

GROUP 2



Central City Ministries

DEVIN AHRENS

SARAH CLARK

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JAMES MYERS

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Executive Summary:



Group 2

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Sarah Clark

3/20/2012

I. Executive Summary

A. Summary of Recommendations:

Group 2 strongly recommended that *Central City Ministries* create a centralized system to track and report all aspects of incoming and outgoing money, items, and services.

B. Summary of Problems, Opportunities and Directives:

Central City Ministries currently uses a fragmented system of spreadsheets and procedures that are not standardized or written down.



There is no:

- Organized system to inventory the donated goods.
- Method to document volunteer background information.
- Unified form to create vouchers.
- Method to determine who received vouchers.
- Method to prevent abuse of the system.
- Efficient method to track cash flow.



Potential errors are caused by the demand of the volunteers having to enter data onto spreadsheets.

C. Statement of System Improvement Objectives:

Central City Ministries will be receiving an all-inclusive system in order to streamline operations and standardize reporting. This improves the system by:

- ✚ Decreasing the total time spent by 50% on:
 - The upkeep of data.
 - The creating and editing reports.
- ✚ Increasing reliability of information gathered from accumulated data.
- ✚ Standardize processes and procedures to streamline functions.

Detailed Table Descriptions:



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Detailed Tables

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Table Name: DONATOR

Field Name	Data Type	Description	Field Size	Validation Rule
Donator_ID	Number	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	Text	Donator Type's ID	1	Not Null
Donator_Type_Name	Text	Donator Type's Name	50	Not Null
Donator_Type_Description	Text	Donator Type's Description	300	Not Null

Table Name: DONATION

Field Name	Data Type	Description	Field Size	Validation Rule
Donation_ID	Number	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	Number	Donation's ID	10	Not Null
Product_ID	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	Number	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

Table Name: COMPANY TYPE

Field Name	Data Type	Description	Field Size	Validation Rule
Company_Type_ID	Number	Company's Type ID	10	Not Null
Company_Type_Name	Text	Company Type's Name	50	Not Null
Company_Type_Description	Text	Company Type's Description	300	Not Null

Table Name: HOUSEHOLD

Field Name	Data Type	Description	Field Size	Validation Rule
Household ID	Number	Household's ID	10	Not Null
Household Street	Text	Household's Street	100	Not Null
Household City	Text	Household's City	50	Not Null
Household State	Text	Household's State	2	Not Null
Household Zip	Number	Household's Zip	5	Not Null

Table Name: CLIENT

Field Name	Data Type	Description	Field Size	Validation Rule
Client_ID	Number	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	Number	Client's Contact Number	10	Not Null

Table Name: STAFF

Field Name	Data Type	Description	Field Size	Validation Rule
Staff_ID	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	Number	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	Number	Staff's Type ID	1	Not Null
Staff_Type_Name	Text	Staff Type's Name	50	Not Null
Staff_Type_Description	Text	Staff Type's Description	300	Not Null

Table Name: GRANT

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

Table Name: VOUCHER

Field Name	Data Type	Description	Field Size	Validation Rule
Voucher_ID	Number	Voucher's ID	10	Not Null
Company_ID	Number	Company's ID	10	Not Null
Voucher_Amount	Currency	Voucher's Amount	Decimal Places: 2	Not Null
Client_Account_Number	Number	Client's Account Number	20	Not Null

Table Name: PRODUCT

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

Table Name: TRANSACTION

Field Name	Data Type	Description	Field Size	Validation Rule
Transaction_ID	Number	Transaction's ID	10	Not Null
Client_ID	Number	Client's ID	10	Allow 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	Number	Transaction's ID	10	Not Null
Product_ID	Number	Product's ID	10	Not Null
Transaction_Quantity	Number	Quantity	10	Allow Null

ER Diagram & Hierarchy Charts



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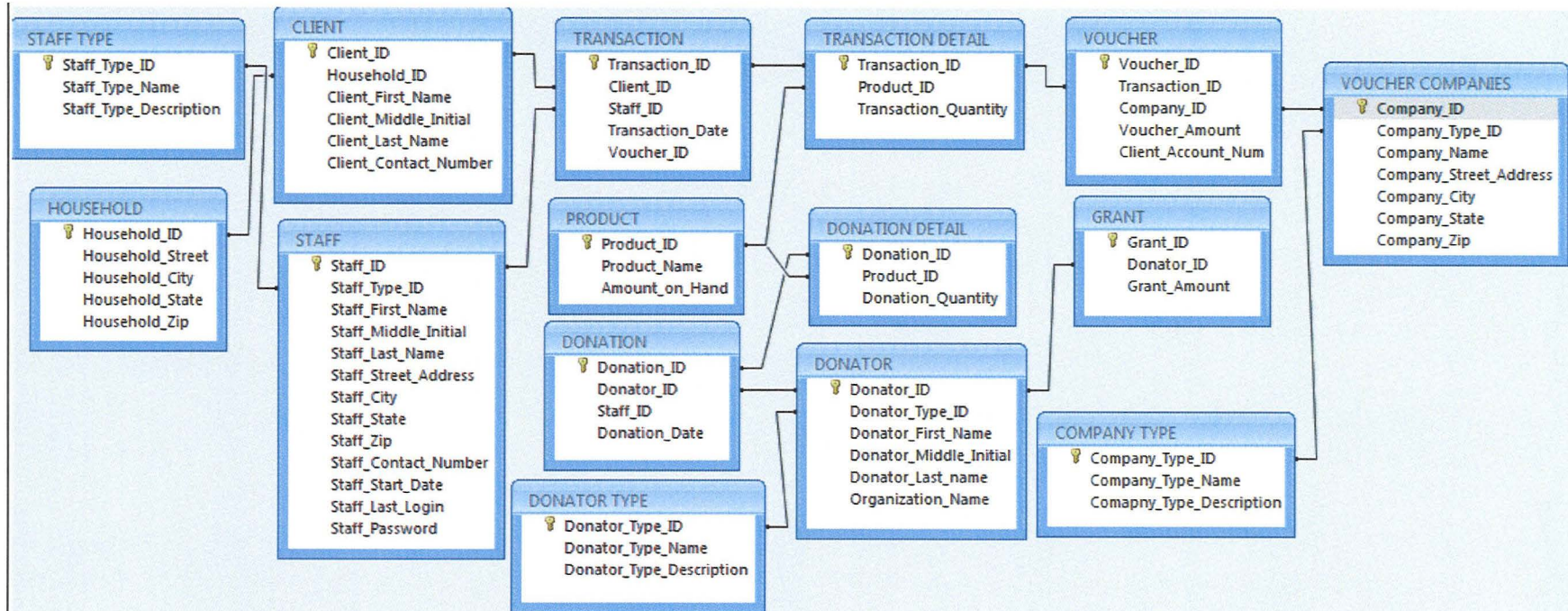
Sarah Clark

