# *Output Reports – Exercises Feb. 16, 2016*

1. Identify each of the following reports as detail, summary or exception and indicate **why**.
   1. A list of all employees who have worked more than 45 hours in the last week.
   2. A listing of all the products sold by each salesperson.
   3. A report listing all the courses and the average mark for each course.
   4. A report of all products in inventory.
   5. A report of all customers who have not ordered any products in the last 12 months.
   6. A report with all departments and the number of employees in each department.
2. Identify the distribution (internal output, turnaround output, external output) for each of the following outputs and indicate **why**:
   1. A report on college statistics that the Promotion and Liaison Officer will take with her on high school recruitment visits.
   2. A receipt that will be printed once the student pays their fees at the automatic teller machine.
   3. A confirmation report of the courses that the student selected during their registration from the web based college registration system.
   4. A packing slip used by the warehouse to pick the products on the customer order.
   5. A survey, containing the customer’s name, address, and type of car and requesting answers to questions regarding service, which is mailed to customers who have recently purchased a new car.
   6. A report of passengers booked on a flight that is used by the ticket agent to look up the passenger’s seat.
   7. A report of students in a program that will be used by the academic advisor to look up the academic record for a specific student.
3. You are working as a systems designer for the Department of Social Services. The director of the child protection agency is concerned about the agency’s case load and the length of time that cases remain open. The agency’s objective is to have no open cases older than 60 days, and preferably none older than 30 days. The director wants a monthly report showing the number of cases, by age, for each of the 12 child protection workers in the agency.
   1. What type of report should you design? Describe the data that defines the logical requirements for the report.
   2. What report format would you use for the report? Why?