

p150258

by Lloyd Thomas Pennington

FILE	2671_LLOYD_THOMAS_PENNINGTON_P150258_114009_1420512607.D OCX		
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User guide for the database

Inserting Information

When it comes to inserting the information onto the database there is only one method of doing this. The method around this being that the user can go to the Table, which is needed, and insert new information; there will be input keys and formats that will have to be followed. This means that the wrong information will not be inserted into the table.

Modifying Information

The method of modifying information would generally be to just replace any information with different information. An example of this would be to change the "yearly subscription" from yes to no. The way of going around this would be for the user to go to the section that they want to modify and then change the information to the information that they want to change it to. This will, possibly, need the information to be changed in a different table as most of the information within the tables is shared with each other. This mainly works with the ID numbers, if one is changed in one table then they will be needed to change with the other tables as well or errors will start to appear.

Deleting Information

Deleting information can be rather tricky when it comes to access, as when the information has been entered into the database then there is no real way of removing it. The only other option would be to modify the data, as has been explained in the previous section. There are possible methods of deleting the information but are not known at this current time.

In the case of this form there is no current method of deleting any information from the database. The only option, as previously stated, is to either modify the unwanted information. A different solution would be to save a copy of the blank database and then to add information onto one of them, as this makes a backup and allows the user to implement all the correct information while keeping the wrong information out of the database.

Forms

Forms are used to present the information from the tables into a formal and more presentable fashion for the end user. This is because instead of getting a plain database with a lot of information the form shows the information and allows the user to cycle through the information relating to each of the main ID in that table. An example of this would be for the user to cycle between the students in the student table.

Querying

Querying is used for finding out specific information within the database without the need of going through all the information. The queries allow the user to easily pick the information that is needed and for it to be presented in a formal setting.

The method of doing this is for the user to select the tables that they want queried and then run a query, this allows the relevant information to be chosen and presented, although the user can choose the fields in the table as well to get an even more precise result.

Macros

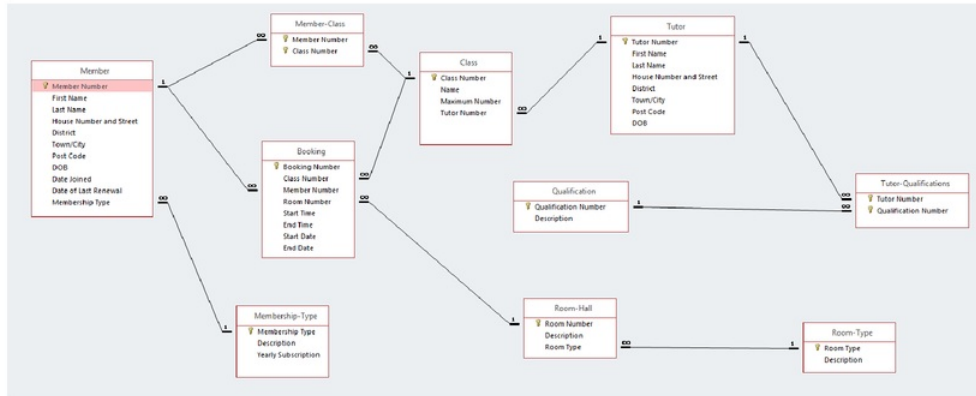
There have been many different macros on this database. All the macros have different functions and have been placed on the relevant forms and the relevant reports. Examples of the macros will be found in all the appendixes that have reports on them, this is because the quit button and the print button are both macros. Appendix 6 also shows macros in the form of buttons. Each of the buttons is macros and each lead to the relevant form and/or the relevant report that have the same name.

Reports

The reports are made from the queries. These are made to show the information from the query and allow the end user to read the information in a more precise manner when compared to a lot of information from a lot of different tables. The report will only show the information from that query, so like the queries; the users also have to know what they are looking for when it comes to the information required. The method of creating a report would be to, first, make a query and when that is done to then add a report into the database based on the query.

Appendix

1



2

Room-Type
11 May 2018
09:55:03

Room Type	Description
1	Arms
2	Chest
3	Legs
4	Cardio

4

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3

What Tutor Number is What
11 May 2018
09:55:31

Tutor Number	First Name	Last Name
1	Jeff	Jones
2	John	Jefferson

2

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 Tutor-Qualifications 11 May 2018 09:56:01

Tutor Number	Qualification Number
1	2
2	3
2	

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5

 What Tutors are teaching what class? 11 May 2018 09:57:02

Class Number	Tutor Number	First Name	Last Name
2	2	John	Jefferson
1	1	Jeff	Jones
2			

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Main Menu

Booking

Open Class (Macro)

Member

Member Class

Membership Type

Qualification

Room Hall

Room Type

Tutor

Tutor Qualifications

7

 Booking

▶

Booking Number

Class Number

Member Number

Room Number

Start Time

End Time

Start Date

End Date



Quit

8

 Class

▶

Class Number

Name

Maximum Number

Tutor Number



Quit

9

Member	
Member Number	1
First Name	Lloyd
Last Name	Pennington
House Number and Street	23 Clos Helyg
District	West Glamorgan
Town/City	Swansea
Post Code	SA43 3GH
DOB	24/04/1998
Date Joined	04/09/2016
Date of Last Renewal	04/09/2018
Membership Type	Student
	Quit

10

Member-Class	
Member Number	1
Class Number	1
	Quit

11

[illegible]

14

Room-Type

Room Type

1

Description

Arms

	Room Number ▾	Description ▾						
+	1	1						
+	4	1						
*								

Record: 1 of 2 No Filter Search

Quit

15

 Tutor

Tutor Number	1
First Name	Jeff
Last Name	Jones
House Number and Street	1 Blank Street
District	West Glamorgan
Town/City	Swansea
Post Code	SA33 4HJ
DOB	24/05/1972
 Quit	

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 Tutor-Qualifications

Tutor Number	1
Qualification Number	2
 Quit	

FINAL GRADE

61 / 100

GENERAL COMMENTS

Instructor

Your database schema had been correctly developed. You have added some suitable validation and input masks to the tables. Although you haven't used the fact that you have related tables and provided lookups to primary keys.

Although you have developed some suitable queries there is a limited amount of test data in your system boot indicate how the work. The overall development is somewhat limited and you could have used some of our simplistic macros to enhance the overall structure.

Your report has been suitably presented.

Analysis of systems requirements has been carried out to suitable standard and you have enhanced the overall table structure. 18/25

You demonstrate sound understanding of the design principles and you have correctly created the tables. 18/20

You have added some functionality to the system though your main menu simplistic and you can have enhanced the appearance of these forms plus added some suitable macros to enhance the querying and reporting system. 21/45

Your work has been suitably presented 6/10 total 61

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