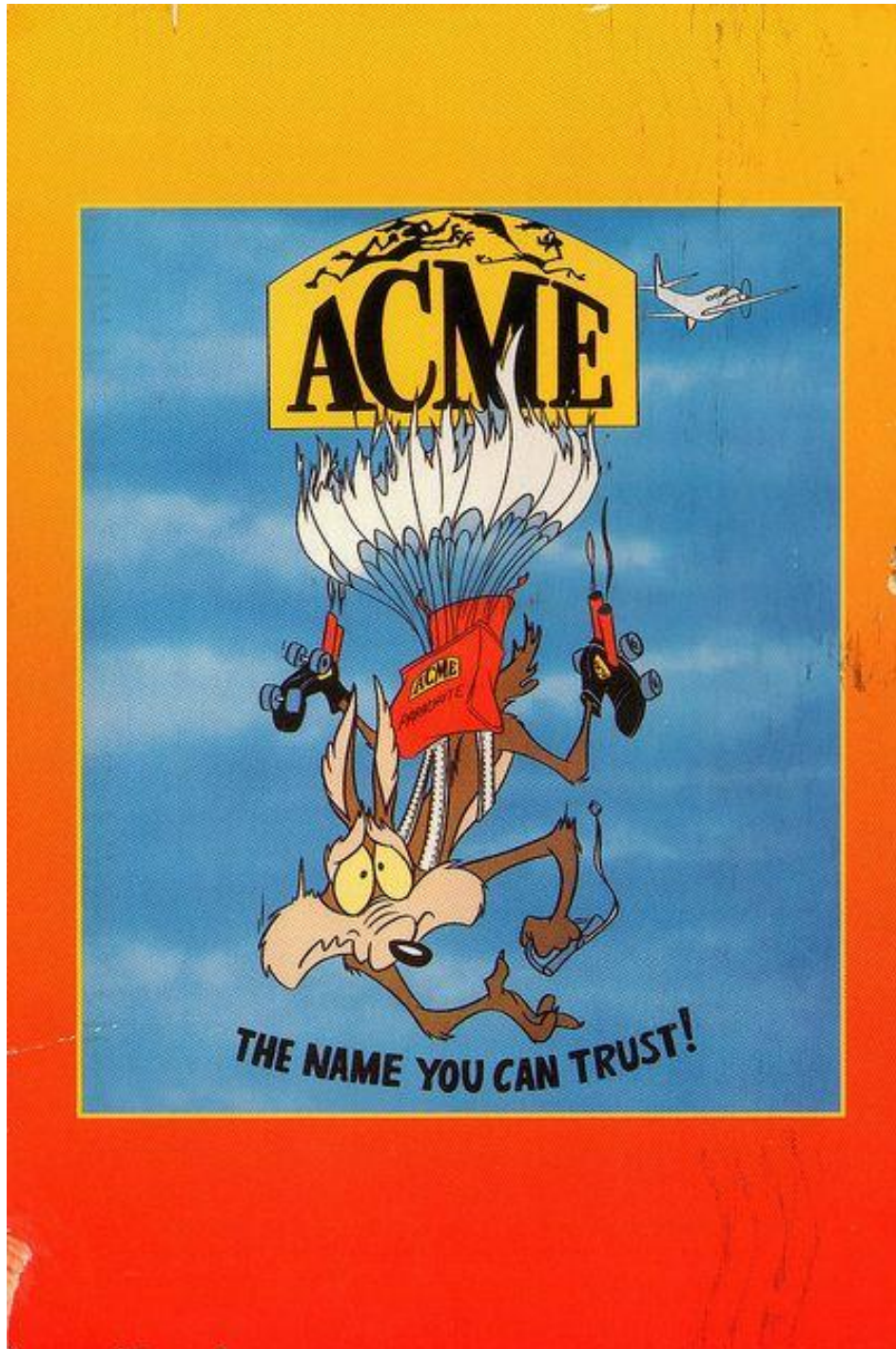


ACME Insurance Company

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

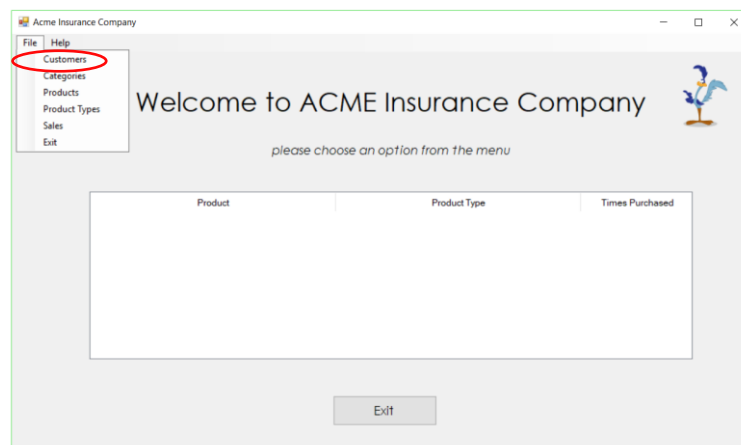
Each section will describe how to view and maintain each entity. File and help menu can also be accessed from each entity view screen.

