

**KENYA CERTIFICATE OF SECONDARY EDUCATION**

**451/3 COMPUTER STUDIES PROJECT DOCUMENTATION**

**NEKTA MANAGEMENT SYSTEM**

NAME OF THE SCHOOL:

STUDENT NAME:

INDEX NUMBER:

YEAR: 2021

# DECLARATION

I hereby declare that all the information included in this document is my original work and was not copied from any other source. All information from other sources have been properly cited. I also declare that I worked on this project to the best of my knowledge and followed the project guideline and structure that was provided by the Kenya National Examination Council.

STUDENT’S NAME: ……….……………… SIGNATURE: ...…... DATE: …………

SUPERVISOR’S NAME ………………………SIGNATURE………DATE………….

# ACKNOWLEDGEMENT

I would like to thank my classmates for the cooperation and assistance they provided me as I was working on this project. I will forever be grateful for everything they did to me and for giving me a conducive environment to work on this project. I would also like to thank my computer studies teacher, **<<insert the name of your computer studies teacher>>** for the guidance and supervision as I was handling the project. Thank you very much and may God always bring good things unto your ways. Lastly, thank you Almighty God for the gift of life and for giving me strength and wisdom to work on this project.

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# INTRODUCTION

This document presents the complete project documentation for the proposed computerized database management system to be implemented at Movers Transport Company. The proposed computerized system is proposed to replace the manual inefficient system with a computerized database management system that will help Movers Transport Company low on its production and running costs will improve the efficiency of its operations.

The proposed database system was developed using Microsoft Access 2016. This project documentation report was prepared using Microsoft Word 2016. Currently, the Movers Transport Company keeps manual records on paper. Membership records, details of vehicles, loaders, and drivers, records of commodities transported, records of different farmers in groups, records of orders for transportation by different members, reports of driving violations, and records for expenses for each vehicle are among the records. The computerized database management system will replace this manual inefficient system and store and manage all this records seamlessly and more efficiently.

This project documentation report outlines in details all the steps that were taken during the development of the computerized database system. It also includes the analysis of both the current manual system and the proposed computerized system to establish whether the development of the proposed system is viable. A detailed analysis and design of the proposed system is also included in this documentation.

The final chapters of this documentation contains a user manual that outlines in details how to install and configure the proposed system. Also, a user guide is provided to help the user of the proposed system easily learn how to use and navigate through the proposed system. Details of how to troubleshoot the system are also available in the documentation.

# Chapter 2: System Analysis

## Problem Recognition and Definition

Currently, Movers Transport Company uses a manual system to perform and maintain most of its tasks and operations. Movers Transport Company maintains manual paper records. Among the records are membership records, vehicle, loader, and driver details, records of commodities delivered, records of different farmers in groups, recordings of requests for transportation by different members, reports of driving violations, and expense records for each vehicle. This manual system is inefficient and unreliable.

The major problem at hand is the creation of a well-documented computerized system to replace the manual system at Movers Transport Company. Some of the manual operations at Movers Transport Company include maintaining of members details in counter books, manually processing of transport orders, manual allocation of drivers and loaders to different tasks and manual computation using pen, paper and calculators all which are prone to errors.

Maintenance of membership registration records in counter books housed in bookshelves, takes up very large office space. Additionally, records of items carried are kept on paper and subsequently filed and preserved in filing cabinets. This makes it tough to maintain track of numerous transport orders placed by members, and it's much more difficult to find a specific record.

At the company, different computations and computation processes are done manually with a pen, paper, and calculators. This manual procedure is prone to errors, resulting in the organization losing a significant amount of money owing to incorrect estimates or delays, as the calculations may take longer to complete. Calculating the total amount to be paid by members for the transportation of their goods, payments to drivers and loaders, vehicle expenses and revenues, corporate revenue, overall expenses, and taxes to be paid are only a few of the calculations conducted in the manual system.

## Analysis of the existing system

### Overview of the existing system

To perform numerous tasks, Movers Transport Company currently uses a manual approach. The majority of the company's tasks are completed by hand, using pen, paper, and calculators. The corporation maintains track of a lot of information in files and counter books that take up a lot of space on shelves and filing cabinets.

Large scale farmers register individually as members of the company whereas small scale farmers are required to form groups in order to qualify for membership. A group has a minimum of five farmers and is recognized by a group name, location, nature of farm produce and details of individual farmers. The group can then order for transport as a unit. The company owns pick-ups, trailers, lorries and refrigerated trucks. The charges for transported goods are based on the means of transport, load capacity and destination.

The company employs drivers and loaders where each driver is assigned a specific vehicle. Drivers are responsible for the vehicles and ensuring that goods reach their destination in good condition. A driver who commits an offence such as over speeding, overloading, driving while drunk or causes perishable goods to get spoilt due to misconduct is surcharged. A driver is served with a warning letter if surcharged three times in a month. A driver who has been served with a warning letter and commits an offence is suspended from duty for one month. If a driver is suspended twice within a period of six months, his/her services are terminated.

Each vehicle is allocated loaders whenever it is assigned a task. The number of loaders for a vehicle is based on its type. Vehicles are serviced and fueled before each trip and the expenses incurred are recorded. The company remits 20% of the total revenue as tax to the government.

Different calculations and computation operations at the company are done manually using a pen, paper and calculators. This manual process is prone to errors and results in the company losing a lot of money due to wrong calculations or due to delays since it may take longer to finish the calculations. Some of the calculation performed in the manual system include calculating the total amount to be paid by members for transport of their goods, calculation of payments to drivers and loaders, calculation of vehicles expenses and revenues, calculation of company revenue, total expenses and the taxes it is supposed to pay.

### Weaknesses of the existing system

1. The current manual method requires a large quantity of storage space for the company's documents. Rooms have been set aside for the storage of the company's records, including file cabinets and book shelves.
2. The current manual technique is prone to data entry and calculating errors, resulting in financial losses and increased obligations to members and staff.
3. Providing backups of the company's information and records using the present manual system is quite challenging. There is no mechanism for the firm to recover data in the event of a security breach or a calamity that destroys or loses the company's data.
4. Searching for a specific record in the existing system is quite tough.
5. Maintaining the current system is extremely expensive. The corporation must purchase files, books, and pens on a monthly basis in order to maintain the current system. In addition, the corporation must pay salaries to numerous staff who maintain the system, as well as rent for offices that house file cabinets and book shelves.
6. The current method provides the company's records with just minimal protection. Unauthorized users can easily gain access to files and other company documents and manipulate them without being detected

## Analysis of the proposed system

### Overview of the proposed system

The proposed system will replace the current manual system with a computerized database management system. The proposed solution, which will be developed in Microsoft Access 2016, will allow the company to automate the majority of its current manual processes. Members, drivers, loaders, and company vehicles will all be digitally registered in the electronic database system, making it easier to keep track of records.

The computerized system will maintain the company’s records using computers to ensure accuracy, proper utilization of office space and saving on cost of maintenance. The system will automatically compute payments to loaders, payments to drivers and vehicle expenses fast and accurately. Also, records of all goods transported will be properly recorded and maintained in the database system. The proposed system will also calculate the total company expenses, total company revenue and tax payable automatically. Only one employee will be required to run and maintain the database system and this will greatly save on salary for hiring more staff as is with the current manual system.

### Objectives of the proposed system

### **General Objective**

To develop a computerized database management system to replace the manual system at the Nekta Company

### **Specific objectives**

1. Analyze the requirements of Movers Transport Company and come up with the relevant fields for the company database.
2. To develop a computerized database system that will maintain details of members, drivers, loaders, vehicles and goods transported
3. To automate the process of calculating various expenses and income at Movers Transport Company.
4. To automate the generation of various reports by Movers Transport Company.

### Benefits of the proposed system

1. The proposed system will provide a large digital storage space for maintenance of Movers Company records. Since the information will be stored in computers, very small office space will be need.
2. The proposed system is cheaper to maintain as compared with the current manual system.
3. The proposedhui system will ensure accuracy of the information and calculations performed and maintained by Movers Company since most of the operations will be automated with very minimal human intervention.
4. The proposed system is more secure than the manual system as the database will be encrypted by a password to restrict unauthorized persons from accessing the database.
5. It will be easier to search for particular records or information from the proposed system.
6. The computerized database system will be easier to back up on the cloud backup platforms such as google drive. This will ensure that the company has a means to recover its information in case of security breaches or destruction of the original database.
7. It will be easier to search for particular records or information from the proposed system.
8. The computerized database system will be easier to back up on the cloud backup platforms such as google drive. This will ensure that the company has a means to recover its information in case of security breaches or destruction of the original database.

## Feasibility Study

### Technical Feasibility

According to the technological feasibility assessment, Movers Transport Company possesses computers, but they are old computer models that would not support the planned system properly. It was suggested to the management of the Movers Transport Company that new computers be purchased on which the projected database would be developed. Furthermore, the personnel of Movers Transport Company have received computer training and possess the necessary computer skills to operate the recommended system.

### Schedule Feasibility

This project was schedule to be developed within seven (7) months from July 2021 up to January 2022. This was enough time for development and implementation of the project.

### Economic Feasibility

#### Cost for running the current system

The table below outlines the monthly cost for running the current manual system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit Price** | **Quantity** | **Total** |
| Staff Salaries | Paid for a total work done for period of one month | 15, 000 | 5 | 75,000.00 |
| Rent | Rent for offices housing the book shelves and file cabinets | 12, 000 | 2 | 24, 000.00 |
| Calculators | For performing various calculations in the current system | 1, 200 | 4 | 4, 800.00 |
| Books | Counter books are required for storing records | 500 | 50 | 25, 000.00 |
| Pens | Used to record data | 300 | 3 | 900.00 |
| Foolscaps | This are used to write data and information | 500 | 5 | 2, 500.00 |
|  | | | Total : 132, 200 | |

*Figure 1: Monthly cost of running the current system*

#### The Cost of installing and running the proposed system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit Price** | **Quantity** | **Total** |
| Computer | DELL   * Flat panel monitor 17` * RAM 6GB * Hard Disk 500 GB * Processor intel i7 Quad Core 2.3GHz | 60, 000 | 1 | 60, 000 |
| Printer | HP Laser Jet | 17, 540 | 1 | 17, 540 |
| Operating System | Windows 10 Professional | 16, 000 | 1 | 16, 000 |
| Application Software | Microsoft Office Suite 2016 | 12, 000 | 1 | 12, 000 |
| User Training | Training the staff on how to use the database system | 3, 000 | 6 | 18, 000 |
| Printing papers | For printing reports | 500 | 3 | 1,500 |
| System Developers salary | Salary paid to the specialist building the system | 120, 000 | 1 | 120, 000 |
|  |  |  | **Total** | 245, 040 |

#### Comparing the cost for running the two systems

The proposed system’s initial investment cost is Kshs. 245, 040. This cost will be inclusive of the cost for running the proposed system for the first year of its implementation.

The proposed system is projected to be used for seven (7) years. The subsequent cost for running the system in each of the subsequent years is broken down as follows:

* Cost for printing papers: 500 \* 3 \* 12 months = 18 000
* Maintenance cost per year = 24 000
* Salary for the system operators = 20 000 \* 12 months = 240 000

Total = 282 000

In 7 years the proposed system will cost:

* Initial investment: 245 040
* Running cost: 282 000 \* 6
* Total = 1 937 040

The cost for running the manual system in seven years is:

* 132 200 \* 12 Months \* 7 Years = 11 104 800
* Amount saved if proposed system is implemented = 11 104 800 – 1 937 040 = 9 167 760

From the above, it is evident that although the initial implementation cost for the proposed system is high, its running cost is very small compared to the current system. Movers Company will save Kshs. 9, 167, 760 in seven years if the proposed system is implemented. Therefore, the implementation of the proposed system was approved since the project proved to be economically feasible by the management of Movers Transport Company.

# Chapter 3: System Design

## System Flowchart













## File Structures Design

### Drivers Details

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| Driver ID | Number |
| Driver Name | Short Text |
| Phone Number | Number |
| Vehicle ID | Short Text |

*Figure 3: Drivers details file design*

### Loaders Details

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| Loader ID | Number |
| Loader Name | Short Text |
| Phone Number | Number |

*Figure 4: Loaders details file design*

### Members Details

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| Registration Number | Short Text |
| Member Name | Short Text |
| Phone Number | Number |
| Location | Short Text |
| Category | Short Text |
| Farm Produce | Short Text |

*Figure 5: Members details file design*

### Group Members Details

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| Registration Number | Number |
| Group Member Name | Short Text |
| Phone Number | Number |
| Group ID | Short Text |

*Figure 6: Group members details file design*

### Vehicles Details

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| Vehicle Registration Number | Short Text |
| Vehicle Model | Short Text |

*Figure 7: Vehicles details file design*

### Good Transported

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| ID | Number |
| Member ID | Short Text |
| Vehicle ID | Short Text |
| Capacity | Number |
| Destination | Number |
| Date of Transport | Date/Time |
| Description | Short Text |

*Figure 8: Goods transported file design*

## Input Design

### Large scale farmers’ registration form



### Group farmers’ registration form



### Vehicle expenses recording form



### Transport order recording form



### Driver offenses recording form



## Output Design

### Company expenses report

### Drivers monthly penalties report



|  |  |  |
| --- | --- | --- |
| Driver Name | Month | Penalty |
| John Omolon | August 2021  August 2021 | Over speeding  Drink driving |
| Eva Nuka | August 2021  August 2021 | Over speeding  Overloading |
| …………………………………. | ……………………………. | ………………………… |

*Figure 15:Drivers monthly penalties report design*

### Goods Transported Report



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Member** | **ID** | **Vehicle Model** | **Capacity** | **Destination** | **Transport Fee Charged** | **Date** |
| Francis Aponte | 1  2 | Pickup  Lorry | 50 Tons  150 Tons | 100 KM  100 KM | Kshs. 500  Kshs. 1 000 | 17-08-2021  20-08-2021 |
| ………. | … | …………… | ……………. | ……………… | ………………… | …………….. |

*Figure 16: Goods transported report design*

### Vehicle Expenses Report



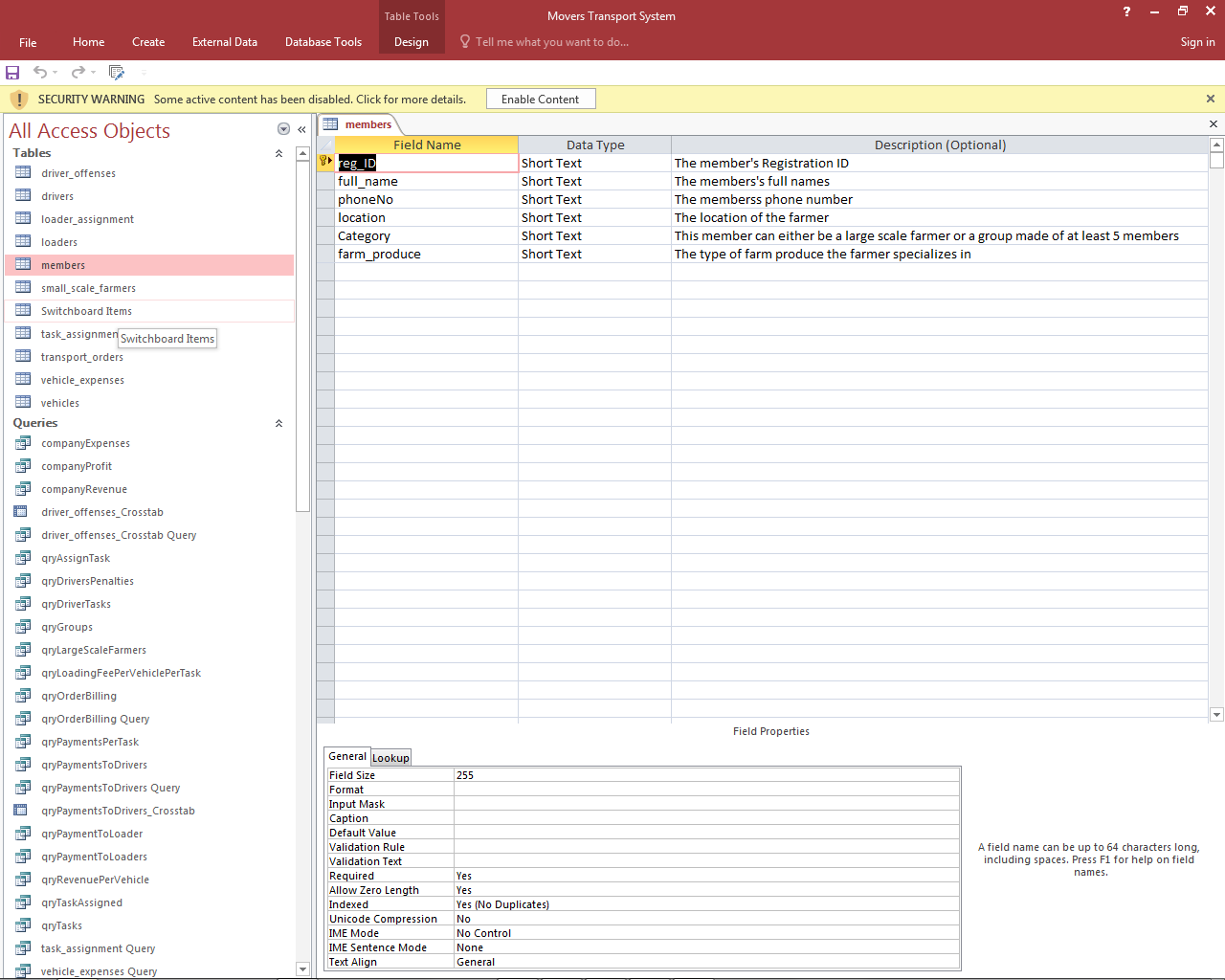
|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle** | **Date Recorded** | **Description** | **Amount** |
| KDB 021H | August 17, 2021  September 17, 2021 | Replacing Windscreen  fueling | Kshs. 5 000  Kshs. 10 000 |
| KCD 021H | August 17, 2021  September 17, 2021 | Replacing wheels  Fueling | Kshs. 5 000  Kshs. 10 000 |
| ………. | …………… | ……………. | ……………… |