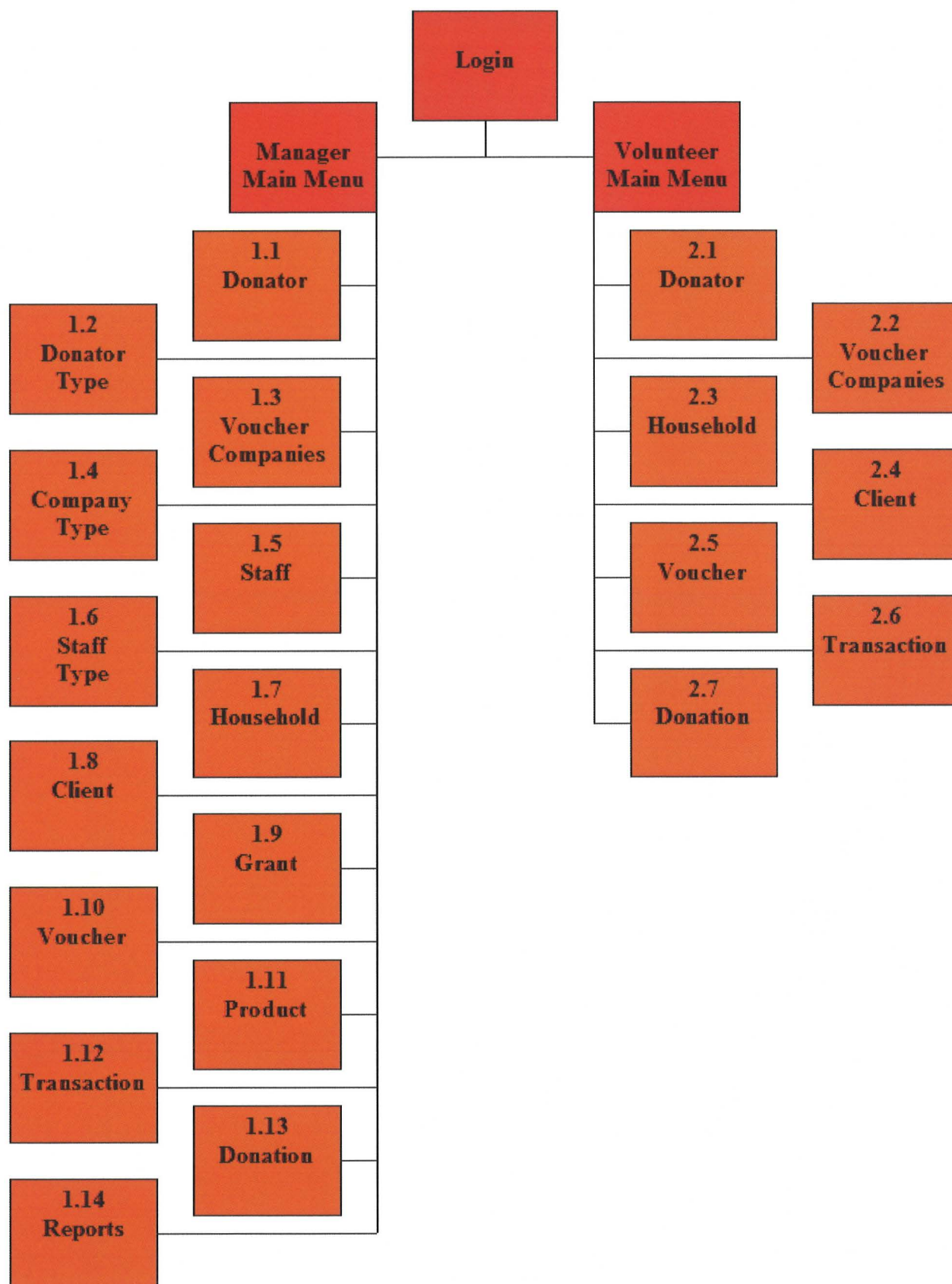
3/20/2012

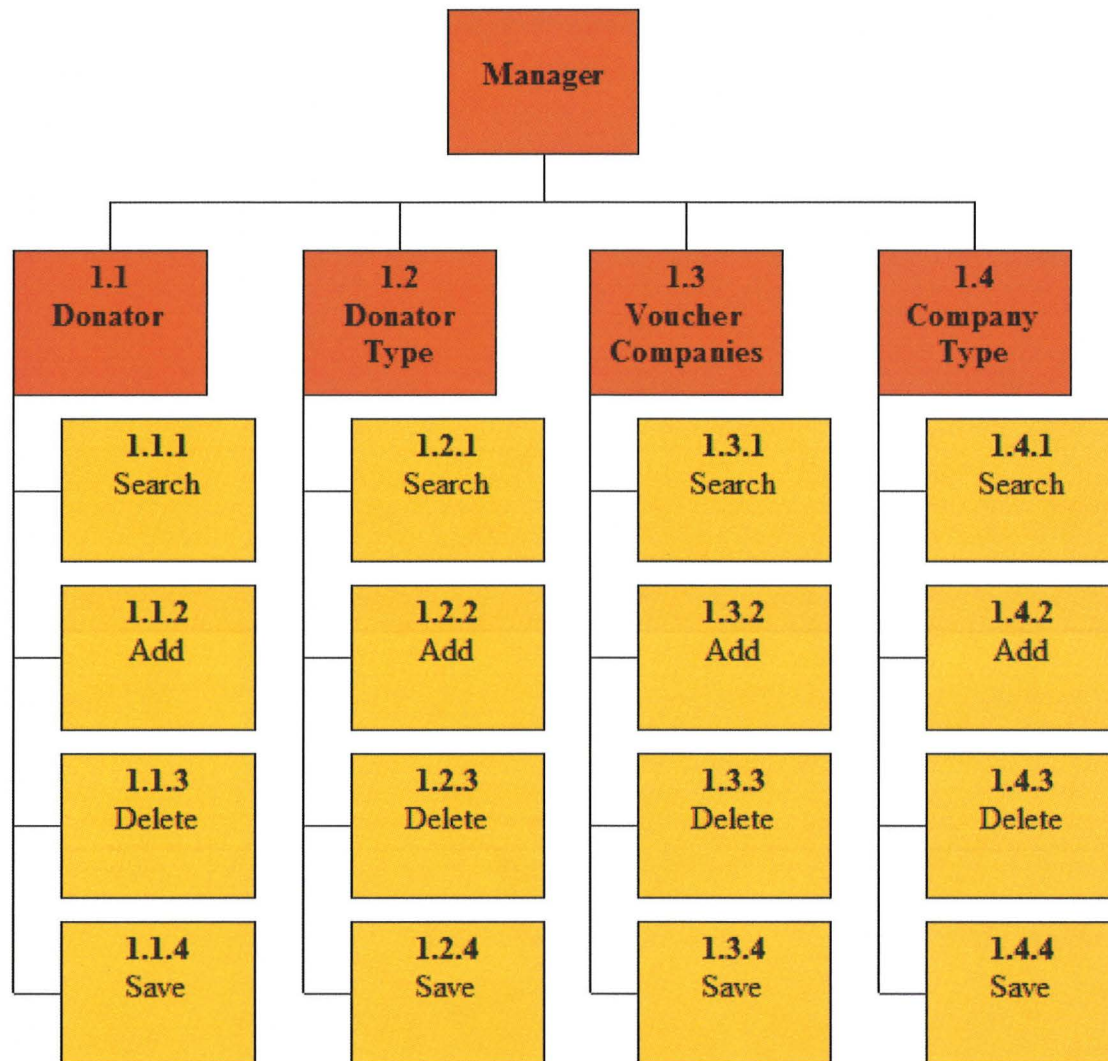
ER Diagram & Hierarchy Charts

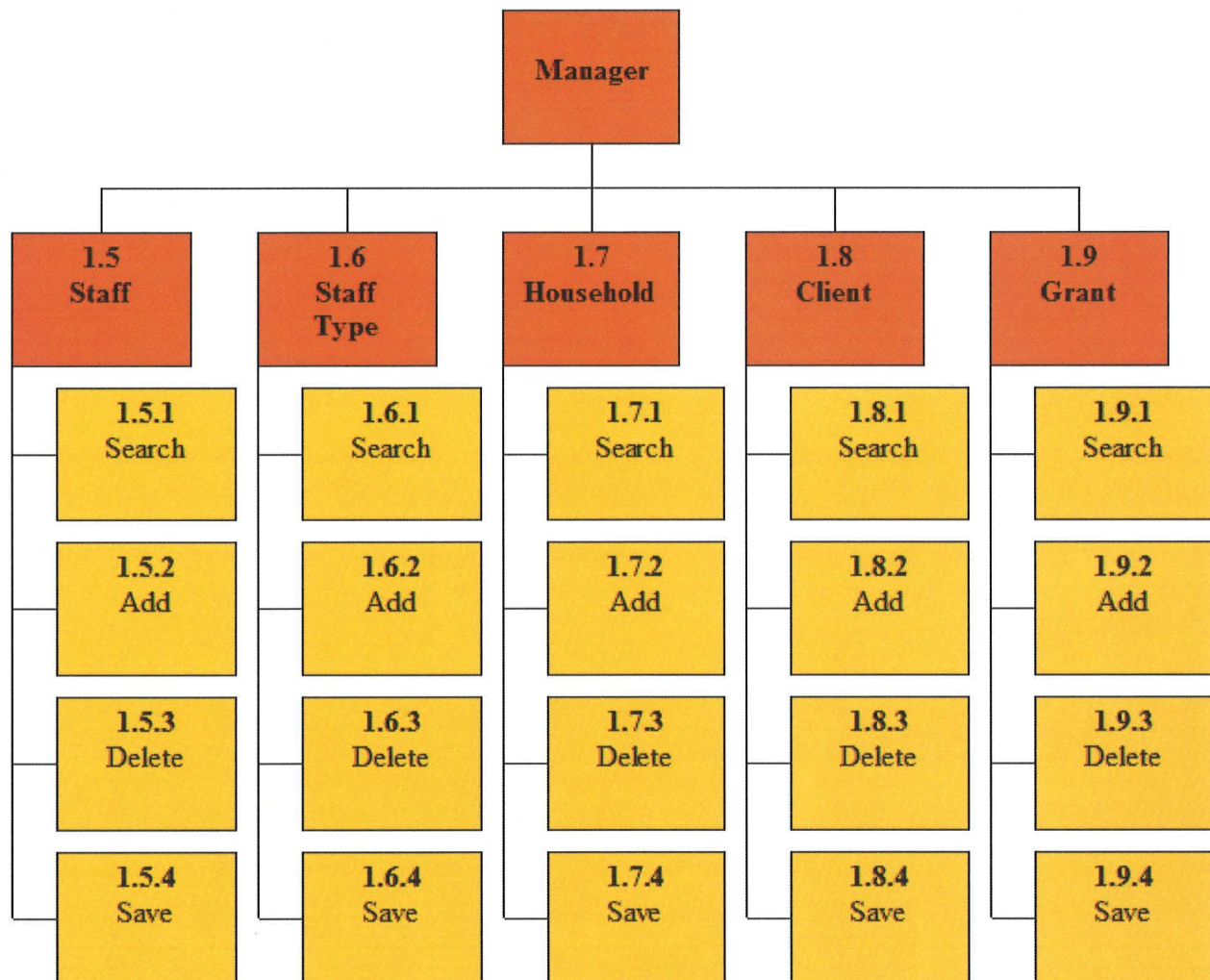