Tutorial

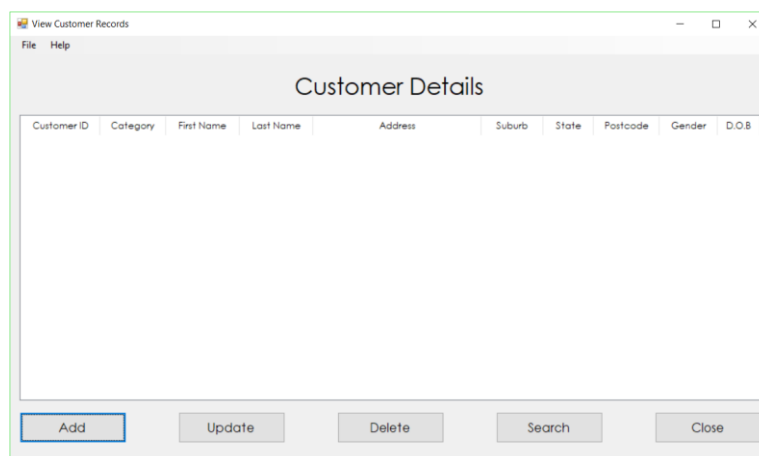
1. Customers

View Customers

1. Select File > Customers

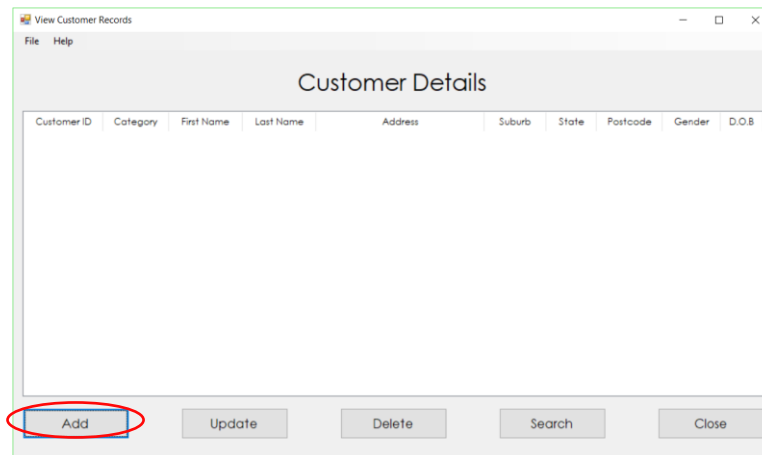


2. View Customers Details screen will be displayed



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

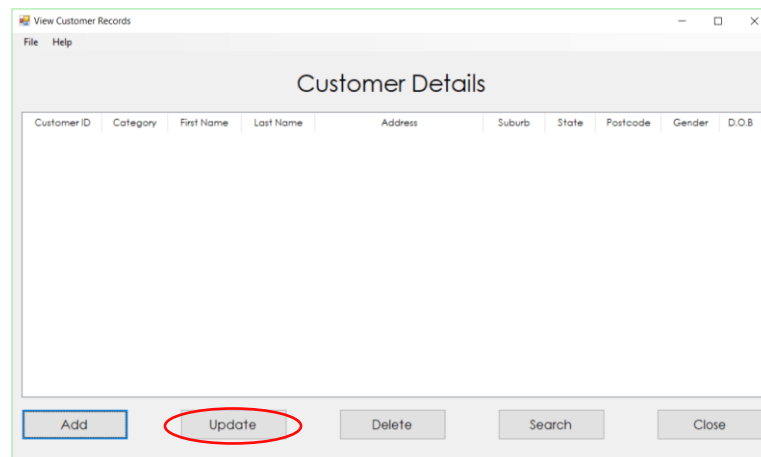
The screenshot shows a window titled 'Add New Customer' with a form titled 'New Customer Details'. The form is divided into two main sections: 'Customer Details' and 'Office Use Only'. The 'Customer Details' section includes fields for 'First Name', 'Last Name', 'Gender' (with radio buttons for 'Male' and 'Female'), 'DOB' (with a date picker showing '07/Feb/2019'), and 'Category' (a dropdown menu). The 'Office Use Only' section includes a 'Customer ID' field. Below these sections, there are three buttons: 'Add', 'Clear', and 'Cancel'.

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

The screenshot shows a window titled 'Edit Customer Details'. It is divided into two main sections. The left section, titled 'Customer Details', contains fields for 'First Name', 'Last Name', 'Gender' (with radio buttons for 'Male' and 'Female'), 'DOB' (with a date picker showing '07/Feb/2019'), and 'Category' (a dropdown menu). The right section, titled 'Office Use Only', contains a 'Customer ID' field. Below this is a 'Contact Details' section with fields for 'Address', 'Suburb', 'State' (a dropdown menu), and 'Postcode'. At the bottom of the window are two buttons: 'Update' and 'Cancel'.

5. Once customer details have been updated, select

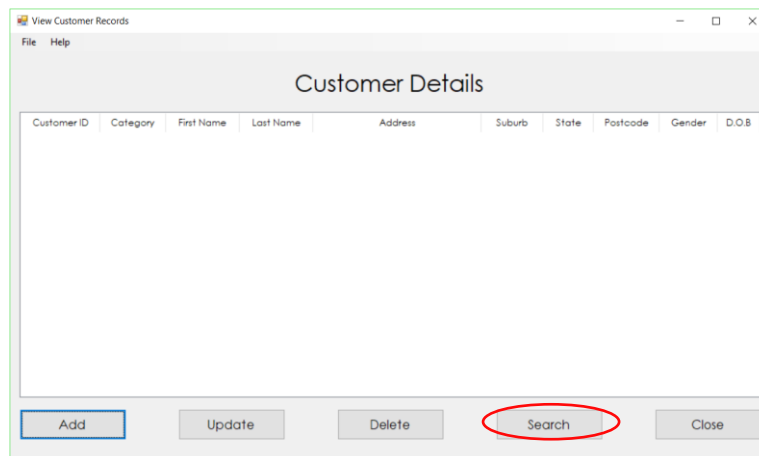
5a. Update - Apply changes made to the selected customer's record

5b. Cancel – Closes screen and returns to View Customer Details screen

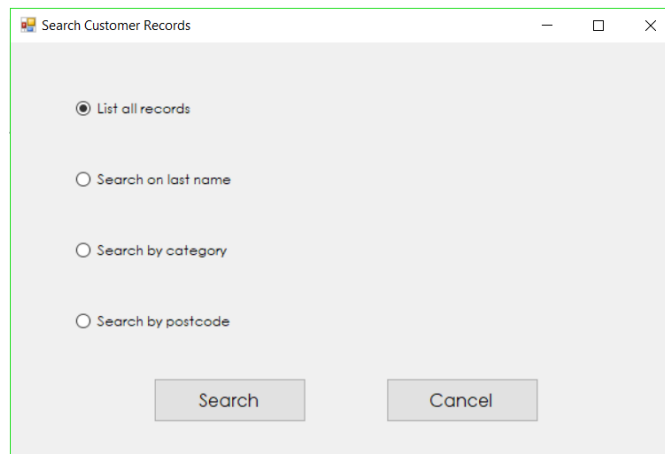
Search customer records

1. Select File > Customers

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



4. Search Customer Records screen is displayed

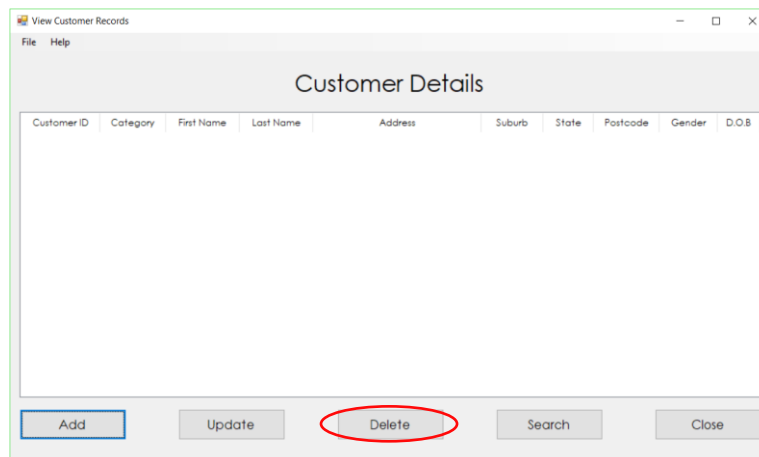


5. Select search criteria
 - 5a. List all records
 - 5b. Search on last name
 - 5c. Search by category
 - 5d. Search by postcode
6. Select
 - 6a. Search - Displays records that match search criteria
 - 6b. Cancel – Closes screen and returns to View Customer Details screen

Delete customer record

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

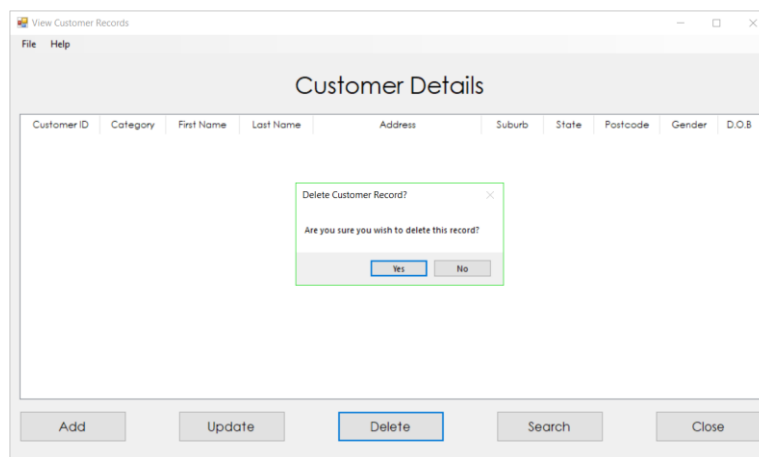
3. Highlight the customer you wish to edit and select Delete



