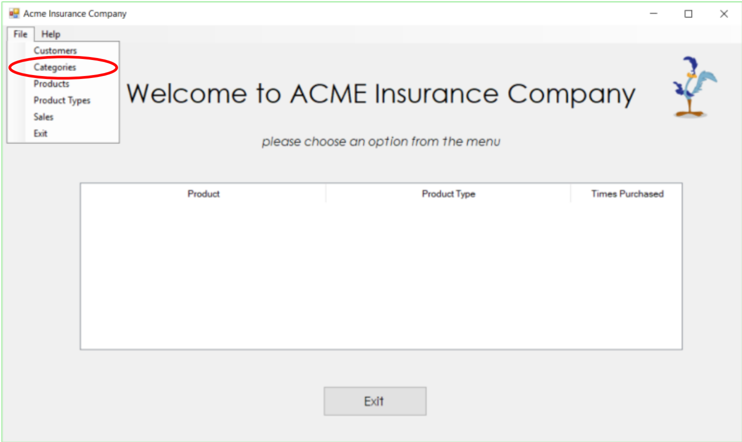
4. Confirmation message will be shown, select
    4a. Yes – Deletes the selected customer from database
    4b. No – Cancels deletion of customer record



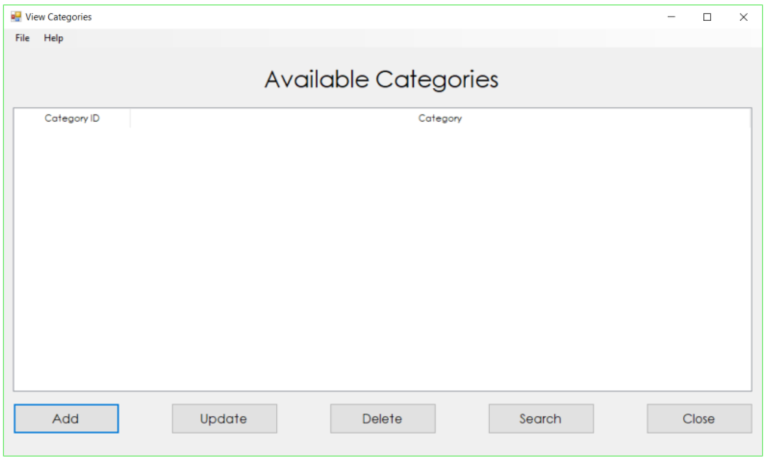
2. Categories

View categories

1. Select File > Categories



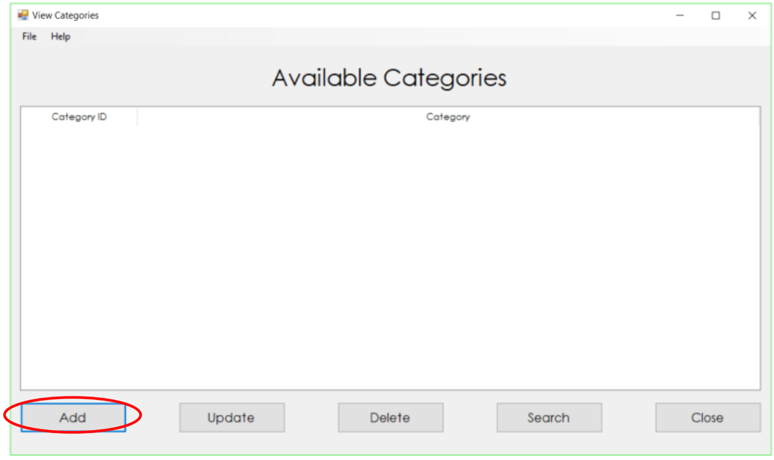
2. View Categories screen will be displayed



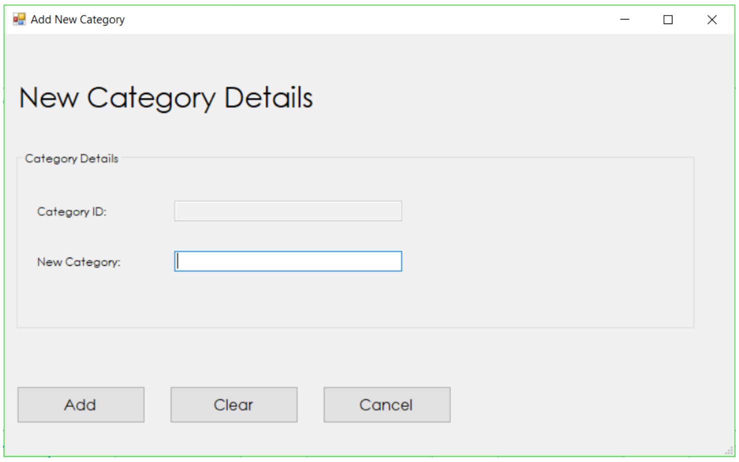
Add a new category

1. Select File > Categories
2. View Categories screen is displayed

3. Select Add - Add New Category screen is displayed



4. Enter new category details

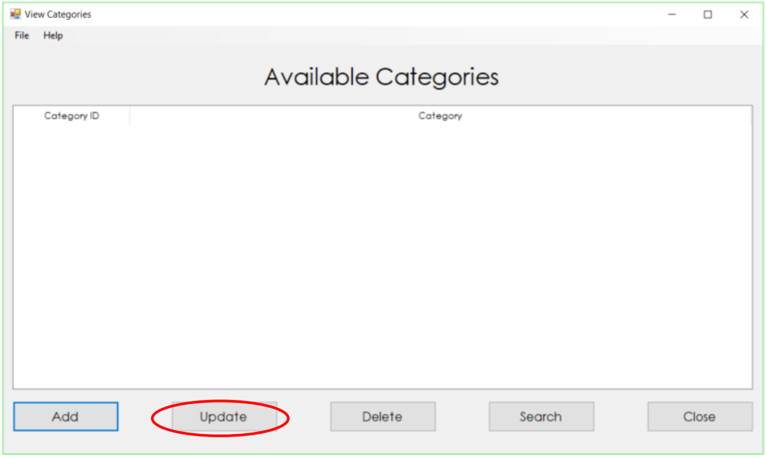


5. Select
   5a. Add – Adds new category to the database
   5b. Clear – Clears all entered data on the screen
   5c. Cancel – Closes screen and returns to View Category screen