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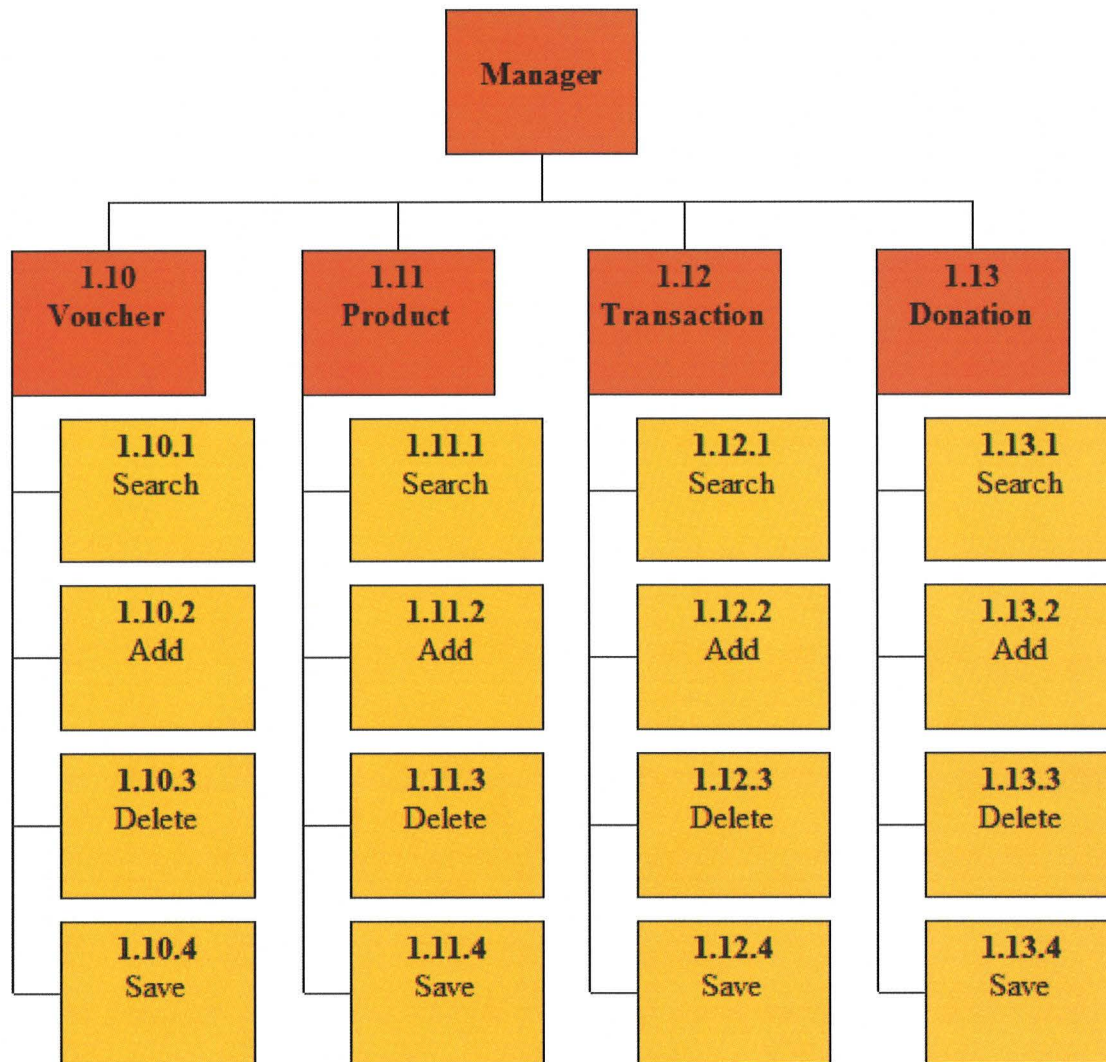
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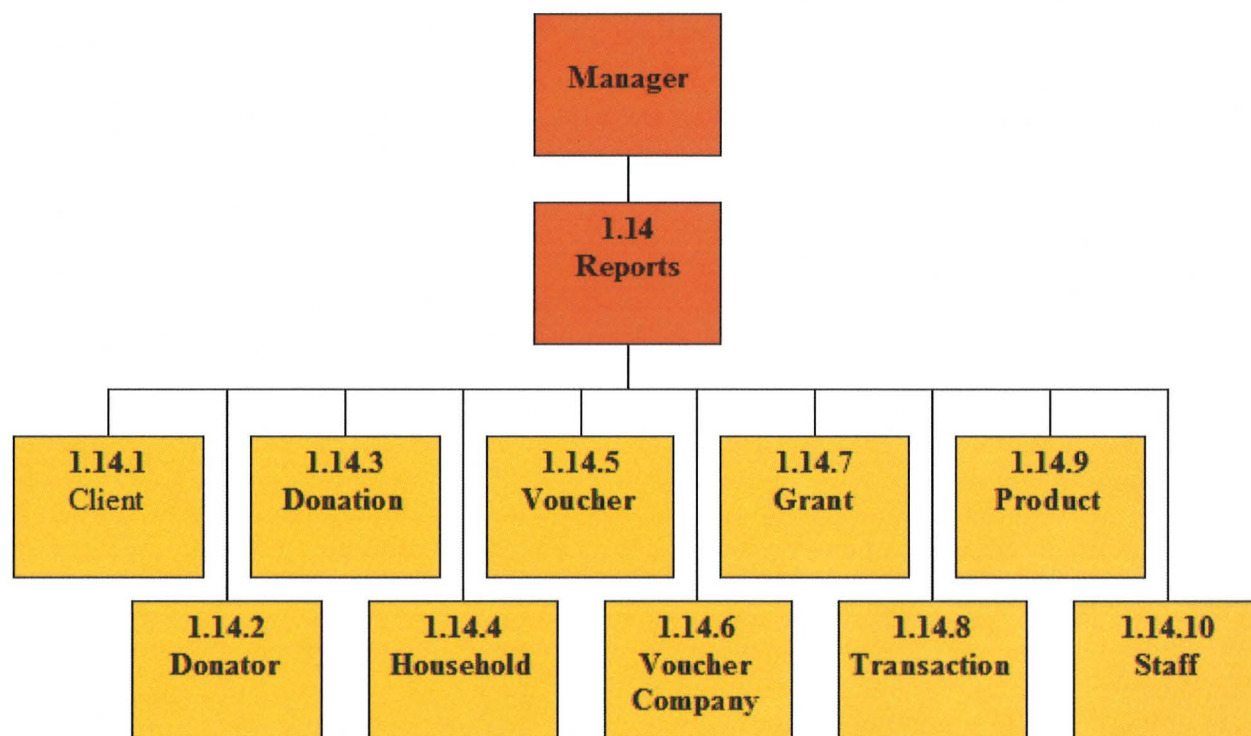