*Figure 17: Vehicle expenses report design*

# Chapter 4: System Construction

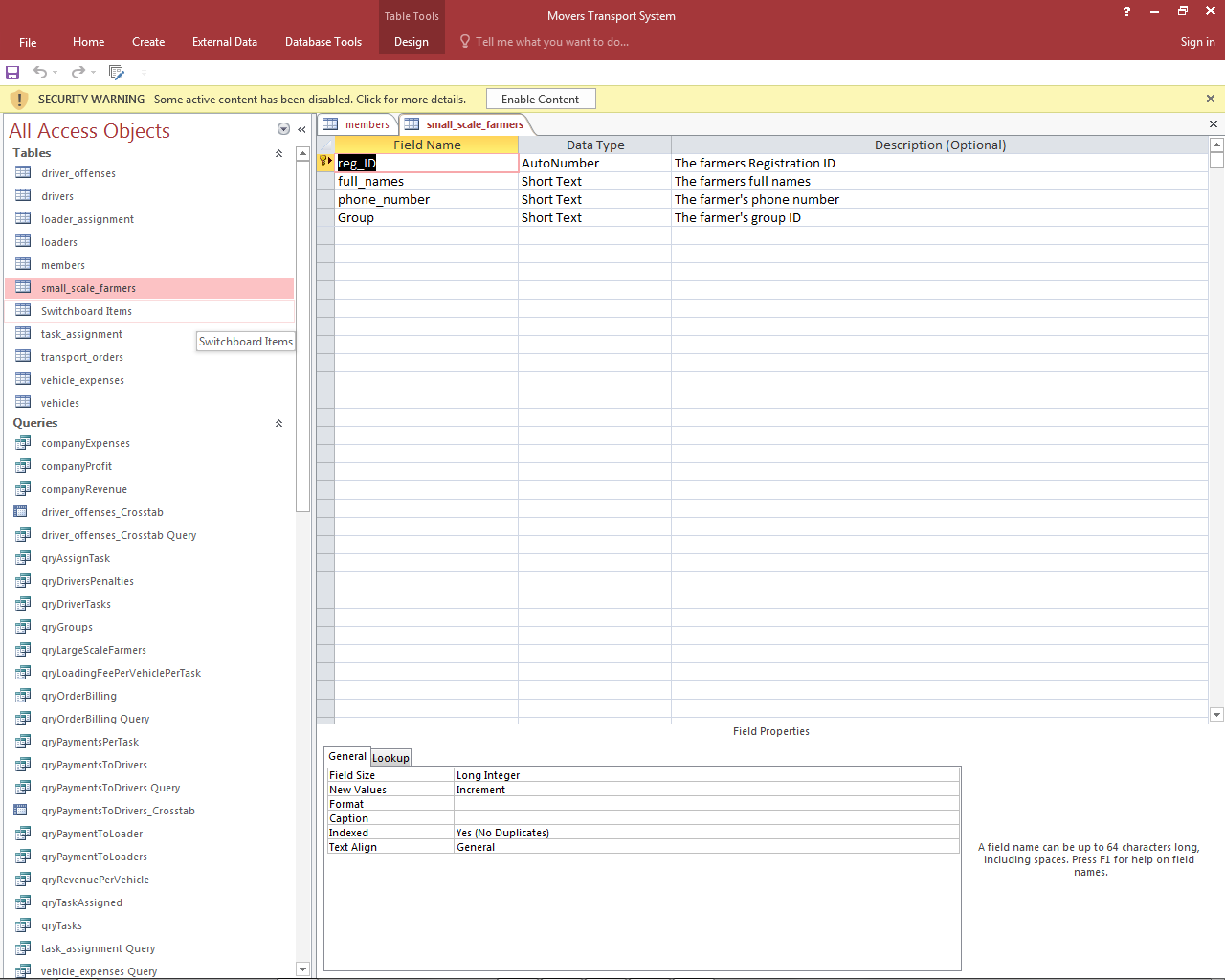
## Tables

### Membership table



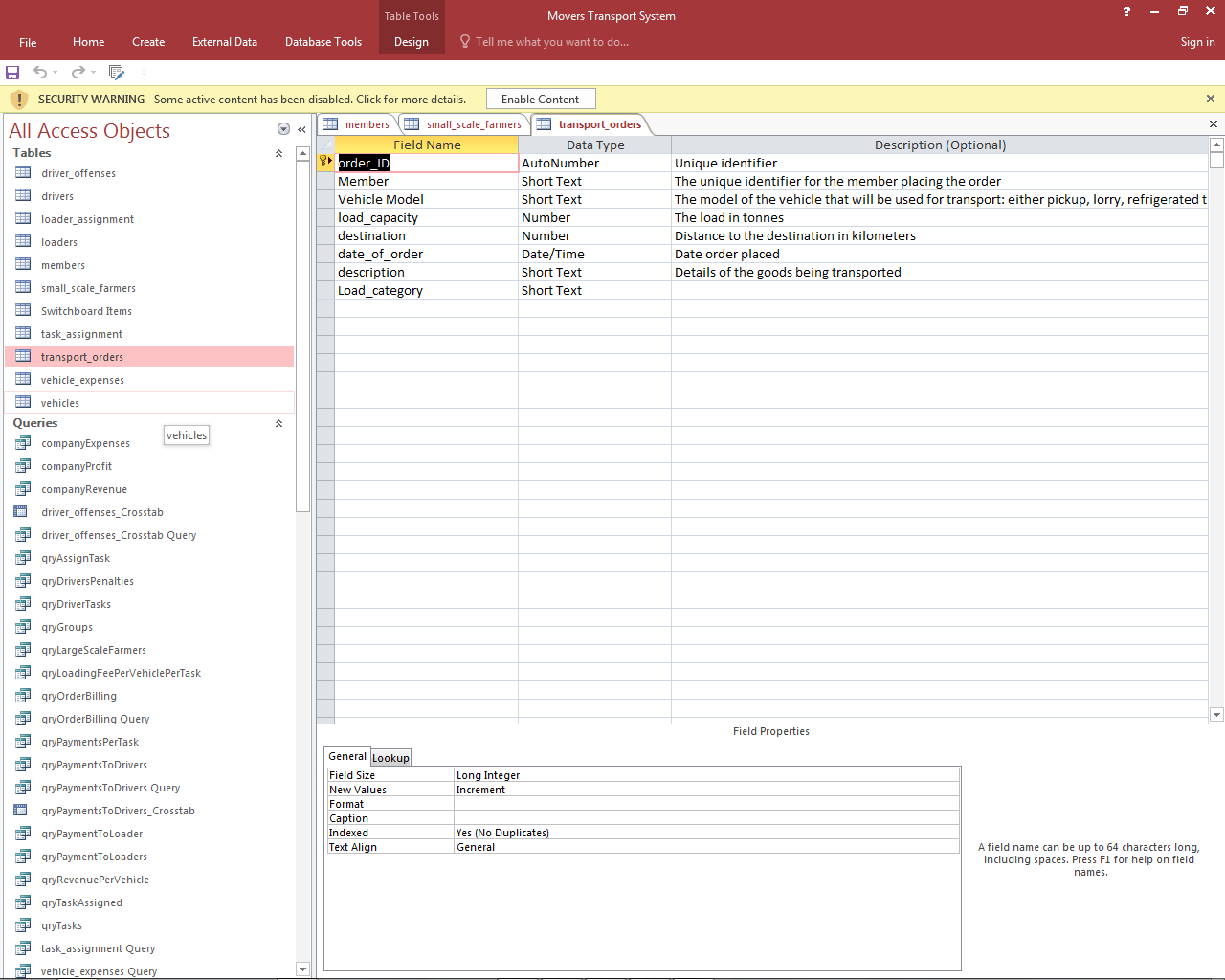
*Figure 18: Membership table*

### Small scale Farmers table



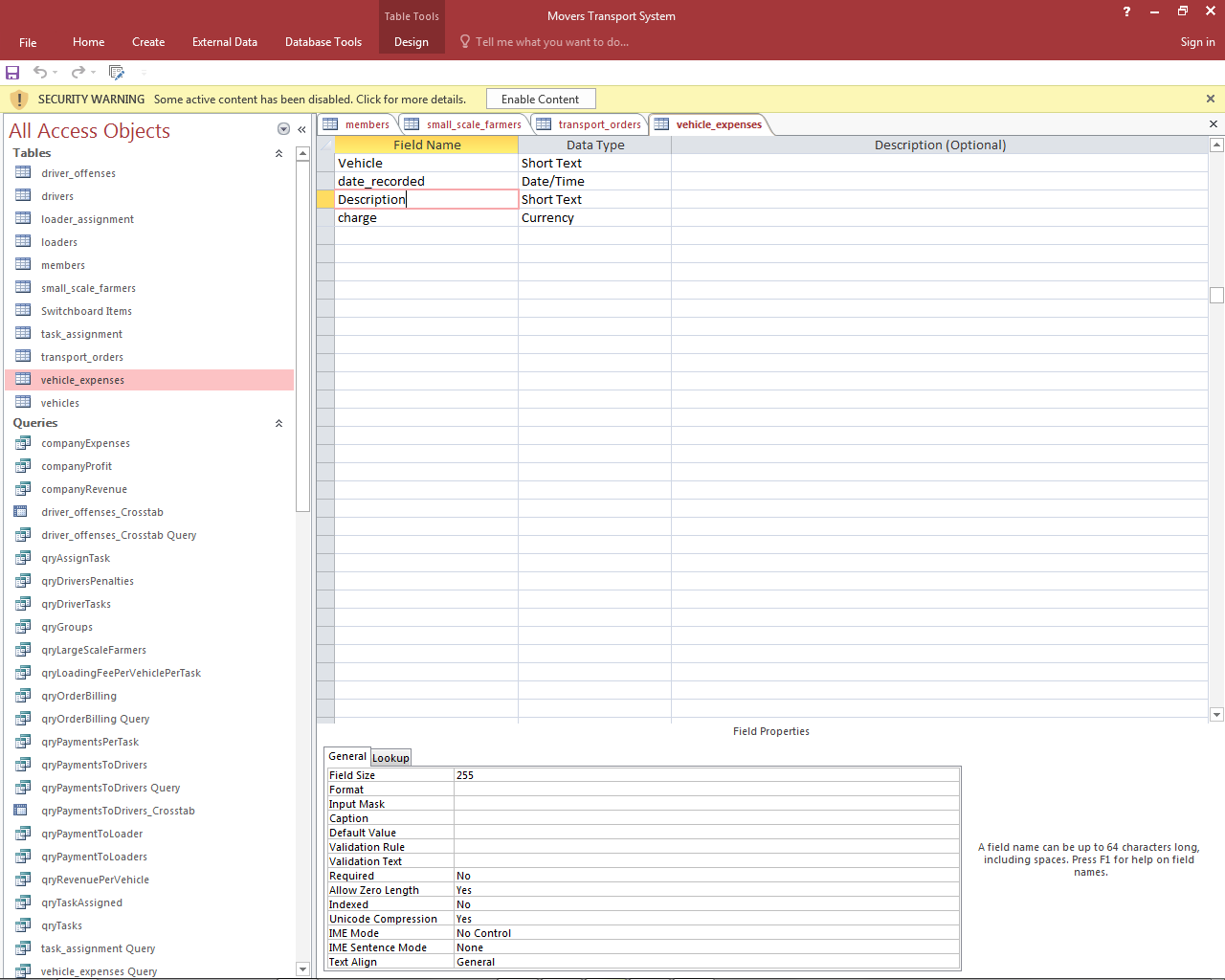
*Figure 19: Small scale farmers table*

### Transport orders table



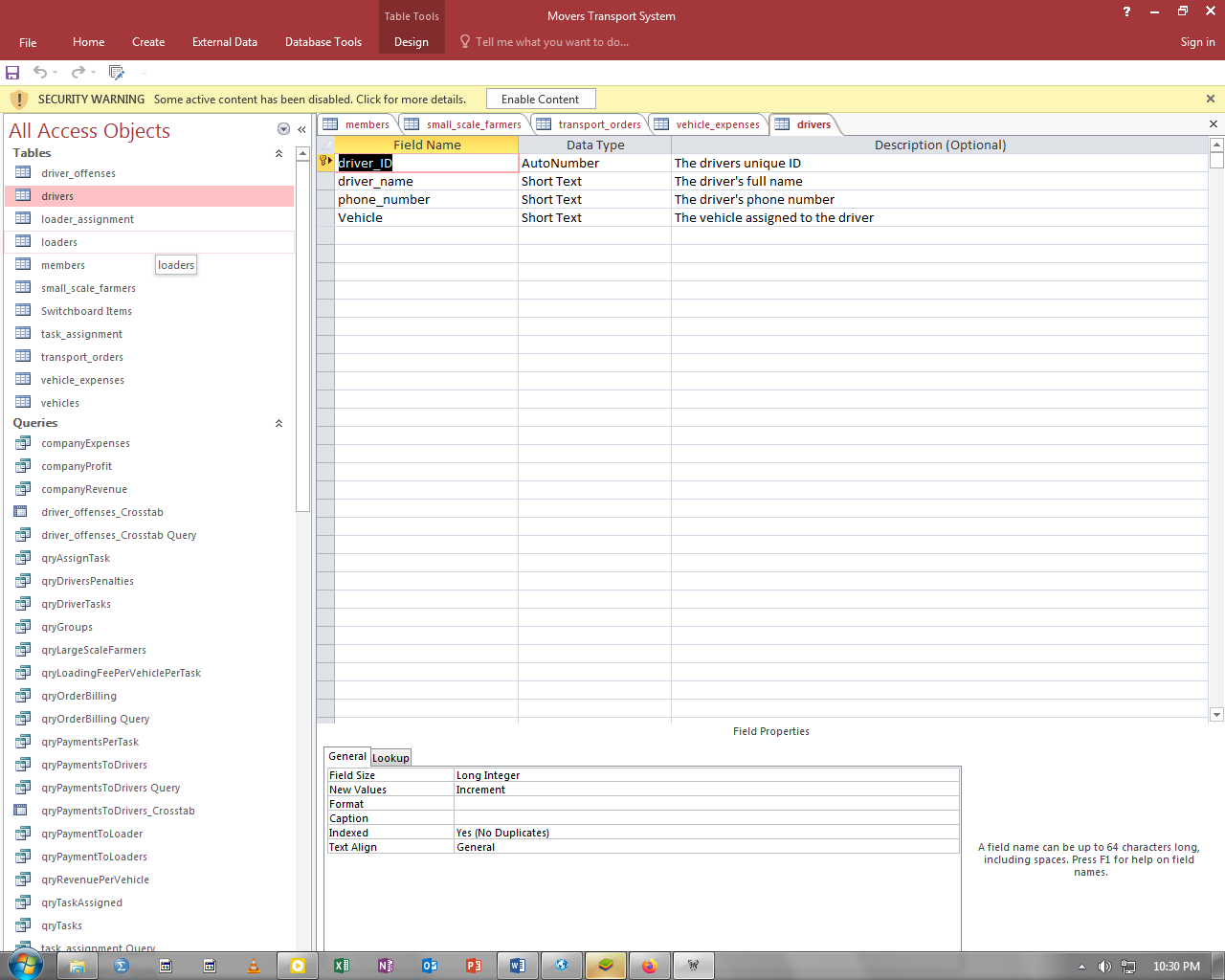
*Figure 20: Transport orders table*

### Vehicle expenses table



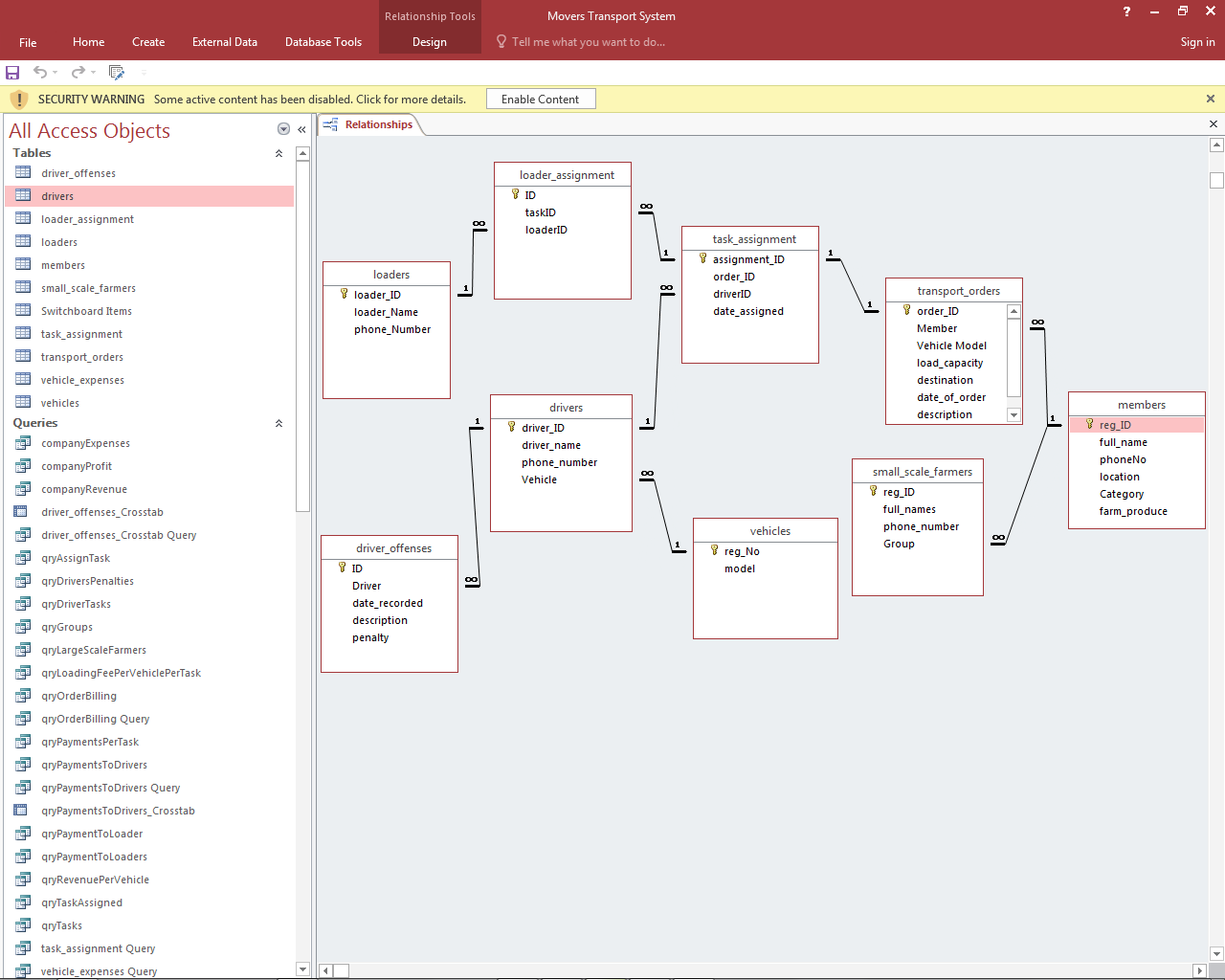