4. Confirmation message will be shown, select

4a. Yes – Deletes the selected customer from database

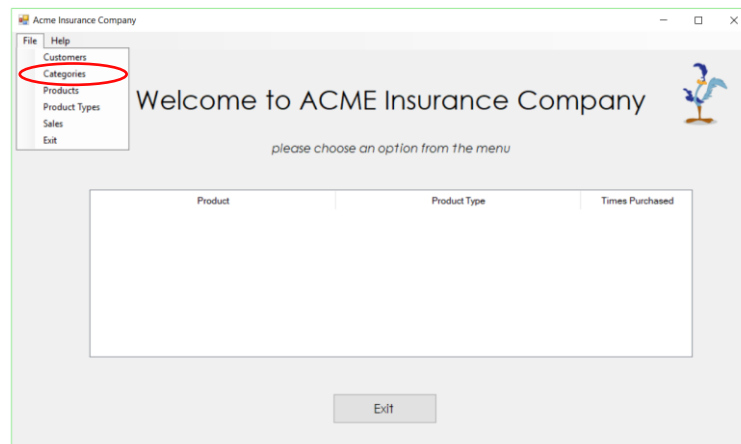
4b. No – Cancels deletion of customer record



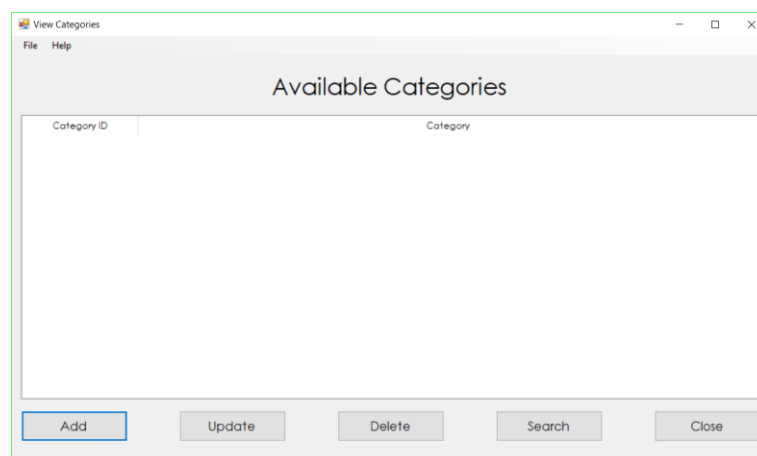
2. Categories

View categories

1. Select File > Categories



2. View Categories screen will be displayed

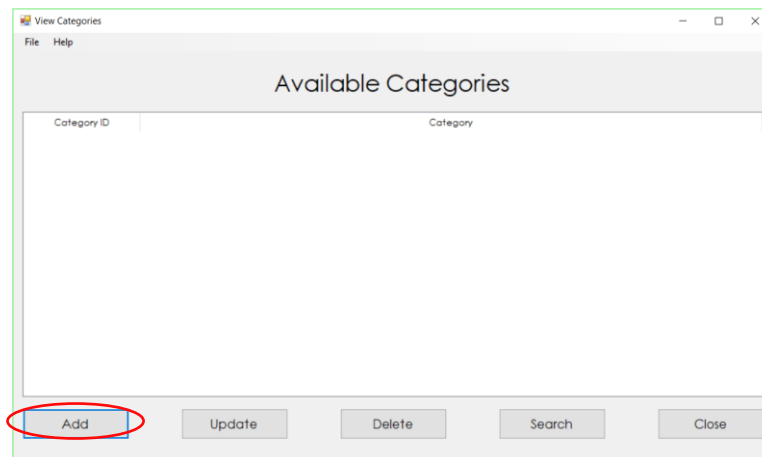


Add a new category

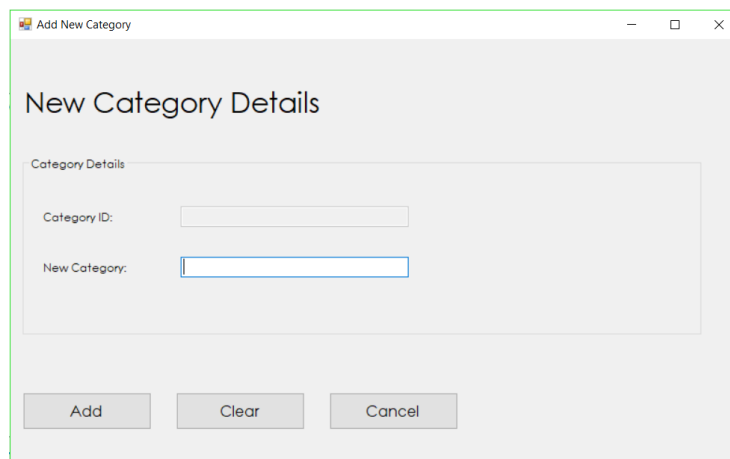
1. Select File > Categories

2. View Categories screen is displayed

3. Select Add - Add New Category screen is displayed



4. Enter new category details



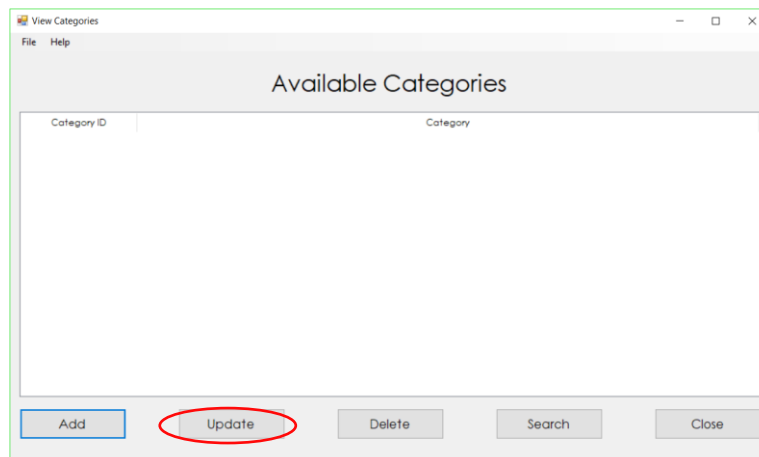
5. Select

- 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