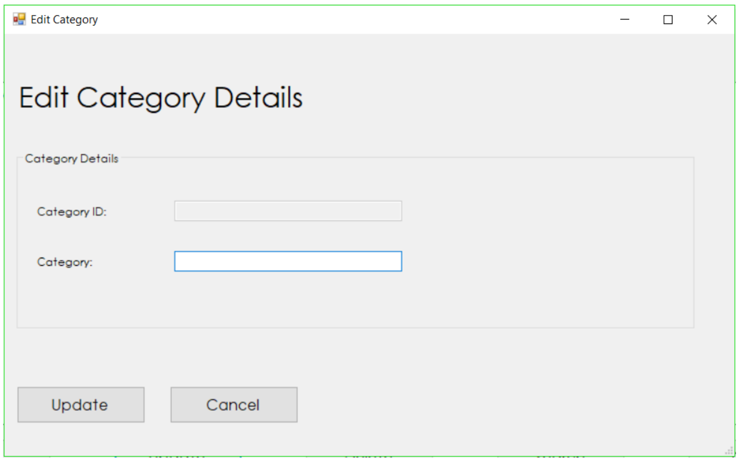
Update category details

1. Select File > Category
2. View Categories screen is displayed

3. Highlight the category you wish to edit and select Update



4. Edit Category Details screen is displayed preloaded with the chosen category's information

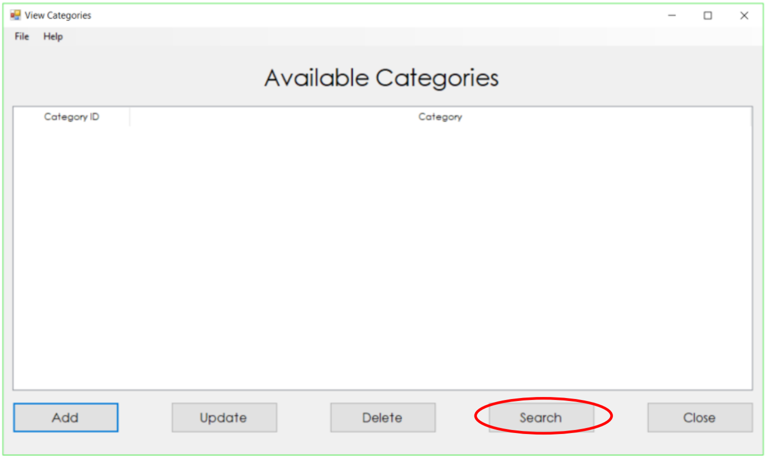


5. Once category details have been updated, select
   - 5a. Update - Apply changes made to the selected category
   - 5b. Cancel – Closes screen and returns to View Category screen

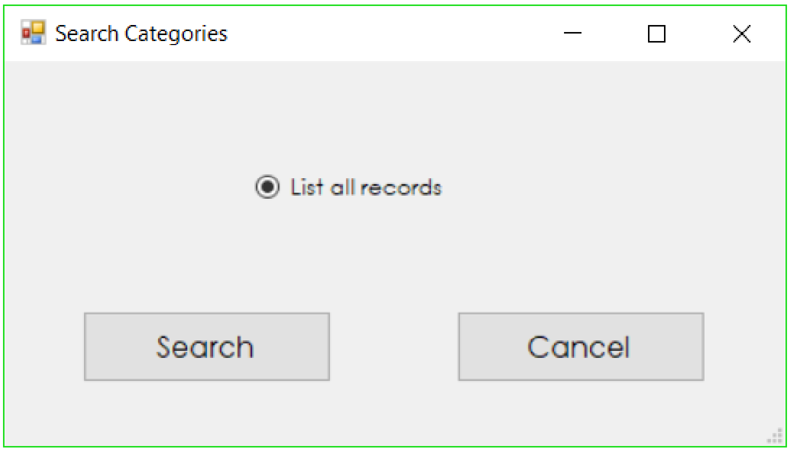
Search category records

1. Select File > Categories
2. View Categories screen is displayed

3. Select Search



4. Search Categories screen is displayed



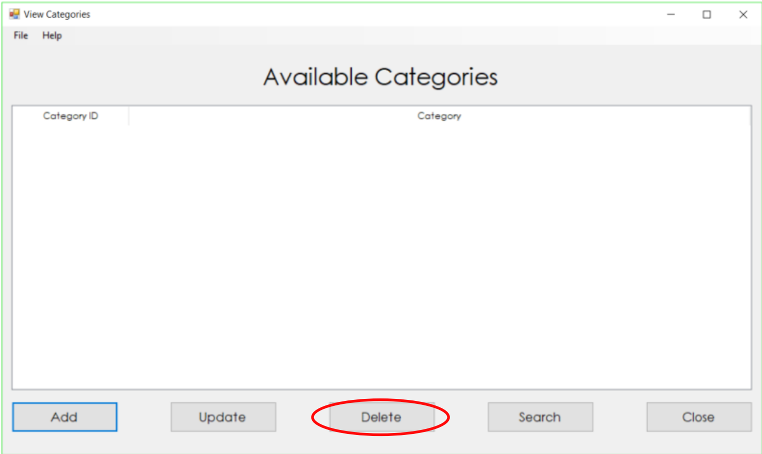
5. Select search criteria
   5a. List all records

6. Select
   6a. Search - Displays records that match search criteria
   6b. Cancel – Closes screen and returns to View Customer Details screen

Delete category

1. Select File > Categories
2. View Categories screen is displayed

3. Highlight the category you wish to remove and select Delete



4. If the category is currently tied to data present in the system, the user will be prompted with a message “Cannot delete category, category is being used”. Click OK to return to View Categories screen