*Figure 21: Vehicle expenses table*

### Drivers table



*Figure 22: Drivers table*

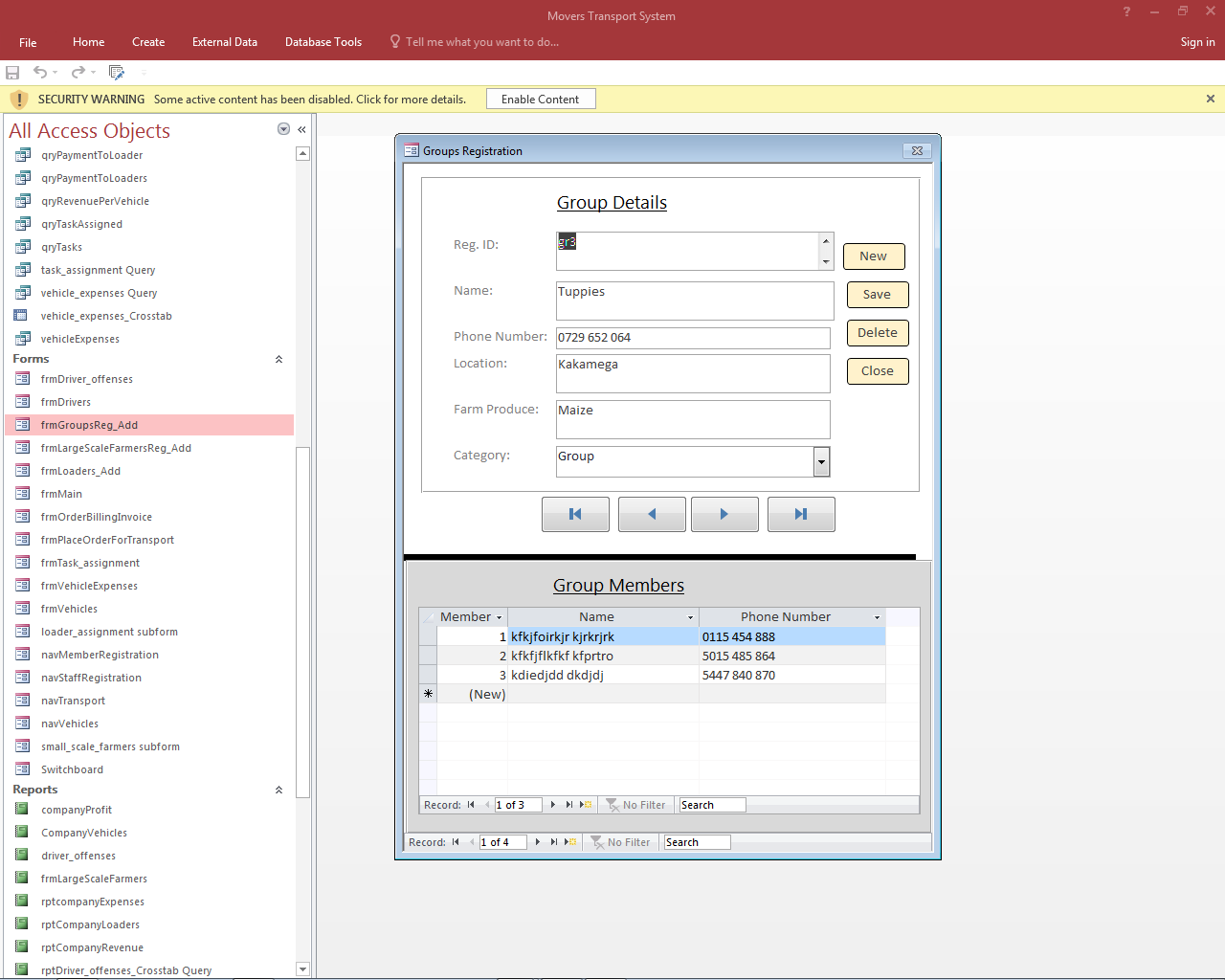
## Relationships



*Figure 23: Relationships*

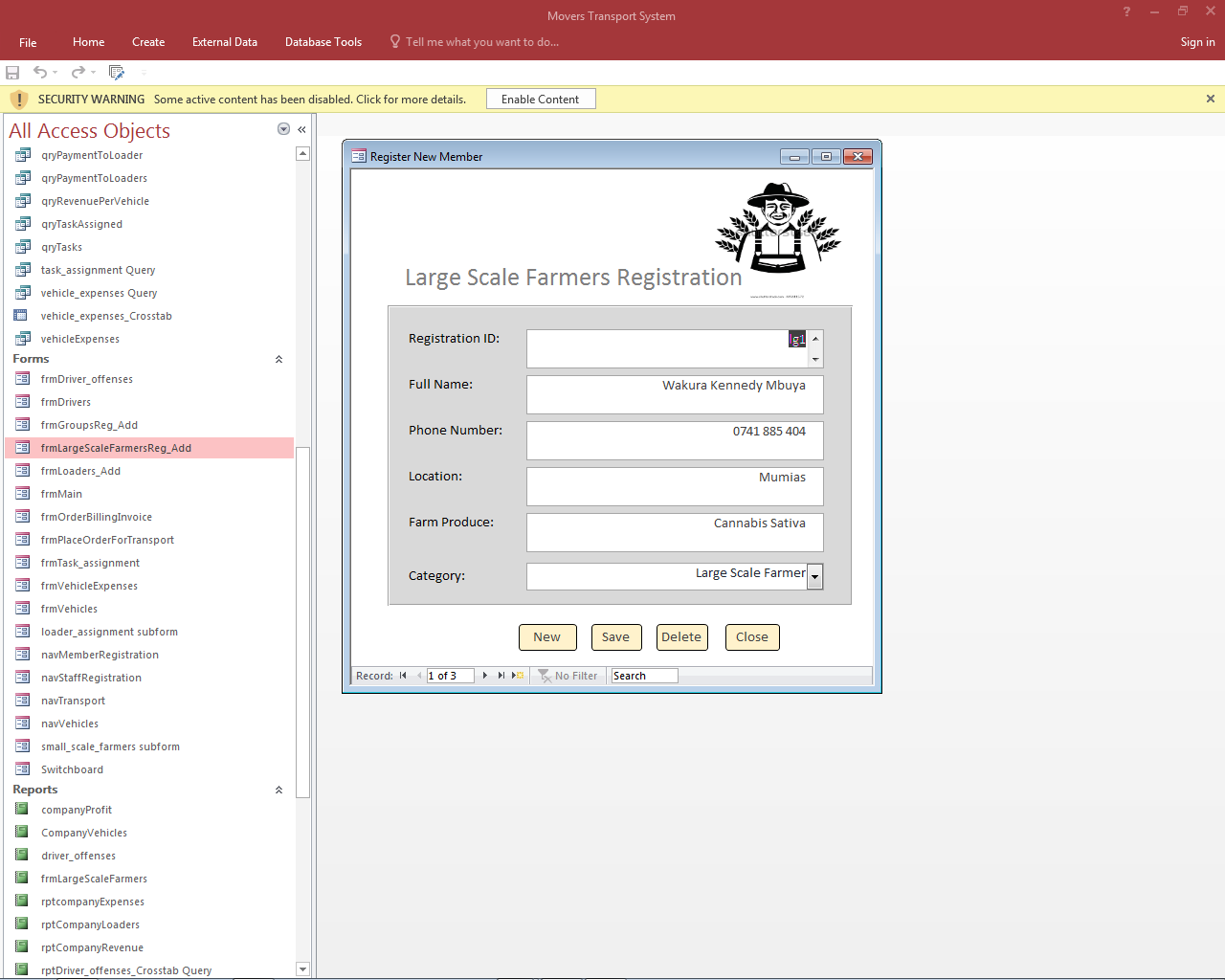
## Input Screens

### Groups registration form



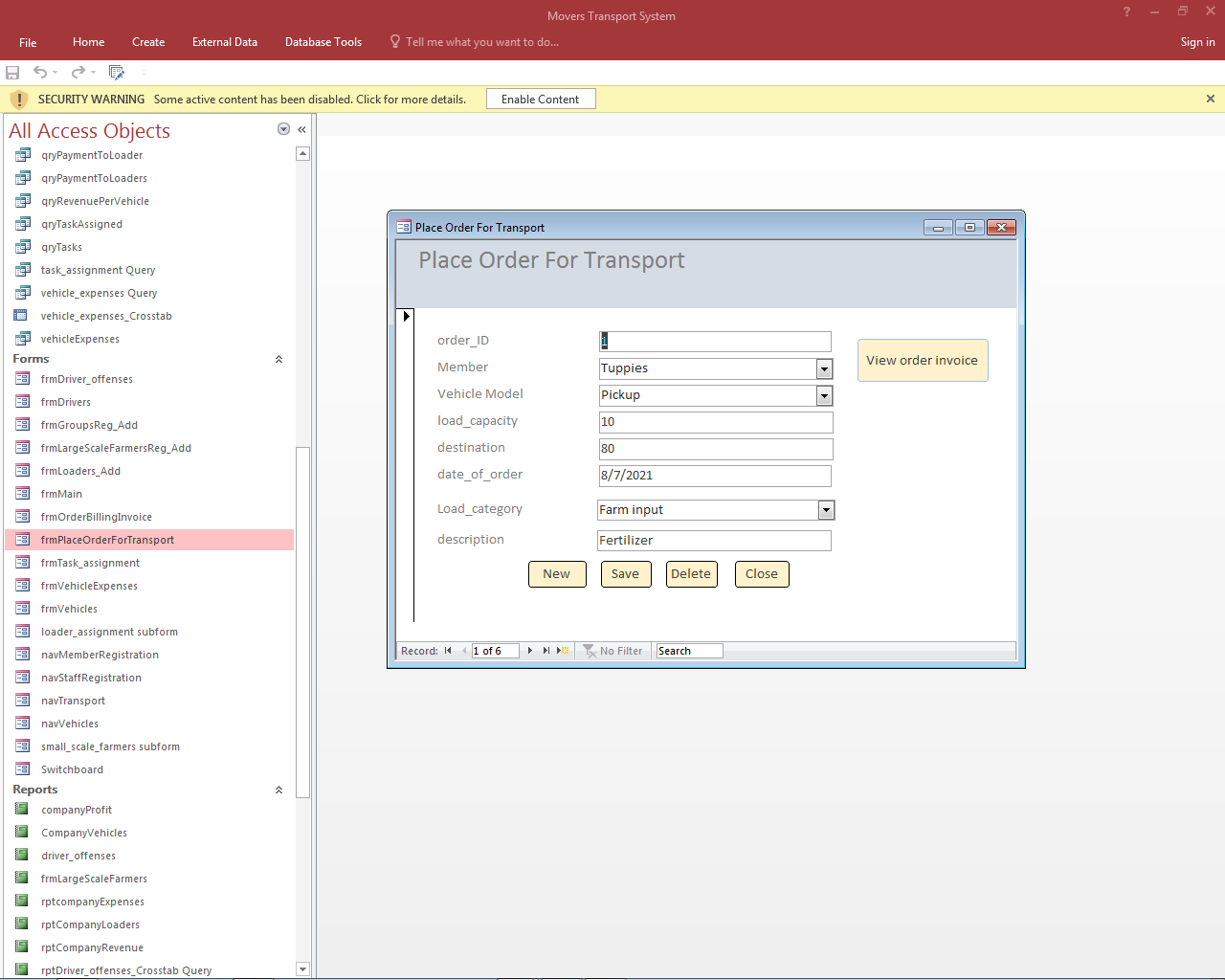
*Figure 24: Groups registration form*

### Large scale farmers’ registration form



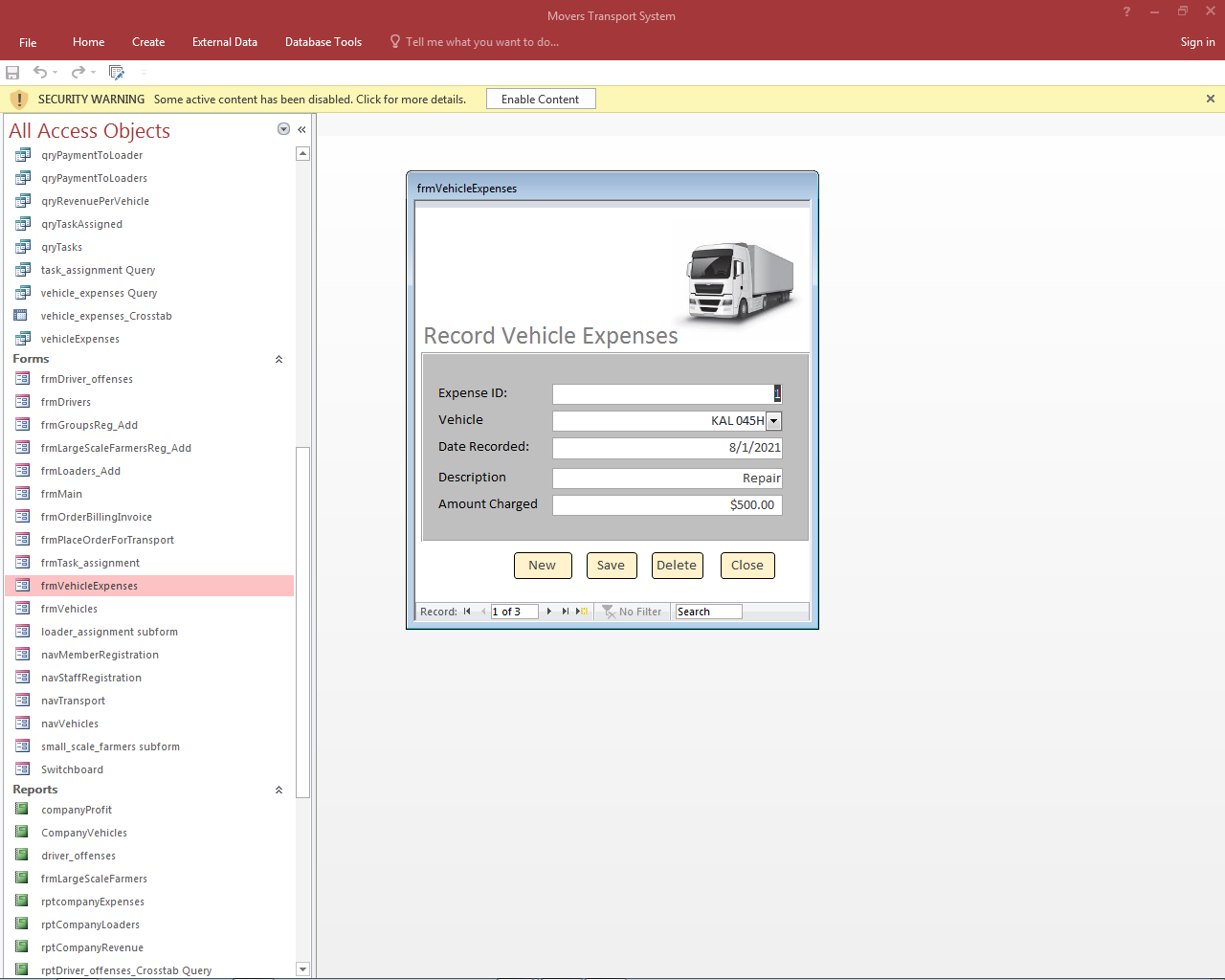
*Figure 25: Large scale farmers registration form*