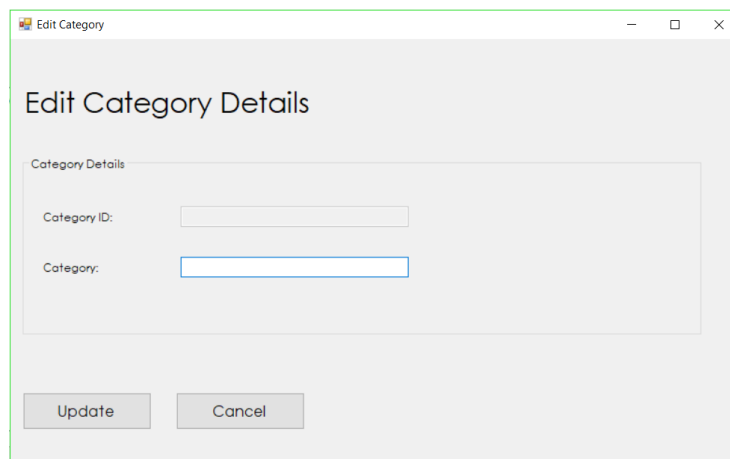
Update category details

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

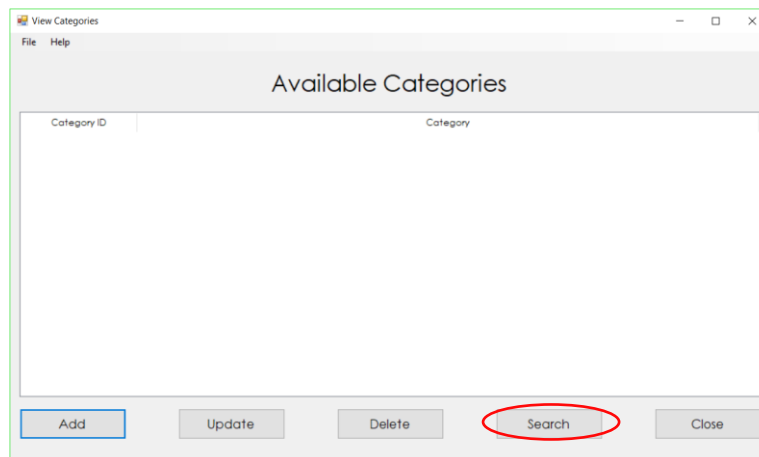


5. Once category details have been updated, select
- 5a. Update - Apply changes made to the selected category
 - 5b. Cancel – Closes screen and returns to View Category screen

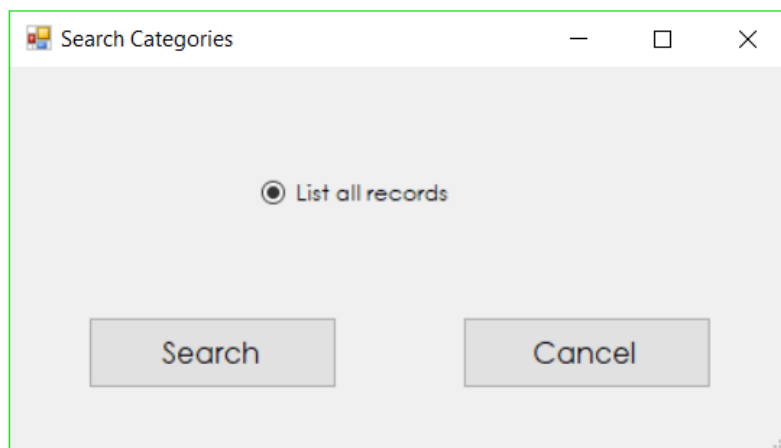
Search category records

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

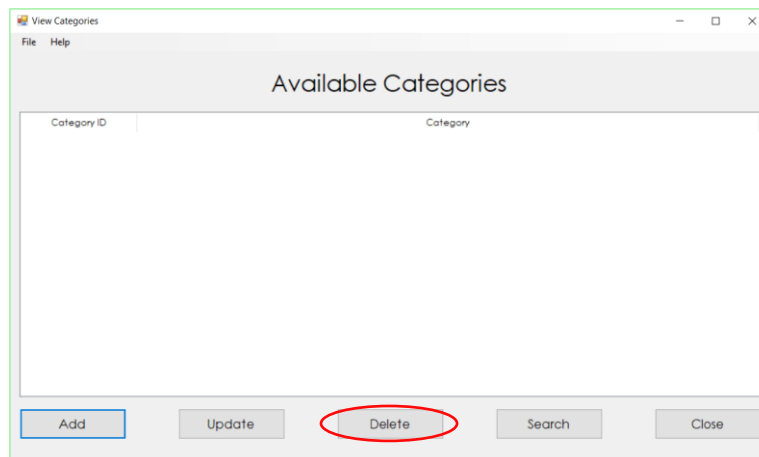
6b. Cancel – Closes screen and returns to View Customer Details screen

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

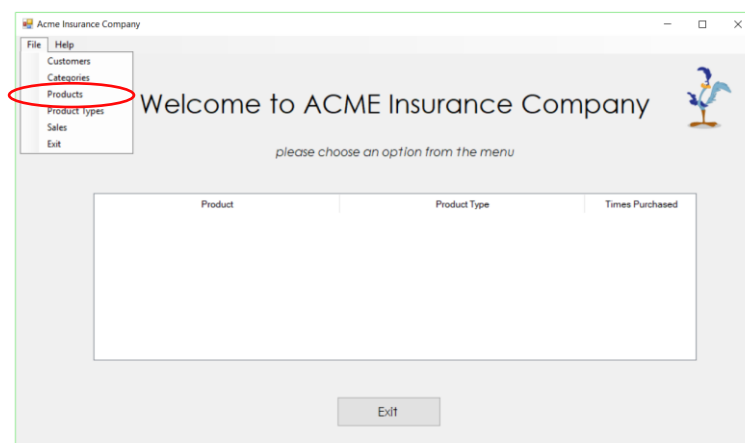
5a. Yes – Deletes the selected category from database