5. If category can be successfully deleted, a confirmation message will be shown, select

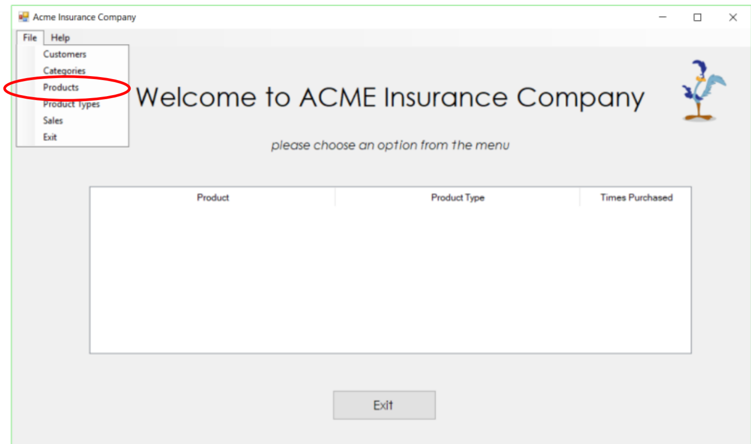
5a. Yes – Deletes the selected category from database

5b. No – Cancels deletion of category

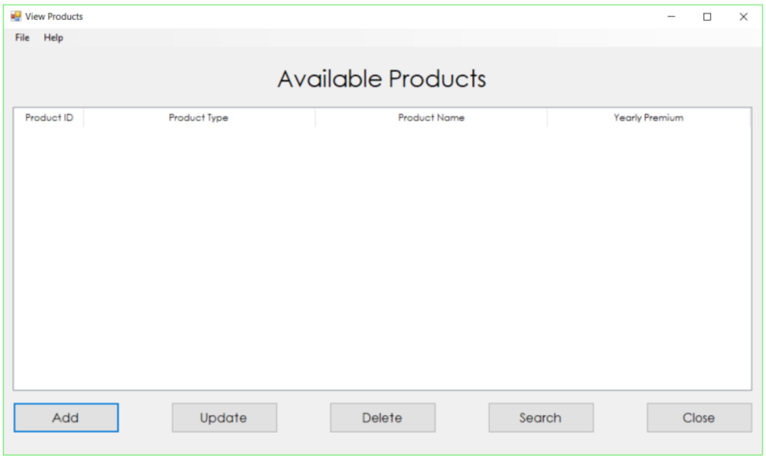
3. Products

View products

1. Select File > Products

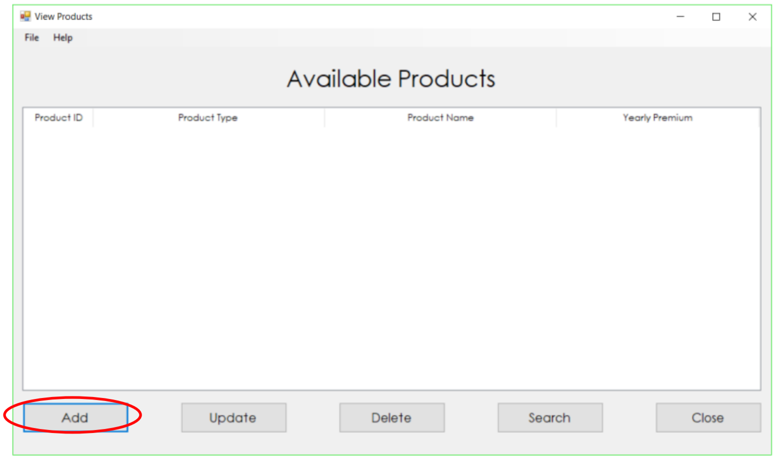


2. View Products screen is displayed

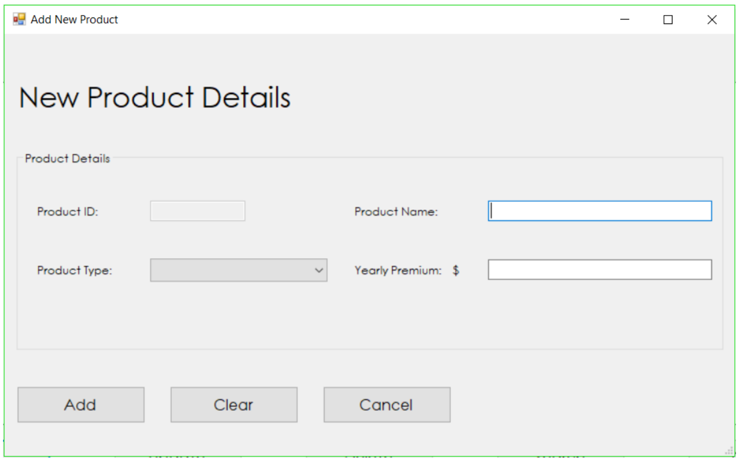


Add new product

1. Select File > Products
2. View Products screen is displayed
3. Select Add - Add New Product screen is displayed



4. Enter new product details

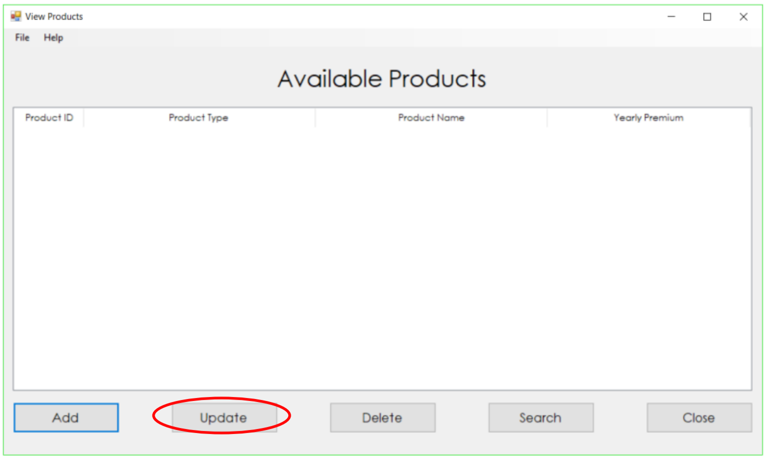


5. Select

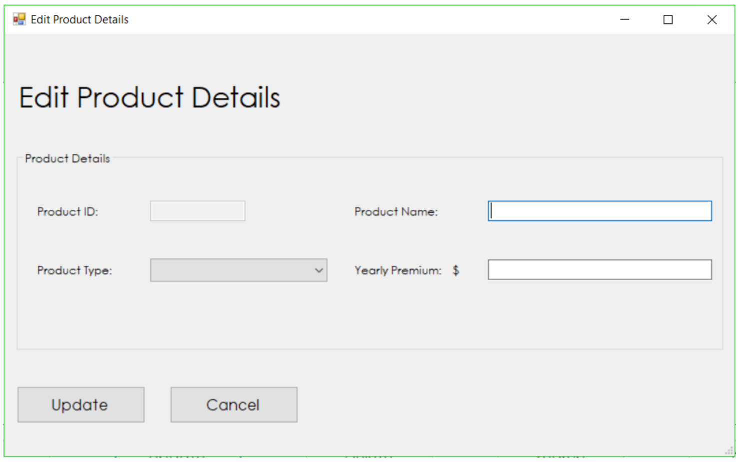
    5a. Add – Adds new product to the database
    5b. Clear – Clears all entered data on the screen
    5c. Cancel – Closes screen and returns to View Products screen

Update product details

1. Select File > Products
2. View Products screen is displayed