### Transport order placing form



*Figure 26: Transport order placing form*

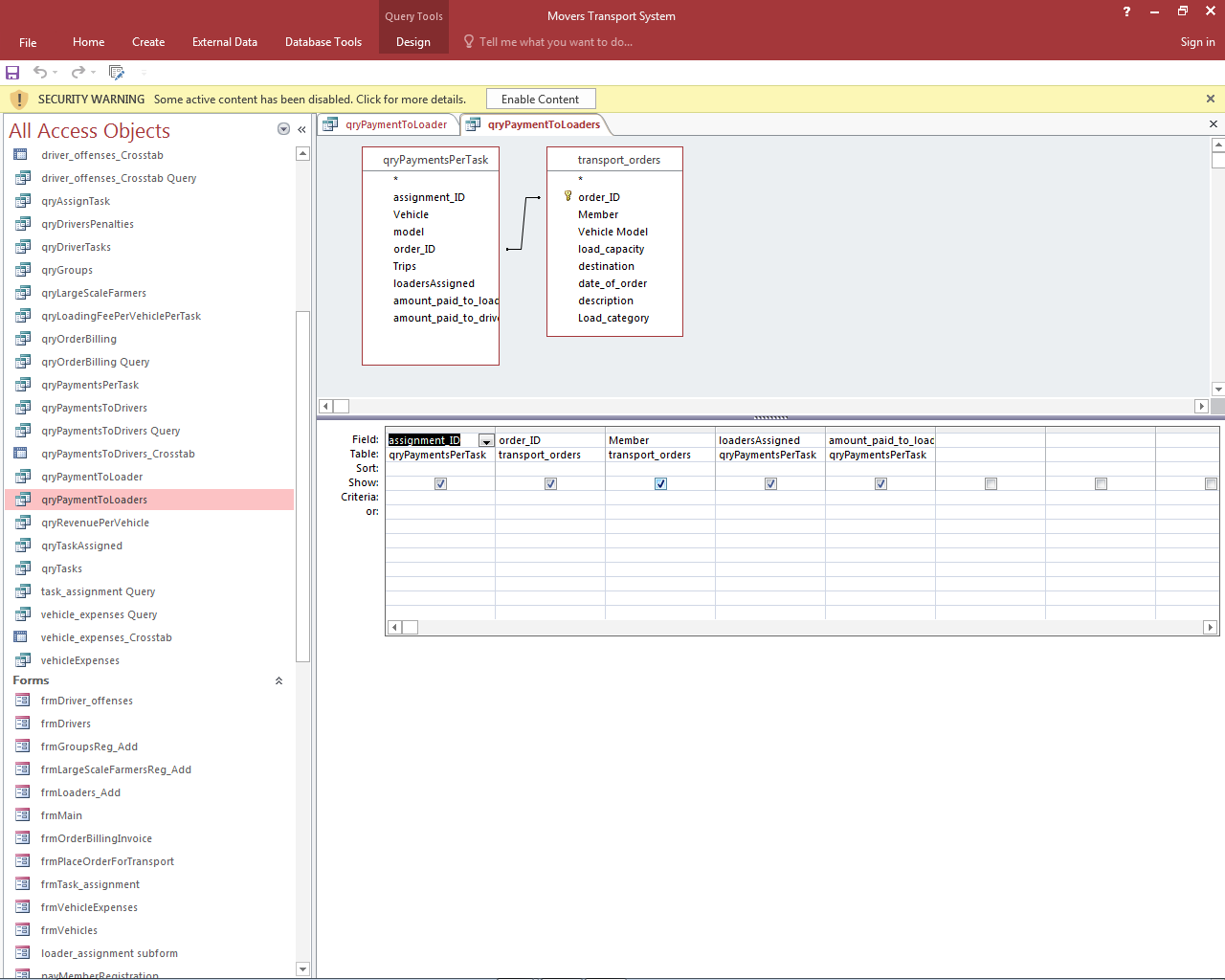
### Vehicle expenses Recording form



*Figure 27: Vehicle expenses recording form*

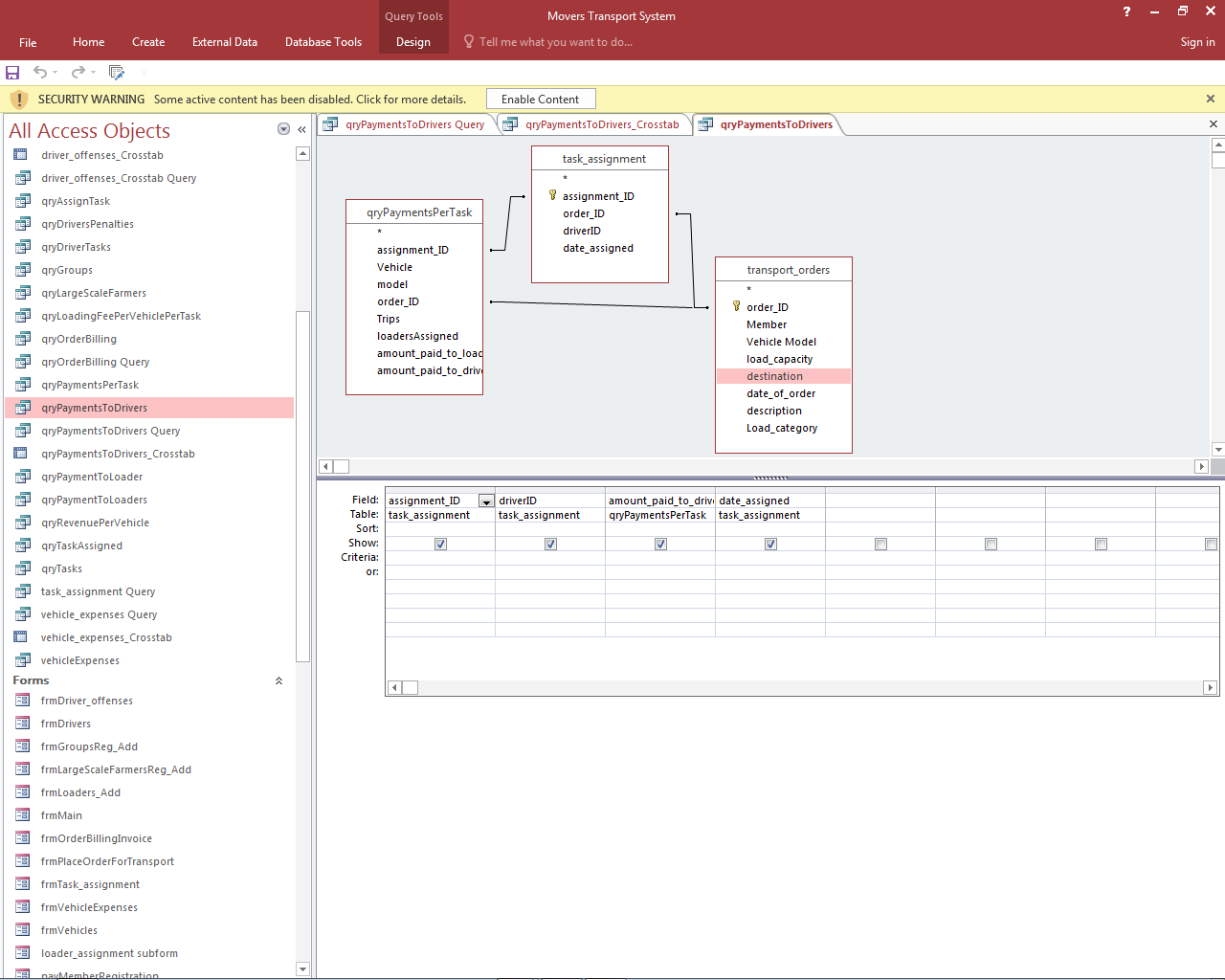
## Data Manipulations

### Payments to loaders query



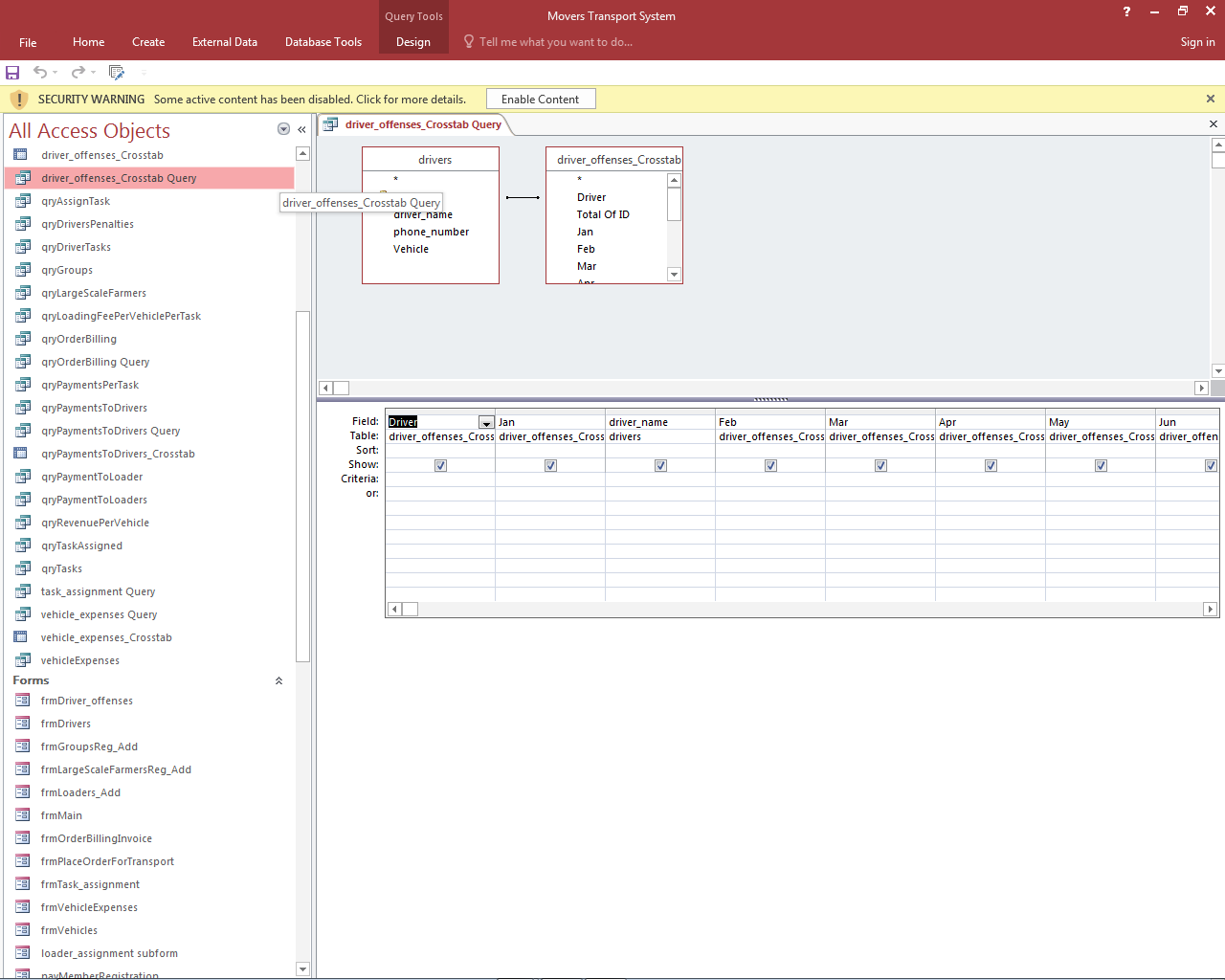
*Figure 28: Payment to loaders query design*

### Payments to drivers’ query



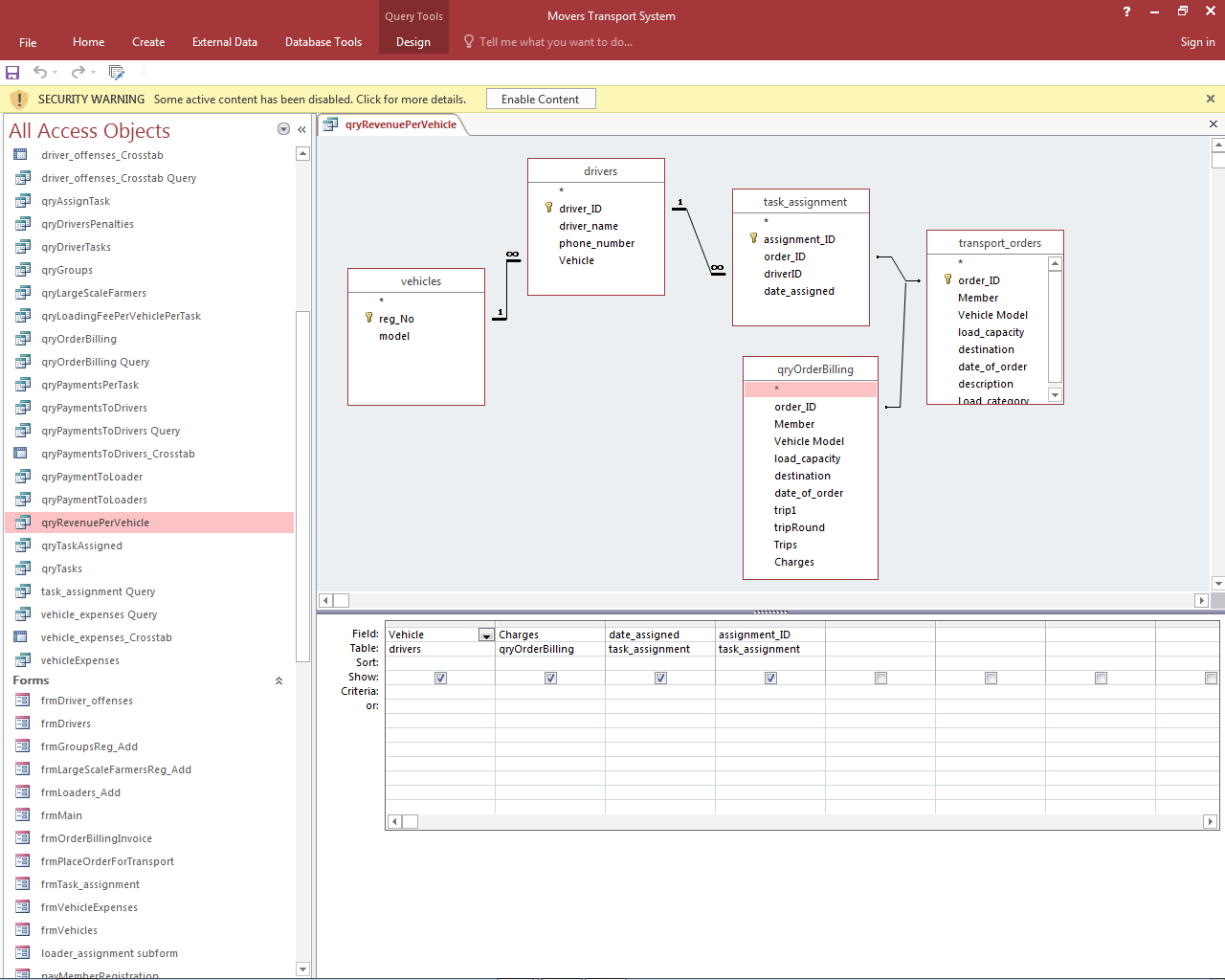
*Figure 29: Payments to drivers query design*

