

Designing effective inputs / output

Resigning

* Define Output :

It is the information delivered to user.

* Output forms?

- ① Hard copy - Printed report
- ② soft copy - Computer screen, micro forms, audio.

* Output Design 8

- ① Serve a specific user of an organization purpose.
- ② Designing output to fit the user
- ③ Define the appropriate quantity of output.
- ④ Make sure the output is where it is needed.
- ⑤ Provide output on time
- ⑥ choosing Right output Method

⇒ **External Output method:** ~~function~~ ~~what is it~~

① External: use outside the business.

Eg: utility bills, pay cheques, advertisement, annual report.

② Internal: use within the business

Eg: summary report (monthly sales), detailed report (weekly sales).

⇒ **Output technologies:**

① Printer

② Display screen

③ Audio output & podcast

④ DVD, CD-ROM & CD-RW

⑤ Electronic output (email, fax, bulletin board msg)

Printer:

① Reliability

② Compatibility

③ Manufacturing support

Podcast:

Voice files can be use to inform

customer about new product, providing a walking tour of a city or other tourist destination, newscast, or the product of the week.

* Animation :

It is composed of four elements:

- ① Elemental symbol - Abstract object or real photo
- ② Spatial Orientation - Helps the user grasp, whether symbols are closely related to one another.
- ③ Transition Element - Either regular or quick.
- ④ Alteration effect - include changing of colour, size, texture.



* Output Technology :

① Pull Technology : (336)

An important output technology made possible by the web.

If you have tried a pull information from the web by clicking on the web link, you have use the basic type of pull technology.

② Push technology:

It can be use for external communication to push (electronically send) solicited or unsolicited information to a customer or a client.

Eg: Rushing an electronic news letter to subscriber via mail.

* Output bias:

There are Three bias introduce:

- ① How information is stored: when the analyst and
- ② will make choices about half information is sorted for a report, alphabetically or chronological or cost.

Eg: student taking admission is clg and ngt. Wants to know abt student who took admission earlier.

If Data report is in alphabetical then we can get proper data.

② Setting of acceptable limits: The procedure of limit particular values being reported. Many reports are generated on an exception basis which needs means that the limits are set before and only those exception values will be output.

③ choice of graphs: Selection of graph, colour, scale used and even the type of graph.

* Avoiding Bias: [341 - self study]

* Good form Design:

4 Guidelines for form Design should observe -

- ① Make form easy to fill.
- ② Ensure that the forms meet purpose for which they design.

- ③ Design form to assure accurate completion.
- ④ keeps forms attractive.

→ Make form easy to fill:

→ form flow

→ Seven sections of form

→ Captioning

→

→ Seven section of form

→ Heading: usually include the name

→ And address of the

business originating the form.

→ Identification & Exist: Includes codes

→ that may be used
to file the report and gain access to it
at later date.

→ Instruction: It tells how the
form fill out.

→ Body: contains explicit, variable
data.

→ Signature & verification:

→ Totals.

→ Comments.

Headings	Instructions	Body	Identification & Access Rights	Review Report
Signature & Verification	Comment			Totals

→ Captioning :

- line caption (label)
- Box Caption (place holder)
- check off Caption (checkbox)
- Horizontal check off Caption
- Vertical check off Caption
- Table Caption
- Combination

→ Meet the Intended purpose : System must use different types of speciality form for different purpose

① Multi-part form : use to create duplicates. to

② Continuous feed : That runs the the printed interventions.

Eg : Img 1, Img 2 - - -

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toples ③ perforated forms is itv leave for stub
when they are separated. . I think