3. Highlight the product you wish to edit and select Update



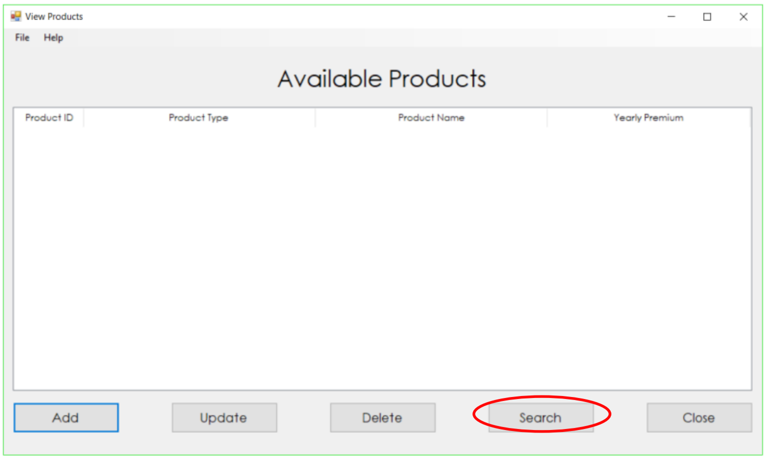
4. Edit Product Details screen is displayed preloaded with the chosen products' information



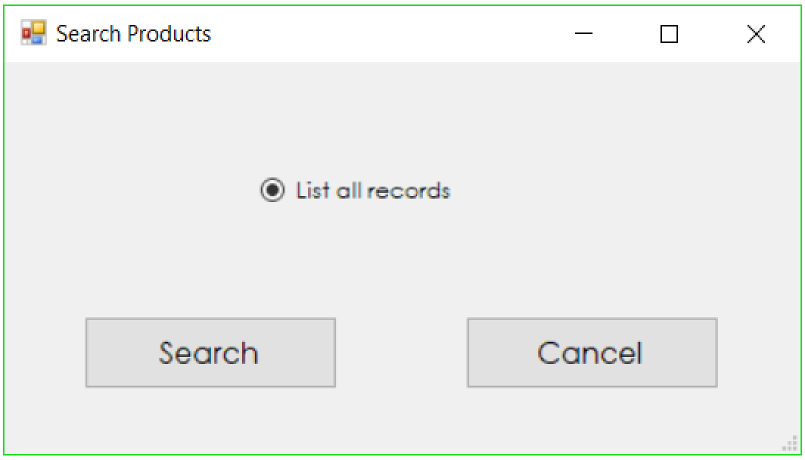
5. Once the product's details have been updated, select
    5a. Update – Apply changes made to the selected product
    5b. Cancel – Closes screen and returns to View Products screen

Search product records

1. Select File > Products
2. View Products screen is displayed
3. Select Search



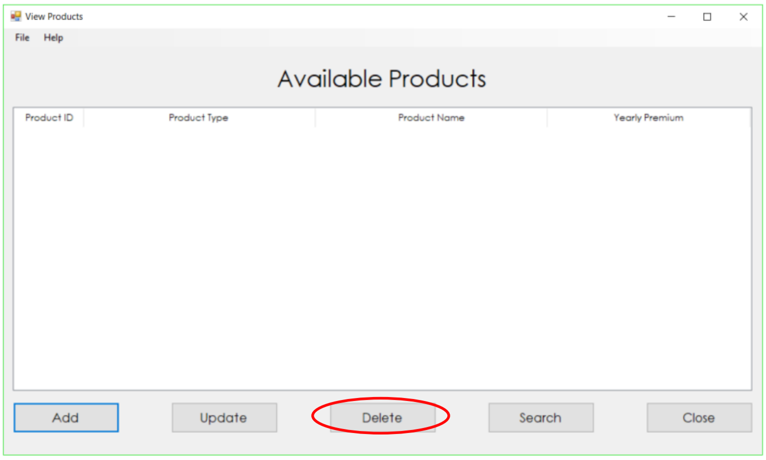
4. Search Products screen is displayed



5. Select search criteria
   5a. List all records
6. Select
   6a. Search - Displays records that match search criteria
   6b. Cancel – Closes screen and returns to View Products screen

Delete product

1. Select File > Products
2. View Products screen is displayed
3. Highlight the product you wish to remove and select Delete



