TABLE OF CONTENTS:

System Overview

CENTRAL CITY
MINISTRIES

System Overview

- **The old system** – There was no efficient method for tracking records. There was no way to track money coming into and out of your organization. All records were tracked using a system of spreadsheets. Frequent errors were caused by volunteers having to enter data on multiple spread sheets. There was no unified form for vouchers. The method used by your organization was not secure causing abuse of your services.

- **The new system**- Designed to provide an easier and more efficient way of tracking transactions. Every time a transaction is complete it is now recorded. There is now a centralized system for keeping up with all records. Staff members and client records are now stored in a database. All products that are received, as well as given out to the community are now always tracked and constantly being updated for accuracy. The new system can easily create and print vouchers. The system reduces redundant data as well as abuse of your organization services.

System Requirements

CENTRAL CITY MINISTRIES

System Requirements

Windows 7 Requirements

Processor: 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor

Memory: 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)

Hard Disk: 16 GB available hard disk space (32-bit) or 20 GB (64-bit)

Graphics: DirectX 9 graphics device with WDDM 1.0 or higher driver

Microsoft Access 2010

Processor: 500 megahertz (MHz) processor or higher.

Memory: 256 megabyte (MB) RAM or higher.

Hard Disk: 1.5 GB.

Drive: CD-ROM or DVD drive.

Display: 1024x768 or higher resolution monitor.

Operating System:
Windows XP with Service Pack (SP3) (32-bit), Windows Vista with SP1 (32-bit or 64-bit), Windows Server 2003 with SP2 and MSXML 6.0 (32-bit Office only), Windows Server 2008 with SP2 (32-bit or 64-bit), Windows 7 (32-bit or 64-bit). Windows on Windows (WOW) (which allows installing 32-bit versions of Office 2010 on 64-bit operating systems) are supported.

Additional:
Use of graphics hardware acceleration requires DirectX 9.0c compatible graphics card with 64 MB or higher video memory. Requirements and product functionality can vary based on the system configuration and operating system.

System Setup and Key Features

CENTRAL CITY MINISTRIES

System Set Up

- Follow setup instructions for Windows 7 and Microsoft Access 2010.
- Open the file in Microsoft Access 2010
- Click enable content if it shows on the screen so that it works properly.

Key Features

- Extremely User friendly system
- 2 levels of security (Volunteer and Manager)
- Easy Navigation Menus
- Easily and Efficiently tracks Inventory
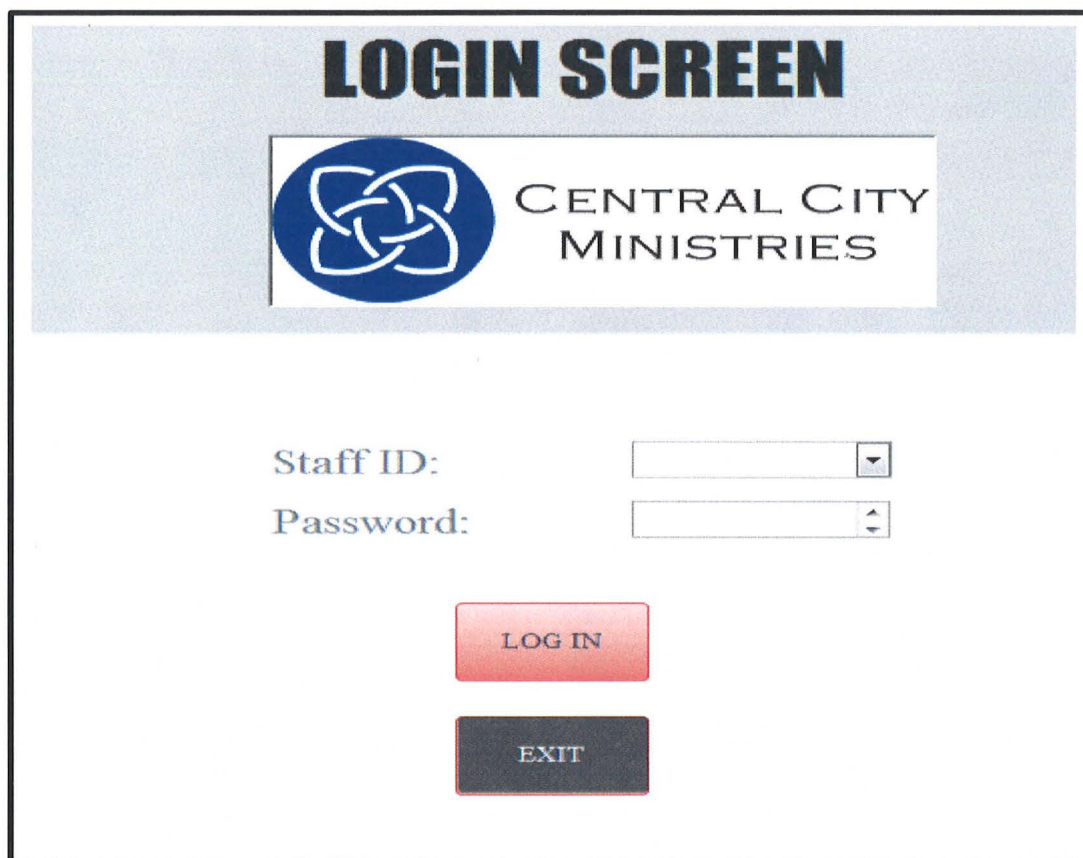- Unified form for vouchers
- Receipts for donations

Manager Operator Instructions

CENTRAL CITY
MINISTRIES

When entering the System, you will access the *Login Screen*. Once you successfully Log in, you will be directed to the *VOLUNTEER MAIN MENU* if you are a Volunteer. If you are a manager, you will be directed to the *MANAGER MAIN MENU*.

- The *LOGIN SCREEN* prompts you to enter your STAFF ID, which is a dropdown menu (click on the arrow to the right of the STAFF ID) that lists everyone's STAFF ID as well as the first and last name associated with that ID. Select your STAFF ID and enter your password in the password box. You must then click on the *LOGIN* button.

LOGIN SCREEN

CENTRAL CITY MINISTRIES

Staff ID:

Password:

LOG IN

EXIT

- If an incorrect password is entered, you will get an error message and will be required to enter your username and password over again. The *EXIT* button will exit the system completely.

Microsoft Access

Incorrect Password

OK

If you log in with a manager ID, this is your main screen and you will always be directed back to this screen. Volunteers will never have access to this screen.

MANAGER MAIN MENU

CENTRAL CITY MINISTRIES

WHERE WOULD YOU LIKE TO GO?

Donations:	Transactions:	Management:
DONATOR SCREEN	CLIENT SCREEN	STAFF SCREEN
DONATOR TYPE SCREEN	HOUSEHOLD SCREEN	STAFF TYPE SCREEN
DONATION SCREEN	TRANSACTION SCREEN	PRODUCT SCREEN
GRANT SCREEN	VOUCHER SCREEN	REPORTS MAIN MENU
	VOUCHER COMPANY SCREEN	
	COMPANY TYPE SCREEN	LOG OUT

If you are a manager, and have logged in with manager capabilities, this will be your main screen. Everything you need can be found on this main screen broken up in three sections:

- **DONATIONS**: Contains four buttons, all related to people or companies donating to your organization.
- **TRANSACTIONS**: Contains six buttons, all related to people or households who are receiving goods or money from your organization. This is also where you can create vouchers for people, or add new voucher companies who are donating and providing help to your organization.
- **MANAGEMENT**: Contains four buttons only available to management. This section lets you add new staff members, add or change the products your organization provides, and takes you to the Reports Main Menu to view and print various reports about your organization.
- **LOG OUT**: Directs you back to the Login Screen.

DONATION SECTION- DONATOR SCREEN:

The first of the Donation Screens is the **DONATOR SCREEN**. Donator's can be individuals or entire organizations that are coming in to donate.

- If they are a first time donator, you must enter all their information into the system. This will only have to happen once. If it's an individual, enter first, middle and last name. OR, if an Organization is donating, you are only required to enter the Organization name.
- The Donator ID will generate an ID for you.
- Donator Type ID is a dropdown box that will list the possible choices for you to select from.
- Once information is entered (required fields are marked with an asterisk *), click on the **ADD NEW DONATOR** button

DONATOR

CENTRAL CITY MINISTRIES

Donator ID	* 13	**SAVE**
Donator Type ID	* 1 ▾	

ENTER PERSONAL NAME OR ORGANIZATION NAME : DEPENDING ON DONATOR TYPE

Donator's First Name	Sarah	
Donator's Middle Initial	R	**CLEAR FORM**
Donator's Last Name	Johnson	
Organization's Name		
ADD NEW DONATOR	**SEARCH OR DELETE**	**GO BACK**

After the new Donator is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

- The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **DONATOR SEARCH**

- When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

DONATOR SEARCH

CENTRAL CITY MINISTRIES

Donator ID	5
Donator Type ID	1
Donator's First Name	Susie
Donator's Middle Initial	E
Donator's Last Name	Smith
Organization's Name	United Way

DELETE DONATOR

SAVE CHANGES

Previous Record   Next Record   Last Record   BACK TO DONATOR

- When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK

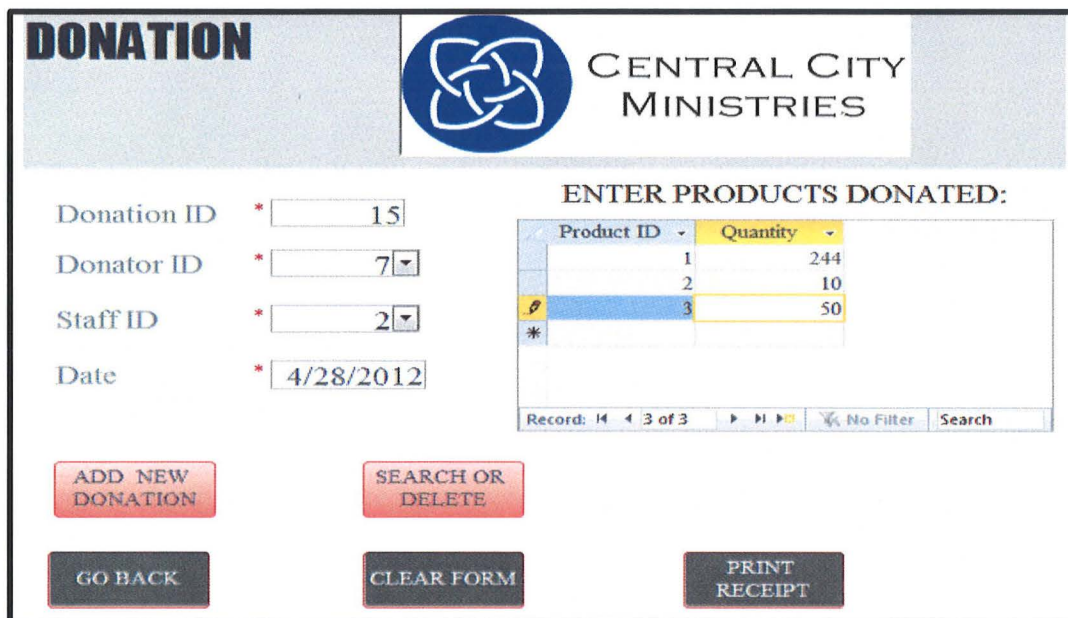- Once you find the record you are looking for you then have the option to:
    1. **DELETE DONATOR**, which will permanently delete the record from the database, OR:
    2. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
- When you are finished with this screen, you may click on the **BACK TO DONATOR** button which will direct you back to the **DONATOR** screen

DONATION SECTION- DONATOR TYPE SCREEN:

Next in the category of Donation Screens is the DONATOR TYPE screen. Only management has access to this screen. This screen categorizes the types of Donators that are Donating to your organization, for example, either an individual, or an entire organization.

- If you are entering this information for the first time, you must enter all their information into the system. This will only have to happen once.
- The Donator Type ID will generate an ID for you.
- The fields that must be entered are marked with an asterisk (*)
- Once all fields are entered, click on the **ADD NEW DONATOR TYPE** button

DONATOR TYPE — CENTRAL CITY MINISTRIES

Donator Type ID	* [3]	SAVE
Donator Type Name	* Organization	
Donator Type Description	entire organization is donating	CLEAR FORM
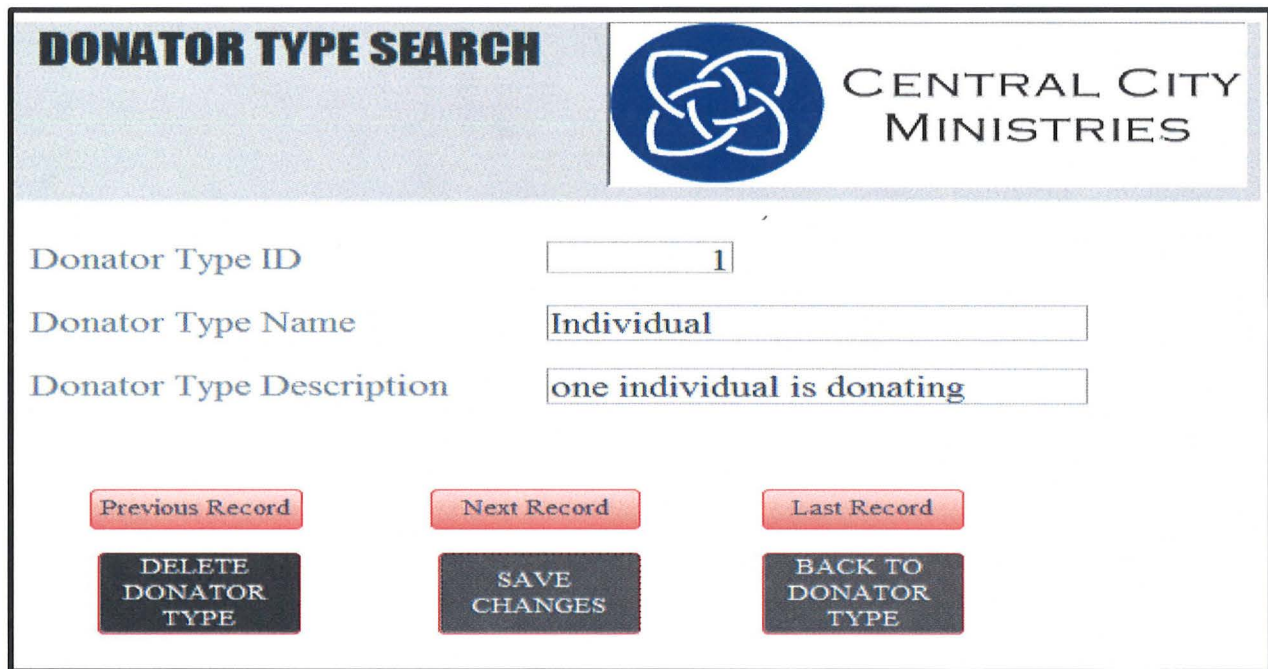
ADD NEW DONATOR TYPE SEARCH OR DELETE GO BACK

After the new Donator Type is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

+ The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **DONATOR TYPE SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

DONATOR TYPE SEARCH

CENTRAL CITY MINISTRIES

Donator Type ID	1
Donator Type Name	Individual
Donator Type Description	one individual is donating

Previous Record	Next Record	Last Record
DELETE DONATOR TYPE	SAVE CHANGES	BACK TO DONATOR TYPE

+ When you have reached the last record in the database, you will receive this message:

> **FAIL!!** ✕
>
> You have reached the last record!
>
> OK
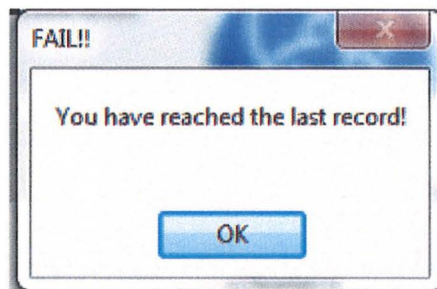
+ Once you find the record you are looking for you then have the option to:
    3. **DELETE DONATOR TYPE**, which will permanently delete the record from the database, OR:
    4. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
+ When you are finished with this screen, you may click on the **BACK TO DONATOR TYPE** button which will direct you back to the **DONATOR TYPE** screen.