5b. No – Cancels deletion of category

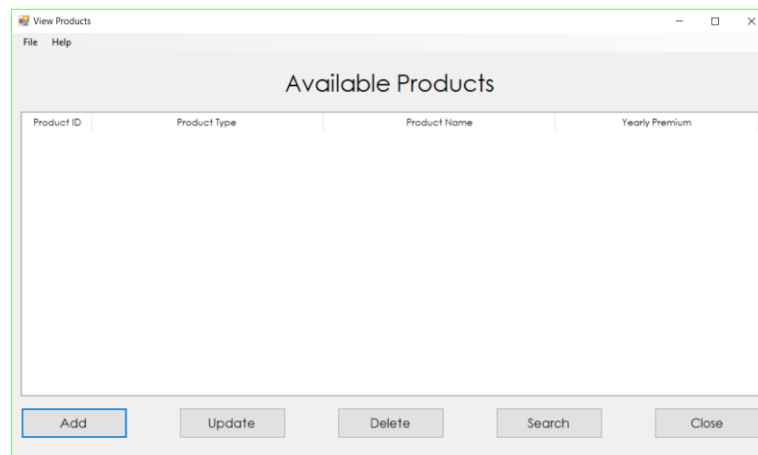
3. Products

View products

1. Select File > Products

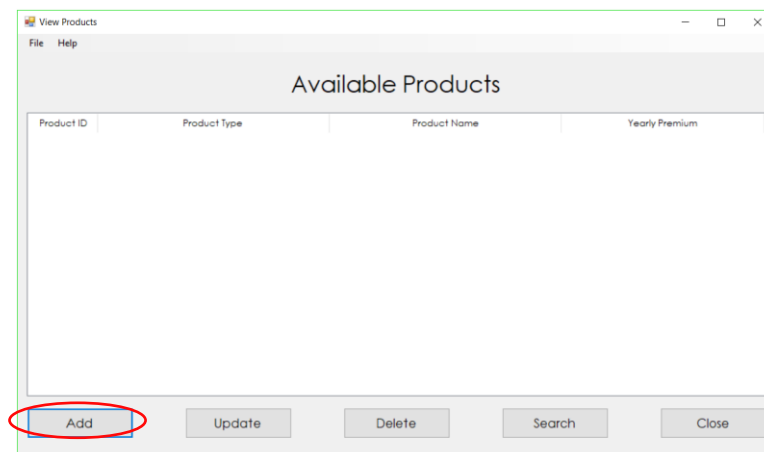


2. View Products screen is displayed

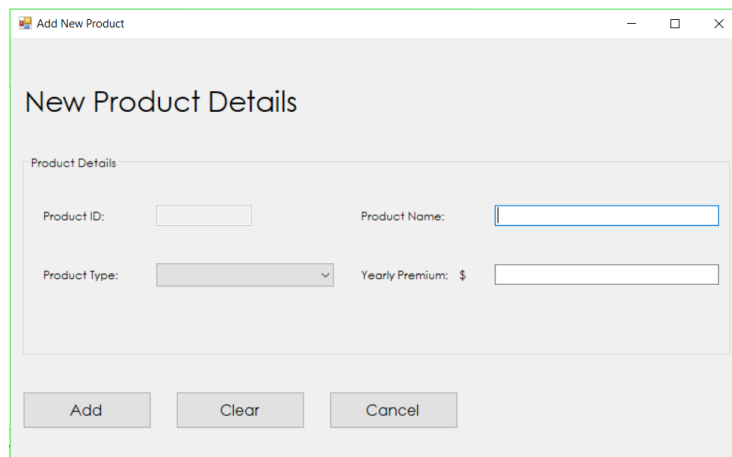


Add new product

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



4. Enter new product details



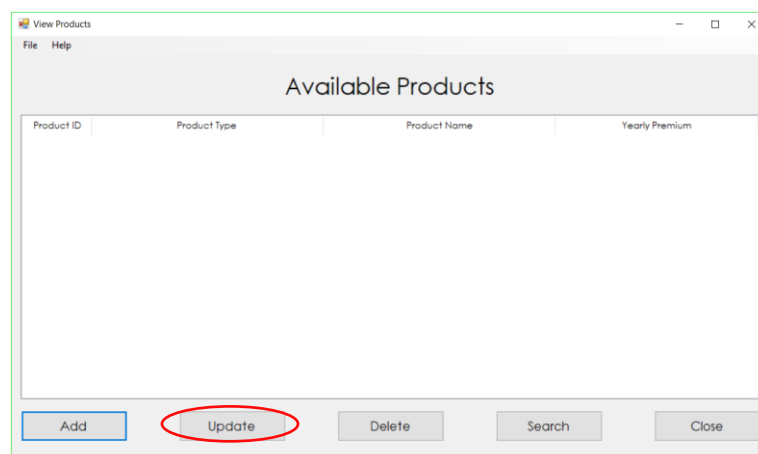
The screenshot shows a window titled "Add New Product" with a subtitle "New Product Details". Inside, there is a form with four fields: "Product ID:" (text input), "Product Name:" (text input), "Product Type:" (dropdown menu), and "Yearly Premium: \$" (text input). At the bottom of the window are three buttons: "Add", "Clear", and "Cancel".

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

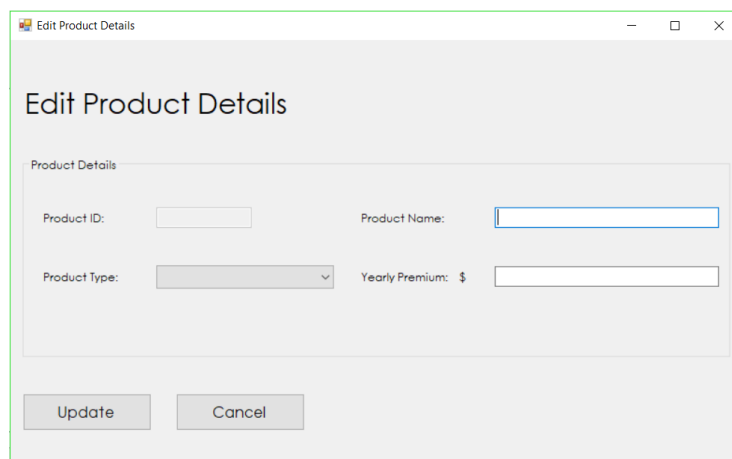
Update product details

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



The screenshot shows a window titled "View Products" with a menu bar containing "File" and "Help". The main area is titled "Available Products" and contains a table with four columns: "Product ID", "Product Type", "Product Name", and "Yearly Premium". The table is currently empty. At the bottom of the window are five buttons: "Add", "Update", "Delete", "Search", and "Close". The "Update" button is circled in red.

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

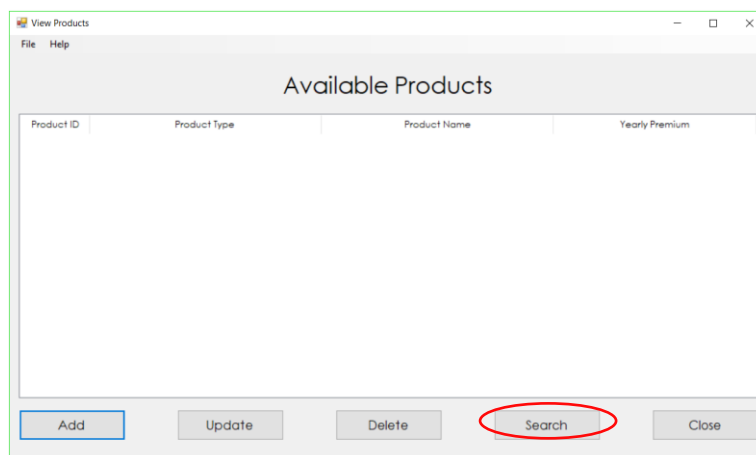


The screenshot shows a window titled "Edit Product Details". Inside, there is a section labeled "Product Details" containing four input fields: "Product ID:" (text box), "Product Name:" (text box), "Product Type:" (dropdown menu), and "Yearly Premium: \$" (text box). At the bottom of the window are two buttons: "Update" and "Cancel".

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

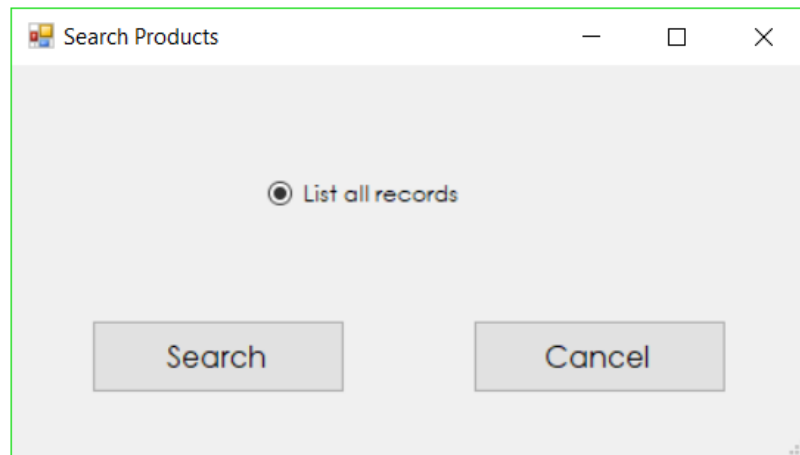
Search product records

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



The screenshot shows a window titled "View Products" with a menu bar containing "File" and "Help". Below the menu bar is a section titled "Available Products" which contains a table with four columns: "Product ID", "Product Type", "Product Name", and "Yearly Premium". The table is currently empty. At the bottom of the window are five buttons: "Add", "Update", "Delete", "Search", and "Close". The "Search" button is circled in red.