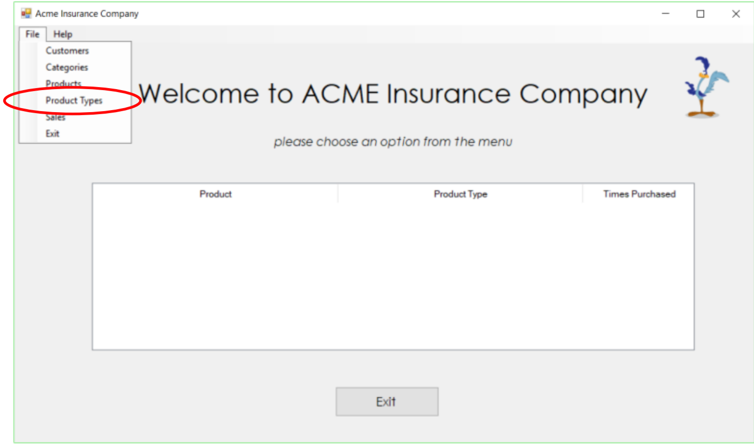
4. If the product is currently tied to data present in the system, the user will be prompted with a message “Cannot delete product, product is being used”. Click OK to return to View Products screen

5. If the product can be successfully deleted, a confirmation message will be shown, select
   5a. Yes – Deletes the selected product from database
   5b. No – Cancels deletion of the product

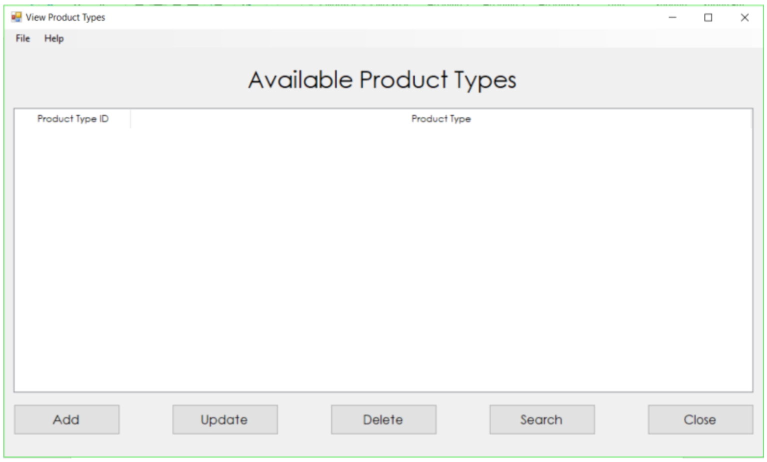
4. Product Types

View product types

1. Select File > Product Types



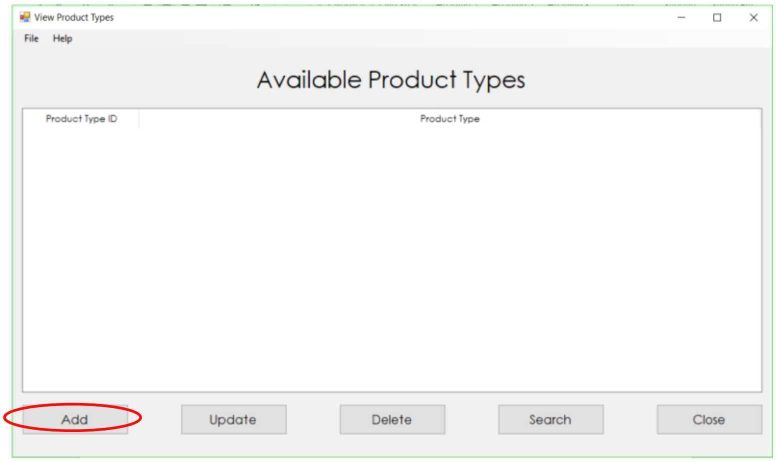
2. View Product Types screen is displayed



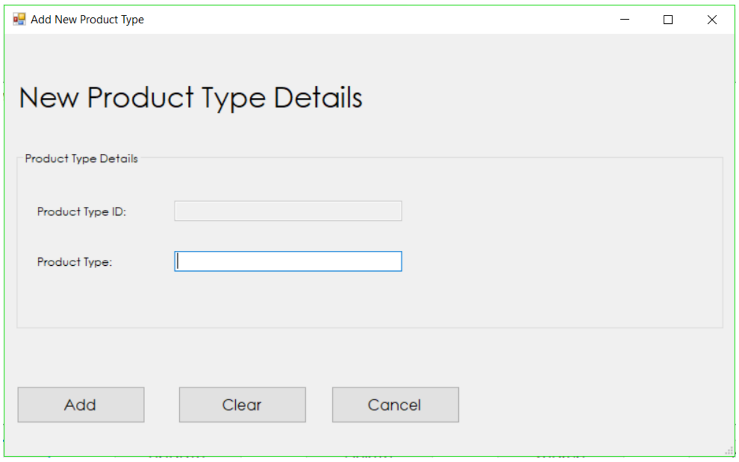
Add new product type

1. Select File > Product Types
2. View Product Types screen is displayed

3. Select Add – Add New Product Type screen is displayed



4. Enter new product type details



5. Select

5a. Add – Adds new product type to the database

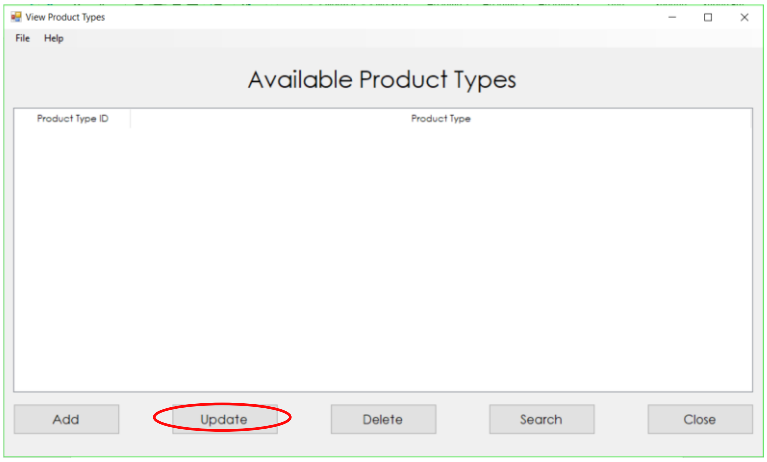
5b. Clear – Clears all entered text on the screen