DONATION SECTION - DONATION SCREEN:

Next in the category of Donation Screens is the **DONATION SCREEN.** This is the screen you will go to when a person or organization is coming in to donate food, items, or money to your organization. You must enter all key fields marked with an asterisk (*)

↓ **DONATION ID** is an ID field that will be generated for you.

↓ **DONATOR ID** is a dropdown box that lists ID numbers as well as names so that you can easily pick a donator.

↓ **STAFF ID** is the ID of the Staff member that is handling this donation. It is a dropdown box.

↓ **DATE** will be generated for you.

↓ The sub-form to the right is where you enter the products that are being donated. You first pick the **PRODUCT ID** from a dropdown box, then enter the **QUANTITY** that is being donated.

↓ Once all key fields are entered, you then click the **ADD NEW DONATION** button.

↓ Once the data is added to the database, you may then click on **PRINT RECEIPT** to provide a receipt for the donator.

DONATION

CENTRAL CITY MINISTRIES

ENTER PRODUCTS DONATED:

Donation ID * 15

Donator ID * 7

Staff ID * 2

Date * 4/28/2012

Product ID ▾	Quantity ▾
1	244
2	10
3	50
*	

Record: I◄ ◄ 3 of 3 ► ►I ►□ 🏷 No Filter | Search

ADD NEW DONATION

SEARCH OR DELETE

GO BACK

CLEAR FORM

PRINT RECEIPT
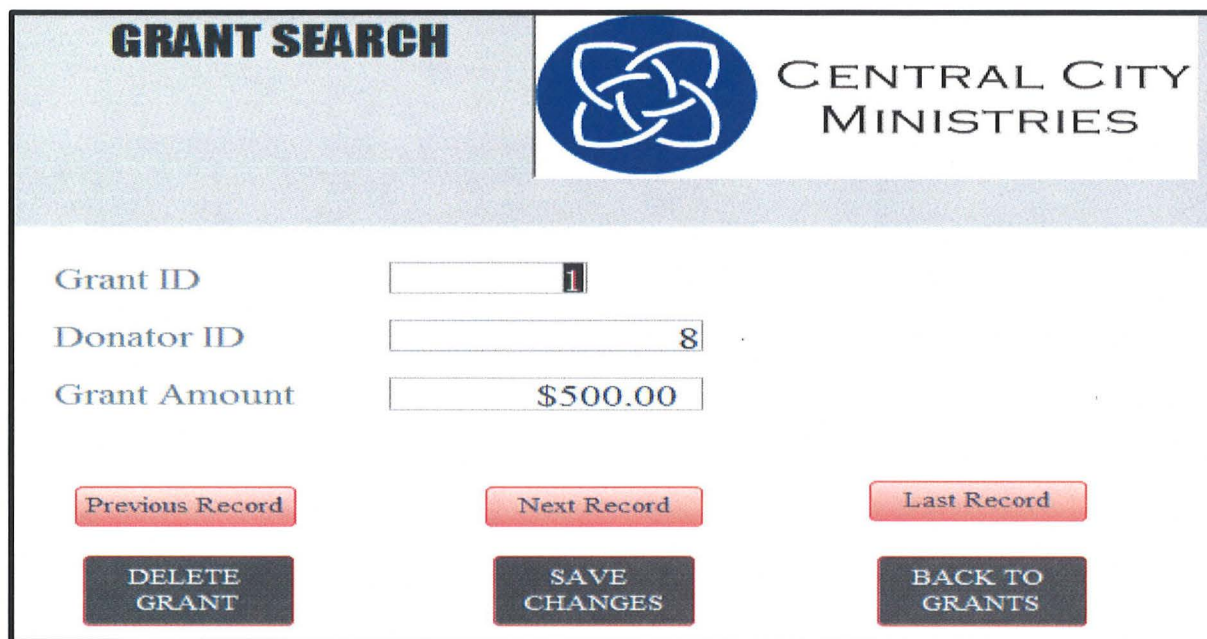
After the new Donation is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

↓ The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

↓ The **SEARCH AND DELE̶**̶ ̶̶̶̶̶̶̶̶̶̶̶̶ ̶̶̶̶̶ ̶̶̶̶Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **DONATOR TYPE SEARCH.** When the **SEARCH AND DELETE**

button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

DONATION SEARCH

CENTRAL CITY MINISTRIES

PRODUCTS DONATED:

Product ID	Quantity
1	100
*	

Donation ID: 9

Donator ID: 5

Staff ID: 2

Date: 4/18/2012

Record: 1 of 1   No Filter   Search

[Previous Record] [Next Record] [Last Record]

[DELETE DONATION] [SAVE CHANGES] [BACK TO DONATION]

- When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

[OK]
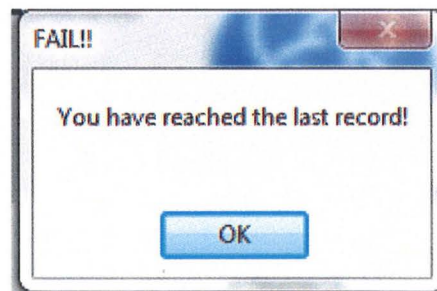
- Once you find the record you are looking for you then have the option to:
  5. **DELETE DONATION**, which will permanently delete the record from the database, OR:
  6. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
- When you are finished with this screen, you may click on the **BACK TO DONATION** button which will direct you back to the **DONATION** screen.

DONATION SECTION – GRANTS SCREEN:

The final screen in the Donation category is the **GRANTS** screen. Only management has access to this screen. This is the screen you will go to track and record Grants that are being donated by Companies to your organization. You must enter all key fields marked with an asterisk (*)

- **GRANT ID** is an ID that will be automatically generated for you to uniquely describe the new Grant.
- **DONATOR ID** is the Donator that is donating the Grant, and is a dropdown box that will display the Donator's ID as well as the name associated with the ID.
- **GRANT AMOUNT** is the dollar amount being donated.
- Once all key fields are entered, click on the **ADD NEW GRANT** button to add the new Grant to your database.

GRANTS   CENTRAL CITY MINISTRIES

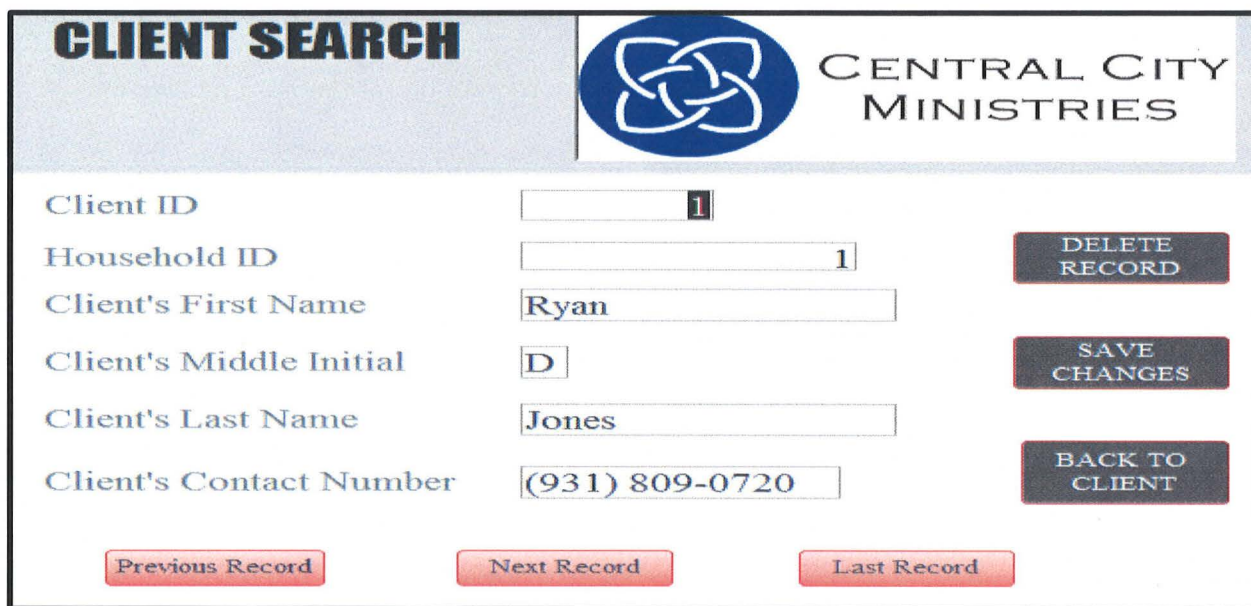|		
Grant ID	* 5	SAVE
Donator ID	* 7	
Grant Amount	* 500	CLEAR FORM

ADD NEW GRANT   SEARCH OR DELETE   GO BACK

After the new Grant is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.
- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

🔸 The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **GRANT SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD.**

GRANT SEARCH

CENTRAL CITY MINISTRIES

Grant ID	1
Donator ID	8
Grant Amount	$500.00

Previous Record   Next Record   Last Record

DELETE GRANT   SAVE CHANGES   BACK TO GRANTS

🔸 When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
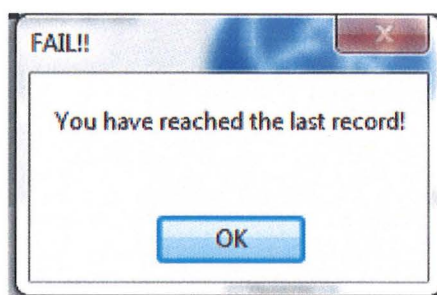
🔸 Once you find the record you are looking for you then have the option to:
   7. **DELETE GRANT**, which will permanently delete the record from the database, OR:
   8. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
🔸 When you are finished with this screen, you may click on the **BACK TO GRANTS** button which will direct you back to the **GRANT** screen.

TRANSACTION SECTION – CLIENT SCREEN:

The first of the Transaction Screens is the *CLIENT SCREEN*. A Client is a single person who is receiving products (money, food or items) from your organization. This is the screen you will go to when you need to add a new Client. Unique to this screen is a *CREATE NEW HOUSEHOLD* button. Each client must be attached to a HOUSEHOLD ID, so if you need to create, or search a Household for a specific client, you may click on the *CREATE NEW HOUSEHOLD* button to be redirected to that screen first. All key fields marked with an asterisk (*) must be entered.

- ⁜ *CLIENT ID* is a unique ID that will be generated for you.
- ⁜ *HOUSEHOLD ID* is a dropdown box that lists Household ID as well as the name attached to the ID
- ⁜ Then you must enter *CLIENTS FIRST NAME, CLIENTS MIDDLE INITIAL* (not required), and *CLIENTS LAST NAME*
- ⁜ *CLIENT'S CONTACT NUMBER* is not a required field. Some Client's may not have a phone number.
- ⁜ Once all required fields are entered, click *ADD NEW CLIENT* to add the Client to the database.

CLIENT   CENTRAL CITY MINISTRIES

Client ID	* 16
Household ID	* 2 ▾
Client's First Name	* Johns
Client's Middle Initial	
Client's Last Name	* Smith
Client's Contact Number	

CLEAR FORM

GO BACK

SAVE

ADD NEW CLIENT   SEARCH OR DELETE CLIENT   CREATE NEW HOUSEHOLD

After the new Client is added, the screen will clear itself. If you make a mistake in entering data, you can hit the *CLEAR FORM* button to clear the Form.

⁜ The *GO BACK* button can be used when you are done with this screen and wish to return to the *MANAGER MAIN MENU* screen.

The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **CLIENT SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.
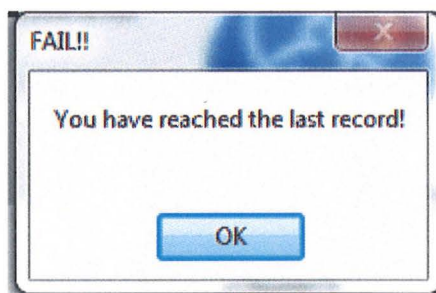
CLIENT SEARCH

CENTRAL CITY MINISTRIES

Client ID	1
Household ID	1
Client's First Name	Ryan
Client's Middle Initial	D
Client's Last Name	Jones
Client's Contact Number	(931) 809-0720

DELETE RECORD

SAVE CHANGES

BACK TO CLIENT

Previous Record   Next Record   Last Record

When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
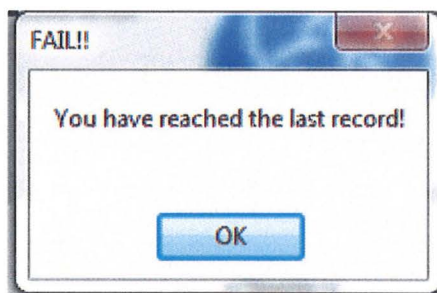
Once you find the record you are looking for you then have the option to:
9. **DELETE CLIENT**, which will permanently delete the record from the database, OR:
10. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.

When you are finished with this screen, you may click on the **BACK TO CLIENT** button which will direct you back to the **CLIENT** screen.

TRANSACTION SECTION – HOUSEHOLD SCREEN:

Next in the Transaction section is the HOUSEHOLD SCREEN. A household is an identifier used to track individuals who live in the same household that are receiving assistance from your organization. A household can be one individual or several individuals. All key fields marked with an asterisk (*) must be entered.

- *HOUSEHOLD ID* is a unique ID that will be automatically generated for you.
- *HOUSEHOLD NAME* is a unique name used to describe the Household (for example...the Johnson House)
- *HOUSEHOLD STREET, CITY, STATE*, and *ZIP* are not required fields. If the Client is homeless, they will not have this information.
- Once all the required fields are entered, click on *the ADD NEW HOUSEHOLD* button to add this new household to the database.

HOUSEHOLD

CENTRAL CITY MINISTRIES

Household ID	*	6
Household Name	*	Johnson house
Household Street		
Household City		
Household State		
Household Zip		

SAVE

CLEAR FORM

ADD NEW HOUSEHOLD

SEARCH OR DELETE

GO TO CLIENT

GO BACK

After the new Household is added, the screen will clear itself. If you make a mistake in entering data, you can hit the *CLEAR FORM* button to clear the Form.

- The *GO BACK* button can be used when you are done with this screen and wish to return to the *MANAGER MAIN MENU* screen.

+ The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **HOUSEHOLD SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

HOUSEHOLD SEARCH

CENTRAL CITY MINISTRIES

Household ID	1
Household Name	Household 1
Household Street	907 Cumberland Drive
Household City	Clarksville
Household State	TN
Household Zip	37044

DELETE HOUSEHOLD

SAVE CHANGES

Previous Record   Next Record   Last Record   BACK TO HOUSEHOLD

+ When you have reached the last record in the database, you will receive this message:

FAIL!!

X

You have reached the last record!

OK

+ Once you find the record you are looking for you then have the option to:
   11. **DELETE HOUSEHOLD,** which will permanently delete the record from the database, OR:
   12. **SAVE CHANGES,** this allows you to update a record in your database by changing any of the key fields.
+ When you are finished with this screen, you may click on the **BACK TO HOUSEHOLD** button which will direct you back to the **HOUSEHOLD** screen.

TRANSACTION SECTION – TRANSACTION SCREEN:

Next in the Transaction section is the ***TRANSACTION SCREEN.*** This is the screen you will go to when a Client is coming in to receive food, items, or money from your organization. Unique to this screen is a CREATE VOUCHER button. A Voucher is a separate product that must be tracked on it's own in order for you to provide a VOUCHER ID in the transaction screen. You must enter all key fields marked with an asterisk (*)

- ***TRANSACTION ID*** is an ID field that will be generated for you.
- ***CLIENT ID*** is a dropdown box that lists ID numbers as well as names so that you can easily pick a Client.
- ***STAFF ID*** is the ID of the Staff member that is handling this transaction. It is a dropdown box.
- ***DATE*** will be generated for you.
- ***VOUCHER ID*** is not required because not all transactions will include a voucher.
- The sub-form to the right is where you enter the products that are being given to the client. You first pick the ***PRODUCT ID*** from a dropdown box, then enter the ***QUANTITY*** that is being given.
- Once all key fields are entered, you then click the ***ADD NEW DONATION*** button.
- Once the data is added to the database, you may then click on ***PRINT VOUCHER*** to provide a voucher for the client if one was created.