4. Search Products screen is displayed



5. Select search criteria

5a. List all records

6. Select

6a. Search - Displays records that match search criteria

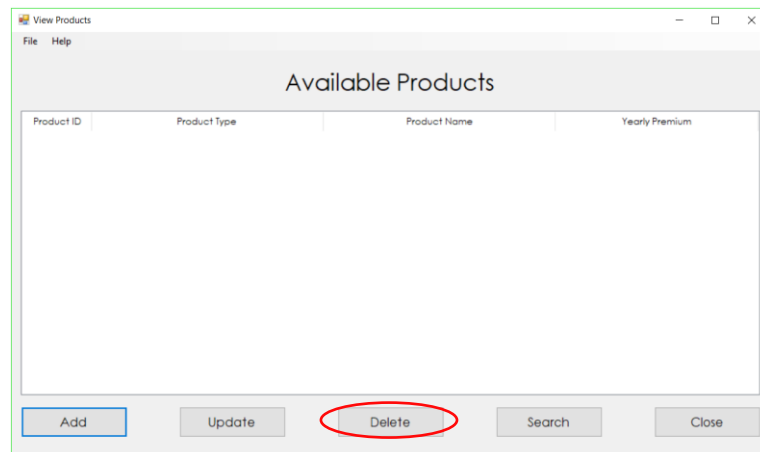
6b. Cancel – Closes screen and returns to View Products screen

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

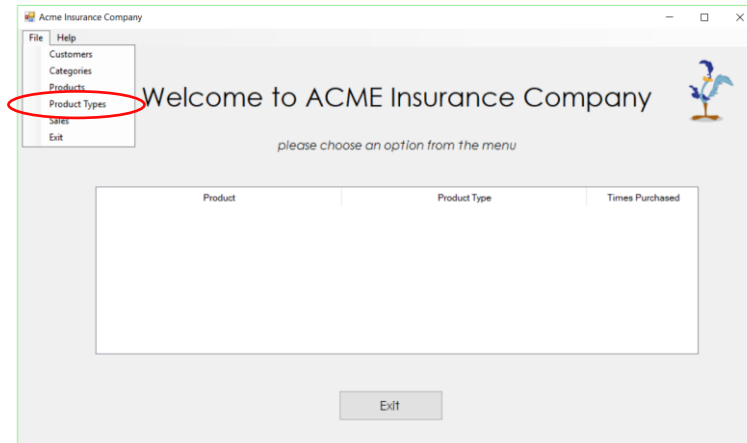
5a. Yes – Deletes the selected product from database

5b. No – Cancels deletion of the product

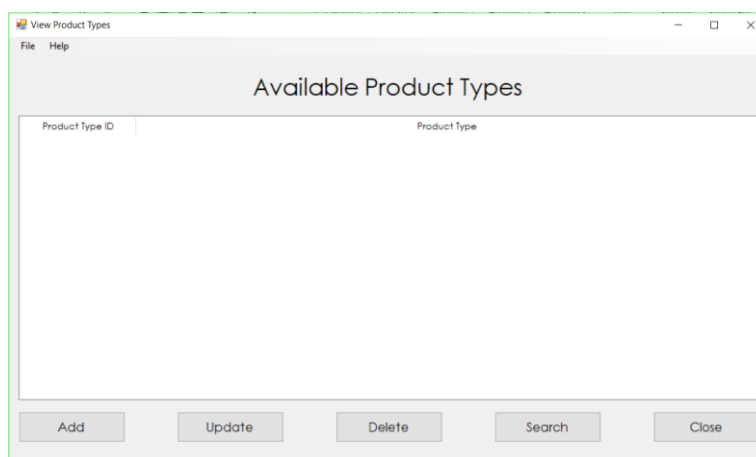
4. Product Types

View product types

1. Select File > Product Types



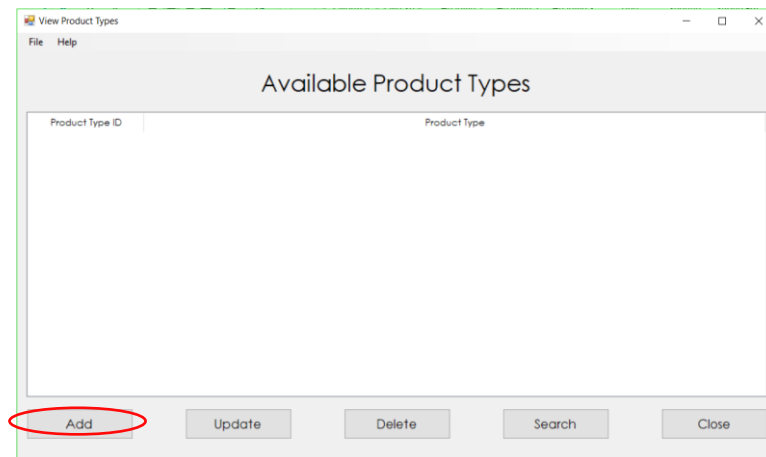
2. View Product Types screen is displayed



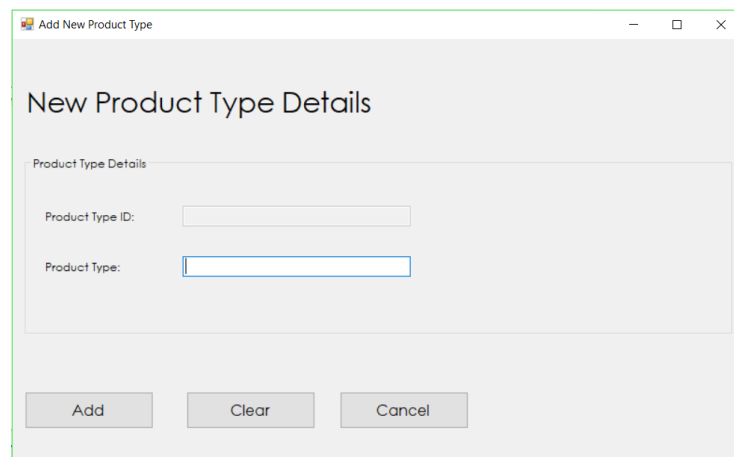
Add new product type

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

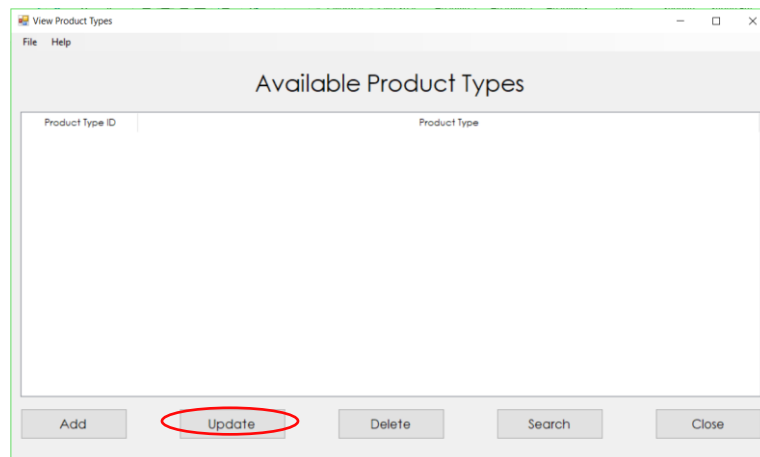
5c. Cancel – Closes screen and returns to View Product Types screen