### Penalties surcharged on drivers’ query



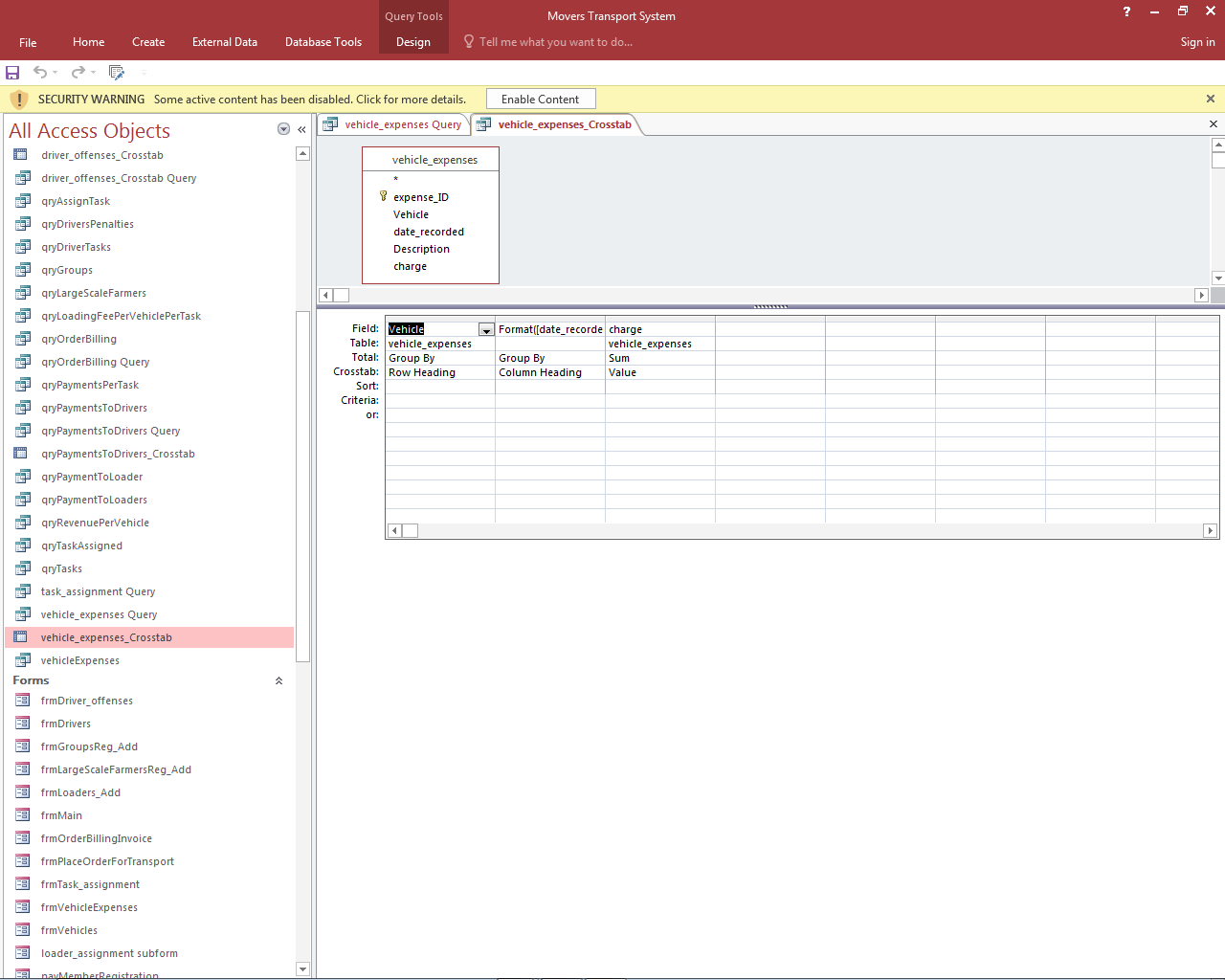
*Figure 30: Penalties on drivers query design*

### Revenue per vehicle query



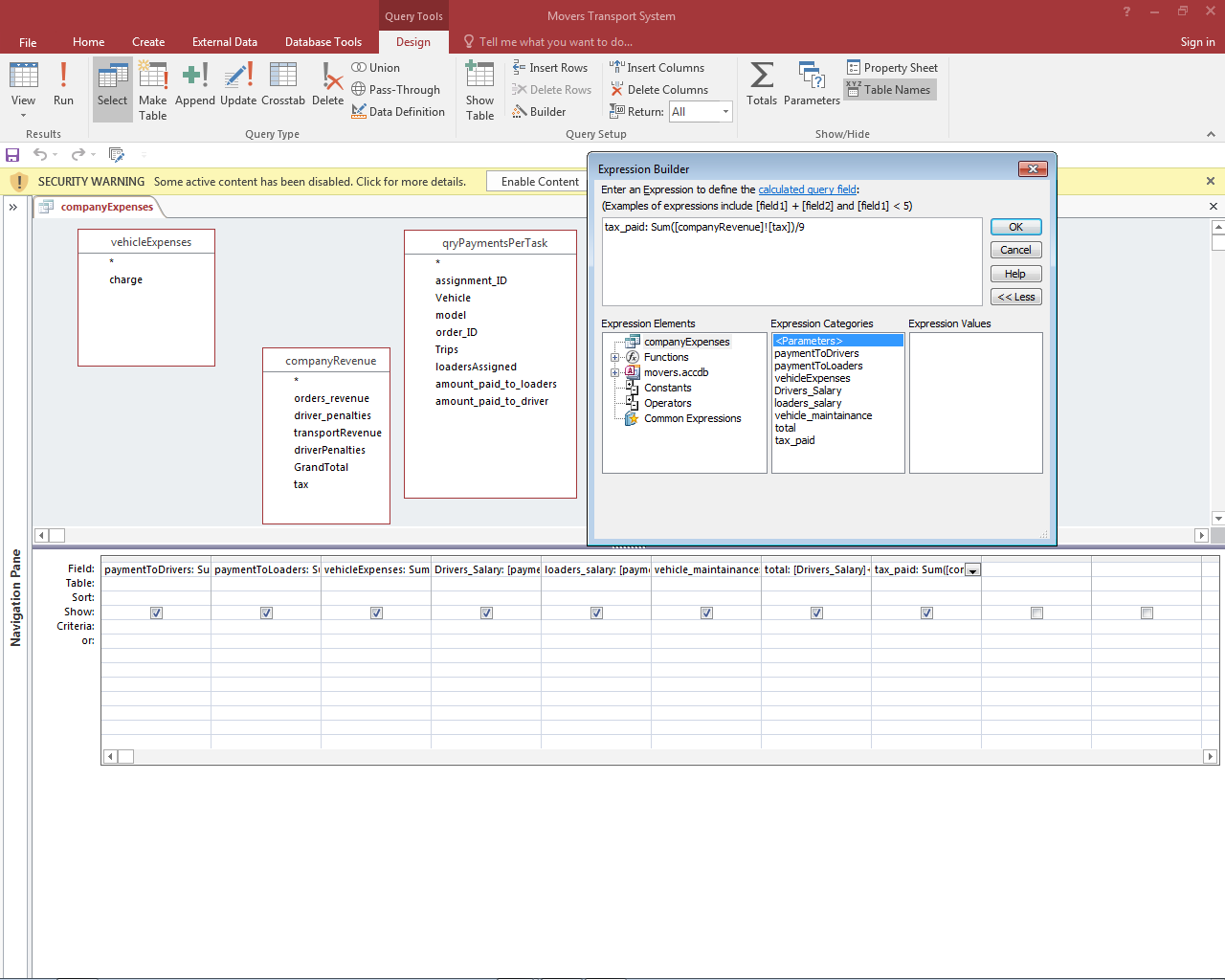
*Figure 31: Revenue per vehicle query design*

### Expenses for each vehicle



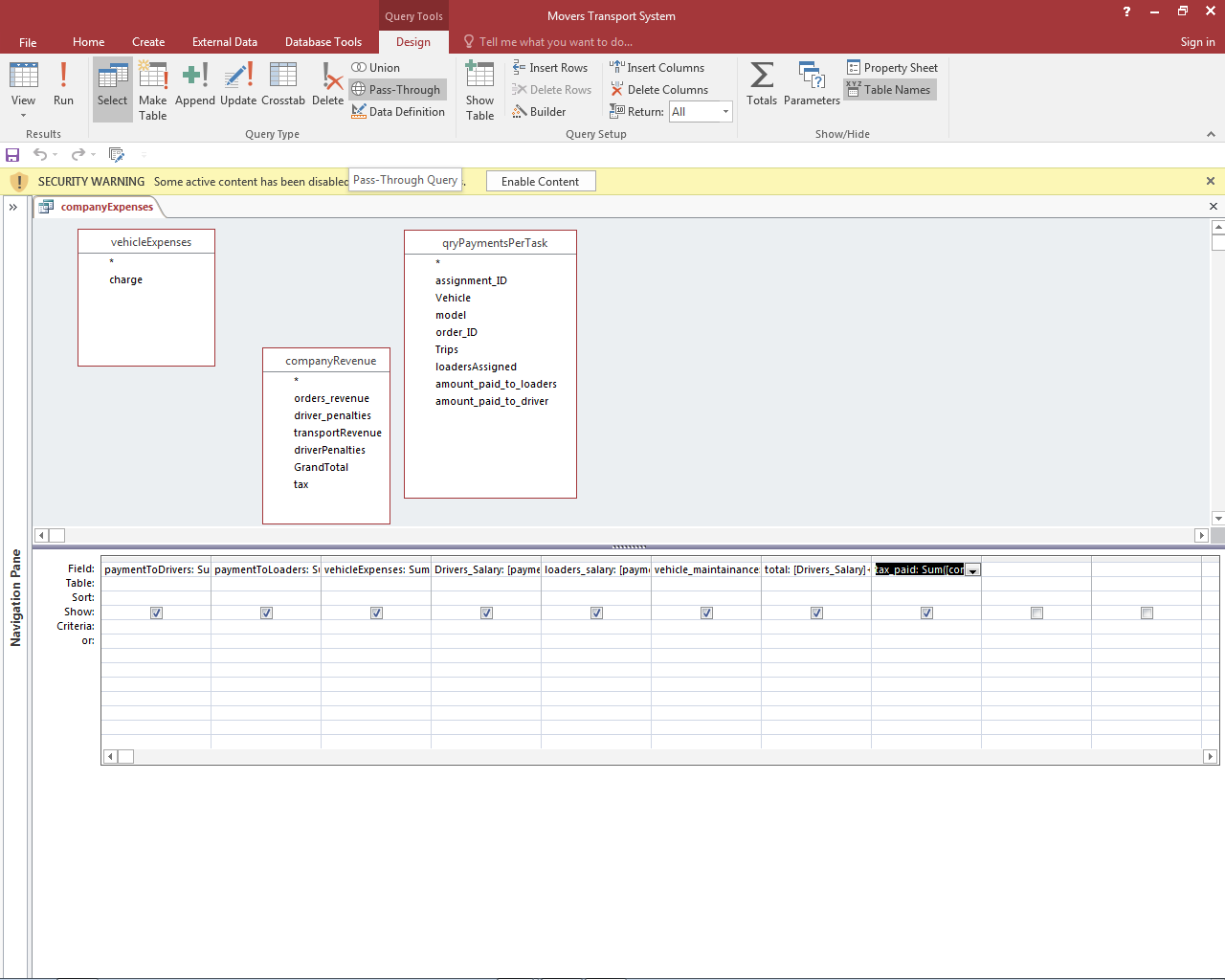
*Figure 32: Expenses for each vehicle query design*