TRANSACTION

CENTRAL CITY MINISTRIES

Transaction ID	*	34
Client ID	*	3
Staff ID	*	2
Date	*	4/28/2012
Voucher ID		

ENTER PRODUCTS:

Product ID	Quantity
2	3
1	34
*	

Record: 14 ◀ 2 of 2 ▶ ▶I ▶*   No Filter   Sear

| ADD TRANSACTION | SEARCH OR DELETE | CREATE VOUCHER |

| SAVE | CLEAR FORM | GO BACK | PRINT VOUCHER |

After the new Transaction is added, the screen will clear itself. If you make a mistake in entering data, you can hit the ***CLEAR FORM*** button to clear the Form.

- The ***GO BACK*** button can be used when you are done with this screen and wish to return to the ***MANAGER MAIN MENU*** screen.

🞧 The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **TRANSACTION SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

TRANSACTION SEARCH

CENTRAL CITY MINISTRIES

Transaction ID	9		**PRODUCTS:**	
Client ID	3		Product ID	Quantity
			1	100
Staff ID	2		2	50
			3	500
Date	4/18/2012	*		
Voucher ID	2			

Record: I◀ ◀ 1 of 3 ▶ ▶I ▶⚞ No Filter Sear

Previous Record   Next Record   Last Record

DELETE TRANSACTION   SAVE CHANGES   BACK TO TRANSACTION

🞧 When you have reached the last record in the database, you will receive this message:

FAIL!!

X

You have reached the last record!

OK
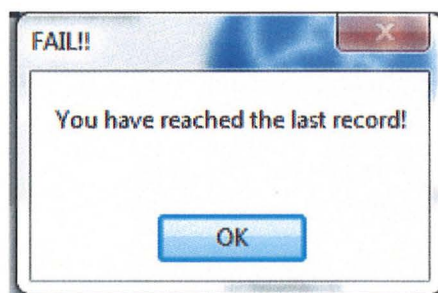
🞧 Once you find the record you are looking for you then have the option to:
13. **DELETE TRANSACTION**, which will permanently delete the record from the database, OR:
14. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
🞧 When you are finished with this screen, you may click on the **BACK TO TRANSACTION** button which will direct you back to the **TRANSACTION** screen.

TRANSACTION SECTION – VOUCHER SCREEN:

Next in the Transaction section is the VOUCHER SCREEN. Vouchers are printed forms given to clients from various Utility Companies, Gas stations, and Grocery Stores around the community that help out your organization. This screen is tied to the TRANSACTION SCREEN for ease of access back and forth. You must enter all key fields marked with an asterisk (*)

- **VOUCHER ID** is a unique ID automatically generated when you create a new Voucher.
- **COMPANY ID** is a dropdown box that shows the ID and the name attached to the ID. The **COMPANY ID** is the ID attached to the Company that is providing the Voucher.
- **VOUCHER AMOUNT** is the dollar amount of the Voucher
- **UTILITY ACCOUNT NUMBER** is the Account number if it's for a specific Utility bill; this is not a required field whereas Gas stations and Grocery Stores will not have Account numbers.
- Once all key fields are entered, you then click the **ADD NEW VOUCHER** button.

VOUCHER

CENTRAL CITY MINISTRIES

Voucher ID	*	16
Company ID	*	2
Voucher Amount	*	$25.00
Utility Account Number		1234567

SAVE

CLEAR FORM

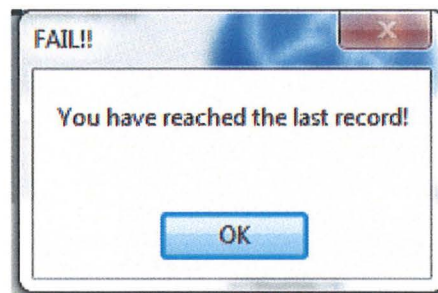ADD NEW VOUCHER

SEARCH OR DELETE VOUCHER

BACK TO TRANSACTION

GO BACK

After the new Voucher is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

🜋 The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **VOUCHER SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

VOUCHER SEARCH

CENTRAL CITY MINISTRIES

Voucher ID	1
Company ID	2
Voucher Amount	$100.00
Utility Account Number	12388834

Previous Record	Next Record	Last Record
DELETE VOUCHER	SAVE CHANGES	BACK TO VOUCHER

🜋 When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
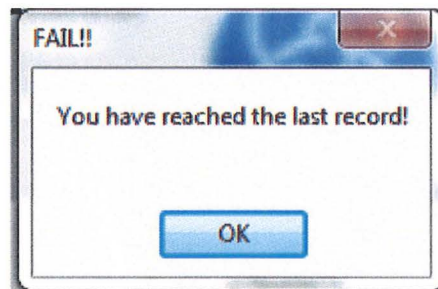
🜋 Once you find the record you are looking for you then have the option to:
  15. **DELETE VOUCHER**, which will permanently delete the record from the database, OR:
  16. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
🜋 When you are finished with this screen, you may click on the **BACK TO VOUCHER** button which will direct you back to the **VOUCHER** screen.

TRANSACTION SECTION – VOUCHER COMPANY SCREEN:

Next in the Transaction section is the VOUCHER COMPANY SCREEN. This is the screen to provide information about the Voucher Companies that are providing Vouchers to your organization. You must enter all key fields marked with an asterisk (*)

- *COMPANY ID* is a unique ID that is automatically generated when creating a new Voucher Company.
- *COMPANY TYPE ID* is a dropdown box that shows the ID and the name attached to the ID. It is the Type of Company that is providing the Voucher (for example...Utility Company, Gas Station, Grocery Store)
- *COMPANY NAME, COMPANY STREET ADDRESS, COMPANY CITY, COMPANY STATE, COMPANY ZIP* and *PHONE NUMBER* are all required fields when creating a new Voucher Company.
- Once all key fields are entered, you then click the *ADD NEW COMPANY* button.

VOUCHER COMPANIES

CENTRAL CITY MINISTRIES

Company ID	* 6	SAVE
Compnay Type ID	* 1	
Company Name	* Clarksville Gas and Water	ADD NEW COMPANY
Company Street Address	* 1234 Wilma Rudolph blvd	CLEAR FORM
Company City	* Clarksville	
Company State	* TN	SEARCH OR DELETE COMPANY
Company Zip	* 37043	GO BACK
Phone Number	* (931) 223-4455	

After the new Voucher Company is added, the screen will clear itself. If you make a mistake in entering data, you can hit the *CLEAR FORM* button to clear the Form.

- The *GO BACK* button can be used when you are done with this screen and wish to return to the *MANAGER MAIN MENU* screen.

🔸 The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **VOUCHER COMPANY SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

VOUCHER COMPANIES SEARCH

CENTRAL CITY
MINISTRIES

|			
Company ID	1	Previous Record	DELETE COMPANY
Compnay Type ID	1		
Company Name	That Company		
Company Street Address	123 This Road	Next Record	SAVE CHANGES
Company City	Clarksville		
Company State	TN		
Company Zip	37040	Last Record	BACK TO VOUCHER COMPANIES
Phone Number	(123) 456-7890		

🔸 When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK

🔸 Once you find the record you are looking for you then have the option to:
17. **DELETE VOUCHER COMPANY**, which will permanently delete the record from the database, OR:
18. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
🔸 When you are finished with this screen, you may click on the **BACK TO VOUCHER COMPANY** button which will direct you back to the **VOUCHER COMPANY** screen.

TRANSACTION SECTION – COMPANY TYPE:

The final screen in the Transaction section is the COMPANY TYPE screen. Only management has access to this screen. This screen is used to provide information on the type of Company that is providing Vouchers for your organization; for example...Utility Companies, Gas Stations and Grocery Stores. You must enter all key fields marked with an asterisk (*)

- **COMPANY TYPE ID** is a unique ID automatically generated for you when creating a new Company Type
- **COMPANY TYPE NAME** is a Name describing the Type of Company; for example, Utility Company
- **COMPANY TYPE DESCRIPTION** is not a required field, but can be used to describe Company Types that may be very similar.
- Once all key fields are entered, you then click the **ADD NEW COMPANY TYPE** button.

COMPANY TYPE

CENTRAL CITY MINISTRIES

Company Type ID	* 4
Company Type Name	* Utility Company
Comapny Type Description	Electric, Gas and Water

ADD NEW COMPANY TYPE	SEARCH OR DELETE	SAVE	CLEAR FORM	GO BACK

After the new Company Type is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **COMPANY TYPE SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

COMPANY TYPE SEARCH   CENTRAL CITY MINISTRIES

Company Type ID	1
Company Type Name	Utility Company
Comapny Type Description	Electric, Water

Previous Record   Next Record   Last Record

DELETE COMPANY TYPE   SAVE CHANGES   BACK TO COMPANY TYPE

When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
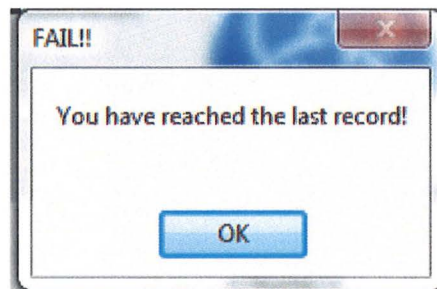
Once you find the record you are looking for you then have the option to:
19. **DELETE COMPANY TYPE**, which will permanently delete the record from the database, OR:
20. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.

When you are finished with this screen, you may click on the **BACK TO COMPANY TYPE** button which will direct you back to the **COMPANY TYPE** screen.

MANAGEMENT SECTION – STAFF SCREEN:

Only management has access to all the screens under the Management Section. The first of this section is the Staff Screen. This screen provides information about all the Managers and Volunteers working for your organization. You must enter all key fields marked with an asterisk (*). Middle Initial is the only field out of the following that is not required when creating a new staff member.

- *STAFF ID* is a unique ID that is automatically generated when creating a new staff member
- *STAFF TYPE ID* is a dropdown box that displays an ID as well as the name attached to that ID; for example...Manager or Volunteer.
- *FIRST NAME, LAST NAME, STREET ADDRESS, CITY, STATE,* ZIP and *CONTACT NUMBER* is all required information about your staff members
- *START DATE* will automatically generate when creating a new Staff member
- *PASSWORD* is a unique password created by the staff member being added.
- Once all key fields are entered, you then click the *ADD STAFF* button.

STAFF

CENTRAL CITY MINISTRIES

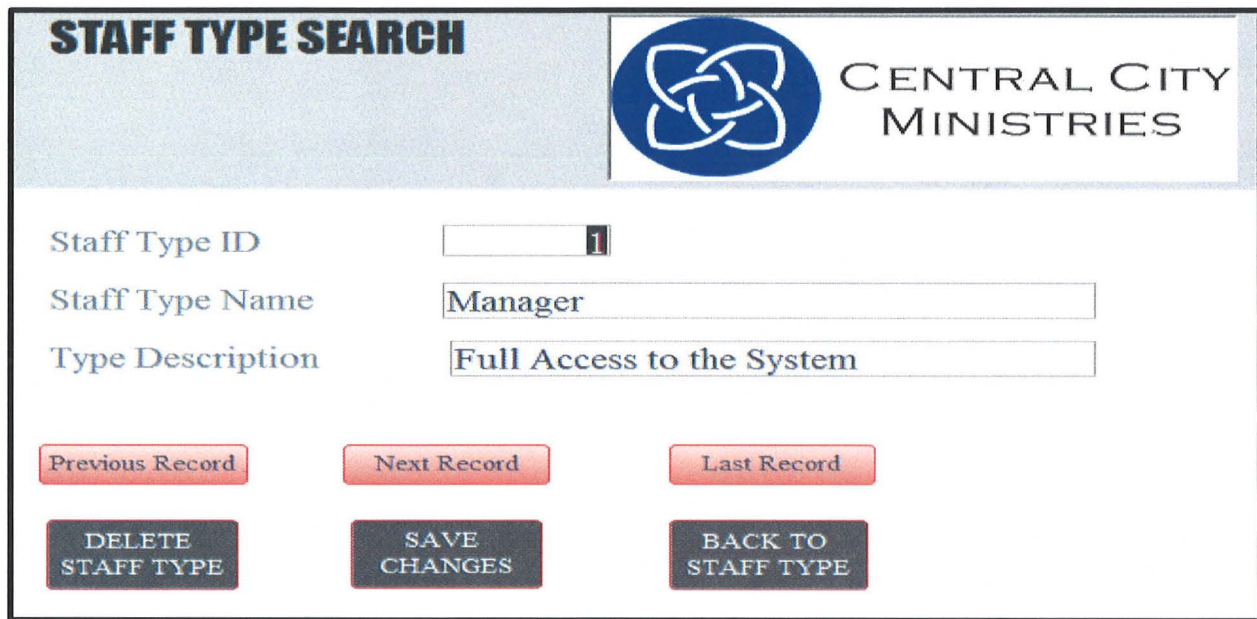|		
Staff ID	*	7
Staff Type ID	*	1
First Name	*	Stephanie
Middle Initial		A
Last Name	*	Taylor
Street Address	*	565 Caskey Drive
City	*	Clarksville
State	*	TN
Zip	*	37040
Contact Number	*	(931) 802-1544
Start Date	*	4/28/2012
Password	*	*******

ADD STAFF

SEARCH OR DELETE

SAVE

CLEAR FORM

GO BACK

After the new Staff member is added, the screen will clear itself. If you make a mistake in entering data, you can hit the *CLEAR FORM* button to clear the Form.

- The *GO BACK* button can be used when you are done with this screen and wish to return to the *MANAGER MAIN MENU* screen.

- The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **STAFF SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.
- The **STAFF SEARCH** screen also displays the **LAST LOGIN** date for the staff member

STAFF SEARCH   CENTRAL CITY MINISTRIES

Staff ID	3
Staff Type ID	1
First Name	Devin
Middle Initial	M
Last Name	Ahrens
Street Address	2728 Turner Lane
City	Clarksville
State	TN
Zip	37042
Contact Number	(931) 220-0389
Start Date	4/9/2012
Last Login	4/25/2012

Previous Record   DELETE STAFF

Next Record   SAVE CHANGES

Last Record   BACK TO STAFF

- When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
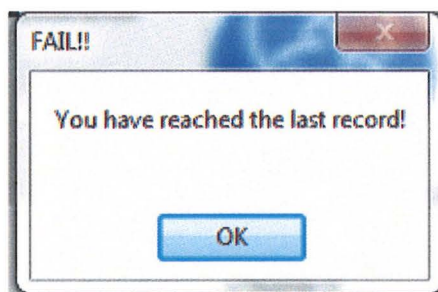
- Once you find the record you are looking for you then have the option to:
    21. **DELETE STAFF**, which will permanently delete the record from the database, OR:
    22. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
- When you are finished with this screen, you may click on the **BACK TO STAFF** button which will direct you back to the **STAFF** screen.

MANAGEMENT SECTION – STAFF TYPE SCREEN:

Next in the Management Section is the STAFF TYPE SCREEN which is used to create Types of Staff working for you; for example...Managers and Volunteers. Only Management has access to this screen. You must enter all key fields marked with an asterisk (*).

- **STAFF TYPE ID** is a unique ID that is automatically generated for you when you create a new Staff Type.
- **STAFF TYPE NAME** is the Name attached to the ID; for example...Manager
- **STAFF TYPE DESCRIPTION** is not a required field. Used to describe the Staff Type.
- Once all key fields are entered, you then click the **ADD NEW STAFF TYPE** button.

STAFF TYPE

CENTRAL CITY MINISTRIES

Staff Type ID	*	3
Staff Type Name	*	Manager
Type Description		Full access to the system

ADD NEW STAFF TYPE   SEARCH OR DELETE

SAVE   CLEAR FORM   GO BACK

After the new Staff Type is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

🌼 The *SEARCH AND DELETE* button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named *STAFF TYPE SEARCH.* When the *SEARCH AND DELETE* button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on *PREVIOUS RECORD, NEXT RECORD* and *LAST RECORD*.

🌼 When you have reached the last record in the database, you will receive this message:

🌼 Once you find the record you are looking for you then have the option to:

    23. *DELETE STAFF TYPE*, which will permanently delete the record from the database, OR:

    24. *SAVE CHANGES*, this allows you to update a record in your database by changing any of the key fields.