5c. Cancel – Closes screen and returns to View Product Types screen

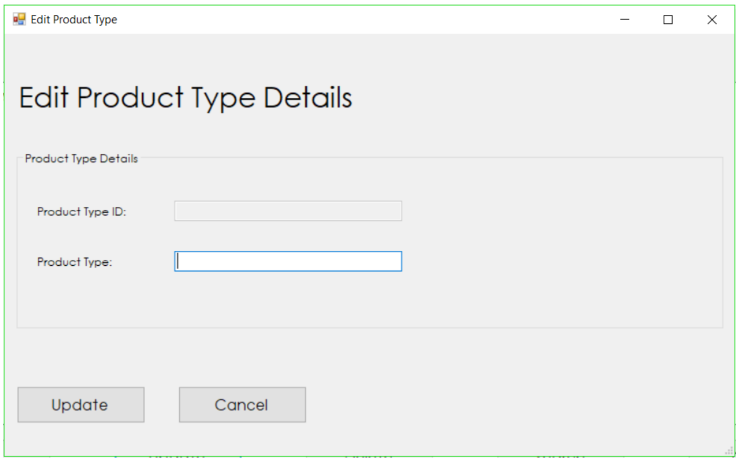
Update product type details

1. Select File > Product Types
2. View Product Types screen is displayed

3. Highlight the product type you wish to edit and select Update



4. Edit Product Type Details screen is displayed preloaded with the chosen product type's information

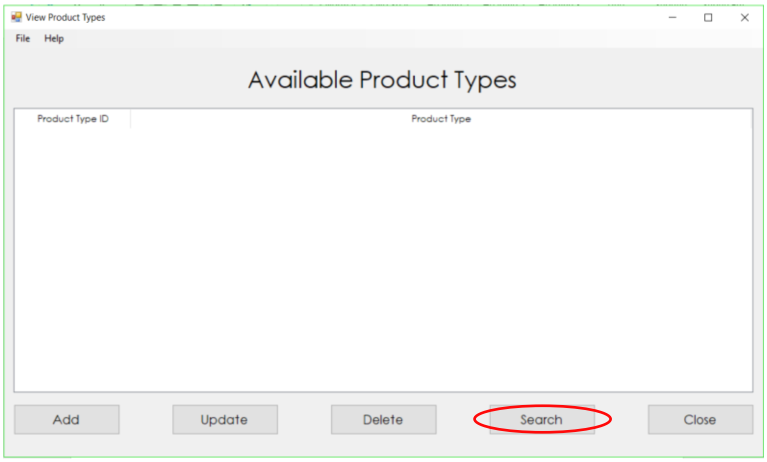


5. Once the product type's details have been updated, select
    5a. Update – Apply changes made to the selected product type
    5b. Cancel – Closes screen and returns to View Product Types screen

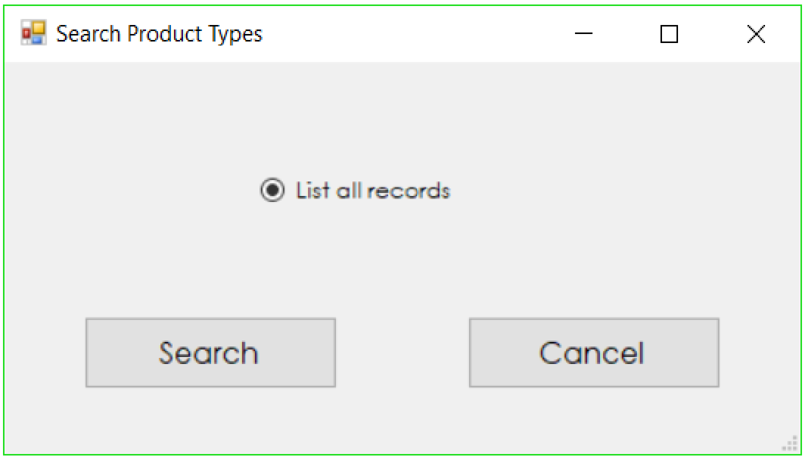
Search product type records

1. Select File > Product Types
2. View Product Types screen is displayed

3. Select Search



4. Search Product Types screen is displayed

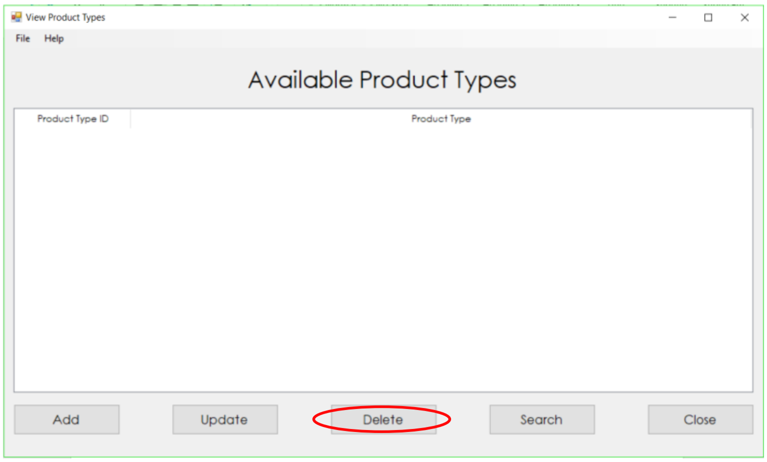


5. Select search criteria
    5a. List all records
6. Select
    6a. Search - Displays records that match search criteria
    6b. Cancel – Closes screen and returns to View Product Types screen

Delete product type

1. Select File > Product Types
2. View Product Types screen is displayed

3. Highlight the product type you wish to remove and select Delete



4. If the product type is currently tied to data present in the system, the user will be prompted with a message "Cannot delete product type, product type is being used". Click OK to return to View Product Types screen