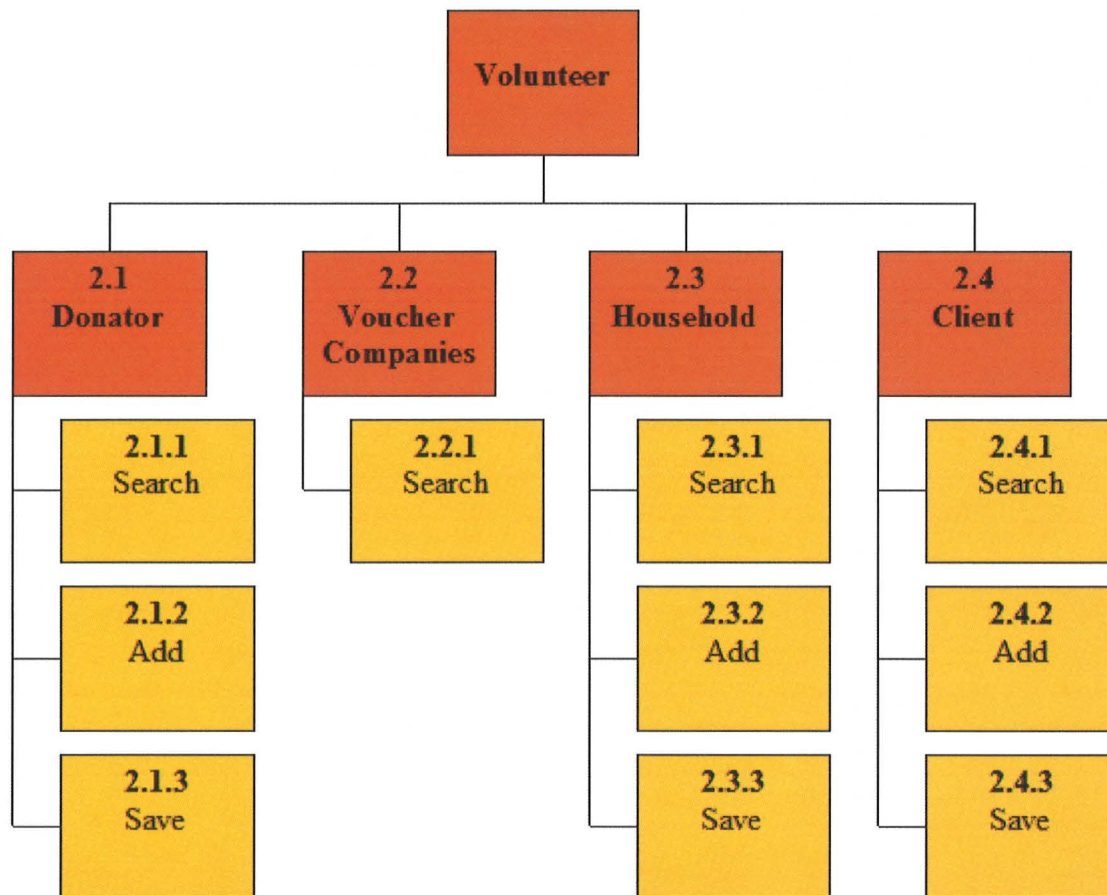


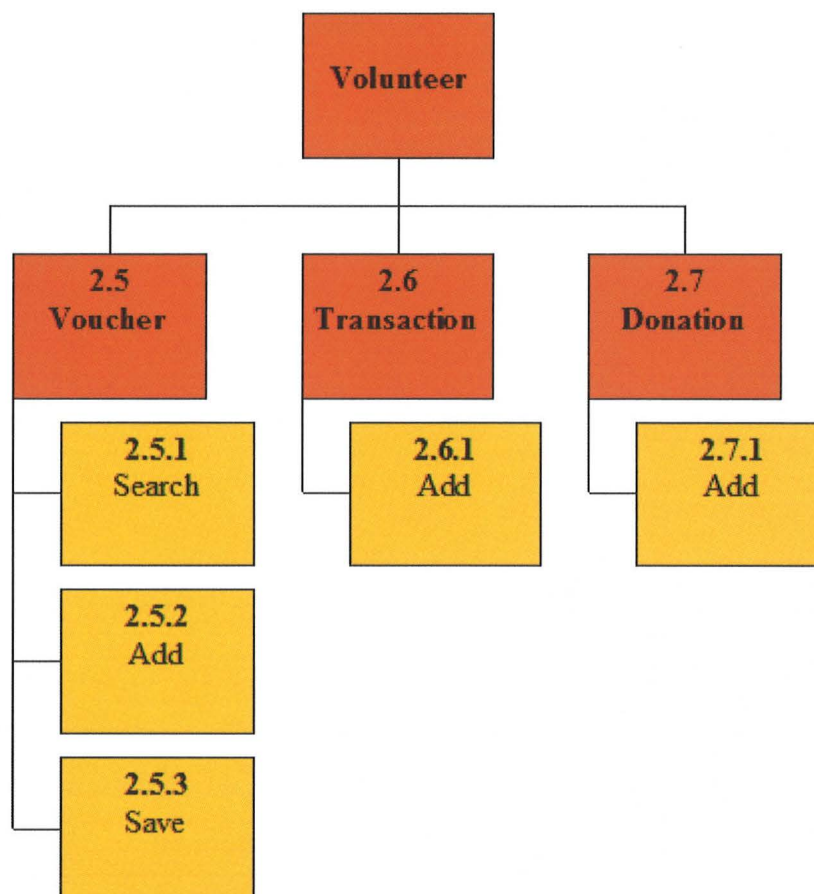












Forms & Form Descriptions:



Group 2

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3/20/2012

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LOGIN SCREEN



CENTRAL CITY
MINISTRIES

Staff ID:

Password:

LOG IN

LOGIN SCREEN

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
STAFF ID	Text	Staff	Staff_ID
PASSWORD	Text	Staff	Staff_Password
LOG IN	Button	Macro	N/A

MANAGER MAIN MENU



CENTRAL CITY
MINISTRIES

DONATOR
TYPE SCREEN

VOUCHER
COMPANY
SCREEN

STAFF TYPE
SCREEN

DONATION
SCREEN

COMPANY
TYPE SCREEN

TRANSACTION
SCREEN

PRODUCT
SCREEN

GRANT
SCREEN

REPORTS
MAIN MENU

CLIENT
SCREEN

HOUSEHOLD
SCREEN

LOG OUT

MANAGER MAIN MENU

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
DONATOR SCREEN	Button	Macro	N/A
DONATOR TYPE SCREEN	Button	Macro	N/A
DONATION SCREEN	Button	Macro	N/A
PRODUCT SCREEN	Button	Macro	N/A
CLIENT SCREEN	Button	Macro	N/A
VOUCHER SCREEN	Button	Macro	N/A
VOUCHER COMPANY SCREEN	Button	Macro	N/A
COMPANY TYPE SCREEN	Button	Macro	N/A
GRANT SCREEN	Button	Macro	N/A
HOUSEHOLD SCREEN	Button	Macro	N/A
STAFF SCREEN	Button	Macro	N/A
STAFF TYPE SCREEN	Button	Macro	N/A
TRANSACTION SCREEN	Button	Macro	N/A
REPORTS MAIN MENU	Button	Macro	N/A
LOG OUT	Button	Macro	N/A

VOLUNTEER MAIN MENU



CENTRAL CITY
MINISTRIES

WHERE WOULD YOU LIKE TO GO?

DONATION
SCREEN

TRANSACTION
SCREEN

VOUCHER
COMPANY
SCREEN

VOUCHER
SCREEN

CLIENT
SCREEN

DONATOR
SCREEN

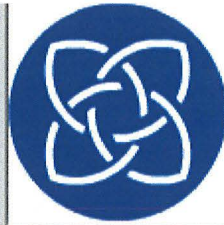
HOUSEHOLD
SCREEN

LOG OUT

VOLUNTEER MAIN MENU

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
DONATION SCREEN	Button	Macro	N/A
VOUCHER COMPANY SCREEN	Button	Macro	N/A
CLIENT SCREEN	Button	Macro	N/A
HOUSEHOLD SCREEN	Button	Macro	N/A
TRANSACTION SCREEN	Button	Macro	N/A
VOUCHER SCREEN	Button	Macro	N/A
DONATOR SCREEN	Button	Macro	N/A
LOG OUT	Button	Macro	N/A

CLIENT



CENTRAL CITY MINISTRIES

Client ID

Household ID

Client's First Name

SAVE

Client's Middle Initial

Client's Last Name

GO BACK

Client's Contact Number

MAIN
MENU

ADD CLIENT

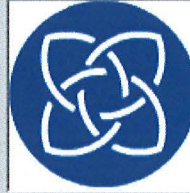
SEARCH
CLIENT

DELETE
CLIENT

CLIENT

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Client ID	Text	Client	Client_ID
Household ID	Text	Client	Household_ID
Client's First Name	Text	Client	Client_First_Name
Client's Middle Initial	Text	Client	Client_Middle_Initial
Client's Last Name	Text	Client	Client_Last_Name
Client's Contact Number	Text	Client	Client_Contact_Number
ADD CLIENT	Button	Macro	N/A
SEARCH CLIENT	Button	Macro	N/A
DELETE CLIENT	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

COMPANY TYPE



CENTRAL CITY
MINISTRIES

Company Type ID

 (New)

Company Type Name

Comapny Type Description

ADD
COMPANY
TYPE

DELETE
COMPANY
TYPE

SEARCH
COMPANY
TYPE

SAVE

GO BACK

MAIN
MENU

COMPANY TYPE

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Company Type ID	Text	Company Type	Company_Type_ID
Company Type Name	Text	Company Type	Company_Type_Name
Company Type Description	Text	Company Type	Company_Type_Description
ADD COMPANY TYPE	Button	Macro	N/A
DELETE COMPANY TYPE	Button	Macro	N/A
SEARCH COMPANY TYPE	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATOR



CENTRAL CITY
MINISTRIES

Donator ID

 (New)

Donator Type ID

Donator's First Name

Donator's Middle Initial

Donator's Last Name

Organization's Name

SAVE

GO BACK

MAIN MENU

ADD A
DONATOR

SEARCH
FOR
DONATOR

DELETE A
DONATOR

DONATOR

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Donator ID	Text	Donator	Donator_ID
Donator Type ID	Text	Donator	Donator_Type_ID
Donator's First Name	Text	Donator	Donator_First_Name
Donator's Middle Initial	Text	Donator	Donator_Middle_Initial
Donator's Last Name	Text	Donator	Donator_Last_Name
Organization's Name	Text	Donator	Organization_Name
ADD DONATOR	Button	Macro	N/A
SEARCH A DONATOR	Button	Macro	N/A
DELETE DONATOR	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATOR TYPE



CENTRAL CITY
MINISTRIES

Donator Type ID

 (New)

SAVE

Donator Type Name

Donator Type Description

GO BACK

ADD
DONATOR
TYPE

SEARCH
DONATOR
TYPE

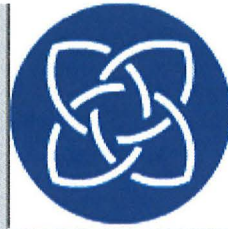
DELETE
DONATOR
TYPE

MAIN
MENU

DONATOR TYPE

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Donator Type ID	Text	Donator Type	Donator_Type_ID
Donator Type Name	Text	Donator Type	Donator_Type_Name
Donator Type Description	Text	Donator Type	Donator_Type_Descripti on
ADD DONATOR TYPE	Button	Macro	N/A
SEARCH DONATOR TYPE	Button	Macro	N/A
DELETE DONATOR TYPE	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATION



CENTRAL CITY
MINISTRIES

Donation ID

Donator ID

Staff ID

Donation Date

SAVE

Product ID

Quantity

Product ID

Quantity

Product ID

Quantity

GO BACK

ADD
DONATION

SEARCH
DONATION

DELETE
DONATION

MAIN
MENU

DONATION

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Donation ID	Text	Donation	Donation_ID
Staff ID	Text	Donation	Staff_ID
Donator ID	Text	Donation	Donator_ID
Donation Date	Text	Donation	Donation_Date
Product ID	Text	Donation	Product_ID
Quantity	Text	Donation	Donation_Quantity
ADD DONATION	Button	Macro	N/A
SEARCH DONATION	Button	Macro	N/A
DELETE DONATION	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

GRANTS



CENTRAL CITY
MINISTRIES

Grant ID

 (New)

Donator ID

Grant Amount

SAVE

GO BACK

MAIN MENU

ADD GRANT

SEARCH
GRANT

DELETE
GRANT

GRANTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Grant ID	Text	Grant	Grant_ID
Donator ID	Text	Grant	Donator_ID
Grant Amount	Text	Grant	Grant_Amount
ADD GRANT	Button	Macro	N/A
SEARCH GRANT	Button	Macro	N/A
DELETE GRANT	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

HOUSEHOLD



CENTRAL CITY
MINISTRIES

Household ID

 (New)

Household Street

SAVE

Household City

Household State

GO BACK

Household Zip

MAIN MENU

ADD A
HOUSEHOLD

SEARCH FOR
HOUSEHOLD

DELETE A
HOUSEHOLD

HOUSEHOLD

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Household ID	Text	Household	Household_ID
Household Street	Text	Household	Household_Street
Household City	Text	Household	Household_City
Household State	Text	Household	Household_State
Household Zip	Text	Household	Household_Zip
ADD HOUSEHOLD	Button	Macro	N/A
SEARCH HOUSEHOLD	Button	Macro	N/A
DELETE HOUSEHOLD	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

PRODUCTS



CENTRAL CITY
MINISTRIES

Product ID

Product Name

SAVE

Amount on Hand

GO BACK

ADD
PRODUCT

SEARCH
PRODUCT

DELETE
PRODUCT

MAIN
MENU

PRODUCTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Product ID	Text	Product	Product_ID
Product Name	Text	Product	Product_Name
Amount on Hand	Text	Product	Amount_On_Hand
ADD PRODUCT	Button	Macro	N/A
SEARCH PRODUCT	Button	Macro	N/A
DELETE PRODUCT	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

STAFF



CENTRAL CITY MINISTRIES

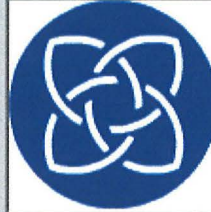
Staff ID	<input type="text"/> (New)
Staff Type ID	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Contact Number	<input type="text"/>
Start Date	<input type="text"/>
Last Login	<input type="text"/>
Password	<input type="password"/>

[ADD A
STAFF
MEMBER](#)[SEARCH
FOR STAFF
MEMBER](#)[DELETE
STAFF
MEMBER](#)[SAVE](#)[GO BACK](#)[MAIN
MENU](#)

STAFF

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Staff ID	Text	Staff (PK)	Staff_ID
Staff Type ID	Text	Staff Type	Staff_Type_ID
First Name	Text	Staff	Staff_First_Name
Middle Initial	Text	Staff	Staff_Middle_Initial
Last Name	Text	Staff	Staff_Last_Name
Street Address	Text	Staff	Staff_Street_Addresses
City	Text	Staff	Staff_City
State	Text	Staff	Staff_State
Zip	Text	Staff	Staff_Zip
Contact Number	Text	Staff	Staff_Contact_Number
Start Date	Text	Staff	Staff_Start_Date
Last Login	Text	Staff	Staff_Last_Login
Password	Text	Staff	Staff_Password
ADD STAFF MEMBER	Button	Macro	N/A
SEARCH STAFF MEMBER	Button	Macro	N/A
DELETE STAFF MEMBER	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

STAFF TYPE



CENTRAL CITY
MINISTRIES

Staff Type ID

 (New)

Staff Type Name

Type Description

ADD STAFF
TYPE

SEARCH
STAFF TYPE

DELETE
STAFF TYPE

SAVE

GO BACK

MAIN MENU

STAFF TYPE

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Staff Type ID	Text	Staff Type (PK)	Staff_Type_ID
Staff Type Name	Text	Staff Type	Staff_Type_Name
Type Description	Text	Staff Type	Staff_Type_Description
ADD STAFF TYPE	Button	Macro	N/A
SEARCH STAFF TYPE	Button	Macro	N/A
DELETE STAFF TYPE	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

VOUCHER



CENTRAL CITY
MINISTRIES

Voucher ID

 (New)

Transaction ID

SAVE

Company ID

Voucher Amount

GO BACK

Utility Account Number

MAIN MENU

ADD
VOUCHER

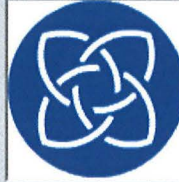
SEARCH
VOUCHERS

DELETE
VOUCHER

VOUCHER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Voucher ID	Text	Voucher (PK)	Voucher_ID
Transaction ID	Text	Transaction	Transaction_ID
Company ID	Text	Voucher Companies	Company_ID
Voucher Amount	Text	Voucher	Voucher_Amount
Utility Account Number	Text	Voucher	Utility_Account_Num
ADD VOUCHER	Button	Macro	N/A
SEARCH VOUCHER	Button	Macro	N/A
DELETE VOUCHER	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

VOUCHER COMPANIES



CENTRAL CITY
MINISTRIES

Company ID

 (New)

Company Type ID

Company Name

Company Street Address

Company City

Company State

Company Zip

SAVE

GO BACK

MAIN MENU

ADD
COMPANY

SEARCH
COMPANY

DELETE
COMPANY

VOUCHER COMPANIES

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Company ID	Text	Voucher Companies (PK)	Company_ID
Company Type ID	Text	Company Type	Company_Type_ID
Company Name	Text	Voucher Companies	Company_Name
Company Street Address	Text	Voucher Companies	Company_Street_Address
Company City	Text	Voucher Companies	Company_City
Company State	Text	Voucher Companies	Company_State
Company Zip	Text	Voucher Companies	Company_Zip
ADD COMPANY	Button	Macro	N/A
SEARCH COMPANY	Button	Macro	N/A
DELETE COMPANY	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

TRANSACTION



CENTRAL CITY
MINISTRIES

Transaction ID

Client ID

DATE OF LAST VISIT:

Staff ID

VISITS IN LAST 30 DAYS:

Voucher ID

Transaction Date

SAVE

Product ID

Quantity

GO BACK

Product ID

Quantity

Product ID

Quantity

MAIN
MENU

ADD
TRANSACTION

SEARCH
TRANSACTION

DELETE
TRANSACTION

CREATE
VOUCHER

TRANSACTION

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Transaction ID	Text	Transaction	Transaction_ID
Client ID	Text	Transaction	Client_ID
Staff ID	Text	Transaction	Staff_ID
Voucher ID	Text	Transaction	Voucher_ID
Transaction Date	Text	Transaction	Transaction_Date
Product ID	Text	Transaction	Product_ID
Quantity	Text	Transaction	Transaction_Quantity
ADD TRANSACTION	Button	Macro	N/A
SEARCH TRANSACTION	Button	Macro	N/A
DELETE TRANSACTION	Button	Macro	N/A
CREATE VOUCHER	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

REPORTS MAIN MENU



CENTRAL CITY
MINISTRIES

DONATOR
REPORTS

DONATION
REPORTS

HOUSEHOLD
REPORTS

CLIENT REPORTS

STAFF REPORTS

VOUCHER
REPORTS

VOUCHER
COMPANY
REPORTS

GRANT REPORTS

TRANSACTION
REPORTS

PRODUCT
REPORTS

TIMEFRAME
SUMMARY
REPORTS

GO BACK

MAIN MENU

REPORTS MAIN MENU

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
DONATOR REPORTS	Button	Macro	N/A
DONATION REPORTS	Button	Macro	N/A
HOUSEHOLD REPORTS	Button	Macro	N/A
CLIENT REPORTS	Button	Macro	N/A
STAFF REPORTS	Button	Macro	N/A
VOUCHER REPORTS	Button	Macro	N/A
VOUCHER COMPANY REPORTS	Button	Macro	N/A
GRANT REPORTS	Button	Macro	N/A
TRANSACTION REPORTS	Button	Macro	N/A
PRODUCT REPORTS	Button	Macro	N/A
TIMEFRAME SUMMARY REPORTS	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

CLIENT REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME

BY
HOUSEHOLD

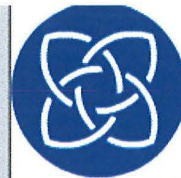
GO BACK

MAIN MENU

CLIENT REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY NAME	Button	Macro	N/A
BY HOUSEHOLD	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATION REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY DETAILED:

BY DATE

BY STAFF

BY PRODUCT

BY DONATOR

BY SUMMARY:

BY
TIMEFRAME

BY PRODUCT
ID

BY STAFF ID

GO BACK

MAIN MENU

DONATION REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY DATE	Button	Macro	N/A
BY STAFF	Button	Macro	N/A
BY PRODUCT	Button	Macro	N/A
BY DONATOR	Button	Macro	N/A
BY TIMEFRAME	Button	Macro	N/A
BY PRODUCT ID	Button	Macro	N/A
BY STAFF ID	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATOR REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME

BY TYPE

BY DATE

GO BACK

MAIN MENU

DONATOR REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY NAME	Button	Macro	N/A
BY TYPE	Button	Macro	N/A
BY DATE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

GRANT REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY
DONATOR

BY AMOUNT

GO BACK

MAIN MENU

GRANT REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY DONATOR	Button	Macro	N/A
BY AMOUNT	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

HOUSEHOLD REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NUMBER
IN
HOUSEHOLD

BY LOCATION

BY NAME

AMOUNT
RECEIVED

GO BACK

MAIN MENU

HOUSEHOLD REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY NUMBER IN HOUSEHOLD	Button	Macro	N/A
BY NAME	Button	Macro	N/A
BY LOCATION	Button	Macro	N/A
AMOUNT RECIEVED	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

PRODUCT REPORTS



CENTRAL CITY
MINISTRIES

AMOUNT ON
HAND

GO BACK

MAIN MENU

PRODUCT REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
AMOUNT ON HAND	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

STAFF REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY NAME

BY STAFF
TYPE

BY LAST
LOGIN

BY START
DATE

GO BACK

MAIN MENU

STAFF REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY NAME	Button	Macro	N/A
BY STAFF TYPE	Button	Macro	N/A
BY LAST LOGIN	Button	Macro	N/A
BY START DATE	Button	Macro	N/A
BY LOCATION	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

TRANSACTION REPORTS



CENTRAL CITY
MINISTRIES

HOW WOULD YOU LIKE TO GENERATE YOUR REPORT?

BY DETAILED:

BY HOUSEHOLD

BY STAFF

BY CLIENT

BY DATE

BY SUMMARY:

BY TIMEFRAME

BY STAFF ID

CLIENT BY
PRODUCT

GO BACK

MAIN MENU

TRANSACTION REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY HOUSEHOLD	Button	Macro	N/A
BY STAFF	Button	Macro	N/A
BY CLIENT	Button	Macro	N/A
BY DATE	Button	Macro	N/A
BY TIMEFRAME	Button	Macro	N/A
BY STAFF ID	Button	Macro	N/A
CLIENT BY PRODUCT	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

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

VOUCHER COMPANY REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY NAME	Button	Macro	N/A
BY LOCATION	Button	Macro	N/A
BY COMPANY TYPE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

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

VOUCHER REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
BY DATE	Button	Macro	N/A
BY COMPANY	Button	Macro	N/A
BY AMOUNT	Button	Macro	N/A
BY STAFF	Button	Macro	N/A
BY HOUSEHOLD	Button	Macro	N/A
BY CLIENT	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

TIMEFRAME SUMMARY REPORTS



CENTRAL CITY
MINISTRIES

END OF DAY

GO BACK

END OF WEEK

END OF MONTH

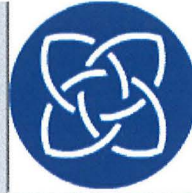
MAIN MENU

END OF YEAR

TIMEFRAME SUMMARY REPORTS

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
END OF DAY	Button	Macro	N/A
END OF WEEK	Button	Macro	N/A
END OF MONTH	Button	Macro	N/A
END OF YEAR	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

CLIENT-VOLUNTEER



CENTRAL CITY
MINISTRIES

Client ID

 (New)

Household ID

Client's First Name

Client's Middle Initial

Client's Last Name

Client's Contact Number

SAVE

GO BACK

MAIN MENU

ADD
CLIENT

SEARCH
CLIENT

CLIENT-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Client ID	Text	Client	Client_ID
Household ID	Text	Client	Household_ID
Client's First Name	Text	Client	Client_First_Name
Client's Middle Initial	Text	Client	Client_Middle_Initial
Client's Last Name	Text	Client	Client_Last_Name
Client's Contact Number	Text	Client	Client_Contact_Number
ADD CLIENT	Button	Macro	N/A
SEARCH CLIENT	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATOR-VOLUNTEER



CENTRAL CITY
MINISTRIES

Donator_ID

 (New)

Donator Type ID

Donator's First Name

Donator's Middle Initial

Donator's Last Name

Organization Name

ADD
DONATOR

SEARCH
DONATOR

SAVE

GO BACK

MAIN
MENU

DONATOR-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Donator ID	Text	Donator	Donator_ID
Donator Type ID	Text	Donator	Donator_Type_ID
Donator's First Name	Text	Donator	Donator_First_Name
Donator's Middle Initial	Text	Donator	Donator_Middle_Initial
Donator's Last Name	Text	Donator	Donator_Last_Name
Organization's Name	Text	Donator	Organization_Name
ADD DONATOR	Button	Macro	N/A
SEARCH DONATOR	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

HOUSEHOLD-VOLUNTEER



CENTRAL CITY
MINISTRIES

Household ID

 New

Household Street

Household City

Household State

Household Zip

ADD
HOUSEHOLD

SEARCH
HOUSEHOLD

SAVE

GO BACK

MAIN MENU

HOUSEHOLD-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Household ID	Text	Household	Household_ID
Household Street	Text	Household	Household_Street
Household City	Text	Household	Household_City
Household State	Text	Household	Household_State
Household Zip	Text	Household	Household_Zip
ADD HOUSEHOLD	Button	Macro	N/A
SEARCH HOUSEHOLD	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

VOUCHER COMPANIES-VOLUNTEER



CENTRAL CITY
MINISTRIES

Company ID

Company Type ID

Company Name

Company Street Address

Company City

Company State

Company Zip

SEARCH
COMPANY

GO BACK

MAIN MENU

VOUCHER COMPANIES-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Company ID	Text	Voucher Companies (PK)	Company_ID
Company Type ID	Text	Company Type	Company_Type_ID
Company Name	Text	Voucher Companies	Company_Name
Company Street Address	Text	Voucher Companies	Company_Street_Address
Company City	Text	Voucher Companies	Company_City
Company State	Text	Voucher Companies	Company_State
Company Zip	Text	Voucher Companies	Company_Zip
SEARCH COMPANY	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

VOUCHER-VOLUNTEER



CENTRAL CITY
MINISTRIES

Voucher ID

Transaction ID

Company ID

Voucher Amount

Account number

ADD
VOUCHER

SEARCH
VOUCHER

VOUCHER-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Voucher ID	Text	Voucher	Voucher_ID
Transaction ID	Text	Voucher	Transaction_ID
Company ID	Text	Voucher	Company_ID
Voucher Amount	Text	Voucher	Voucher_Amount
Account number	Text	Voucher	Utility_Account_Num
ADD VOUCHER	Button	Macro	N/A
SEARCH VOUCHER	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

DONATOR-VOLUNTEER



CENTRAL CITY
MINISTRIES

Donator_ID

 (New)

Donator Type ID

Donator's First Name

Donator's Middle Initial

Donator's Last Name

Organization Name

ADD
DONATOR

SEARCH
DONATOR

SAVE

GO BACK

MAIN
MENU

DONATION-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Donation ID	Text	Donation	Donation_ID
Staff ID	Text	Donation	Staff_ID
Donator ID	Text	Donation	Donator_ID
Donation Date	Text	Donation	Donation_Date
Product ID	Text	Donation	Product_ID
Quantity	Text	Donation	Donation_Quantity
ADD DONATION	Button	Macro	N/A
SEARCH DONATION	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

TRANSACTION-VOLUNTEER



CENTRAL CITY
MINISTRIES

Transaction ID (New)

Client ID

DATE OF LAST VISIT:

Staff ID

VISITS IN LAST 30 DAYS:

Voucher ID

Transaction Date

ADD
TRANSACTION

SAVE

SEARCH
TRANSACTION

GO
BACK

Product ID

Quantity

Product ID

Quantity

Product ID

Quantity

CREATE
VOUCHER

MAIN
MENU

TRANSACTION-VOLUNTEER

CONTROL LABEL/TEXT	CONTROL TYPE	SOURCE TABLE/QUERY	SOURCE FIELDS
Transaction ID	Text	Transaction	Transaction_ID
Client ID	Text	Transaction	Client_ID
Staff ID	Text	Transaction	Staff_ID
Voucher ID	Text	Transaction	Voucher_ID
Transaction Date	Text	Transaction	Transaction_Date
Product ID	Text	Transaction	Product_ID
Quantity	Text	Transaction	Transaction_Quantity
ADD TRANSACTION	Button	Macro	N/A
SEARCH TRANSACTION	Button	Macro	N/A
CREATE VOUCHER	Button	Macro	N/A
SAVE	Button	Macro	N/A
GO BACK	Button	Macro	N/A
MAIN MENU	Button	Macro	N/A