🌼 When you are finished with this screen, you may click on the *BACK TO STAFF TYPE* button which will direct you back to the *STAFF TYPE* screen.

MANAGEMENT SECTION – PRODUCT SCREEN:

Next in the management section is the PRODUCT SCREEN. This screen provides information about the Products that your organization keeps on hand for people to donate, and for your organization to provide for your community; for example…food and money. You must enter all key fields marked with an asterisk (*).

- PRODUCT ID is a unique ID that is automatically generated for you when creating a new product.
- PRODUCT NAME names the product attached to the ID
- AMOUNT ON HAND is the quantity of that product on hand at the moment. It is not a required field because when first creating a product, you may not have any on hand at the moment.
- Once all key fields are entered, you then click the **ADD NEW PRODUCT** button.

PRODUCTS

CENTRAL CITY MINISTRIES

Product ID	* [4]	SAVE
Product Name	* [food]	
Amount on Hand	[250]	CLEAR FORM

ADD NEW PRODUCT   SEARCH OR DELETE PRODUCT   GO BACK

After the new Product is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **MANAGER MAIN MENU** screen.

🔸 The **SEARCH AND DELETE** button is unique to the Manager Screens only. If you need to find a specific record, delete a record or make changes to an existing record, click on this button which will direct you to a new screen named **PRODUCT SEARCH.** When the **SEARCH AND DELETE** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**.

PRODUCT SEARCH

CENTRAL CITY MINISTRIES

Product ID	1
Product Name	Food
Amount on Hand	500

Previous Record   Next Record   Last Record

DELETE PRODUCT   SAVE CHANGES   BACK TO PRODUCTS

🔸 When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
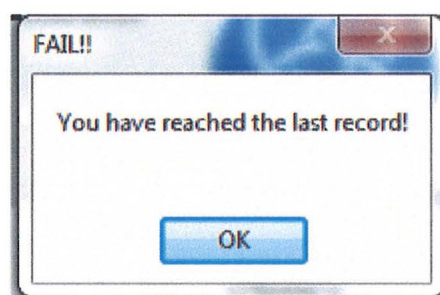
🔸 Once you find the record you are looking for you then have the option to:
25. **DELETE PRODUCT**, which will permanently delete the record from the database, OR:
26. **SAVE CHANGES**, this allows you to update a record in your database by changing any of the key fields.
🔸 When you are finished with this screen, you may click on the **BACK TO PRODUCTS** button which will direct you back to the **PRODUCT** screen.

MANAGEMENT SECTION - REPORTS MAIN MENU:

The final category of the Management Section is the REPORTS MAIN MENU button. Only management has access to the REPORTS MAIN MENU. This menu is the Main Menu for generating reports about your organization.
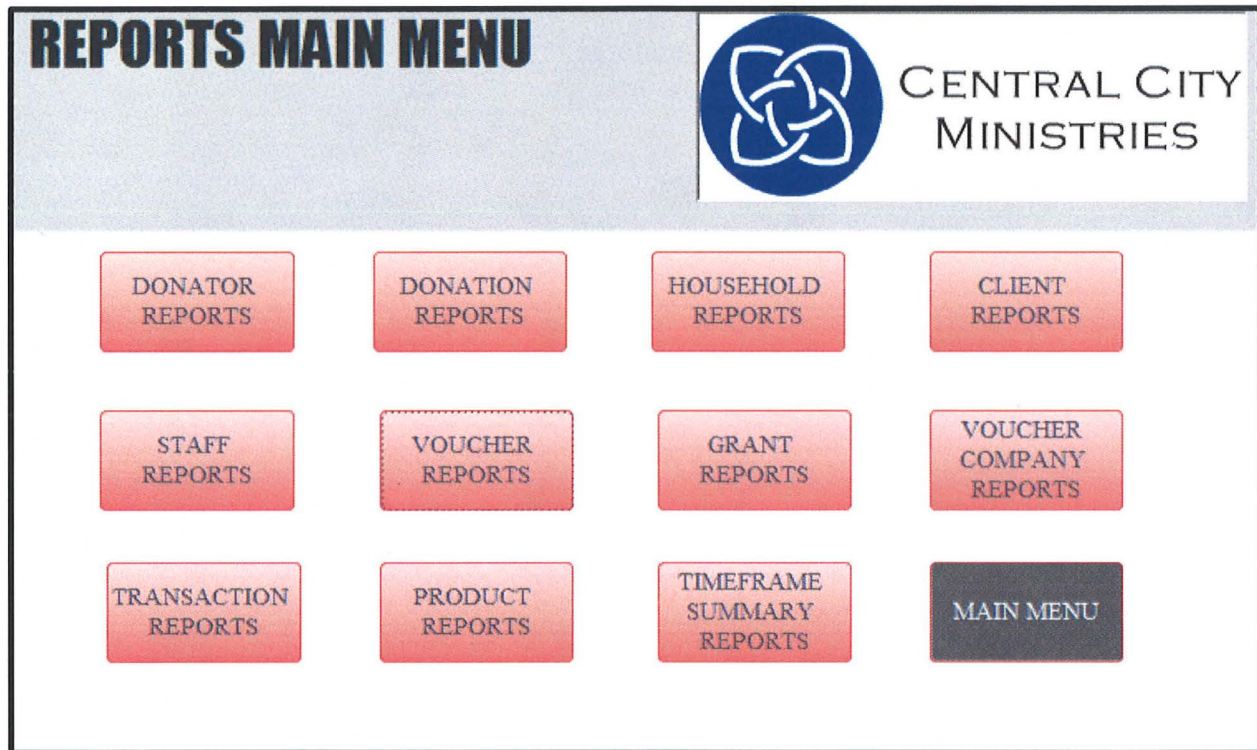
- Each button will direct you to the category in which you wish to generate your report by. We will look at each area in greater detail in the following pages.
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU*

REPORTS MAIN MENU – DONATOR REPORTS:

The first button on the REPORTS MAIN MENU is the DONATOR REPORTS. This category allows you to generate reports specific to the Donator's to your organization.

- BY NAME: Generates a report for the name, or organization's name for each donator of your organization.
- BY TYPE: Generates a report by the types of Donators Donating to your organization; for example…a single person, or an entire organization.

DONATOR REPORTS — CENTRAL CITY MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME   GO BACK

BY TYPE   MAIN MENU

- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A DONATOR REPORT:

ALL DONATORS SORTED BY NAME

CENTRAL CITY MINISTRIES

Last Name	First Name	MiddleInitial	Donator ID	Donator Type ID	Organization Name
			10	2	Girls Scouts
			9	2	Red Cross
			8	2	Big Brother/Big Sister
			6	2	Rafferty's
Doe	Jane	E	11	1	
Johnson	Sarah	R	13	1	
Smith	John	A	7	1	
Smith	Susie	E	5	1	United Way
TOTAL RECORDS:		8			

Sunday, April 29, 2012   PRINT   Page 1 of 1

ALL DONATORS SORTED BY DONATOR TYPE

CENTRAL CITY MINISTRIES

Donator Type ID	Donator ID	Last_name	First_Name	Middle_Initial	Organization_Name
1	5	Smith	Susie	E	United Way
1	7	Smith	John	A	
1	11	Doe	Jane	E	
1	13	Johnson	Sarah	R	
2	6				Rafferty's
2	8				Big Brother/Big Sister
2	9				Red Cross
2	10				Girls Scouts
TOTAL RECORDS:		8			

Sunday, April 29, 2012   PRINT   Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the DONATOR REPORTS screen.

REPORTS MAIN MENU – STAFF REPORTS:

The next category in the REPORTS MAIN MENU is the STAFF REPORTS. This will allow you to generate reports specific to the Staff members who are working for your organization.

- *BY NAME*: Generates a report by the name of your staff members
- *By STAFF TYPE*: Generates a report by the types of staff members working for your organization; for example...managers and volunteers.
- *BY LAST LOGIN*: Generates a report by the Last time each staff member Logged in to your system
- *BY START DATE*: Generates a report by the Date each Staff member was added to your system.
- *BY LOCATION*: Generates a report by where each staff member lives.

STAFF REPORTS

CENTRAL CITY MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME	BY LAST LOGIN		GO BACK
BY STAFF TYPE	BY START DATE		
BY LOCATION			MAIN MENU

- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A STAFF REPORT:

ALL STAFF SORTED BY START DATE   [PRINT]   CENTRAL CITY MINISTRIES

Start Date	Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
4/4/2012	Clark		Sarah	E		2	1 907 Cumberland Drive
City	State	Zip	Contact Number	Last Login		Password	
Clarksville	TN		37040 (931) 802-1544	4/17/2012		logan007	

Start Date	Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
4/9/2012	Ahrens		Devin	M		3	1 2728 Turner Lane
City	State	Zip	Contact Number	Last Login		Password	
Clarksville	TN		37042 (931) 220-0389	4/25/2012		password	

Start Date	Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
4/9/2012	Smith		John	H	1		2 565 Caskey Drive
City	State	Zip	Contact Number	Last Login		Password	
Clarksville	TN		37042 (931) 645-6530	4/9/2012		redrum187	

Start Date	Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
4/19/2012	Myers		Bruce	C		6	2 987 Creekside
City	State	Zip	Contact Number	Last Login		Password	
Clarksville	TN		37042 (931) 999-9999			password	

ALL STAFF SORTED BY NAME   [PRINT]   CENTRAL CITY MINISTRIES

Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
Ahrens		Devin	M	3		1 2728 Turner Lane
City	State	Zip	Contact Number	Start Date	Last Login	Password
Clarksville	TN		37042 (931) 220-0389	4/9/2012	4/25/2012	password

Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
Clark		Sarah	E	2		1 907 Cumberland Drive
City	State	Zip	Contact Number	Start Date	Last Login	Password
Clarksville	TN		37040 (931) 802-1544	4/4/2012	4/17/2012	logan007

Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
Myers		Bruce	C	6		2 987 Creekside
City	State	Zip	Contact Number	Start Date	Last Login	Password
Clarksville	TN		37042 (931) 999-9999	4/19/2012		password

Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
Myers		Bruce	C	5		1 999 Elm Street
City	State	Zip	Contact Number	Start Date	Last Login	Password
Clarksville	TN		37040 (931) 269-8777	4/19/2012	4/25/2012	password

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the STAFF REPORTS screen.

REPORTS MAIN MENU – VOUCHER REPORTS:

The next category in the REPORTS MAIN MENU is the VOUCHER REPORTS. This will allow you to generate reports specific to the Vouchers being distributed by your organization.

- *BY DATE*: Generates a report by the date each Voucher was created and distributed.
- *BY COMPANY*: Generates a report by the Company that provided the Voucher
- *BY AMOUNT*: Generates a report by the Amount of each Voucher
- *BY STAFF*: Generates a report by the Staff members that handled the Voucher.
- *BY HOUSEHOLD*: Generates a report that shows what vouchers are going to each Household.
- *BY CLIENT*: Generates a report that shows what vouchers are being given to each individual.

VOUCHER REPORTS

CENTRAL CITY MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY DATE	BY STAFF
BY COMPANY	BY HOUSEHOLD
BY AMOUNT	BY CLIENT
GO BACK	MAIN MENU

- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A VOUCHER REPORT:

VOUCHER BY DATE
CENTRAL CITY MINISTRIES

Transaction Date	Transaction ID	Voucher ID	Company ID	Voucher Amount	Utility Account Num	Client ID	Staff ID	PRINT
4/12/2012	28	13	3	20		3	6	
4/17/2012	8	5	3	10	56123	1	1	
4/18/2012	9	2	2	100	123456789	3	2	
4/18/2012	15	9	1	5		3	3	
4/20/2012	16	1	2	100	12388834	4	3	
4/20/2012	17	3	1	200	123456789	8	5	
4/20/2012	18	4	2	50	987654321	9	5	
4/20/2012	20	6	2	10	54789	4	6	
4/20/2012	21	7	1	2	456	1	2	
4/20/2012	22	8	2	5	123354	8	6	
4/23/2012	27	10	2	10		3	6	

VOUCHER BY AMOUNT
CENTRAL CITY MINISTRIES

Voucher Amount	Client ID	Voucher ID	Company ID	Utility Account Num	Transaction ID	Transaction Date	Staff ID	PRINT
200	8	3	1	123456789	17	4/20/2012	5	
100	3	2	2	123456789	9	4/18/2012	2	
100	4	1	2	12388834	16	4/20/2012	3	
50	9	4	2	987654321	18	4/20/2012	5	
40	4	15	2		33	4/25/2012	3	
20	3	13	3		28	4/12/2012	6	
15	4	11	2		29	4/25/2012	5	
10	1	5	3	56123	8	4/17/2012	1	
10	3	10	2		27	4/23/2012	6	
10	4	6	2	54789	20	4/20/2012	6	

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the VOUCHER REPORTS screen.

REPORTS MAIN MENU – PRODUCT REPORTS:

The next category in the REPORTS MAIN MENU is the PRODUCT REPORTS. This will allow you to generate reports specific to the Products received and distributed by your organization.

- **AMOUNT ON HAND**: Generates a report that shows how much of each product is in stock at your organization.
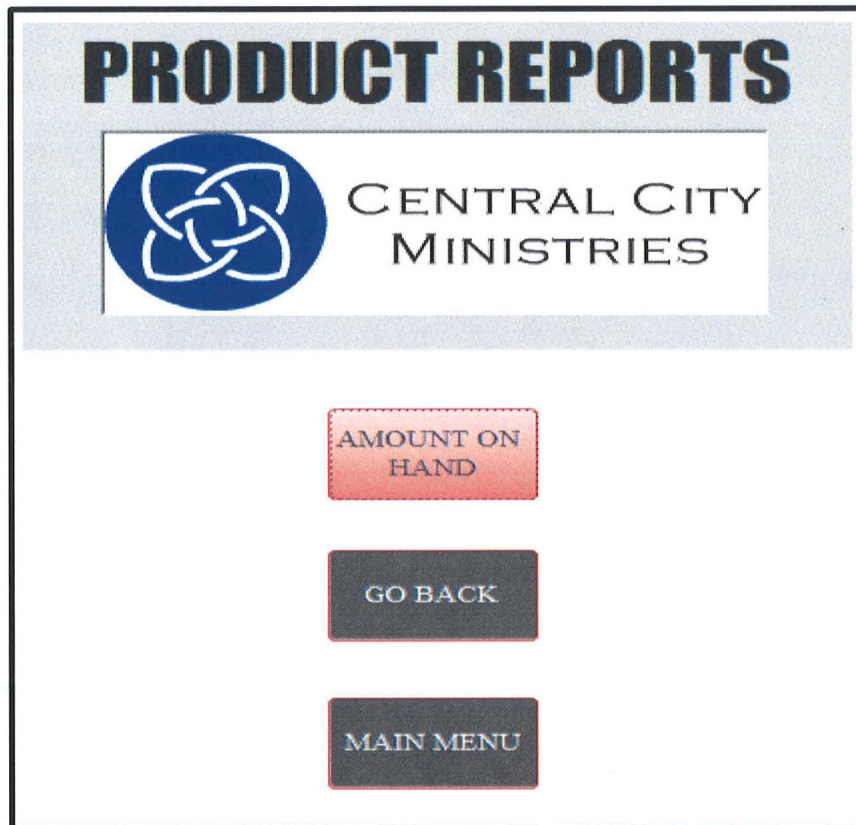
- The **GO BACK** button will direct you back to the **REPORTS MAIN MENU** screen
- The **MAIN MENU** button will direct you back to the **MANAGER MAIN MENU** screen

EXAMPLE OF A PRODUCT REPORT:

	PRODUCT	CENTRAL CITY MINISTRIES

Product ID	Product Name	Amount on Hand	PRINT
1	Food	500	
2	Items	497	
3	Money	2448	

Sunday, April 29, 2012   Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the VOUCHER REPORTS screen.

REPORTS MAIN MENU – HOUSEHOLD REPORTS:

The next category in the REPORTS MAIN MENU is the HOUSEHOLD REPORTS. This will allow you to generate reports specific to the Households receiving assistance from your organization.