5. If the product type can be successfully deleted, a confirmation message will be shown, select

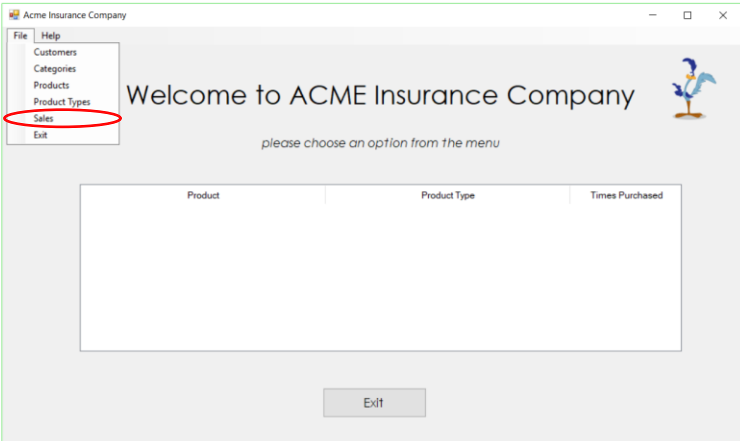
5a. Yes – Deletes the selected product type from database

5b. No – Cancels deletion of product type

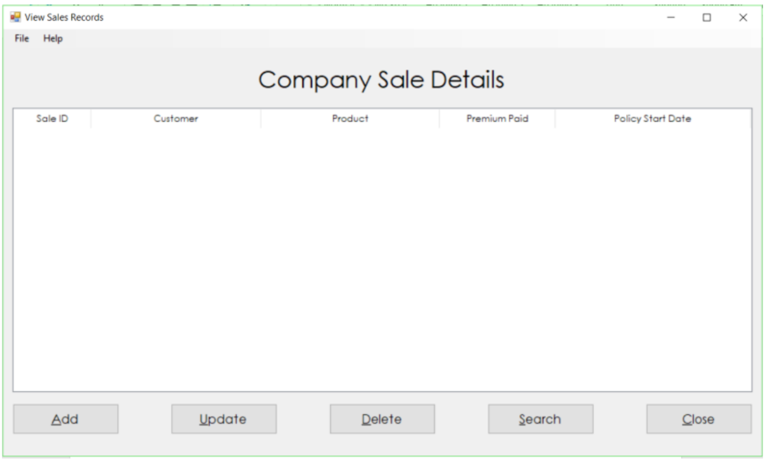
5. Sales

View sales

1. Select File > Sales

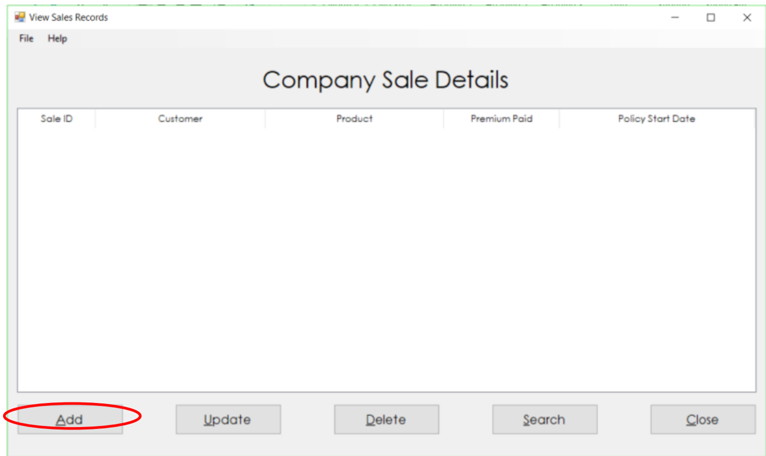


2. View Sales Records screen is displayed

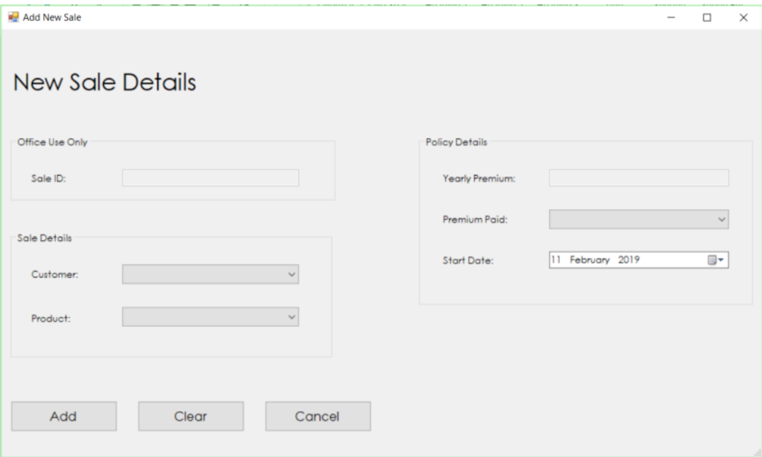


Add new sale

1. Select File > Sales
2. View Sales Records screen is displayed
3. Select Add – Add New Sale screen is displayed



4. Enter new sale details



5. Select

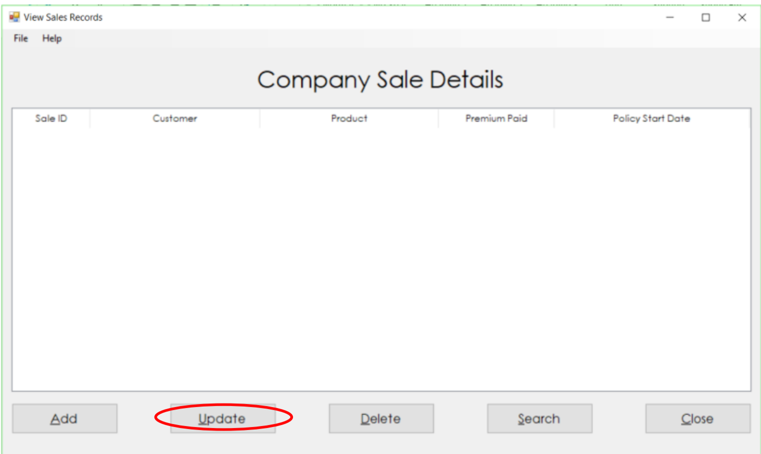
  5a. Add – Adds the new sale to the database