Update product type details

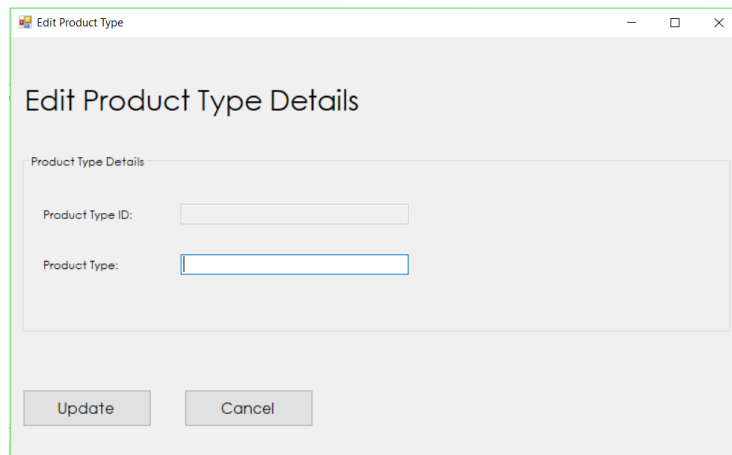
1. Select File > Product Types

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

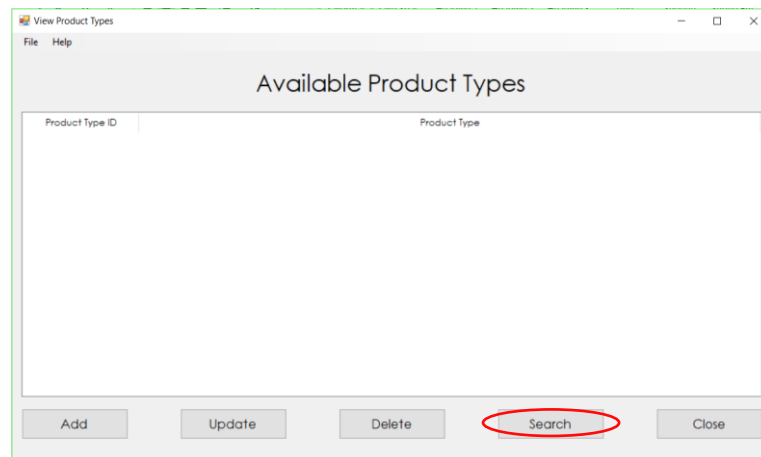


5. Once the product type's details have been updated, select
- 5a. Update – Apply changes made to the selected product type
 - 5b. Cancel – Closes screen and returns to View Product Types screen

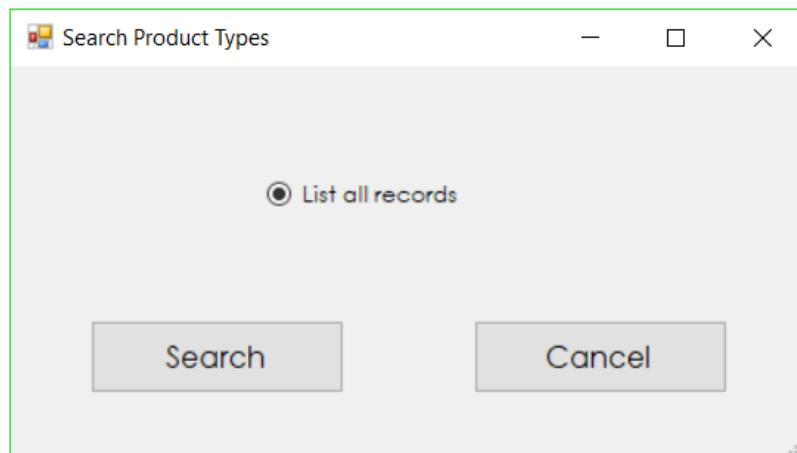
[Search product type records](#)

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

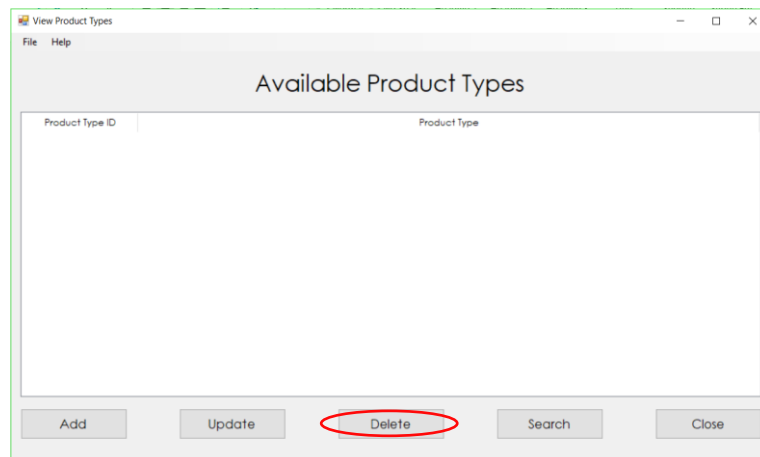
6b. Cancel – Closes screen and returns to View Product Types screen

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

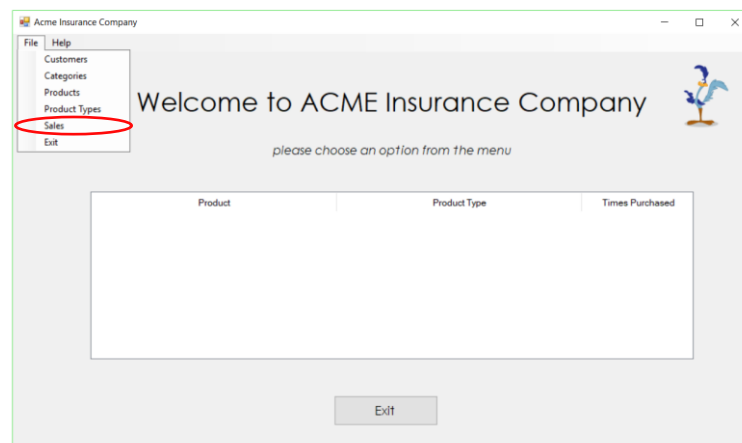
5a. Yes – Deletes the selected product type from database