- *BY NUMBER IN HOUSEHOLD*: Generates a report that shows the number of clients in each household
- *AMOUNT OF VOUCHERS*: Generates a report that shows how many Vouchers are being given to each household.
- *AMOUNT OF PROUCTS*: Generates a report that shows what products are being given to each household
- *BY LOCATION*: Generates a report by wear each household is located.

- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A HOUSEHOLD REPORT:

HOUSEHOLD AMOUNT OF VOUCHERS

CENTRAL CITY MINISTRIES

PRINT

Household Id	Household Name	Voucher Total
1	Household 1	12
2	Household 2	135
3	Household 3	170
4	Household 4	255

Sunday, April 29, 2012   Page 1 of 1

HOUSEHOLD AMOUNT OF PRODUCTS

CENTRAL CITY MINISTRIES

PRINT

Household Id	Household Name	Product Id	Total Received
2	Household 2		
		1	134
		2	53
		3	500
3	Household 3		
		1	55
		2	56
		3	50
4	Household 4		
		1	5
		2	9
		3	5

Sunday, April 29, 2012   Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the HOUSEHOLD REPORTS screen.

REPORTS MAIN MENU – GRANT REPORTS:

The next category in the REPORTS MAIN MENU is the GRANT REPORTS. This will allow you to generate reports specific to the Grants that your organization receives from outside organizations.

- *BY DONATOR*: Generates a report by who is donating the Grants
- *BY AMOUNT*: Generates a report by how much each Grant was for.

GRANT REPORTS

CENTRAL CITY MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY DONATOR	GO BACK
BY AMOUNT	MAIN MENU

- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A GRANT REPORT:

ALL GRANTS SORTED BY DONATOR

CENTRAL CITY
MINISTRIES

PRINT

Donator ID	Grant ID	Amount	
7	4		$200.00
7	5		$500.00
8	1		$500.00
8	3		$50.00
9	2		$200.00
TOTAL AMOUNT OF GRANTS:			$1,450.00

Sunday, April 29, 2012

Page 1 of 1

ALL GRANTS SORTED BY AMOUNT

CENTRAL CITY
MINISTRIES

PRINT

Grant Amount	Donator ID	Grant ID
$50.00	8	3
$200.00	7	4
$200.00	9	2
$500.00	7	5
$500.00	8	1
TOTAL AMOUNT OF GRANTS: $1,450.00		

Sunday, April 29, 2012

Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the GRANT REPORTS screen.

REPORTS MAIN MENU - CLIENT REPORTS:

The next category in the REPORTS MAIN MENU is the CLIENT REPORTS. This will allow you to generate reports specific to the Individuals receiving assistance from your organization.

- **BY NAME**: Generates a report by the name of each Client receiving assistance
- **BY HOUSEHOLD**: Generates a report that ties each Client to a specific household.

CLIENT REPORTS

CENTRAL CITY MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME

BY HOUSEHOLD

GO BACK

MAIN MENU

- The **GO BACK** button will direct you back to the **REPORTS MAIN MENU** screen
- The **MAIN MENU** button will direct you back to the **MANAGER MAIN MENU** screen

EXAMPLE OF A CLIENT REPORT:

ALL CLIENTS SORTED BY NAME — CENTRAL CITY MINISTRIES

PRINT

Last Name	First Name	Middle Initial	Household ID	Client ID	Client Contact Number
Clark	Heather	h	3	4	(931) 249-9869
Clark	Jason	E	2	3	(931) 206-8939
Jones	Ryan	D	1	1	(931) 809-0720
May	Sally		3	11	(931) 552-6666
Reigns	Quanesheia	L	4	9	(931) 987-3333
Smith	Johns		2	16	
Taylor	Stephanie	K	4	8	(931) 801-9997
TOTAL RECORDS:		7			

Sunday, April 29, 2012 — Page 1 of 1

CLIENT BY HOUSEHOLD — CENTRAL CITY MINISTRIES

PRINT

Household ID	Household Name	Client ID	Last Name	First Name	Middle Initial
1	Household 1				
		1	Jones	Ryan	D
2	Household 2				
		3	Clark	Jason	E
		16	Smith	Johns	
3	Household 3				
		4	Clark	Heather	h
		11	May	Sally	
4	Household 4				
		8	Taylor	Stephanie	K
		9	Reigns	Quanesheia	L

Sunday, April 29, 2012 — Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the CLIENT REPORTS screen.

REPORTS MAIN MENU – VOUCHER COMPANY REPORTS:

The next category in the REPORTS MAIN MENU is the VOUCHER COMPANY REPORTS. This will allow you to generate reports specific to the Voucher Companies providing Vouchers to your organization.

- **BY NAME**: Generates a report by the name of each Voucher Company.
- **BY LOCATION**: Generates a report by the Location of each Voucher Company.
- **BY COMPANY TYPE**: Generates a report by the Type of each Company providing Vouchers to your organization; for example…Utility Company, Gas Station, Grocery Store.

VOUCHER COMPANY REPORTS

CENTRAL CITY MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME

BY LOCATION

BY COMPANY TYPE

GO BACK

MAIN MENU

- The **GO BACK** button will direct you back to the **REPORTS MAIN MENU** screen
- The **MAIN MENU** button will direct you back to the **MANAGER MAIN MENU** screen

EXAMPLE OF A VOUCHER COMPANY REPORT:

ALL VOUCHER COMPANIES SORTED BY NAME — CENTRAL CITY MINISTRIES

Company Name	Company ID	Company Type ID	Street Address	City	State	Zip	PRINT
Clarksville Departme	2	1	1212 Wilma Rudolph Blvd	Clarksville	TN	37040	
Clarksville Gas and \	6	1	1234 Wilma Rudolph blvd	Clarksville	TN	37043	
Kroger's	5	3	23 Peacher's Mill Rd	Clarksville	TN	37042	
Shell Station	3	2	45 Madison Street	Clarksville	TN	37043	
That Company	1	1	123 This Road	Clarksville	TN	37040	

TOTAL RECORDS: 5

Sunday, April 29, 2012 — Page 1 of 1

ALL VOUCHER COMPANIES SORTED BY TYPE — CENTRAL CITY MINISTRIES

Company Type ID	Company ID	Company Name	Street Address	Company_City	State	Company_Zip	PRINT
1	1	That Company	123 This Road	Clarksville	TN	37040	
1	2	Clarksville Departme	1212 Wilma Rudolph Blvd	Clarksville	TN	37040	
1	6	Clarksville Gas and \	1234 Wilma Rudolph blvd	Clarksville	TN	37043	
2	3	Shell Station	45 Madison Street	Clarksville	TN	37043	
3	5	Kroger's	23 Peacher's Mill Rd	Clarksville	TN	37042	

TOTAL RECORDS: 5

Sunday, April 29, 2012 — Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the CLIENT REPORTS screen.

REPORTS MAIN MENU – DONATION REPORTS:

The next category in the REPORTS MAIN MENU is the DONATION REPORTS. This will allow you to generate reports specific to the Donations coming into your organization. They are broken up into two categories: *BY DETAILED* reports, and *BY SUMMARY* reports.

BY DETAILED:

- *BY STAFF*: Generates a report that shows what Staff member is handling the Donations coming in.
- *BY PRODUCT*: Generates a report by what products are being donated to your organization.
- *BY DONATOR*: Generates a report by which specific donator is donating.

BY SUMMARY:

- *BY TIMEFRAME*: Generates a report by a specific timeframe. The user will be prompted to enter a beginning date and an ending date to which the report will be generated.
- *BY PRODUCT ID*: Generates a report by a specific product. The user will be prompted to enter a specific product ID in which to generate the report by.
- *BY STAFF ID*: Generates a report by a specific staff member. The user will be prompted to enter a specific Staff ID in which to generate the report by,

- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A DONATION REPORT:

ALL DONATIONS SORTED BY PRODUCT

CENTRAL CITY
MINISTRIES

PRINT

Product ID		Donation ID	Donor ID	Staff ID	Donation Date	Donation Quantity
	1					
		9	5	2	4/18/2012	100
		12	5	3	4/19/2012	100
		13	5	2	4/19/2012	50
		15	7	2	4/28/2012	244
	2					
		14	5	2	4/19/2012	500
		15	7	2	4/28/2012	10
	3					
		12	5	3	4/19/2012	1500
		13	5	2	4/19/2012	500
		14	5	2	4/19/2012	100
		15	7	2	4/28/2012	50

Sunday, April 29, 2012

Page 1 of 1

Enter Parameter Value ? X

ENTER STAFF ID

[ ]

OK   Cancel

DONATIONS BY SPECIFIED STAFF

CENTRAL CITY
MINISTRIES

PRINT

Staff ID		Donation ID	Donation Date
	2	9	4/18/2012
	2	13	4/19/2012
	2	14	4/19/2012
	2	15	4/28/2012
Total Records	4		

Sunday, April 29, 2012

Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the DONATION REPORTS screen.

REPORTS MAIN MENU – TRANSACTION REPORTS:

The next category in the REPORTS MAIN MENU is the TRANSACTION REPORTS. This will allow you to generate reports specific to the products (food, items, money and vouchers) leaving your organization. They are broken up into two categories: **BY DETAILED** reports, and **BY SUMMARY** reports.

BY DETAILED:

- **BY HOUSEHOLD:** Generates a report by what each household is receiving.
- **BY STAFF:** Generates a report by what staff member is handling the transactions.
- **BY CLIENT:** Generates a report by what specific client is receiving form your organization.
- **BY DATE:** Generates a report by what date the transactions were logged.

BY SUMMARY:

- **BY TIMEFRAME:** Generates a report by a specific timeframe. The user will be prompted to enter a beginning date and an ending date to which the report will be generated
- **BY STAFF ID:** Generates a report by a specific staff member. The user will be prompted to enter a specific Staff ID in which to generate the report by,
- **CLIENT BY PRODUCT:** The user will be prompted to enter a product Id, then a report will be generated that shows which client's received that product.

The **GO BACK** button will direct you back to the **REPORTS MAIN MENU** screen

The **MAIN MENU** button will direct you back to the **MANAGER MAIN MENU** screen

EXAMPLE OF A TRANSACTION REPORT:

ALL TRANSACTIONS SORTED BY STAFF

CENTRAL CITY MINISTRIES

Staff ID		Transaction ID	Client ID	Transaction Date	Voucher ID	Product ID	Transaction Quantity	PRINT
	2							
		9	3	4/18/2012	2	3	500	
		9	3	4/18/2012	2	2	50	
		9	3	4/18/2012	2	1	100	
		34	3	4/28/2012		1	34	
		34	3	4/28/2012		2	3	
	3							
		16	4	4/20/2012	1	3	50	
		16	4	4/20/2012	1	2	50	
		16	4	4/20/2012	1	1	50	
		33	4	4/25/2012	15	2	6	
		33	4	4/25/2012	15	1	5	

Enter Parameter Value ? X

ENTER PRODUCT ID

[ ]

OK   Cancel

CLIENTS BY SPECIFIED PRODUCT

CENTRAL CITY MINISTRIES

Client ID	Transaction Date	PRINT
3	4/18/2012	
3	4/28/2012	
4	4/20/2012	
4	4/25/2012	
8	4/20/2012	
Total Records	5	

Sunday, April 29, 2012 .... Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
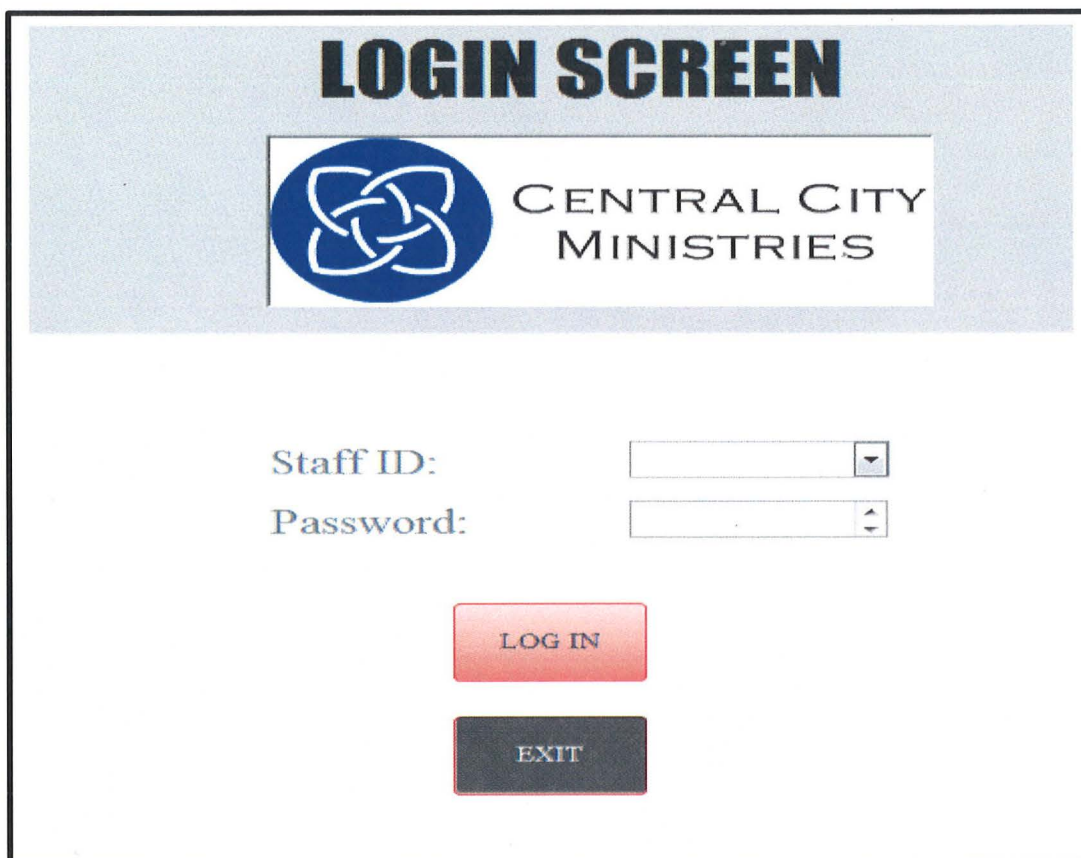- Upon exiting the screen, you will be directed back to the TRANSACTION REPORTS screen.

