## USAGE INSTRUCTION

After installing Microsoft Access and creating a user account with a password, users will connect to the Oracle database using the provided credentials. Upon successfully connecting, users can access the tool rental management application, where they can navigate between various forms designed to easily update and manage the database. In the Main Menu, users can find forms for managing customers, orders, rentals, rental lines and returns.

The “customer\_view\_form\_new” allows users to insert, update, and delete customer information.

* To update a customer's details, simply modify the relevant fields and click "Update”. Then click “Save” to save the record.
* To add a new customer, click the "Add New" button at the bottom and fill out the necessary fields. Then click “Save” to save the record.
* To delete a customer, select the customer and click "Delete."

The customer view form is linked to the customers, customer\_name, and names tables. This ensures that updates made to the customer details are reflected across the associated tables. Whenever a customer’s name is updated, added, or deleted, these changes are tracked and recorded in the Tracking Form. The tracking form logs each modification with a StartDate and EndDate, providing a history of changes made to the customer’s name. This allows users to track the history of name updates and ensures accountability.

The “customer\_form” has the button “View History” to track all the changes of a specific customer’s name when we have any updates regarding inserting new customer, update names or delete existing customer.

### Other Forms:

* In the Main Menu, users can access a full list of customers. By selecting any customer and clicking the "Open Customer" button, users can view detailed information about that customer.
* The Power Tools and Tools forms allow users to add new tools to the inventory, update existing tool details, or delete tools no longer available in the inventory.
* By selecting Rentals from the Main Menu, users will be directed to the Rentals Form, where they can add and edit rental transactions. This section will automatically calculate the rental price based on the rental duration.