### Tax payable



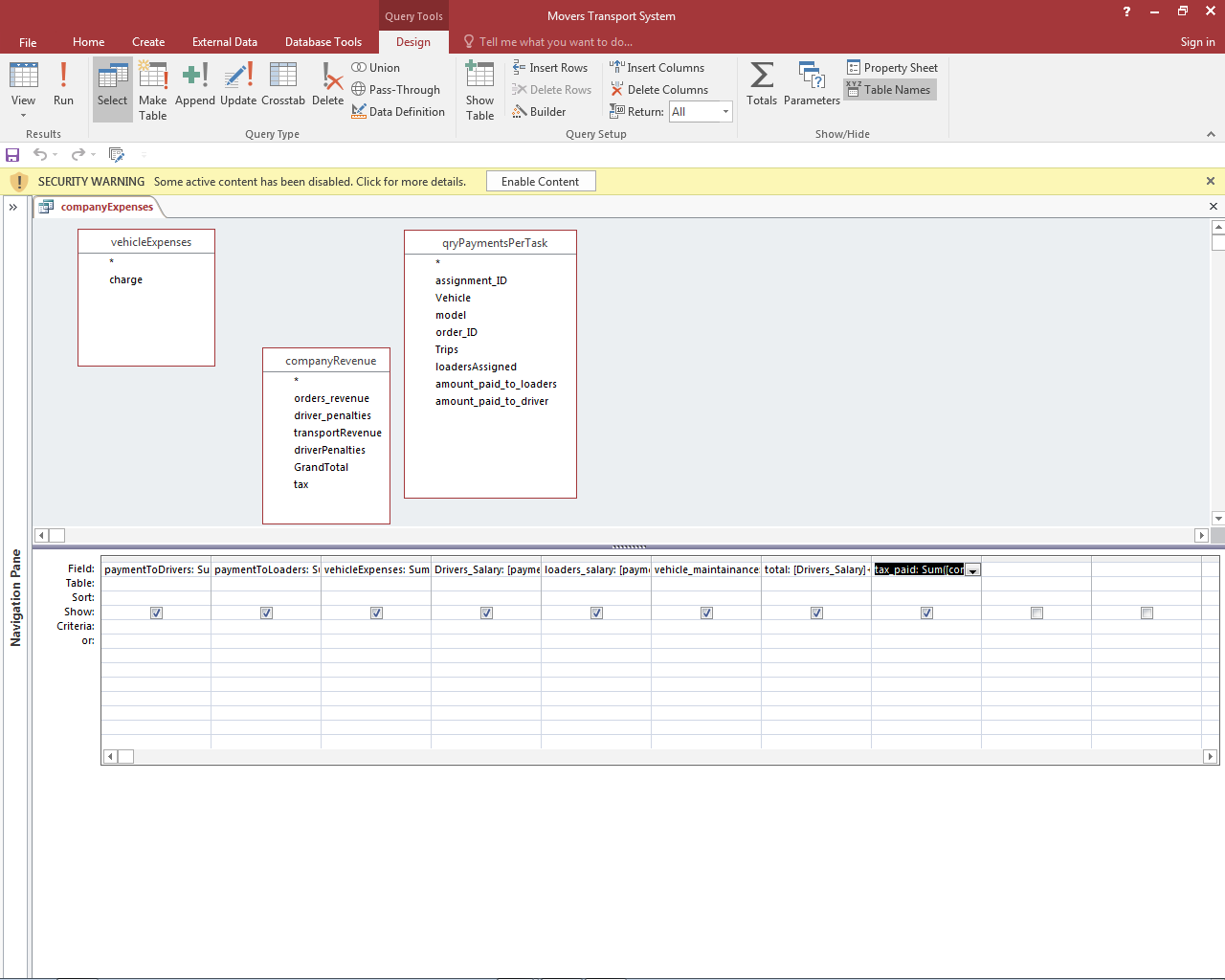
*Figure 33: Tax payable query design*

### Overall company expenses query design



*Figure 34: Company expenses query design*

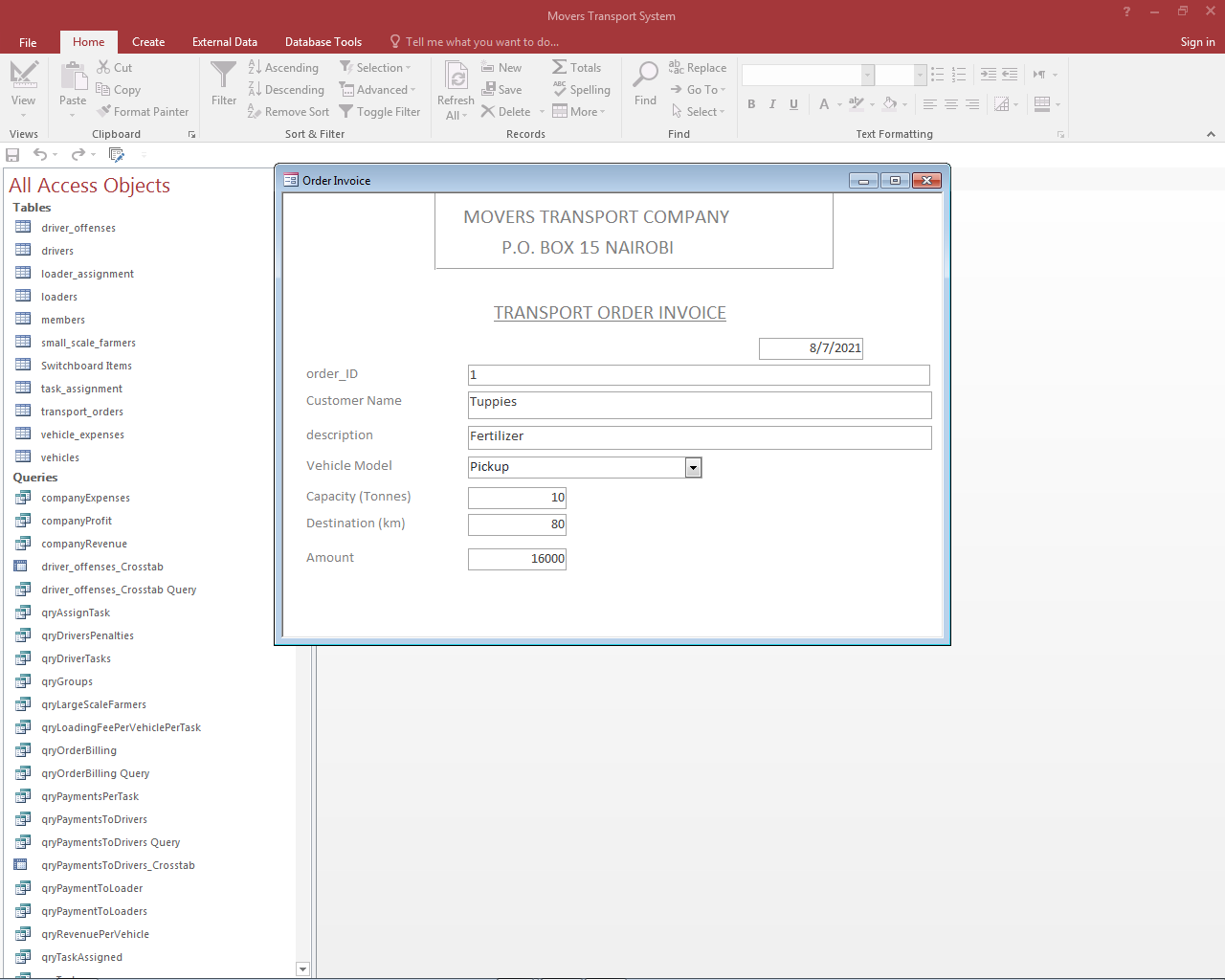
### Overall company profit calculation



*Figure 35: Company profit query design*

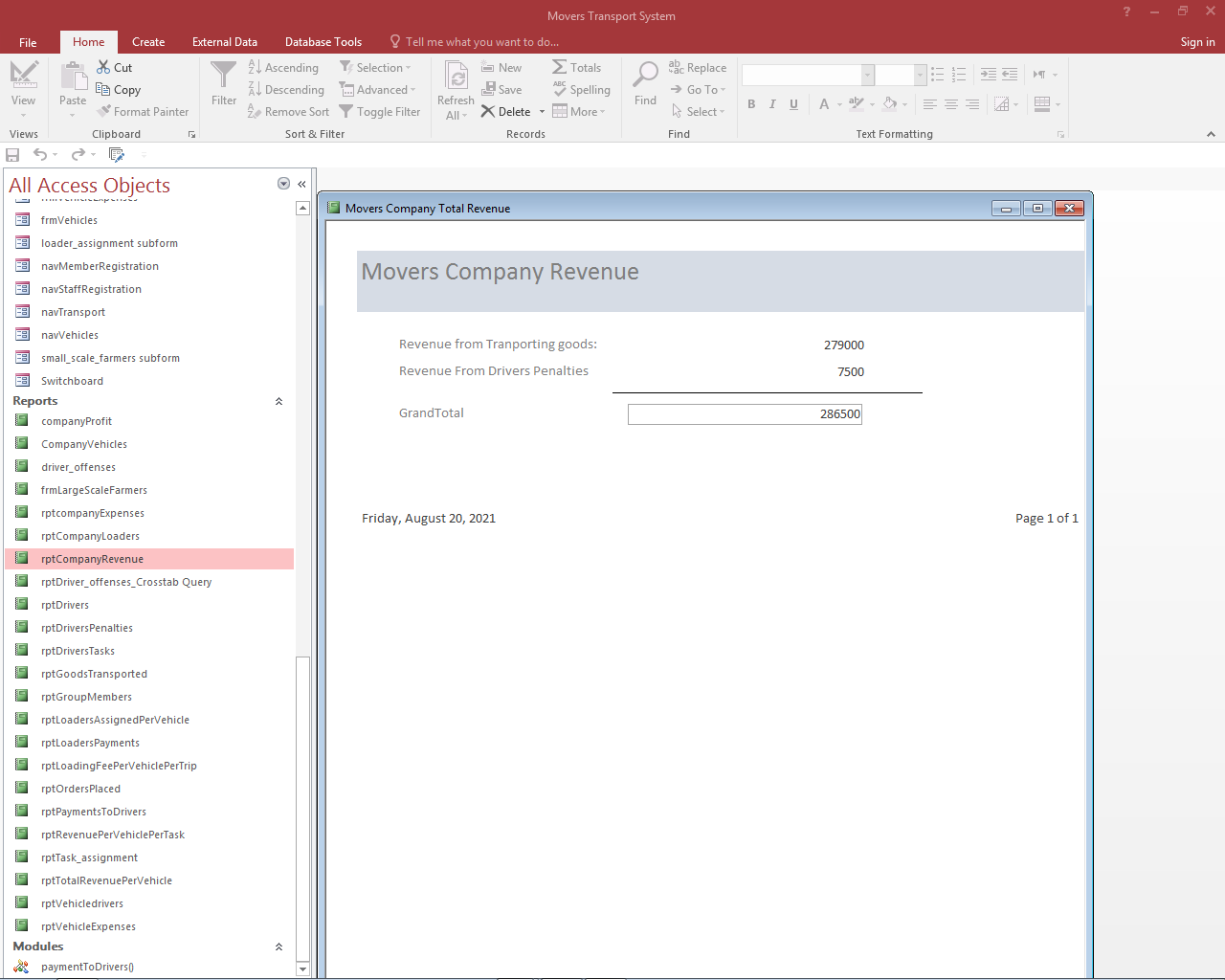
## Output Screens

### Transport Order invoice report

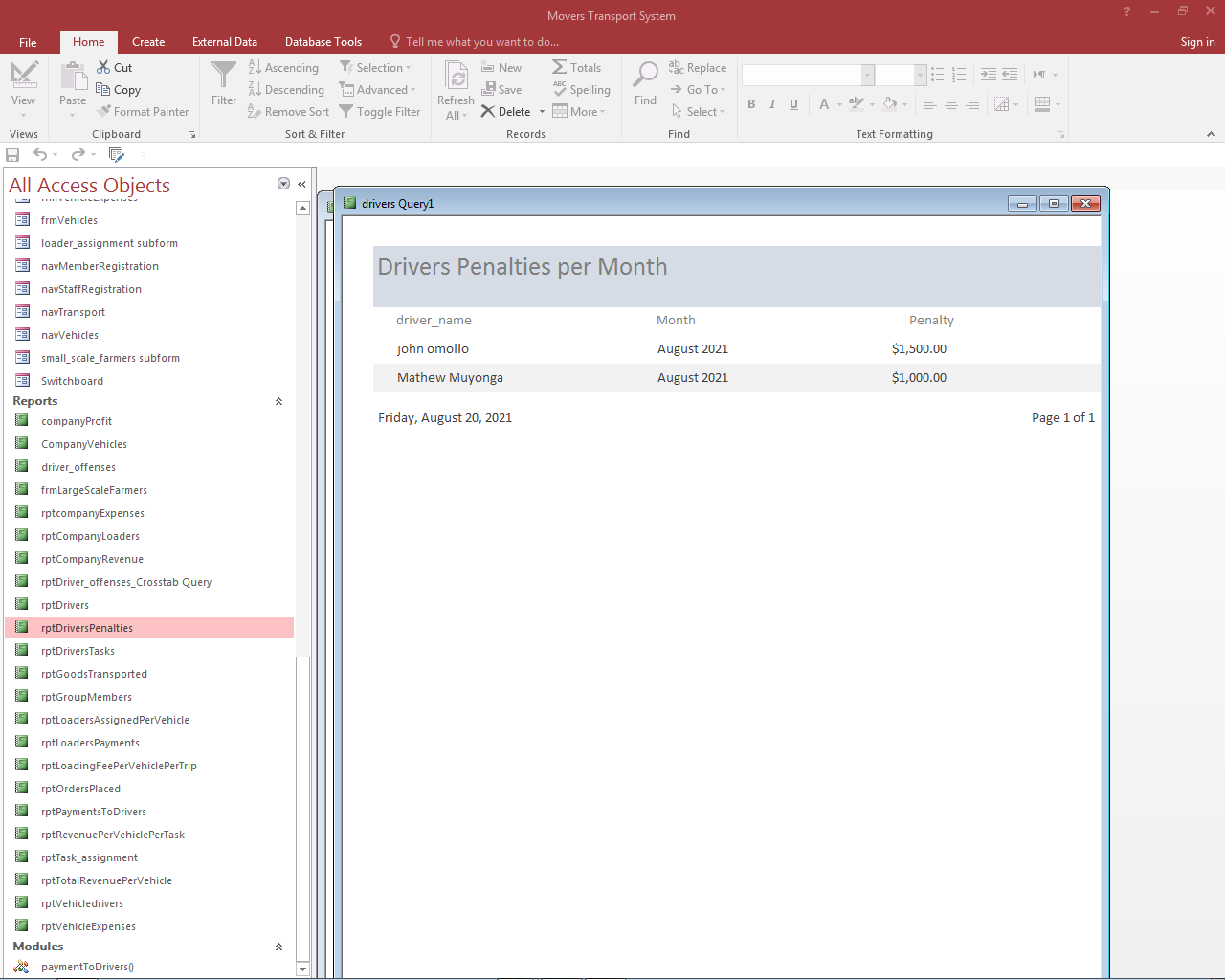


*Figure 36: Transport order invoice*

### Company Revenue Report



*Figure 37: Company revenue report*

1. Driver penalties report

*Figure 38: Driver penalties report*

# Chapter 5: User Manual

## Introduction

This chapter introduces the user on how to install and use the system (Movers Transport System)

The following are covered in this chapter:

* How to install the system
* How to load the system
* How to navigate the system
* How to generate reports in the system

## Installing the system

Before installing this system on your computer, ensure that the computer has the following minimum system requirements:

1. The computer should be running windows 7/8/10 operating systems
2. The computer should be installed with Microsoft Office 2016 or a new version of Microsoft Office
3. The computer should have at least 2GB of RAM
4. The computer should have at least 1GB available space on the hard disk
5. The computer should be installed with an up-t-date antivirus software

Follow the following steps to install the software. This guide demonstrates installation on a computer running Windows 7 but the process is same on computer running other versions of the Windows Operating System.

1. Insert the CD loaded with the Movers Transport System into the DVD drive
2. Click on the “Start” button then click on “Computer” as shown below

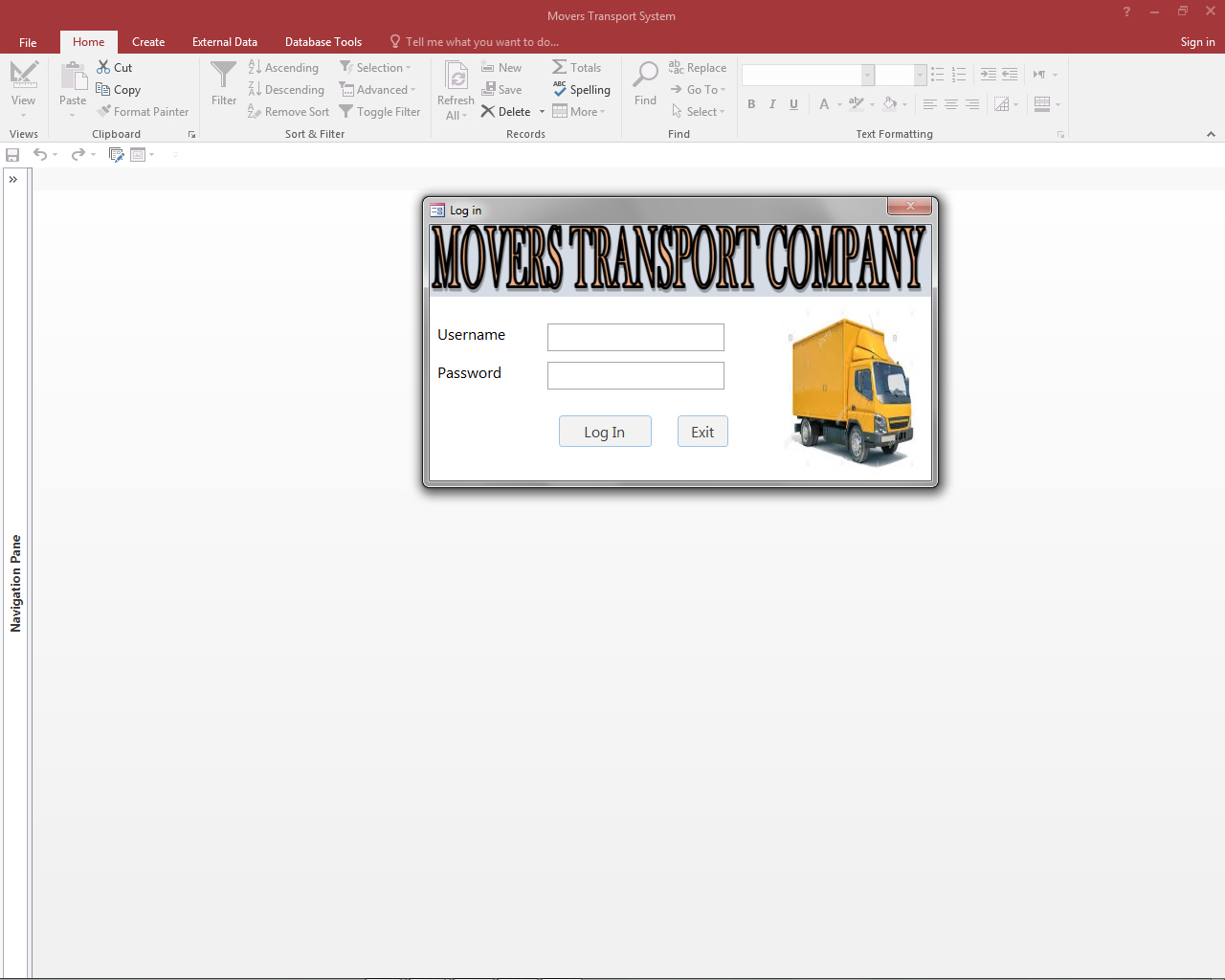
****

*Figure 39: Installing the system*

1. On the dialog box that appears, double click on the DVD RW Drive
2. Right click on the file named Movers Transport System then copy it to the desktop

## Loading Movers Transport System

1. On the desktop, double click on the file named Movers Transport System
2. The system will be launched. Once the system is launched, the log in screen will appear prompting the user to enter the username and password as shown below:



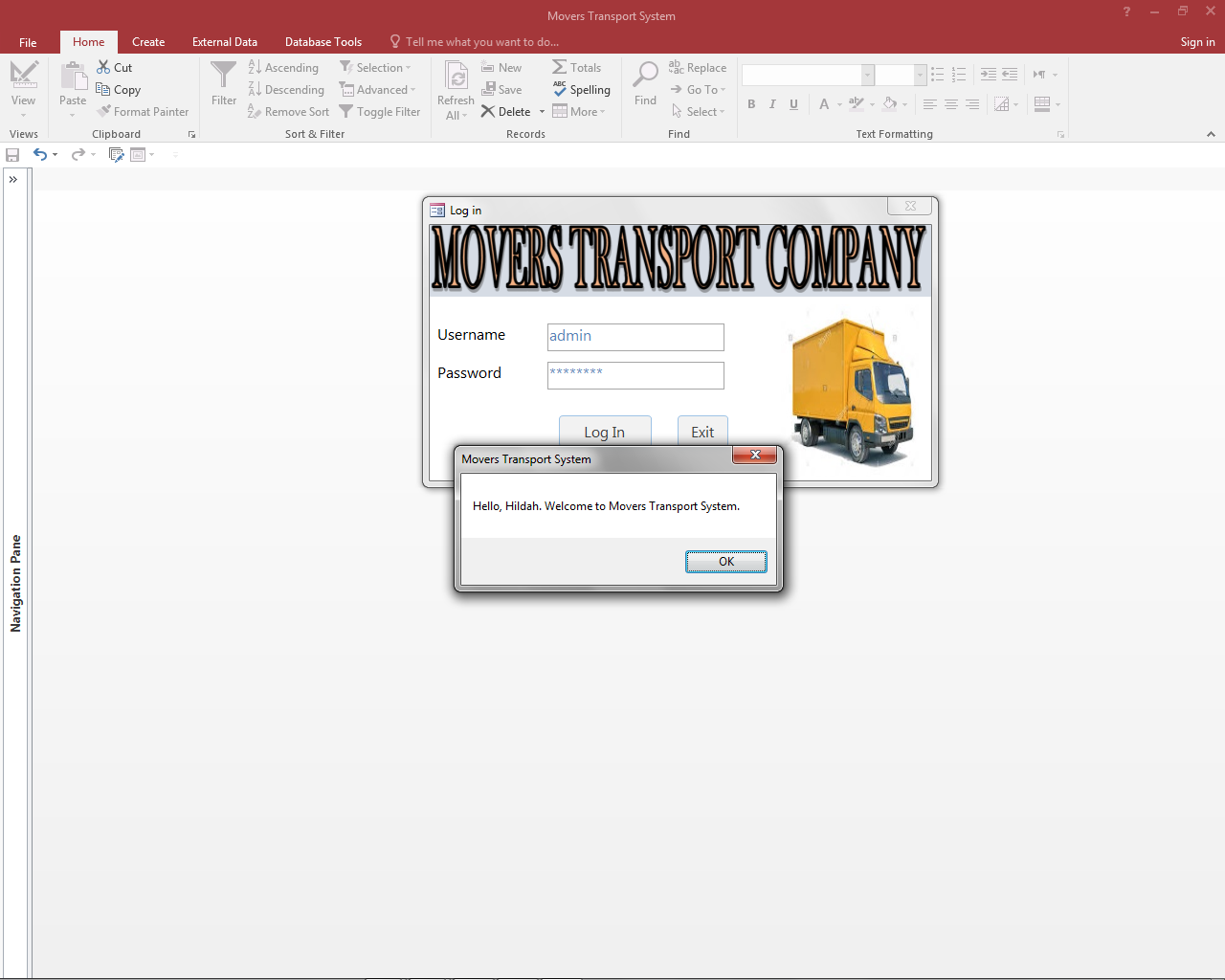
*Figure 40: Movers Transport System Log in Screen*

The default username and password for the system are:

Username: **admin**

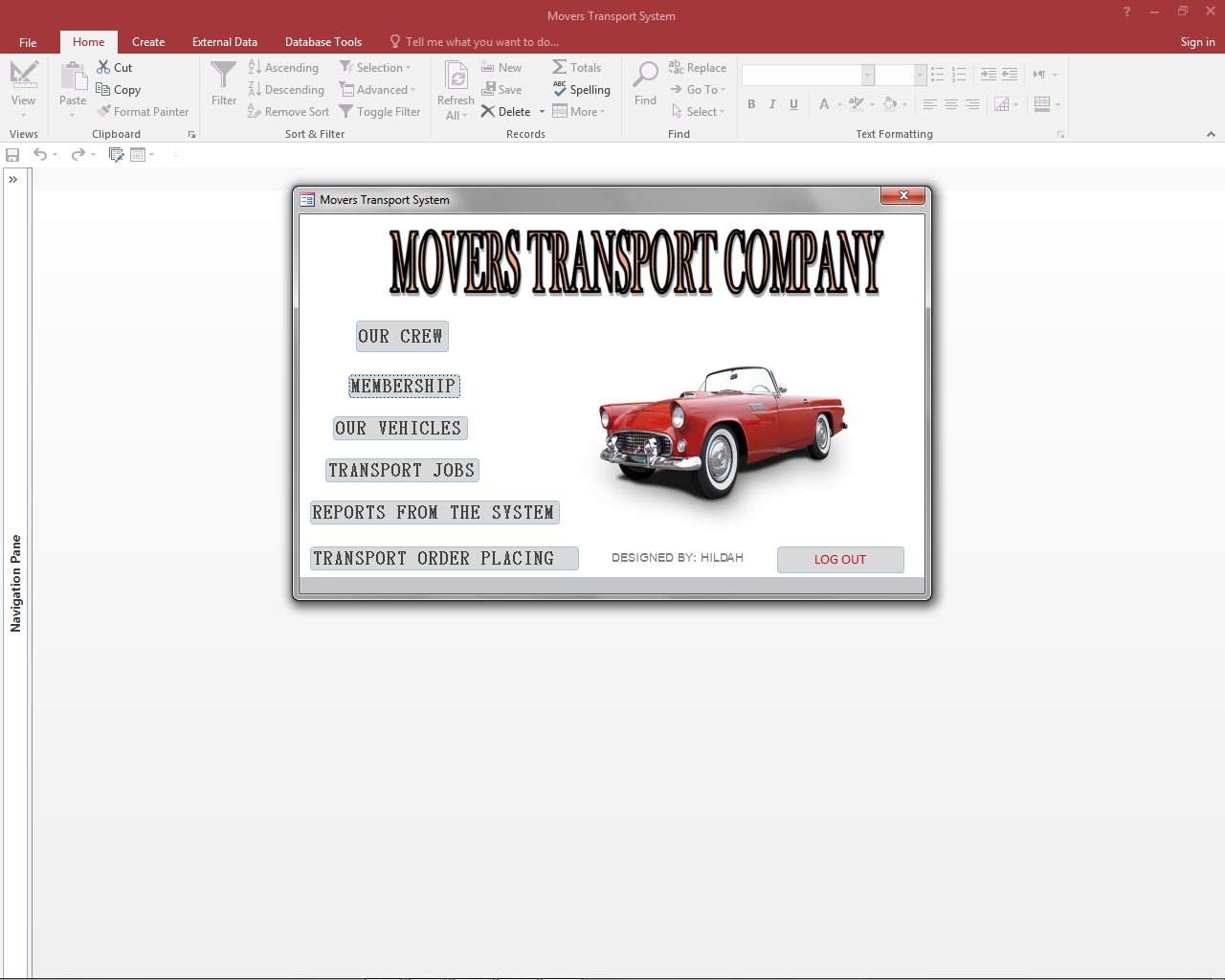
Password: **admin321**

1. Once the user enters the correct password and a correct username, a message box will appear welcoming the user into the system as shown below:



*Figure 41: Successful Login Screen*

1. The user should then click OK or simply press the Enter Key and will be directed to the main switchboard as shown below:



*Figure 42: Movers Transport System Main Switchboard*

The user can now navigate the system to perform a certain activity.

## Guide on navigating through the system

The user can easily navigate through the system from the database once the system is loaded. Depending on what actions the user wants to perform, the user can select it from the main switchboard.

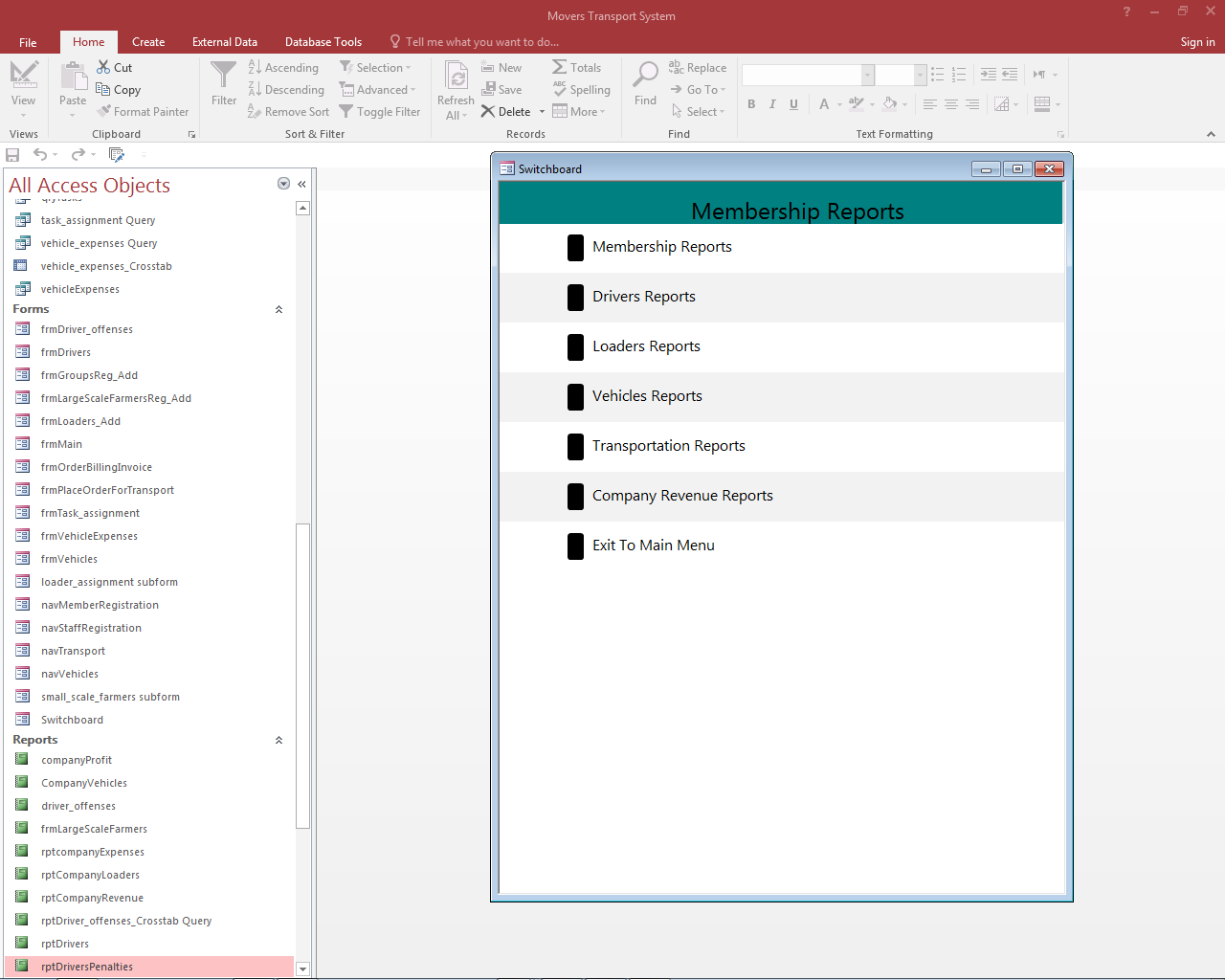
The main switchboard contains buttons that groups the basic operation of the system in the following groups:

1. Membership – Click on this button to register new members to the system
2. Order for transport – Click on this option to place an order for transport
3. Our staff – Click on this option to view or register a new loader or a driver
4. Jobs assignment – Click this option to assign new transport task to drivers and loaders
5. Vehicles – Click on this option to view or add details of the company vehicles
6. Reports – Click on this button to generate various reports from the system

You can open any of the above option by clicking on the button from the switchboard.

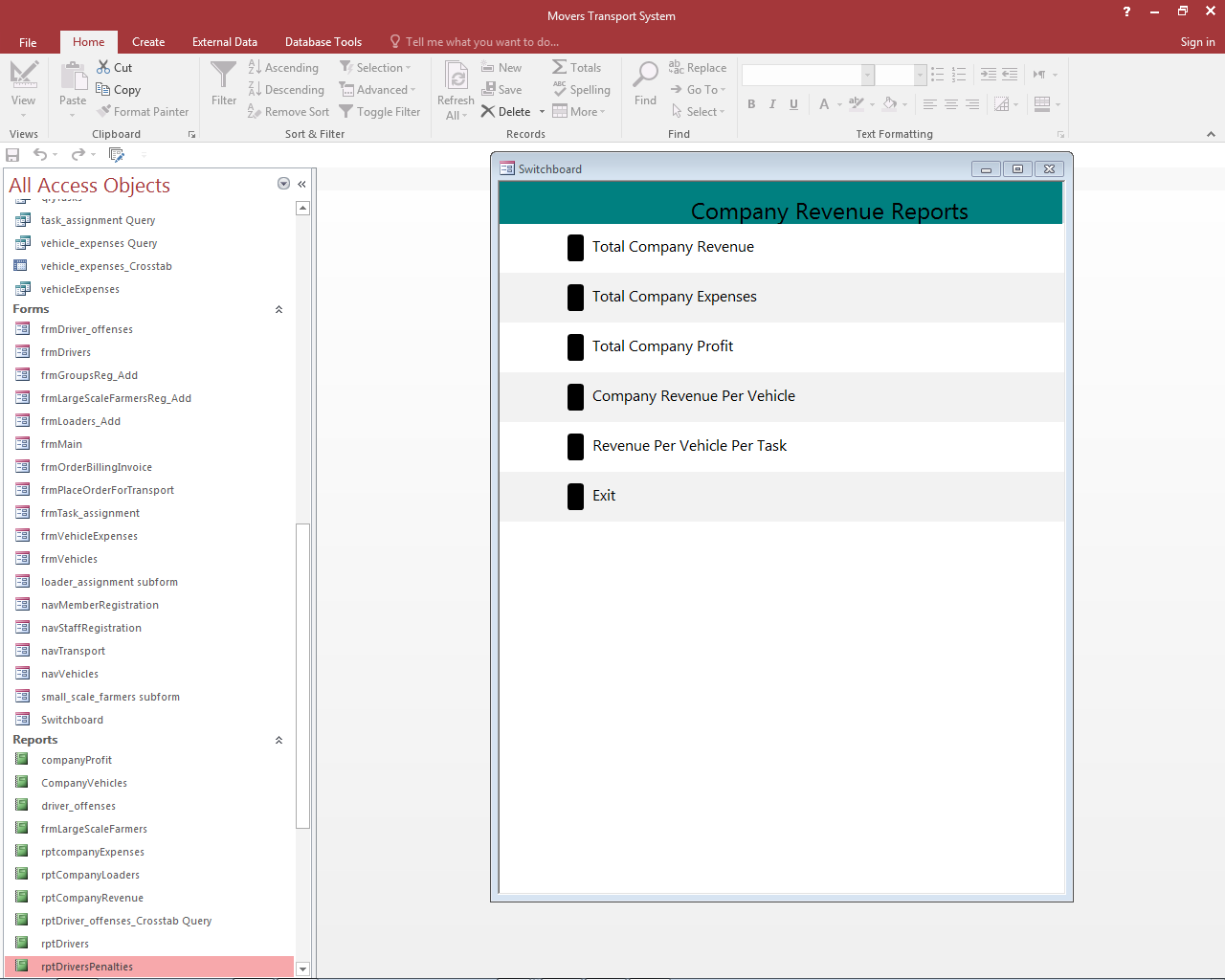
## Guide on generating a report from the system

1. To generate a report from the system, proceed as follows.
2. From the main switchboard, click on Reports
3. The reports switchboard will be displayed as shown below.



*Figure 43: Reports switchboard*

1. Select the report group you wish to generate by clicking on it from the reports switchboard.
2. For example, to generate reports on company revenue, click on Company Revenues reports. The company revenue reports switchboard will be displayed as shown below.