REPORTS MAIN MENU – TIMEFRAME SUMMARY REPORTS:

The final category for reporting is the TIMEFRAME SUMMARY REPORTS. This is where you go to generate reports based on a specific timeframe. These reports give you an overview of donations, transactions, what staff members worked, how much food, items, and money came into and left your organization by a specific timeframe. It is broken up into four options: *END OF DAY, END OF WEEK, END OF MONTH*, and *END OF YEAR*.
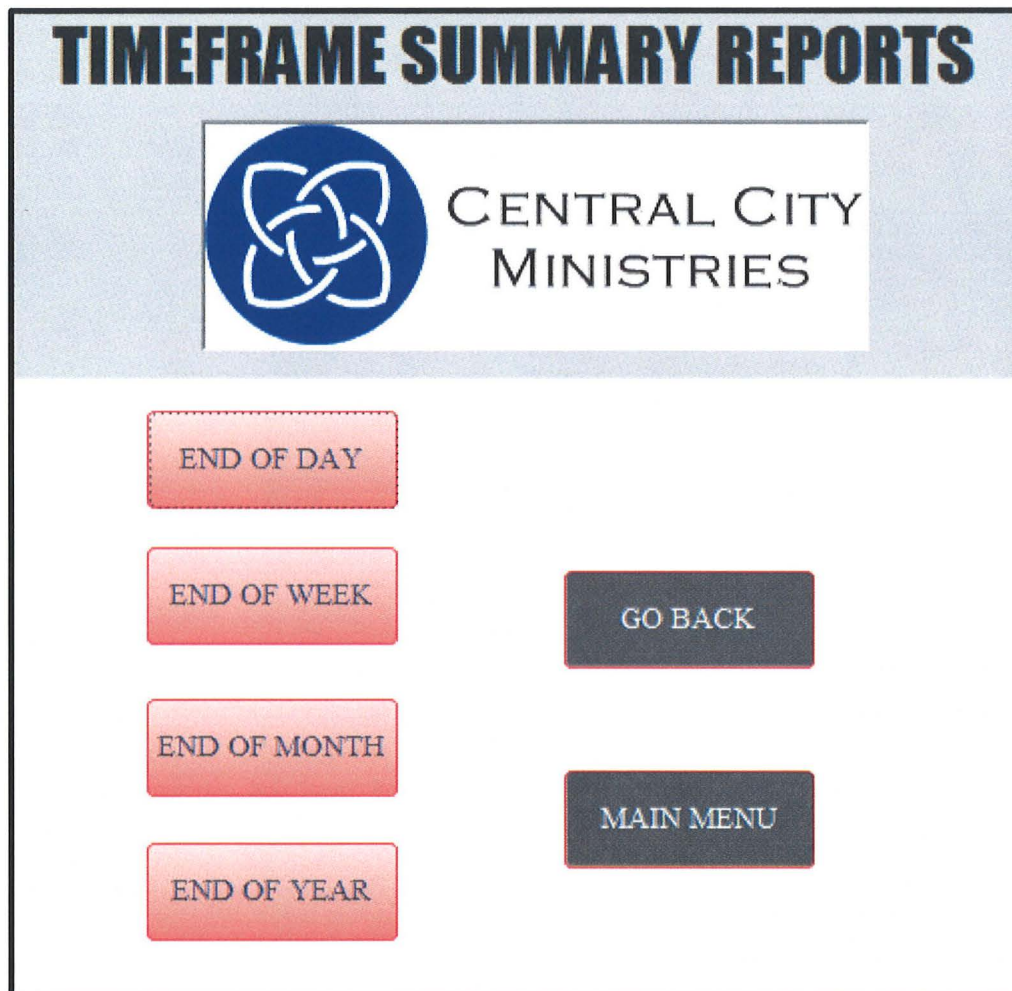
- The *GO BACK* button will direct you back to the *REPORTS MAIN MENU* screen
- The *MAIN MENU* button will direct you back to the *MANAGER MAIN MENU* screen

EXAMPLE OF A TIMEFRAME SUMMARY REPORT:

END OF MONTH REPORT

CENTRAL CITY MINISTRIES

Amount of Staff Working :   `4`

Number of Donations: `6`

Total of Food Donations: `494`

Total of Item Donations: `510`

Amount of Money Donations: `2150`

Number of Transactions: `17`

Total of Food Transactions: `194`

Total of Item Transactions: `118`

Amount of Money Transactions: `555`

PRINT

Sunday, April 29, 2012   Page 1 of 1

- Each report contains an option to print by clicking the PRINT button
- Upon exiting the screen, you will be directed back to the TIMEFRAME SUMMARY REPORTS screen.

Volunteer Operation Instructions

CENTRAL CITY
MINISTRIES

When entering the System, you will access the **Login Screen**. Once you successfully Log in, you will be directed to the **VOLUNTEER MAIN MENU** if you are a Volunteer. If you are a manager, you will be directed to the **MANAGER MAIN MENU**.

- The **LOGIN SCREEN** prompts you to enter your STAFF ID, which is a dropdown menu (click on the arrow to the right of the STAFF ID) that lists everyone's STAFF ID as well as the first and last name associated with that ID. Select your STAFF ID and enter your password in the password box. You must then click on the **LOGIN** button.

- If an incorrect password is entered, you will get an error message and will be required to enter your username and password over again. The **EXIT** button will exit the system completely.

If you log in with a Volunteer ID, this is your main screen and you will always be directed back to this screen while navigating through the system.
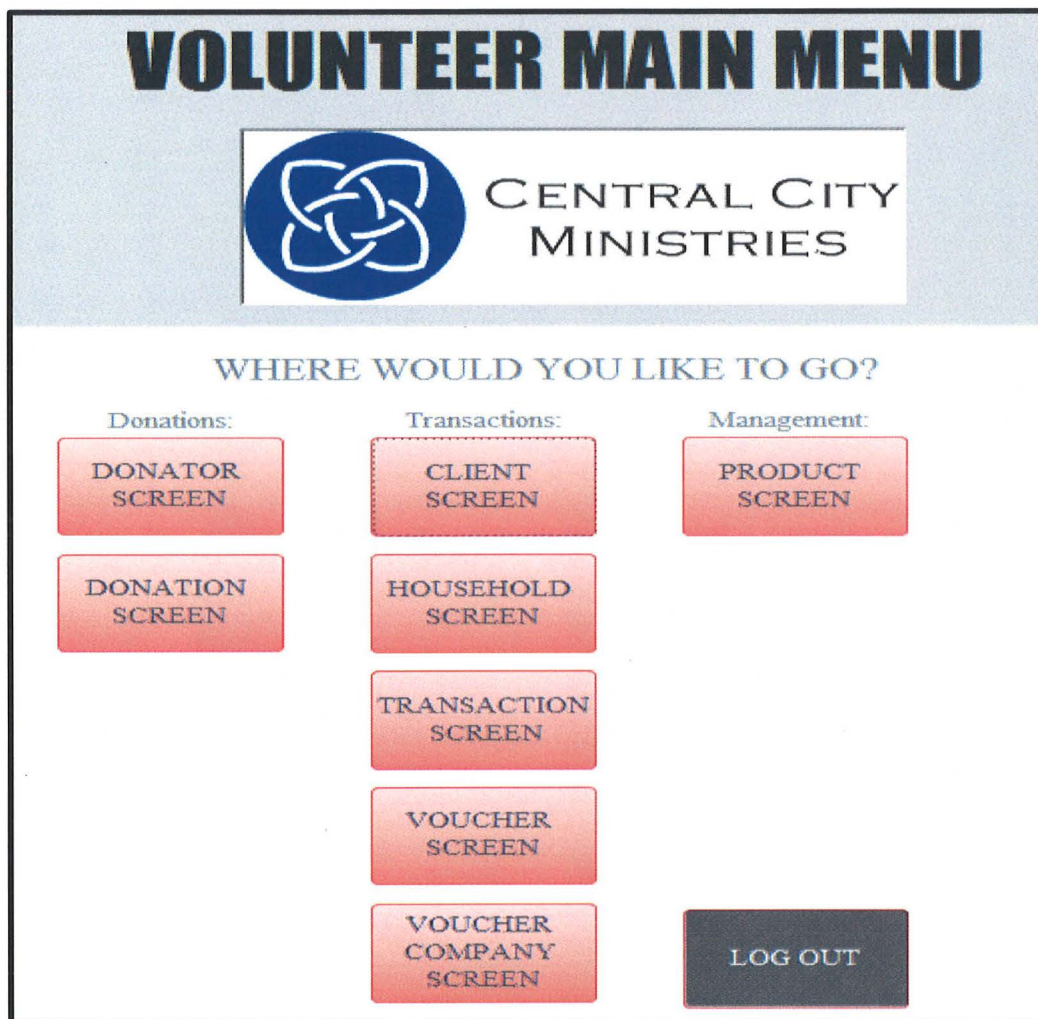
If you are a volunteer, this will be your main screen. Everything you need can be found on this main screen broken up in three sections:

- **DONATIONS**: Contains two buttons, all related to people or companies donating to your organization.
- **TRANSACTIONS**: Contains five buttons, all related to people or households who are receiving goods or money from your organization. This is also where you can create vouchers for people, or add new voucher companies who are donating and providing help to your organization.
- **MANAGEMENT**: Contains one button. As a volunteer, you have limited access to the system. This section lets you search for products handled by the organization.
- **LOG OUT**: Directs you back to the Login Screen.

DONATION SECTION – DONATOR-VOLUNTEER SCREEN:

The first of the Donation Screens is the **DONATOR SCREEN**. Donator's can be individuals or entire organizations that are coming in to donate.

- If they are a first time donator, you must enter all their information into the system. This will only have to happen once. If it's an individual, enter first, middle and last name. OR, if an Organization is donating, you are only required to enter the Organization name.
- The Donator ID will generate an ID for you.
- Donator Type ID is a dropdown box that will list the possible choices for you to select from.
- Once information is entered (required fields are marked with an asterisk *), click on the **ADD NEW DONATOR** button

---

DONATOR-VOLUNTEER   CENTRAL CITY MINISTRIES

Donator ID   * [(New)]
Donator Type ID   * [▼]

ENTER PERSONAL NAME OR ORGANIZATION NAME
DEPENDING ON DONATOR TYPE

Donator's First Name   [   ]
Donator's Middle Initial   [   ]
Donator's Last Name   [   ]
Organization Name   [   ]

[ADD NEW DONATOR] [SEARCH DONATOR] [SAVE] [CLEAR FORM] [GO BACK]

After the new Donator is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **VOLUNTEER MAIN MENU** screen.

When the **SEARCH DONATOR** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to delete or update a record, you must ask someone with manager capabilities to do it for you.

DONATOR SEARCH

CENTRAL CITY MINISTRIES

Donator ID	5
Donator Type ID	1
Donator's First Name	Susie
Donator's Middle Initial	E
Donator's Last Name	Smith
Organization's Name	United Way

BACK TO DONATOR
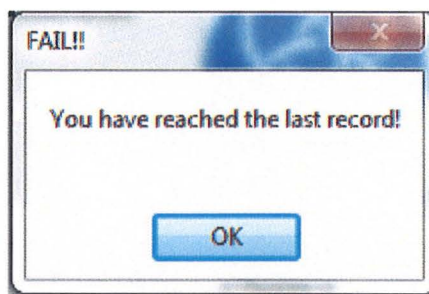
Previous Record   Next Record   Last Record

When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK
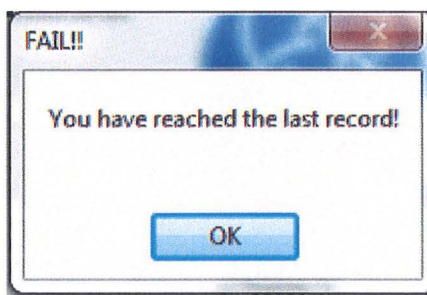
When you are finished with this screen, you may click on the **BACK TO DONATOR** button which will direct you back to the **DONATOR –VOLUNTEER** screen

DONATION SECTION – DONATION-VOLUNTEER SCREEN:

Next in the category of Donation Screens is the **DONATION-VOLUNTEER SCREEN.** This is the screen you will go to when a person or organization is coming in to donate food, items, or money to your organization. You must enter all key fields marked with an asterisk (*)

- **DONATION ID** is an ID field that will be generated for you.
- **DONATOR ID** is a dropdown box that lists ID numbers as well as names so that you can easily pick a donator.
- **STAFF ID** is the ID of the Staff member that is handling this donation. It is a dropdown box.
- **DATE** will be generated for you.
- The sub-form to the right is where you enter the products that are being donated. You first pick the **PRODUCT ID** from a dropdown box, then enter the **QUANTITY** that is being donated.
- Once all key fields are entered, you then click the **ADD NEW DONATION** button.
- Once the data is added to the database, you may then click on **PRINT RECEIPT** to provide a receipt for the donator.

After the new Donation is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **VOLUNTEER MAIN MENU** screen.

When the **SEARCH DONATION** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to delete or update a record, you must ask someone with manager capabilities to do it for you.

When you have reached the last record in the database, you will receive this message:

When you are finished with this screen, you may click on the **BACK TO DONATION** button which will direct you back to the **DONATION–VOLUNTEER** screen

TRANSACTION SECTION – CLIENT-VOLUNTEER SCREEN:

The first of the Transaction Screens is the **CLIENT SCREEN**. A Client is a single person who is receiving products (money, food or items) from your organization. This is the screen you will go to when you need to add a new Client. Unique to this screen is a **CREATE NEW HOUSEHOLD** button. Each client must be attached to a HOUSEHOLD ID, so if you need to create, or search a Household for a specific client, you may click on the **CREATE NEW HOUSEHOLD** button to be redirected to that screen first. All key fields marked with an asterisk (*) must be entered.

- **CLIENT ID** is a unique ID that will be generated for you.
- **HOUSEHOLD ID** is a dropdown box that lists Household ID as well as the name attached to the ID
- Then you must enter **CLIENTS FIRST NAME, CLIENTS MIDDLE INITIAL** (not required), and **CLIENTS LAST NAME**
- **CLIENT'S CONTACT NUMBER** is not a required field. Some Client's may not have a phone number.
- Once all required fields are entered, click **ADD NEW CLIENT** to add the Client to the database.

CLIENT-VOLUNTEER

CENTRAL CITY MINISTRIES

Client ID	* (New)	CREATE NEW HOUSEHOLD
Household ID	* ▾	
Client's First Name	*	SAVE
Client's Middle Initial		
Client's Last Name	*	CLEAR FORM
Client's Contact Number		

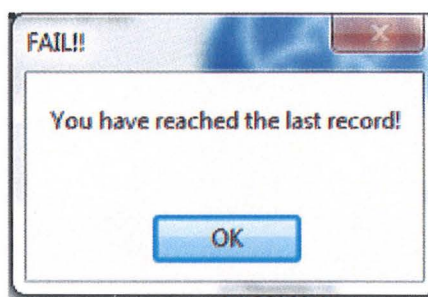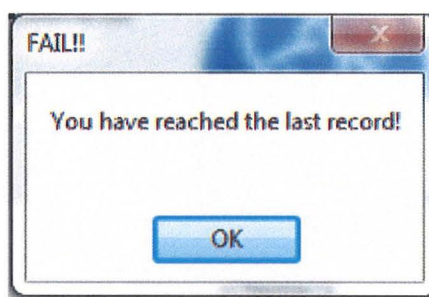ADD NEW CLIENT   SEARCH CLIENT   GO BACK

After the new Client is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **VOLUNTEER MAIN MENU** screen.

When the **SEARCH CLIENT** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to delete or update a record, you must ask someone with manager capabilities to do it for you.

CLIENT SEARCH — CENTRAL CITY MINISTRIES

Client ID	1
Household ID	1
Client's First Name	Ryan
Client's Middle Initial	D
Client's Last Name	Jones
Client's Contact Number	(931) 809-0720

BACK TO CLIENT

Previous Record   Next Record   Last Record

When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK

When you are finished with this screen, you may click on the **BACK TO CLIENT** button which will direct you back to the **CLIENT–VOLUNTEER** screen

TRANSACTION SECTION – HOUSEHOLD-VOLUNTEER SCREEN:

Next in the Transaction section is the HOUSEHOLD SCREEN. A household is an identifier used to track individuals who live in the same household that are receiving assistance from your organization. A household can be one individual or several individuals. All key fields marked with an asterisk (*) must be entered.

- *HOUSEHOLD ID* is a unique ID that will be automatically generated for you.
- *HOUSEHOLD NAME* is a unique name used to describe the Household (for example...the Johnson House)
- *HOUSEHOLD STREET, CITY, STATE*, and *ZIP* are not required fields. If the Client is homeless, they will not have this information.
- Once all the required fields are entered, click on *the ADD NEW HOUSEHOLD* button to add this new household to the database.

After the new household is added, the screen will clear itself. If you make a mistake in entering data, you can hit the *CLEAR FORM* button to clear the Form.

- The *GO BACK* button can be used when you are done with this screen and wish to return to the *VOLUNTEER MAIN MENU* screen.

When the **SEARCH HOUSEHOLD** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to delete or update a record, you must ask someone with manager capabilities to do it for you.

HOUSEHOLD SEARCH

CENTRAL CITY
MINISTRIES

Household ID	1
Household Name	Household 1
Household Street	907 Cumberland Drive
Household City	Clarksville
Household State	TN
Household Zip	37044

Previous Record   Next Record   Last Record   BACK TO HOUSEHOLD

When you have reached the last record in the database, you will receive this message:
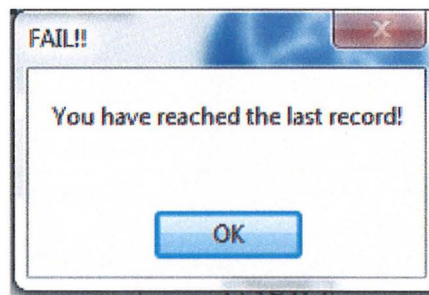
FAIL!!   x

You have reached the last record!