5b. No – Cancels deletion of product type

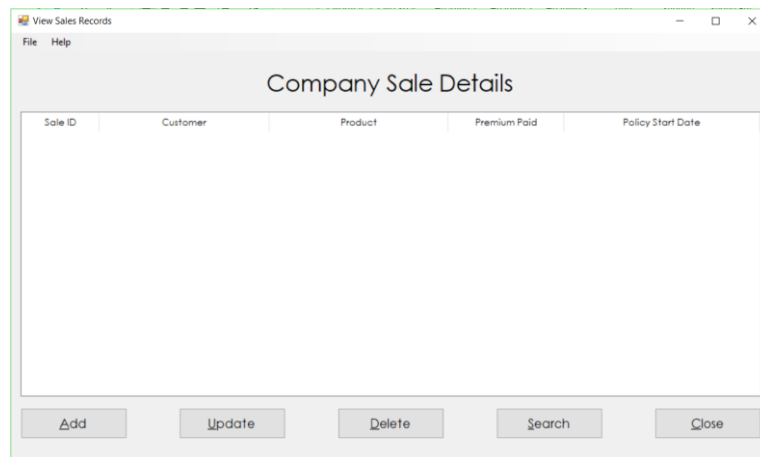
5. Sales

View sales

1. Select File > Sales

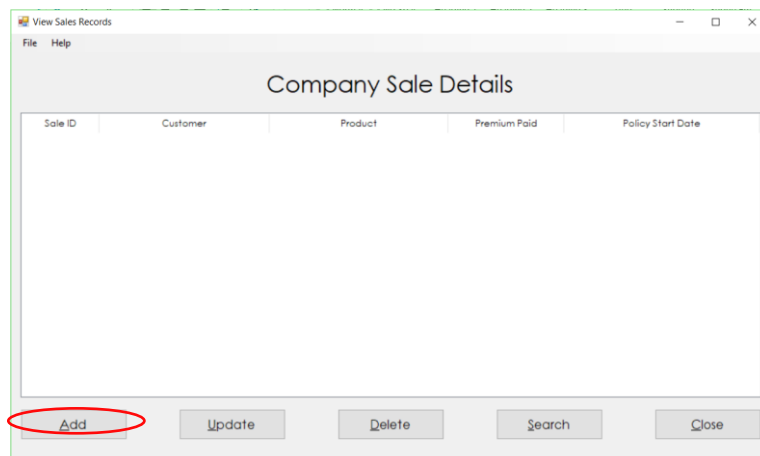


2. View Sales Records screen is displayed

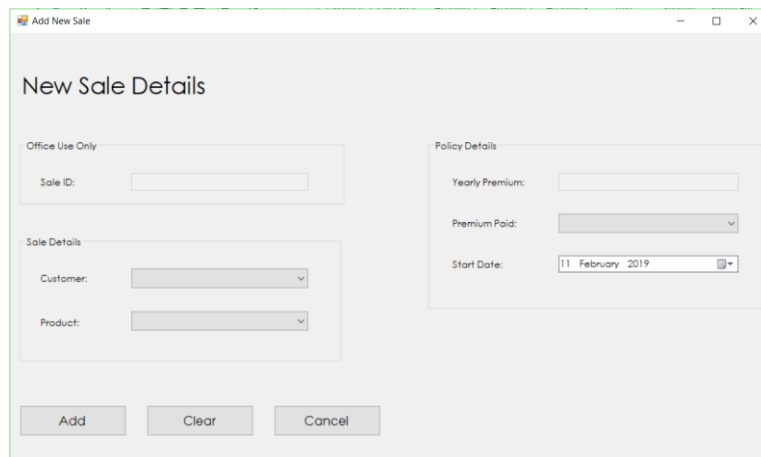


Add new sale

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



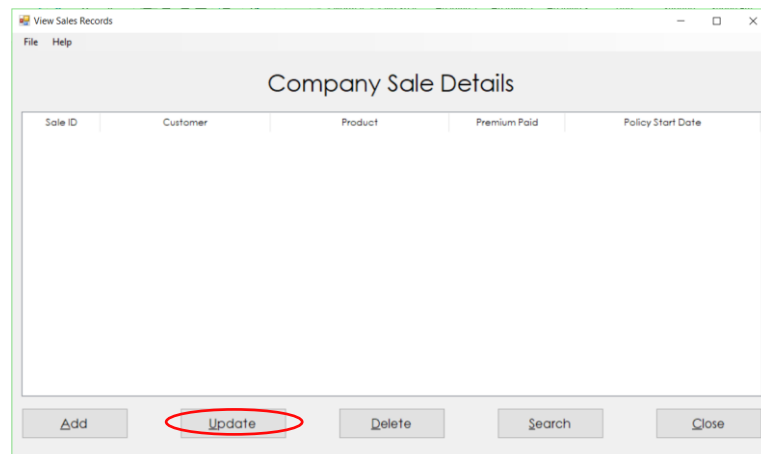
The 'Add New Sale' dialog box is titled 'New Sale Details'. It contains two main sections: 'Office Use Only' and 'Policy Details'. The 'Office Use Only' section has a 'Sale ID' text input field. The 'Policy Details' section has a 'Yearly Premium' text input field, a 'Premium Paid' dropdown menu, and a 'Start Date' date picker set to '11 February 2019'. Below these sections are three buttons: 'Add', 'Clear', and 'Cancel'.

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



The 'View Sales Records' dialog box is titled 'Company Sale Details'. It features a table with the following columns: 'Sale ID', 'Customer', 'Product', 'Premium Paid', and 'Policy Start Date'. The table is currently empty. At the bottom of the dialog, there are five buttons: 'Add', 'Update', 'Delete', 'Search', and 'Close'. The 'Update' button is circled in red.

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

Office Use Only

Sale ID:

Sale Details

Customer:

Product:

Policy Details

Yearly Premium:

Premium Paid:

Start Date: 11 February 2019

Update Cancel

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

View Sales Records

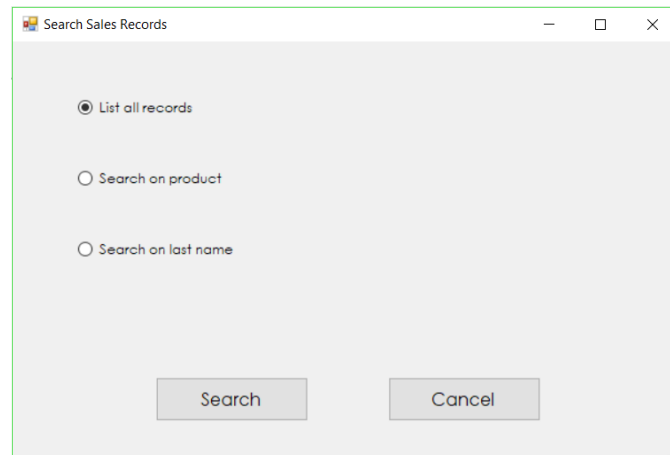
File Help

Company Sale Details

Sale ID	Customer	Product	Premium Paid	Policy Start Date
---------	----------	---------	--------------	-------------------

Add Update Delete Search Close

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

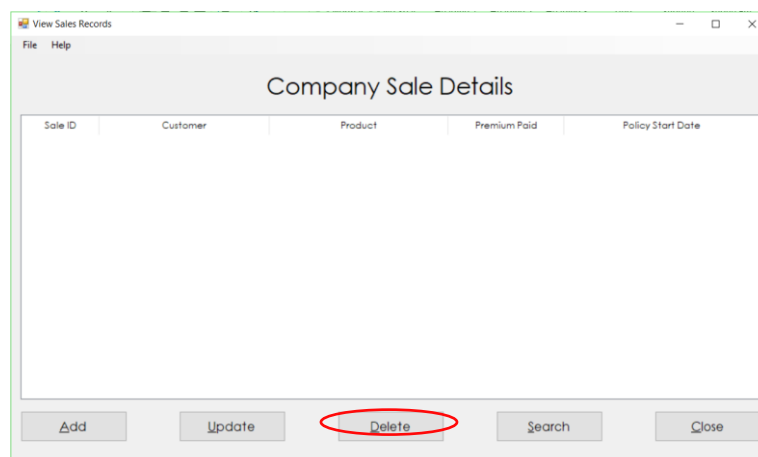
6b. Cancel – Closes screen and returns to View Sales Records screen

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