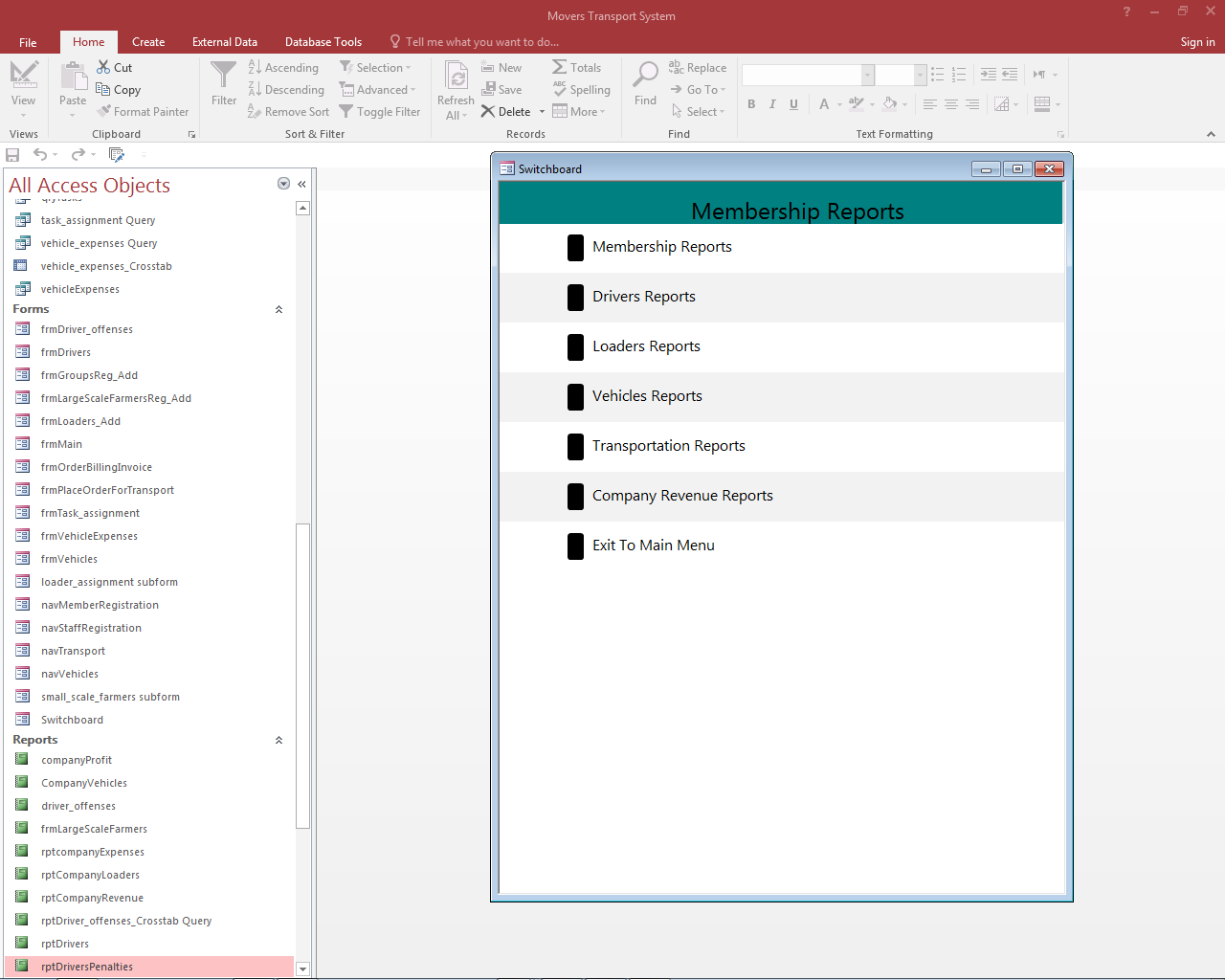


*Figure 44: Company Revenues Reports Switchboard*

1. Click on the report you wish to generate and it will be generated and displayed on the screen. The figure on the next page displays Total Company profit report

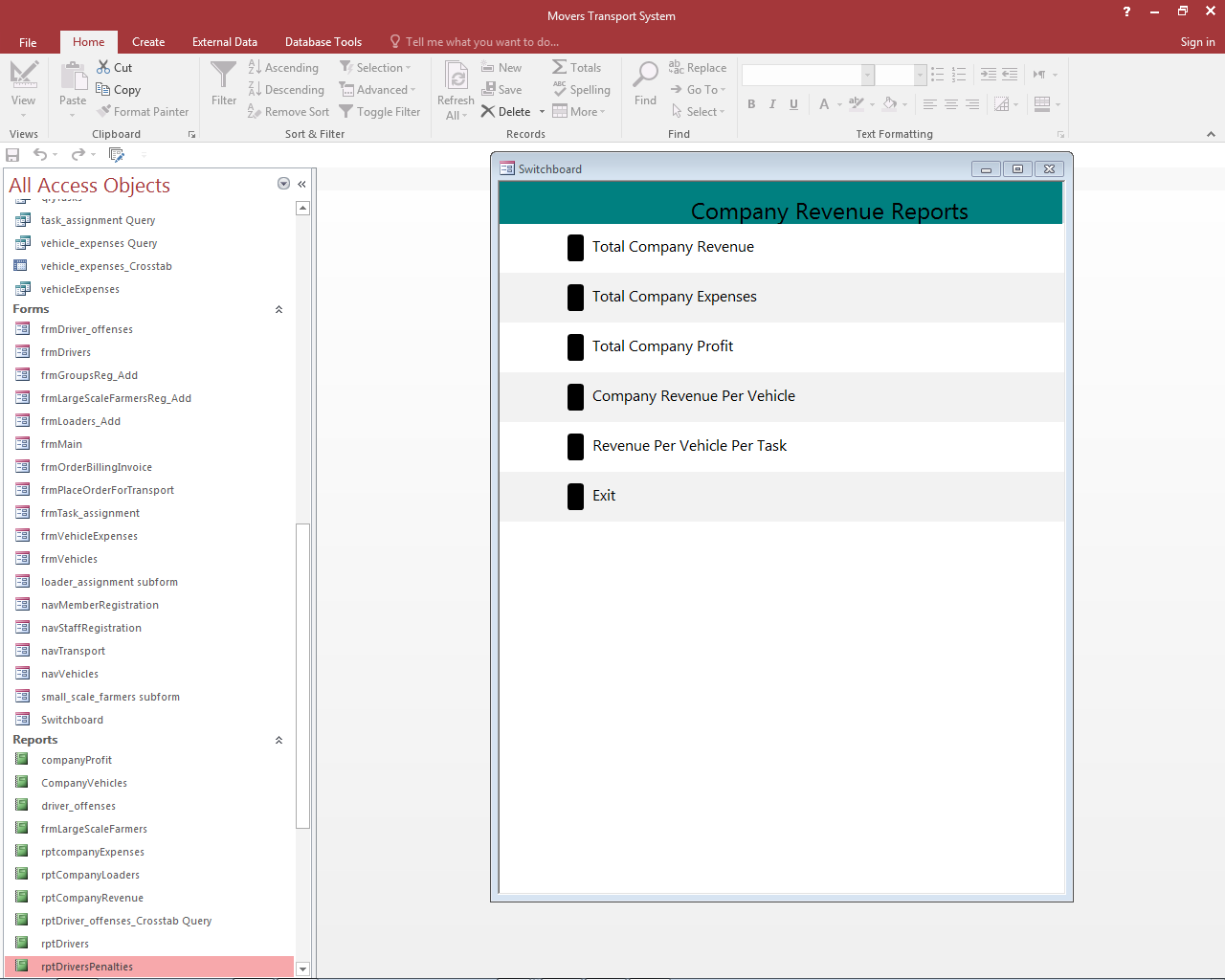
**Guide on generating a report from the system**

1. To generate a report from the system, proceed as follows.
2. From the main switchboard, click on Reports
3. The reports switchboard will be displayed as shown below.



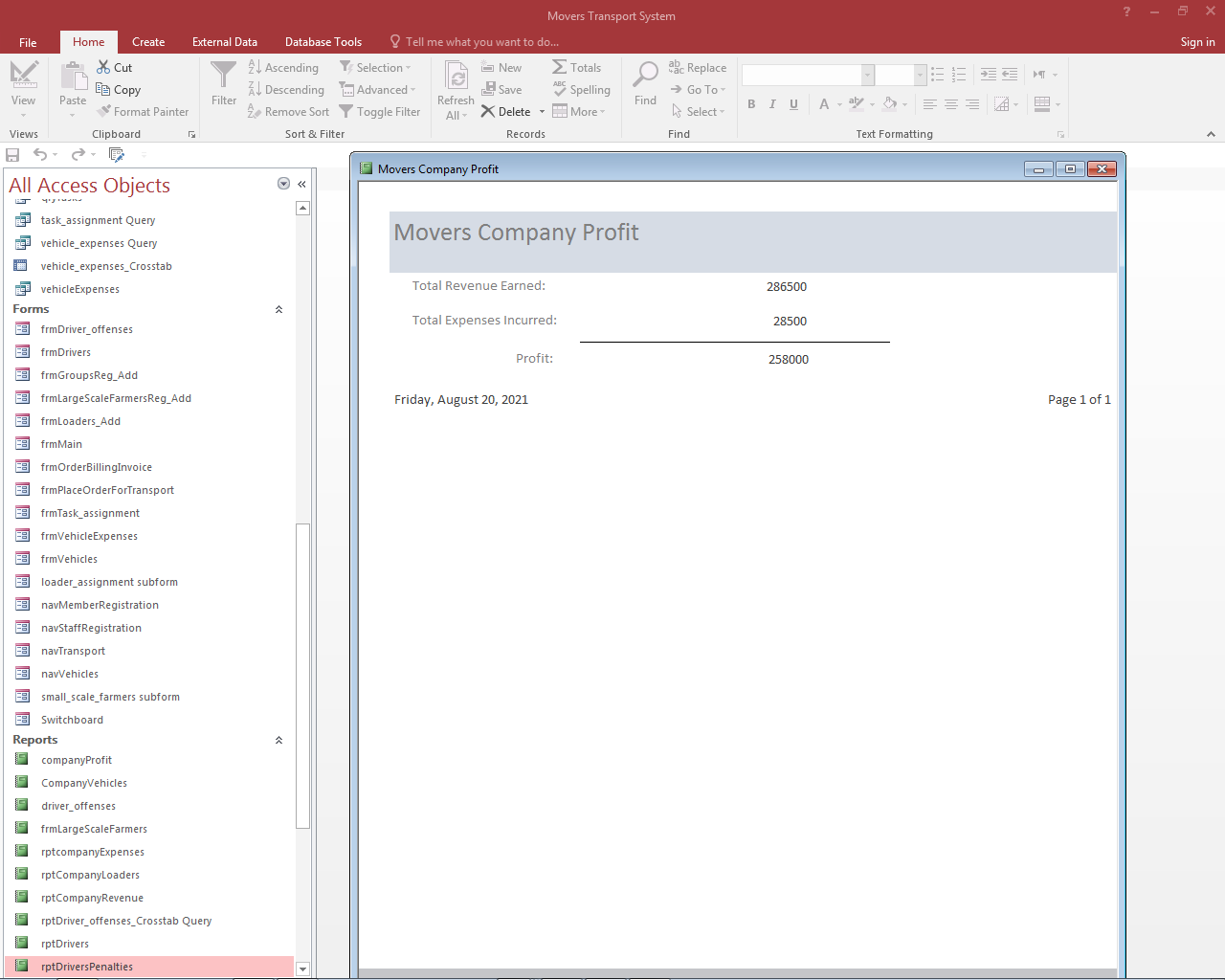
*Figure 45: Reports switchboard*

1. Select the report group you wish to generate by clicking on it from the reports switchboard.
2. For example, to generate reports on company revenue, click on Company Revenues reports. The company revenue reports switchboard will be displayed as shown below.

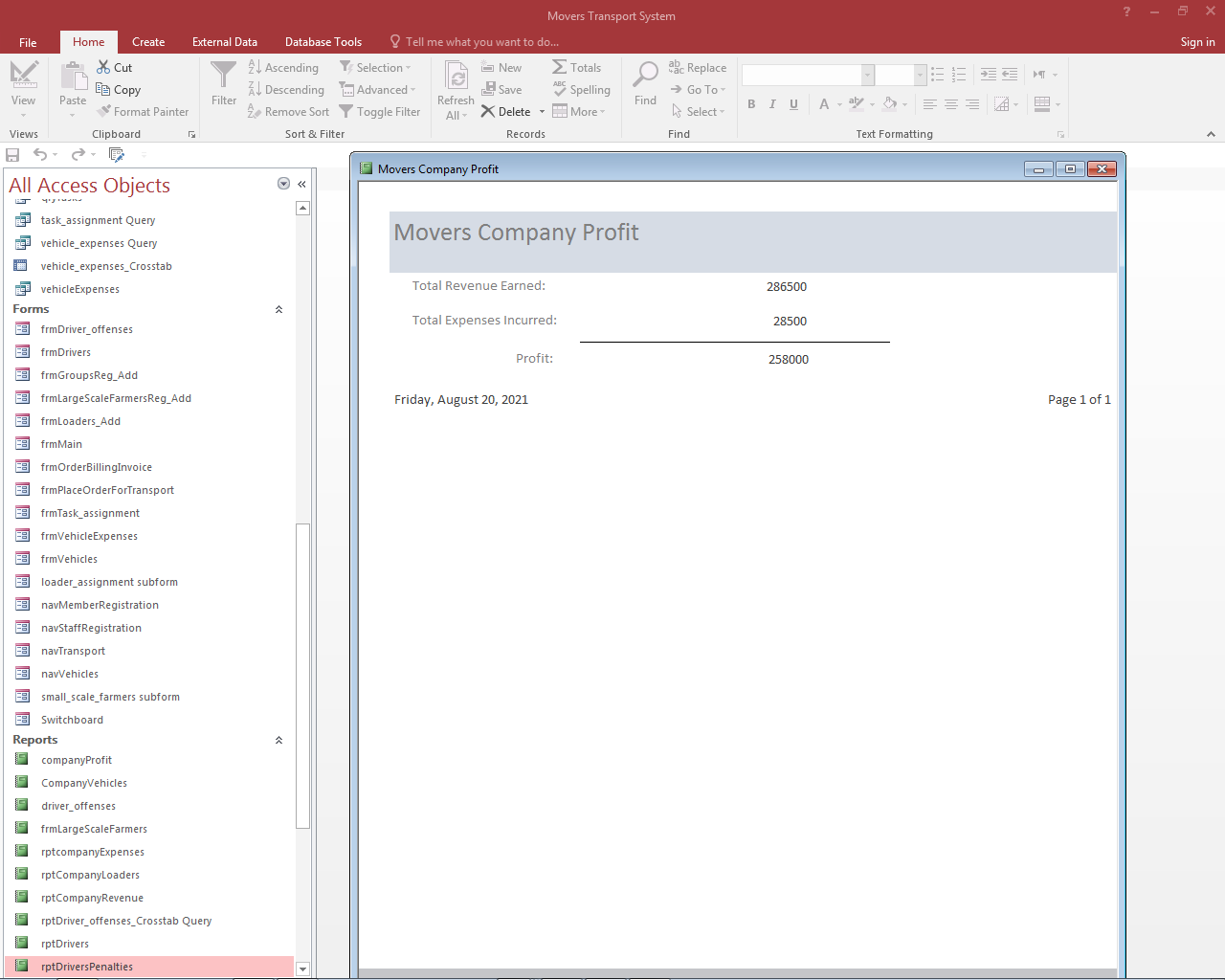


*Figure 46: Company Revenues Reports Switchboard*

1. Click on the report you wish to generate and it will be generated and displayed on the screen. The figure on the next page displays Total Company profit report



*Figure 47: Company profit report*



*Figure 48: Company profit report*

# Chapter 6: Miscellaneous

## Conclusion

The development of the Movers Transport System went well and was completed on schedule. The Movers Transport System was created specifically for the Movers Transport Company's needs. If fully deployed, the technology will assist Movers Transport Company in reducing the costs associated with their present manual system. This technology will also assist the organization in becoming more productive by assisting them in improving their operations.

## Recommendations

The system is ready for use and can be implemented immediately using phased change over strategy to minimize on the risk of failure and ensure every stakeholder is comfortable when using the system. Also, the database should be installed on a computer that has an up-to-day antivirus software installed to ensure the security of the database.

I recommend that Movers Transport Company to use the system effectively since it will reduce the inaccurate data processing and to maintain the system by installing antivirus software to prevent the system from the viruses. Also they should be creating backups for the updates.

## References

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## Appendix

Alternate process

Process

Decision

Master File

Manual input

Direction of Flow of information