OK

When you are finished with this screen, you may click on the **BACK TO HOUSEHOLD** button which will direct you back to the **HOUSEHOLD–VOLUNTEER** screen

TRANSACTION SECTION – TRANSACTION-VOLUNTEER SCREEN:

Next in the Transaction section is the **TRANSACTION SCREEN.** This is the screen you will go to when a Client is coming in to receive food, items, or money from your organization. Unique to this screen is a CREATE VOUCHER button. A Voucher is a separate product that must be tracked on it's own in order for you to provide a VOUCHER ID in the transaction screen. You must enter all key fields marked with an asterisk (*)

- **TRANSACTION ID** is an ID field that will be generated for you.
- **CLIENT ID** is a dropdown box that lists ID numbers as well as names so that you can easily pick a Client.
- **STAFF ID** is the ID of the Staff member that is handling this transaction. It is a dropdown box.
- **DATE** will be generated for you.
- **VOUCHER ID** is not required because not all transactions will include a voucher.
- The sub-form to the right is where you enter the products that are being given to the client. You first pick the **PRODUCT ID** from a dropdown box, then enter the **QUANTITY** that is being given.
- Once all key fields are entered, you then click the **ADD NEW DONATION** button.
- Once the data is added to the database, you may then click on **PRINT VOUCHER** to provide a voucher for the client if one was created.

After the new Transaction is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **VOLUNTEER MAIN MENU** screen.

⚜ When the **SEARCH TRANSACTION** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to delete or update a record, you must ask someone with manager capabilities to do it for you.

TRANSACTION SEARCH

CENTRAL CITY MINISTRIES

Transaction ID	8
Client ID	1
Staff ID	1
Date	4/17/2012
Voucher ID	5

PRODUCTS:

Product ID ‑	Quantity ‑

Record: ⏮ ◀ ▶ ⏭ ▷ 🔾 No Filter Search

Previous Record   Next Record   Last Record   **BACK TO TRANSACTION**
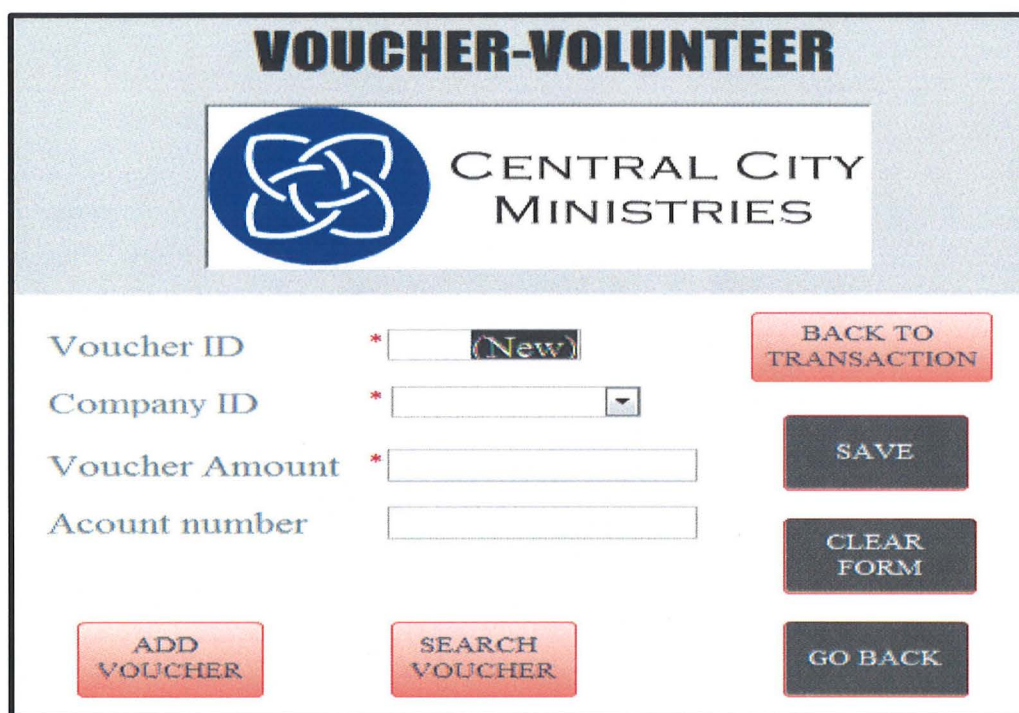
⚜ When you have reached the last record in the database, you will receive this message:

FAIL!!   ✕

You have reached the last record!

OK

⚜ When you are finished with this screen, you may click on the **BACK TO TRANSACTION** button which will direct you back to the **TRANSACTION–VOLUNTEER** screen
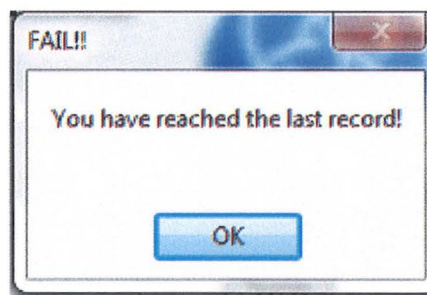
TRANSACTION SECTION – VOUCHER-VOLUNTEER SCREEN:

Next in the Transaction section is the VOUCHER SCREEN. Vouchers are printed forms given to clients from various Utility Companies, Gas stations, and Grocery Stores around the community that help out your organization. This screen is tied to the TRANSACTION SCREEN for ease of access back and forth. You must enter all key fields marked with an asterisk (*)

- **VOUCHER ID** is a unique ID automatically generated when you create a new Voucher.
- **COMPANY ID** is a dropdown box that shows the ID and the name attached to the ID. The **COMPANY ID** is the ID attached to the Company that is providing the Voucher.
- **VOUCHER AMOUNT** is the dollar amount of the Voucher
- **UTILITY ACCOUNT NUMBER** is the Account number if it's for a specific Utility bill; this is not a required field whereas Gas stations and Grocery Stores will not have Account numbers.
- Once all key fields are entered, you then click the **ADD NEW VOUCHER** button.

After the new voucher is added, the screen will clear itself. If you make a mistake in entering data, you can hit the **CLEAR FORM** button to clear the Form.

- The **GO BACK** button can be used when you are done with this screen and wish to return to the **VOLUNTEER MAIN MENU** screen.

When the **SEARCH VOUCHER** button is clicked, this is the screen you will be directed to. The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to delete or update a record, you must ask someone with manager capabilities to do it for you.

VOUCHER SEARCH

CENTRAL CITY MINISTRIES

Voucher ID	1
Company ID	2

BACK TO VOUCHER

Voucher Amount	$100.00
Utility Account Number	12388834

Previous Record   Next Record   Last Record

When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK

When you are finished with this screen, you may click on the **BACK TO VOUCHER** button which will direct you back to the **VOUCHER–VOLUNTEER** screen

TRANSACTION SECTION – VOUCHER COMPANIES SEARCH:

Next in the Transaction section is the VOUCHER COMPANY SCREEN. This is the screen to provide information about the Voucher Companies that are providing Vouchers to your organization.

- The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to add, delete or update a record, you must ask someone with manager capabilities to do it for you.

**VOUCHER COMPANIES SEARCH**

CENTRAL CITY MINISTRIES

Company ID	1	Previous Record
Compnay Type ID	1	
Company Name	That Company	Next Record
Company Street Address	123 This Road	
Company City	Clarksville	Last Record
Company State	TN	
Company Zip	37040	BACK TO MAIN MENU
Phone Number	(123) 456-7890	

- When you have reached the last record in the database, you will receive this message:

FAIL!!

You have reached the last record!

OK

- When you are finished with this screen, you may click on the **BACK TO MAIN MENU** button which will direct you back to the **VOLUNTEER MAIN MENU** screen

MANAGEMENT SECTION – PRODUCT SEARCH SCREEN:

The only screen in the management section is the PRODUCT SEARCH SCREEN. This screen provides information about the Products that your organization keeps on hand for people to donate, and for your organization to provide for your community; for example...food and money.

- The first record in the database will be automatically generated for you. To search for a record, you can click on **PREVIOUS RECORD, NEXT RECORD** and **LAST RECORD**. This is a read-only screen. You will only be able to search for and view a record. If you need to add, delete or update a record, you must ask someone with manager capabilities to do it for you.

PRODUCT SEARCH CENTRAL CITY MINISTRIES

Product ID   1

Product Name   Food

Amount on Hand   500

Previous Record   Next Record   Last Record

BACK TO MAIN MENU

- When you have reached the last record in the database, you will receive this message:
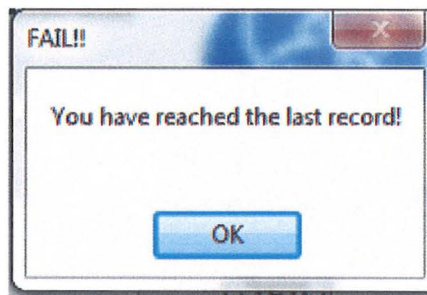
FAIL!!

You have reached the last record!

OK

- When you are finished with this screen, you may click on the **BACK TO MAIN MENU** button which will direct you back to the **VOLUNTEER MAIN MENU** screen

Detailed Table Descriptions

CENTRAL CITY MINISTRIES

Table Name: DONATOR

Field Name	Data Type	Description	Field Size	Validation Rule
Donator_ID (PK)	AutoNumber	Donator's ID	10	Not Null
Donator_Type	Number	Donator's Type	1	Not Null
Donator_First_Name	Text	Donator's First Name	50	Not Null
Donator_Middle _Initial	Text	Donator's Middle Initial	1	Allow Null
Donator_Last_Name	Text	Donator's Last Name	50	Not Null
Donator_Organization_Name	Text	Donator's Organization	70	Allow Null

Table Name: DONATOR TYPE

Field Name	Data Type	Description	Field Size	Validation Rule
Donator_Type_ID (PK)	AutoNumber	Donator Type's ID	1	Not Null
Donator_Type_Name	Text	Donator Type's Name	50	Not Null
Donator_Type_Description	Memo	Donator Type's Description	300	Allow Null

Table Name: DONATION

Field Name	Data Type	Description	Field Size	Validation Rule
Donation_ID (PK)	AutoNumber	Donation's ID	10	Not Null
Donator_ID	Number	Donator's ID	10	Not Null
Staff_ID	Number	Staff's ID	10	Not Null
Donation_Date	Date/Time	Date	8 Bytes	Not Null

Table Name: DONATION DETAIL

Field Name	Data Type	Description	Field Size	Validation Rule
Donation_ID(PK)	Number	Donation's ID	10	Not Null
Product_ID(PK)	Number	Product's ID	10	Not Null
Donation_Quantity	Number	Donation Quantity	10	Not Null

Table Name: VOUCHER COMPANIES

Field Name	Data Type	Description	Field Size	Validation Rule
Company_ID (PK)	AutoNumber	Company's ID	10	Not Null
Company_Type_ID	Number	Company's Type ID	10	Not Null
Company_Name	Text	Company's Name	50	Not Null
Company_Street_Address	Text	Company's Street Address	100	Not Null
Company_City	Text	Company's Name	50	Not Null
Company_State	Text	Company's State	2	Not Null
Company_Zip	Number	Company's Zip	5	Not Null
Company_Contact_Number	Text	Company's Phone	12	Not Null

Table Name: COMPANY TYPE

Field Name	Data Type	Description	Field Size	Validation Rule
Company_Type_ID (PK)	AutoNumber	Company's Type ID	10	Not Null
Company_Type_Name	Text	Company Type's Name	50	Not Null
Company_Type_Description	Memo	Company Type's Description	300	Allow Null

Table Name: HOUSEHOLD

Field Name	Data Type	Description	Field Size	Validation Rule
Household_ID (PK)	AutoNumber	Household's ID	10	Not Null
Household_Street	Text	Household's Street	100	Allow Null
Household_City	Text	Household's City	50	Allow Null
Household_State	Text	Household's State	2	Allow Null
Household_Zip	Number	Household's Zip	5	Allow Null

Table Name: CLIENT

Field Name	Data Type	Description	Field Size	Validation Rule
Client_ID(PK)	AutoNumber	Client's ID	10	Not Null
Household_ID	Number	Household's ID	10	Not Null
Client_First_Name	Text	Client's First Name	50	Not Null
Client_Middle_Initial	Text	Client's Middle Initial	1	Allow Null
Client_Last_Name	Text	Client's Last Name	50	Not Null
Client_Contact_Number	Text	Client's Contact Number	10	Allow Null

Table Name: STAFF

Field Name	Data Type	Description	Field Size	Validation Rule
Staff_ID (PK)	Number	Staff's ID	10	Not Null
Staff_Type_ID	Number	Staff's Type ID	1	Not Null
Staff_First_Name	Text	Staff's First Name	50	Not Null
Staff_Middle_Initial	Text	Staff's Middle Initial	1	Allow Null
Staff_Last_Name	Text	Staff's Last Name	50	Not Null
Staff_Street_Address	Text	Staff's Street Address	100	Not Null
Staff_City	Text	Staff's City	50	Not Null
Staff_State	Text	Staff's State	2	Not Null
Staff_Zip	Number	Staff's Zip	5	Not Null
Staff_Contact_Number	Text	Staff's Contact Number	10	Not Null
Staff_Start_Date	Date/Time	Staff's Start Date	8 Bytes	Not Null
Staff_Last_Login	Date/Time	Staff's Last Login	8 Bytes	Not Null
Staff_Password	Text	Staff's Password	10	Not Null

Table Name: STAFF TYPE

Field Name	Data Type	Description	Field Size	Validation Rule
Staff_Type_ID (PK)	AutoNumber	Staff's Type ID	1	Not Null
Staff_Type_Name	Text	Staff Type's Name	50	Not Null
Staff_Type_Description	Memo	Staff Type's Description	300	Allow Null

Table Name: GRANT

Field Name	Data Type	Description	Field Size	Validation Rule
Grant_ID (PK)	AutoNumber	Grant's ID	10	Not Null
Donator_ID	Number	Donator's ID	10	Not Null
Grant_Amount	Number	Grant's Amount	Decimal Places: 2	Not Null

Table Name: VOUCHER

Field Name	Data Type	Description	Field Size	Validation Rule
Voucher_ID (PK)	AutoNumber	Voucher's ID	10	Not Null
Company_ID	Number	Company's ID	10	Not Null
Voucher_Amount	Number	Voucher's Amount	Decimal Places: 2	Not Null
Utility_Account_Number	Text	Client's Account Number	20	Allow Null

Table Name: PRODUCT

Field Name	Data Type	Description	Field Size	Validation Rule
Product_ID (PK)	AutoNumber	Product's ID	10	Not Null
Product_Name	Text	Product's Name	50	Not Null
Amount_On_Hand	Number	Amount On Hand	10	Allow Null

Table Name: TRANSACTION

Field Name	Data Type	Description	Field Size	Validation Rule
Transaction_ID (PK)	AutoNumber	Transaction's ID	10	Not Null
Client_ID	Number	Client's ID	10	Not Null
Staff_ID	Number	Staff's ID	10	Not Null
Transaction_Date	Date/Time	Date	8 Bytes	Not Null
Voucher_ID	Number	Voucher's ID	10	Allow Null

Table Name: TRANSACTION DETAIL

Field Name	Data Type	Description	Field Size	Validation Rule
Transaction_ID (PK)	Number	Transaction's ID	10	Not Null
Product_ID (PK)	Number	Product's ID	10	Not Null
Transaction_Quantity	Number	Quantity	10	Not Null

Detailed Narrative Description

CENTRAL CITY
MINISTRIES

Narrative Screen Descriptions

Managers

1. **LOGIN SCREEN**– The user will select their staff number from the dropdown box. Then the user will enter a password. If the password is correct they will be taking to the main menu (menus will differ depending on if it is a volunteer or manager.) If the password is incorrect an error message will pop up, just click on the X and try again.

2. **CLIENT** –
    - *ADD*– The user will click add to add a client to the table
    - *SEARCH OR DELETE*- The user will click search or delete to look up a client or to delete a record. Upon clicking search the user will be brought to the client search screen.
    - *CREATE NEW HOUSEHOLD*– The user will click new household in order to add the client into a new household.
    - *CLEAR FORM*– The user will click on clear form and it will clear all out the data the user has entered.
    - *GO BACK*- If the user clicks go back it will take them to the previous menu.
    - *SAVE*– If the user clicks save all of the data entered will be saved.