  5b. Clear – Clears all entered text on the screen

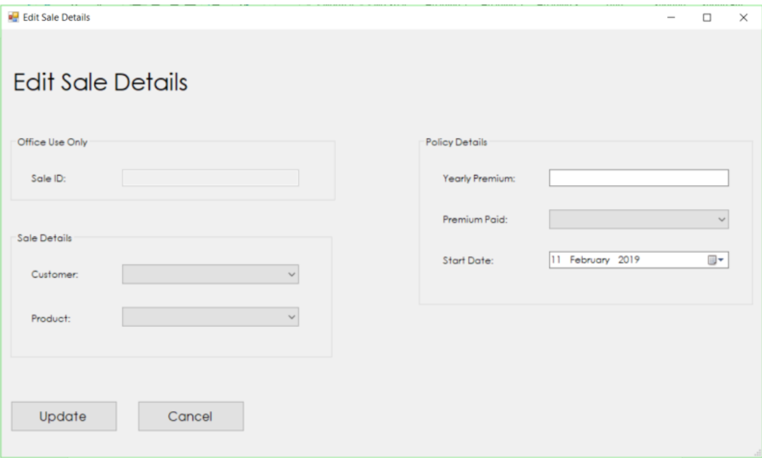
  5c. Cancel – Closes screen and returns to View Sale Records screen

Update sale details

1. Select File > Sales
2. View Sale Records screen is displayed
3. Highlight the sale record you wish to edit and select Update



4. Edit Sale Details screen is displayed preloaded with the chosen sale's information



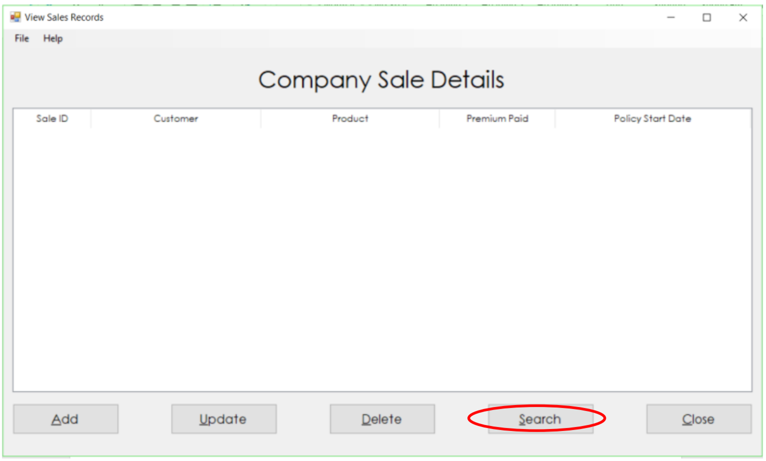
5. Once the sale's details have been updated, select

5a. Update – Apply changes made to the selected sales record

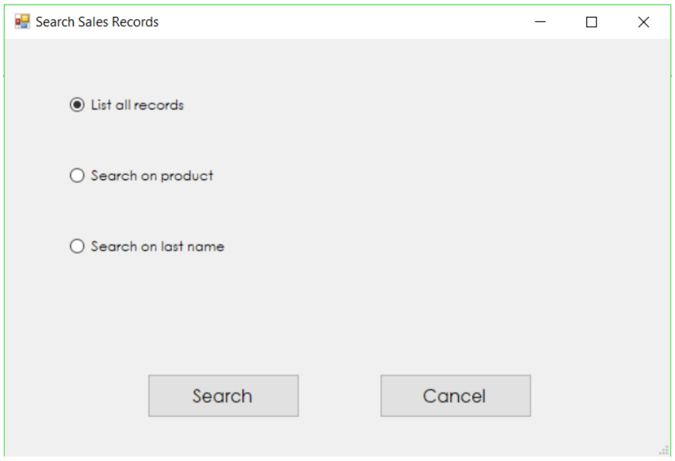
5b. Cancel – Closes screen and returns to View Sale Records screen

Search sale records

1. Select File > Sales
2. View Sale Records screen is displayed
3. Select Search



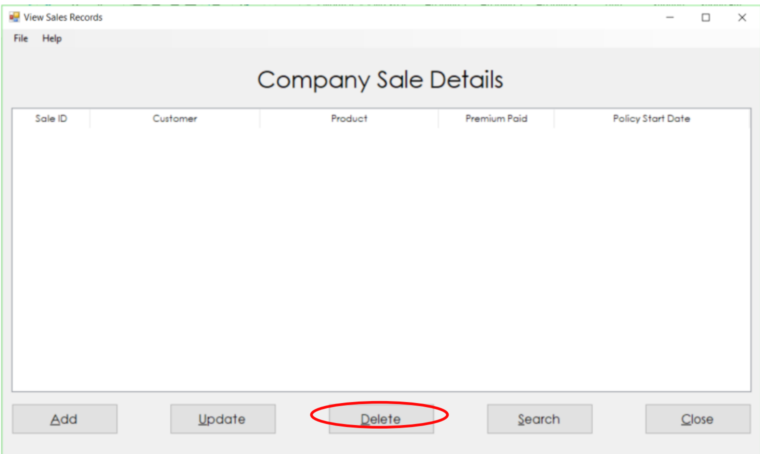
4. Search Sale Records screen is displayed



5. Select search criteria
    5a. List all records
    5b. Search on product
    5c. Search on last name
6. Select
    6a. Search - Displays records that match search criteria
    6b. Cancel – Closes screen and returns to View Sales Records screen

Delete sale

1. Select File > Sales
2. View Sale Records screen is displayed
3. Highlight the ### you wish to remove and select Delete *(show screen)*



4. Confirmation message will be shown, select
   4a. Yes – Deletes sale from database
   4b. No – Cancels deletion of sale record