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Information Systems

Assignment 7

All input and output forms will be displayed electronically in order to reduce error and inefficiency caused by lost or damaged contract paperwork. Electronic forms will also ensure that information can quickly and accurately be delivered to employees who require access to those forms. Additionally, electronic forms will reduce the storage space required to retain copies of contracts and other forms, and will enable decision makers to quickly locate delinquent contracts and other sources of concern. By transitioning to electronic methods of input and output, employees can more effectively streamline the business process and ensure that contracts are completed in a timely and accurate manner.

All input and output forms are designed to provide a simple means to quickly complete tasks and facilitate rapid user learning and adaptation to the system. By designing each form to remain simple and relatively straightforward, users will be able to focus more time on their tasks rather than adapting to and navigating

**Sign In Form**

**![A screenshot of a cell phone

Description generated with very high confidence]()**

The sign in form allows users to sign into the system, and will allow the user to continue on to other parts of the system. If a user incorrectly enters their credentials ten times, the system will not allow the user to attempt another sign in for ten minutes.

**Form Selection**



The form selection screen will be displayed once the user has successfully signed into the system, and will allow the user to select what form they would like to view. Exiting the form selection screen will sign the user out of the system and return the user to the sign in screen. The form will also contain a help option that will explain the purpose of this form to users.

**Contract Entry Form**

![A screenshot of a cell phone

Description generated with very high confidence]()

The contract entry form will allow employees to enter the contract number, due date, and expected completion date for a new contract; the entry date will automatically be retrieved and entered by the system. The employee will also be required to enter the starting area and necessary processes of the contract before they are allowed to submit the contract to the contract database for manufacturing. Exiting the form will return the user to the form selection screen. The form will also contain a help option that will explain to the user how to properly utilize and submit the form.

**Available Contracts Form**

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Description generated with very high confidence]()**

The available contracts form will provide the user with a list of links consisting of the contract numbers and due dates for all available contracts in their respective area. The links will be sorted according to due date, and selecting a link will allow the user to view the complete contract information form for that contract. The form will also contain a help option that will explain the function of this form to the user, and that they must select a contract to view its details. Exiting the form will return the user to the form selection screen.

**Contract Information Form**

**![A screenshot of a cell phone

Description generated with very high confidence]()**

The contract information form will be displayed for a given contract once the user selects its link from the available contract form, and will return the user to the available contracts form if the user exits. The contract information form will provide all of the details of the contract, and will allow users to select the contract to begin manufacturing. By providing all contract details in an electronic format, traditional paper copies of the contract details that accompany the contract may be eliminated, reducing errors and delays caused by damaged or lost paperwork. Providing the details electronically will also enable management personnel to quickly view and locate a particular contract and its details regardless of its location in the facility.

**Forecasting Report**

**![A screenshot of a cell phone

Description generated with very high confidence]()**

The forecasting report allows analysts to enter the forecasted number of contracts, as well as the forecasted revenue, for a specified period. The report will also allow users to enter the number of contracts and the revenue to date in order to serve as a historic marker. Electronic forecasting forms will allow management to quickly identify and address any historic or potential trends. Exiting the forecasting report form will return the user to the form selection screen.