3. **CLIENT SEARCH**– The first record of the client table is always displayed
    - *PREVIOUS RECORD*– The user will click on previous record it will take them   to the previous record.
    - *NEXT RECORD*– The user clicks the next record button it will take them to the next record in the table.
    - *LAST RECORD*– The user clicks last record and it will display the last record in the table
    - *DELETE RECORD*– Allows the user to delete the existing record in the table
    - *SAVE CHANGES*– Allows the user to save the existing changes they have made to a record.
    - *BACK TO CLIENT*– Will take the user back to the Client screen.

4. **HOUSEHOLD**–
    - *ADD HOUSEHOLD*– The user will click add to add a new household into the table.
    - *SEARCH OR DELETE*- The user will click search or delete to look up a client or to delete a record. Upon clicking search the user will be brought to the client search screen.
    - *GO TO CLIENT* – Will take the user back to the client screen.
    - *SAVE* – If the user clicks save all of the data entered will be saved.
    - *CLEAR FORM*– The user will click on clear form and it will clear all out the data the user has entered.

+ *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

5. **HOUSEHOLD SEARCH**– The first record of the household table is always displayed

+ *PREVIOUS RECORD*– The user will click on previous record it will take them to the previous record.

+ *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.

+ *LAST RECORD* – The user clicks last record and it will display the last record in the table

+ *DELETE HOUSEHOLD* – Allows the user to delete the existing record in the table

+ *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.

+ *BACK TO HOUSEHOLD* – Will take the user back to the Household screen.

6. **DONATOR TYPE** –

+ *ADD NEW DONATOR TYPE* – Will allow the user to add a new donator type to the table

+ *SEARCH OR DELETE*- The user will click search or delete to look up the donator type or to delete a record. Upon clicking search the user will be brought to the donator type search screen.

+ *SAVE*– If the user clicks save all of the data entered will be saved.

+ *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.

+ *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

7. **DONATOR TYPE SEARCH** – The first record of the donator type table is always displayed

+ *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.

+ *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.

+ *LAST RECORD*– The user clicks last record and it will display the last record in the table.

+ *DELETE DONATOR TYPE* – Allows the user to delete the existing record in the table

+ *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.

+ *BACK TO DONATOR TYPE* – Will take the user back to the Donator Type screen.

8. **DONATION** –

- *ADD NEW DONATOR*– Will allow the user to add a new donator to the table
- *SEARCH OR DELETE*- The user will click search or delete to look up a donator to delete a record. Upon clicking search the user will be brought to the donator search screen.
- *SAVE* – If the user clicks save all of the data entered will be saved.
- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

9. **DONATOR SEARCH** - The first record of the donator table is always displayed
   - *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
   - *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
   - *LAST RECORD* – The user clicks last record and it will display the last record in the table.
   - **DELETE DONATOR** – Allows the user to delete the existing record in the table
   - *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.
   - *BACK TO DONATOR* – Will take the user back to the Donator screen.

10. **PRODUCTS** –
    - *ADD NEW PRODUCT* – Will allow the user to add a new product to the table
    - *SEARCH OR DELETE*- The user will click search or delete to look up a product to delete a record. Upon clicking search the user will be brought to the product search screen.
    - *SAVE*– If the user clicks save all of the data entered will be saved.
    - *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
    - **GO BACK**- If the user clicks go back they will be taken to the previous menu screen.

11. **PRODUCT SEARCH** - The first record of the product table is always displayed

    - *PREVIOUS RECORD*- The user clicks the previous record button to go to the previous record.

    - *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
    - *LAST RECORD* – The user clicks last record and it will display the last record in the table.

- *DELETE PRODUCT*– Allows the user to delete the existing record in the table
- *SAVE CHANGES*– Allows the user to save the existing changes they have made to a record.
- *BACK TO PRODUCT* – Will take the user back to the Products screen.

12. **DONATION** –
- *ADD NEW DONATION* – Will allow the user to add a new donation to the table
- *SEARCH OR DELETE*- The user will click search or delete to look up a donation to delete a record. Upon clicking search the user will be brought to the donation search screen.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.
- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
- *PRINT RECIEPT* – The user will click on print receipt in order to print a receipt for the donation received.

13. **DONATION SEARCH** - The first record of the donation table is always displayed
- *PREVIOUS RECORD*– The user will click on previous record it will take them to the previous record.
- *NEXT RECORD*– The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD*– The user clicks last record and it will display the last record in the table.
- *DELETE RECORD* – Allows the user to delete the existing record in the table
- *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.
- *BACK TO DONATION* – Will take the user back to the Donation screen

14. **TRANSACTION**–
- *ADD NEW TRANSACTION* – Will allow the user to add a new transaction to the table
- *SEARCH OR DELETE*- The user will click search or delete to look up a transaction to delete a record. Upon clicking search the user will be brought to the transaction search screen
- *CREATE VOUCHER*– The user will click create voucher and it will bring up the voucher screen enabling users to create a voucher
- *SAVE* – If the user clicks save all of the data entered will be saved.
- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.

    + *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

    + *PRINT VOUCHER* – The user will click on print voucher in order to print a voucher for a client.

15. **TRANSACTION SEARCH**- The first record of the transaction table is always displayed

    + *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.

    + *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.

    + *LAST RECORD* – The user clicks last record and it will display the last record in the table.

    + *DELETE TRANSACTION* – Allows the user to delete the existing record in the table

    + *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.

    + *BACK TO TRANSACTION*– Will take the user back to the Transaction screen

16. **VOUCHER** –

    + *ADD NEW VOUCHER*– The user will click add to add a new household into the table.

    + *SEARCH OR DELETE*- The user will click search or delete to look up a voucher or to delete a record. Upon clicking search the user will be brought to the voucher search screen.

    + *BACK TO TRANSACTION*– Will direct the user back to the transaction screen.

    + *SAVE*– If the user clicks save all of the data entered will be saved.

    + *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.

    + *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

17. **VOUCHER SEARCH** - The first record of voucher table is always displayed

    + *PREVIOUS RECORD*– The user will click on previous record it will take them to the previous record.

    + *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.

    + *LAST RECORD* – The user clicks last record and it will display the last record in the table.

    + *DELETE VOUCHER*– Allows the user to delete the existing record in the table

- *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.
- *BACK TO VOUCHER* – Will take the user back to the voucher screen.

18. *VOUCHER COMPANIES* –
- *ADD NEW COMPANY*– The user will click add to add a new voucher company into the table.
- *SEARCH OR DELETE*- The user will click search or delete to look up a voucher company or to delete a record. Upon clicking search the user will be brought to the voucher company search screen.
- *SAVE*– If the user clicks save all of the data entered will be saved.
- *CLEAR FORM*– The user will click on clear form and it will clear all out the data the user has entered.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

19. *VOUCHER COMPANIES SEARCH*– The first record in the Voucher Companies table will always be displayed
- *PREVIOUS RECORD*– The user will click on previous record it will take them to the previous record.
- *NEXT RECORD*– The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD*– The user clicks last record and it will display the last record in the table.
- *DELETE VOUCHER COMPANY* – Allows the user to delete the existing record in the table
- *SAVE CHANGES*– Allows the user to save the existing changes they have made to a record.
- *BACK TO VOUCHER COMPANIES*– Will take the user back to the voucher companies screen

20. **COMPANY TYPE**–
- *ADD NEW COMPANY TYPE*– The user will click add to add a new company type into the table.
- *SEARCH OR DELETE*- The user will click search or delete to look up a company type or to delete a record. Upon clicking search the user will be brought to the company type search screen.
- *SAVE*– If the user clicks save all of the data entered will be saved.
- *CLEAR FORM*– The user will click on clear form and it will clear all out the data the user has entered.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

21. **COMPANY TYPE SEARCH**- The first record in the Company Type table will always be displayed

- *PREVIOUS RECORD*– The user will click on previous record it will take them to the previous record.
- *NEXT RECORD*– The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD*– The user clicks last record and it will display the last record in the table.
- *DELETE COMPANY TYPE* – Allows the user to delete the existing record in the table
- *SAVE CHANGES*– Allows the user to save the existing changes they have made to a record.
- *BACK TO COMPANY TYPE* – Will take the user back to the Company Type screen

22. **GRANTS** –
- *ADD NEW GRANT* – Will allow the user to add a new grant to the table
- *SEARCH OR DELETE*- The user will click search or delete to look up a grant to delete a record. Upon clicking search the user will be brought to the grant search screen.
- *SAVE* – If the user clicks save all of the data entered will be saved.
- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

23. **GRANT SEARCH** - - The first record in the Grant table will always be displayed
- *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
- *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD* – The user clicks last record and it will display the last record in the table.
- *DELETE RECORD* – Allows the user to delete the existing record in the table
- *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.
- *BACK TO GRANT* – Will take the user back to the Grant screen

24. **STAFF TYPE** –
- *ADD NEW STAFF TYPE* – Will allow the user to add a new staff type to the table
- *SEARCH OR DELETE*- The user will click search or delete to look up a staff type to delete a record. Upon clicking search the user will be brought to the staff type search screen.
- *SAVE*– If the user clicks save all of the data entered will be saved.

- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

25. **STAFF TYPE SEARCH** – The first record in the Staff Type Search will be displayed.

- *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
- *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD* – The user clicks last record and it will display the last record in the table.
- *DELETE STAFF TYPE* – Allows the user to delete the existing record in the table
- *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.
- *BACK TO STAFFF TYPE* – Will take the user back to the Staff Type screen

26. **STAFF–**
- *ADD STAFF* – Will allow the user to add a new staff member to the table
- *SEARCH OR DELETE*- The user will click search or delete to look up a staff member to delete a record. Upon clicking search the user will be brought to the staff search screen.
- *SAVE*– If the user clicks save all of the data entered will be saved.
- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

27. **STAFF SEARCH** – The first record in the staff table will always be displayed
- *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
- *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD* – The user clicks last record and it will display the last record in the table.
- *DELETE STAFF* – Allows the user to delete the existing record in the table
- *SAVE CHANGES* – Allows the user to save the existing changes they have made to a record.
- *BACK TO STAFF* – Will take the user back to the Staff screen

Volunteer

28. **CLIENT-VOLUNTEER** –
    - *ADD CLIENT* – The user will click add to add a client to the table
    - *SEARCH CLIENT* - The user will click search to look up a client. Upon clicking search the user will be brought to the client search screen.
    - *CREATE NEW HOUSEHOLD* – The user will click new household in order to add the client into a new household.
    - *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
    - *GO BACK*- If the user clicks go back it will take them to the previous menu.
    - *SAVE* – If the user clicks save all of the data entered will be saved.

29. **CLIENT SEARCH** – The first record of the client table is always displayed, this is a read-only screen.
    - *PREVIOUS RECORD*– The user will click on previous record it will take them to the previous record.
    - *NEXT RECORD*– The user clicks the next record button it will take them to the next record in the table.
    - *LAST RECORD* – The user clicks last record and it will display the last record in the table
    - *BACK TO CLIENT* – Will take the user back to the Client screen.

30. **HOUSEHOLD- VOLUNTEER** –
    - *ADD HOUSEHOLD* – The user will click add to add a household to the table
    - *SEARCH HOUSEHOLD* - The user will click search to look up a household. Upon clicking search the user will be brought to the household search screen.
    - *GO TO CLIENT* – Will take the user back to the client screen.
    - *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
    - *GO BACK*- If the user clicks go back it will take them to the previous menu.
    - *SAVE* – If the user clicks save all of the data entered will be saved.

31. **HOUSEHOLD SEARCH** - The first record of the client table is always displayed, this is a read-only screen.
    - *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
    - *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.

- *LAST RECORD* – The user clicks last record and it will display the last record in the table
- *BACK TO HOUSEHOLD* – Will take the user back to the household screen.

32. **DONATOR-VOLUNTEER** –
- *ADD NEW DONATOR* – Will allow the user to add a new donator to the table
- *SEARCH DONATOR* - The user will click search to look up a donator. Upon clicking search the user will be brought to the donator search screen.
- *CLEAR FORM* – The user will click on clear form and it will clear all out the data the user has entered.
- *SAVE* – If the user clicks save all of the data entered will be saved
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.

33. **DONATOR SEARCH** - The first record of the donator table is always displayed, this is a read-only screen.
- *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
- *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD* – The user clicks last record and it will display the last record in the table.
- *BACK TO DONATOR* – Will take the user back to the Donator screen.

34. **PRODUCT SEARCH** - The first record of the donator table is always displayed, this is a read-only screen.
- *PREVIOUS RECORD* – The user will click on previous record it will take them to the previous record.
- *NEXT RECORD* – The user clicks the next record button it will take them to the next record in the table.
- *LAST RECORD* – The user clicks last record and it will display the last record in the table.
- *BACK TO MAIN MENU*– Will take the user back to the main menu screen.

35. **DONATION-VOLUNTEER** –
- *ADD NEW DONATION* – Will allow the user to add a new donation to the table
- *SEARCH DONATION* - The user will click search to look up a donation. Upon clicking search the user will be brought to the donation search screen.
- *GO BACK*- If the user clicks go back they will be taken to the previous menu screen.
- *SAVE* – If the user clicks save all of the data entered will be saved

- CLEAR FORM – The user will click on clear form and it will clear all out the data the user has entered.
- PRINT RECEIPT – The user will click on print receipt in order to print a receipt for the donation received

36. **DONATION SEARCH** - The first record of the donation table is always displayed, this is a read-only screen.
- PREVIOUS RECORD – The user will click on previous record it will take them to the previous record.
- NEXT RECORD – The user clicks the next record button it will take them to the next record in the table.
- LAST RECORD – The user clicks last record and it will display the last record in the table.
- BACK TO DONATION – Will take the user back to the Donation screen

37. **TRANSACTION-VOLUNTEER** –

- ADD NEW TRANSACTION – Will allow the user to add a new transaction to the table
- SEARCH TRANSACTION- The user will click search to look up a transaction. Upon clicking search the user will be brought to the transaction search screen
- CREATE VOUCHER – The user will click create voucher and it will bring up the voucher screen enabling users to create a voucher
- CLEAR FORM – The user will click on clear form and it will clear all out the data the user has entered.
- GO BACK- If the user clicks go back they will be taken to the previous menu screen.
- PRINT VOUCHER – The user will click on print voucher in order to print a voucher for a client.

38. **TRANSACTION SEARCH** - The first record of the transaction table is always displayed, this is read-only.
- PREVIOUS RECORD – The user will click on previous record it will take them to the previous record.
- NEXT RECORD – The user clicks the next record button it will take them to the next record in the table.
- LAST RECORD – The user clicks last record and it will display the last record in the table.
- BACK TO TRANSACTION – Will take the user back to the Transaction screen

50. **VOUCHER-VOLUNTEER** –
- ADD NEW VOUCHER – The user will click add to add a new household into the table.

+ ***SEARCH VOUCHER*** - The user will click search to look up a voucher. Upon clicking search the user will be brought to the voucher search screen.
+ ***BACK TO VOUCHER*** – Will take the user back to the transaction screen.
+ ***SAVE*** – If the user clicks save all of the data entered will be saved.
+ ***CLEAR FORM*** – The user will click on clear form and it will clear all out the data the user has entered.
+ ***GO BACK*** - If the user clicks go back they will be taken to the previous menu screen.

39. **VOUCHER SEARCH** – The first record of voucher table is always displayed
   + ***PREVIOUS RECORD*** – The user will click on previous record it will take them to the previous record.
   + ***NEXT RECORD*** – The user clicks the next record button it will take them to the next record in the table.
   + ***LAST RECORD*** – The user clicks last record and it will display the last record in the table.
   + ***BACK TO VOUCHER*** – Will take the user back to the voucher screen.
40. **VOUCHER COMPANIES SEARCH** - The first record in the Voucher Companies table will always be displayed, this a read-only screen.
   + ***PREVIOUS RECORD*** – The user will click on previous record it will take them to the previous record.
   + ***NEXT RECORD*** – The user clicks the next record button it will take them to the next record in the table.
   + ***LAST RECORD*** – The user clicks last record and it will display the last record in the table.
   + ***BACK TO MAIN MENU*** – Will take the user back to the voucher companies screen