Reports & Report Descriptions:



Group 2

Devin Ahrens

Quanesheia Raines

James Myers

Sarah Clark

3/20/2012

Reports & Descriptions

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ALL CLIENTS SORTED BY HOUSEHOLD



CENTRAL CITY
MINISTRIES

Household ID	Client ID	Last Name	First Name	Middle Initial	Contact Number
--------------	-----------	-----------	------------	----------------	----------------

TOTAL RECORDS:	0
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Sunday, March 18, 2012

Page 1 of 1

Clients sorted by Household			
Control Label/Text	Control Type	Source Table/Query	Source Field
Household ID	Text	Client	Household_ID
Client ID	Text	Client	Client_ID
Last Name	Text	Client	Client_Last_Name
First Name	Text	Client	Client_First_Name
Middle Initial	Text	Client	Client_Middle_Initial
Contact Number	Text	Client	Client_Contact_Number
Total Records	Text	Calculated Field	=Count(*)

ALL CLIENTS SORTED BY NAME



CENTRAL CITY
MINISTRIES

Last Name

First Name

Middle Initial

Household ID

Client ID

Client Contact Number

TOTAL RECORDS:

0

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Page 1 of 1

All Clients sorted by Name			
Control Label/Text	Control Type	Source Table/Query	Source Field
Last Name	Text	Client	Client_Last_Name
First Name	Text	Client	Client_First_Name
Middle Initial	Text	Client	Client_Middle_Initial
Household ID	Text	Client	Household_ID
Client ID	Text	Client	Client_ID
Contact Number	Text	Client	Client_Contact_Number
Total Records	Text	Calculated Field	=Count(*)

CLIENTS BY SPECIFIED PRODUCT



CENTRAL CITY
MINISTRIES

Client ID Transaction Date

Total Records 0

Sunday, March 18, 2012

Page 1 of 1

Clients by Specified Product

Control Label/Text	Control Type	Source Table/Query	Source Field
Client ID	Text	Clients by Specified Product	Client_ID
Transaction Date	Text	Clients by Specified Product	Transaction_Date
Total Records	Text	Calculated Field	=Count(*)

COMPANY TYPES



CENTRAL CITY
MINISTRIES

Company Type ID Company Type Name

Company Type Description

Sunday, March 18, 2012

Page 1 of 1

Company Types

Control Label/Text	Control Type	Source Table/Query	Source Field
Company Type ID	Text	Company Type	Company_Type_ID
Company Type Name	Text	Company Type	Company_Type_Name
Company Type Description	Text	Company Type	Company_Type_Description

ALL DONATIONS SORTED BY DATE



CENTRAL CITY
MINISTRIES

Donation Date	Donation ID	Donator ID	Staff ID	Product ID	Donation Quantity
---------------	-------------	------------	----------	------------	-------------------

Sunday, March 18, 2012

Page 1 of 1

All Donations sorted by Date			
Control Label/Text	Control Type	Source Table/Query	Source Field
Donation Date	Text	Donation	Donation_Date
Donation ID	Text	Donation	Donation_ID
Donator ID	Text	Donation	Donator_ID
Staff ID	Text	Donation	Staff_ID
Product ID	Text	Donation Detail	Product_ID
Donation Quantity	Text	Donation Detail	Donation_Quantity

ALL DONATIONS SORTED BY DONATOR



CENTRAL CITY
MINISTRIES

Donator ID

Donation ID

Staff ID

Donation Date

Product ID

Donation Quantity

Sunday, March 18, 2012

Page 1 of 1

All Donations sorted by Donator

Control Label/Text	Control Type	Source Table/Query	Source Field
Donator ID	Text	Donation	Donator_ID
Donation ID	Text	Donation	Donation_ID
Staff ID	Text	Donation	Staff_ID
Donation Date	Text	Donation	Donation_Date
Product ID	Text	Donation Detail	Product_ID
Donation Quantity	Text	Donation Detail	Donation_Quantity

ALL DONATIONS SORTED BY PRODUCT



CENTRAL CITY
MINISTRIES

Product ID

Donation ID

Donator ID

Staff ID

Donation Date

Donation Quantity

Sunday, March 18, 2012

Page 1 of 1

All Donations sorted by Product			
Control Label/Text	Control Type	Source Table/Query	Source Field
Product ID	Text	Donation Detail	Product_ID
Donation ID	Text	Donation	Donation_ID
Donator ID	Text	Donation	Donator_ID
Staff ID	Text	Donation	Staff_ID
Donation Date	Text	Donation	Donation_Date
Donation Quantity	Text	Donation Detail	Donation_Quantity

ALL DONATIONS SORTED BY STAFF



CENTRAL CITY
MINISTRIES

Staff ID

Donation ID

Donator ID

Donation Date

Product ID

Donation Quantity

Sunday, March 18, 2012

Page 1 of 1

All Donations sorted by Staff			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff ID	Text	Donation	Staff_ID
Donation ID	Text	Donation	Donation_ID
Donator ID	Text	Donation	Donator_ID
Donation Date	Text	Donation	Donation_Date
Product ID	Text	Donation Detail	Product_ID
Donation Quantity	Text	Donation Detail	Donation_Quantity

DONATIONS BY SPECIFIED STAFF



CENTRAL CITY
MINISTRIES

Staff ID	Donation ID	Donation Date
----------	-------------	---------------

Total Records	0
---------------	---

Sunday, March 18, 2012

Page 1 of 1

Donations by Specified Staff			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff ID	Text	Donations by Specified Staff	Staff_ID
Donation ID	Text	Donations by Specified Staff	Donation_ID
Donation Date	Text	Donations by Specified Staff	Donation_Date
Total Records	Text	Calculated Field	=Count(*)

ALL DONATIONS WITHIN SPECIFIED TIMEFRAME



CENTRAL CITY
MINISTRIES

Donation Date	Donation ID	Donator ID	Staff ID	Product ID	Donation Quantity
---------------	-------------	------------	----------	------------	-------------------

Total Records 0

Sunday, March 18, 2012

Page 1 of 1

All Donations within Specified Timeframe			
Control Label/Text	Control Type	Source Table/Query	Source Field
Donation Date	Text	Donations by Specified Timeframe	Donation_Date
Donation ID	Text	Donations by Specified Timeframe	Donation_ID
Donator ID	Text	Donations by Specified Timeframe	Donator_ID
Staff ID	Text	Donations by Specified Timeframe	Staff_ID
Product ID	Text	Donations by Specified Timeframe	Product_ID
Donation Quantity	Text	Donations by Specified Timeframe	Donation_Quantity
Total Records	Text	Calculated Field	=Count(*)

ALL DONATORS SORTED BY DONATOR TYPE



CENTRAL CITY
MINISTRIES

Donator Type ID

Donator ID Last_name

First_Name

Middle_Initial

Organization_Name

TOTAL RECORDS:

0

Sunday, March 18, 2012

Page 1 of 1

All Donators Sorted by Donator Type			
Control Label/Text	Control Type	Source Table/Query	Source Field
Donator Type	Text	Donator	Donator_Type_ID
Last Name	Text	Donator	Donator_Last_Name
First Name	Text	Donator	Donator_First_Name
Middle Initial	Text	Donator	Donator_Middle_Initial
Organization Name	Text	Donator	Organization_Name
Total Records	Text	Calculated Field	=Count(*)

ALL DONATORS SORTED BY NAME



CENTRAL CITY
MINISTRIES

Last Name

First Name

MiddleInitial

Donator ID

Donator Type ID

Organization Name

TOTAL RECORDS:

0

Sunday, March 18, 2012

Page 1 of 1

All Donators Sorted by Name			
Control Label/Text	Control Type	Source Table/Query	Source Field
Last Name	Text	Donator	Donator_Last_Name
First Name	Text	Donator	Donator_First_Name
Middle Initial	Text	Donator	Donator_Middle_Initial
Donator Type	Text	Donator	Donator_Type_ID
Organization Name	Text	Donator	Organization_Name
Total Records	Text	Calculated Field	=Count(*)

DONATOR TYPE



CENTRAL CITY
MINISTRIES

Donator Type ID Donator Type Name

Donator Type Description

TOTAL RECORDS: 0

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Donator Type			
Control Label/Text	Control Type	Source Table/Query	Source Field
Donator Type ID	Text	Donator Type	Donator_Type_ID
Donator Type Name	Text	Donator Type	Donator_Type_Name
Donator Type Description	Text	Donator Type	Donator_Type_Description

DONATORS OF SPECIFIED PRODUCT



CENTRAL CITY
MINISTRIES

Donator ID

Donation Date

Total Records

0

Sunday, March 18, 2012

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All Donators of a Specified Product			
Control Label/Text	Control Type	Source Table/Query	Source Field
Donator ID	Text	Donators of Specified Product	Donator_ID
Donation Date	Text	Donators of Specified Product	Donation_Date
Total Records	Text	Calculated Field	=Count(*)

END OF DAY REPORT



CENTRAL CITY
MINISTRIES

Amount of Staff Working :

Number of Donations:

Total of Donations:

Number of Transactions:

Total of Transactions:

Sunday, March 18, 2012

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End of Day Report

Control Label/Text	Control Type	Source Table/Query	Source Field
Number of Donations	Text	Daily Number Donations	Number_Donations
Total of Donations	Text	Daily Donations by Product	Quantity
Number of Transactions	Text	Daily Number Transactions	Number_Transactions
Total of Transactions	Text	Daily Transactions by Product	Quantity
Amount of Staff Working	Text	Daily Staff Logins	Staff_Logins

END OF WEEK REPORT



Number of Donations:

Total of Donations:

Number of Transactions:

Total of Transactions:

Amount of Staff Working :

Sunday, March 18, 2012

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End of Week Report			
Control Label/Text	Control Type	Source Table/Query	Source Field
Number of Donations	Text	Weekly Number Donations	Number_Donations
Total of Donations	Text	Weekly Donations by Product	Quantity
Number of Transactions	Text	Weekly Number Transactions	Number_Transactions
Total of Transactions	Text	Weekly Transactions by Product	Quantity
Amount of Staff Working	Text	Weekly Staff Logins	Staff_Logins

END OF MONTH REPORT



CENTRAL CITY
MINISTRIES

Number of Donations:

Total of Donations:

Number of Transactions:

Total of Transactions:

Amount of Staff Working :

Sunday, March 18, 2012

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End of Month Report			
Control Label/Text	Control Type	Source Table/Query	Source Field
Number of Donations	Text	Monthly Number Donations	Number_Donations
Total of Donations	Text	Monthly Donations by Product	Quantity
Number of Transactions	Text	Monthly Number Transactions	Number_Transactions
Total of Transactions	Text	Monthly Transactions by Product	Quantity
Amount of Staff Working	Text	Monthly Staff Logins	Staff_Logins

END OF YEAR REPORT



CENTRAL CITY
MINISTRIES

Number of Donations:

Total of Donations:

Number of Transactions:

Total of Transactions:

Amount of Staff Working :

Sunday, March 18, 2012

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End of Year Report

Control Label/Text	Control Type	Source Table/Query	Source Field
Number of Donations	Text	Yearly Number Donations	Number_Donations
Total of Donations	Text	Yearly Donations by Product	Quantity
Number of Transactions	Text	Yearly Number Transactions	Number_Transactions
Total of Transactions	Text	Yearly Transactions by Product	Quantity
Amount of Staff Working	Text	Yearly Staff Logins	Staff_Logins

ALL GRANTS SORTED BY AMOUNT



CENTRAL CITY
MINISTRIES

Grant Amount

Donator ID

Grant ID

TOTAL AMOUNT OF GRANTS:

\$0.00

Sunday, March 18, 2012

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All Grants sorted by Amount			
Control Label/Text	Control Type	Source Table/Query	Source Field
Amount	Text	Grant	Grant_Amount
Donator ID	Text	Grant	Donator_ID
Grant ID	Text	Grant	Grant_ID
Total Amount of Grants:	Text	Calculated Field	=Sum([Grant_Amount])

ALL GRANTS SORTED BY DONATOR



CENTRAL CITY
MINISTRIES

Donator ID	Grant ID	Amount
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TOTAL AMOUNT OF GRANTS:		\$0.00
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Sunday, March 18, 2012

Page 1 of 1

All Grants sorted by Donator			
Control Label/Text	Control Type	Source Table/Query	Source Field
Donator ID	Text	Grant	Donator_ID
Grant ID	Text	Grant	Grant_ID
Amount	Text	Grant	Grant_Amount
Total Amount of Grants:	Text	Calculated Field	=Sum([Grant_Amount])

ALL HOUSEHOLDS SORTED BY ID



CENTRAL CITY
MINISTRIES

Household ID Household Street

Household City

Household State

Household Zip

Sunday, March 18, 2012

Page 1 of 1

All Households sorted by ID			
Control Label/Text	Control Type	Source Table/Query	Source Field
Household ID	Text	Household	Household_ID
Household Street	Text	Household	Household_Street
Household City	Text	Household	Household_City
Household State	Text	Household	Household_State
Household Zip	Text	Household	Household_Zip

ALL HOUSEHOLDS SORTED BY LOCATION



CENTRAL CITY
MINISTRIES

Household State Household City

Household Street

Household Zip Household ID

Sunday, March 18, 2012

Page 1 of 1

All Households sorted by Location			
Control Label/Text	Control Type	Source Table/Query	Source Field
Household State	Text	Household	Household_State
Household City	Text	Household	Household_City
Household Street	Text	Household	Household_Street
Household Zip	Text	Household	Household_Zip
Household ID	Text	Household	Household_ID

PRODUCT



CENTRAL CITY
MINISTRIES

Product ID

Product Name

Amount on Hand

Sunday, March 18, 2012

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Product Table			
Control Label/Text	Control Type	Source Table/Query	Source Field
Product ID	Text	Product	Product_ID
Product Name	Text	Product	Product_Name
Amount on Hand	Text	Product	Amount_on_Hand

ALL STAFF SORTED BY LAST LOGIN



CENTRAL CITY
MINISTRIES

Last Login	Last Name	First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
City	State	Zip	Contact Number	Start Date	Password	

TOTAL RECORDS:

Sunday, March 18, 2012

Page 1 of 1

All Staff sorted by Last Login			
Control Label/Text	Control Type	Source Table/Query	Source Field
Last Login	Text	Staff	Staff_Last_Login
Last Name	Text	Staff	Staff_Last_Name
First Name	Text	Staff	Staff_First_Name
Middle Initial	Text	Staff	Staff_Middle_Initial
Staff ID	Text	Staff	Staff_ID
Staff Type ID	Text	Staff	Staff_Type_ID
Street Address	Text	Staff	Staff_Street_Address
City	Text	Staff	Staff_City
State	Text	Staff	Staff_State
Zip	Text	Staff	Staff_Zip
Contact Number	Text	Staff	Staff_Contact_Number
Start Date	Text	Staff	Staff_Start_Date
Password	Text	Staff	Staff_Password
Total Records	Text	Calculated Field	=Count(*)

ALL STAFF SORTED BY NAME



CENTRAL CITY
MINISTRIES

Last Name		First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
City	State	Zip	Contact Number	Start Date	Last Login	Password

TOTAL RECORDS:

Sunday, March 18, 2012

Page 1 of 1

All Staff sorted by Name

Control Label/Text	Control Type	Source Table/Query	Source Field
Last Name	Text	Staff	Staff_Last_Name
First Name	Text	Staff	Staff_First_Name
Middle Initial	Text	Staff	Staff_Middle_Initial
Staff ID	Text	Staff	Staff_ID
Staff Type ID	Text	Staff	Staff_Type_ID
Street Address	Text	Staff	Staff_Street_Address
City	Text	Staff	Staff_City
State	Text	Staff	Staff_State
Zip	Text	Staff	Staff_Zip
Contact Number	Text	Staff	Staff_Contact_Number
Start Date	Text	Staff	Staff_Start_Date
Last Login	Text	Staff	Staff_Last_Login
Password	Text	Staff	Staff_Password
Total Records	Text	Calculated Field	=Count(*)

ALL STAFF SORTED BY START DATE



CENTRAL CITY
MINISTRIES

Start Date	Last Name	First Name	Middle Initial	Staff ID	Staff Type ID	Street Address
City	State	Zip	Contact Number	Last Login	Password	

TOTAL RECORDS:

Sunday, March 18, 2012

Page 1 of 1

All Staff sorted by Start Date			
Control Label/Text	Control Type	Source Table/Query	Source Field
Start Date	Text	Staff	Staff_Start_Date
Last Name	Text	Staff	Staff_Last_Name
First Name	Text	Staff	Staff_First_Name
Middle Initial	Text	Staff	Staff_Middle_Initial
Staff ID	Text	Staff	Staff_ID
Staff Type ID	Text	Staff	Staff_Type_ID
Street Address	Text	Staff	Staff_Street_Address
City	Text	Staff	Staff_City
State	Text	Staff	Staff_State
Zip	Text	Staff	Staff_Zip
Contact Number	Text	Staff	Staff_Contact_Number
Last Login	Text	Staff	Staff_Last_Login
Password	Text	Staff	Staff_Password
Total Records	Text	Calculated Field	=Count(*)

ALL STAFF SORTED BY TYPE



CENTRAL CITY
MINISTRIES

Staff Type ID	Last Name		First Name	Middle Initial	Staff ID	Street Address
City	State	Zip	Contact Number	Start Date	Last Login	Password

TOTAL RECORDS:

Sunday, March 18, 2012

Page 1 of 1

All Staff sorted by Type			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff Type ID	Text	Staff	Staff_Type_ID
Last Name	Text	Staff	Staff_Last_Name
First Name	Text	Staff	Staff_First_Name
Middle Initial	Text	Staff	Staff_Middle_Initial
Staff ID	Text	Staff	Staff_ID
Street Address	Text	Staff	Staff_Street_Address
City	Text	Staff	Staff_City
State	Text	Staff	Staff_State
Zip	Text	Staff	Staff_Zip
Contact Number	Text	Staff	Staff_Contact_Number
Start Date	Text	Staff	Staff_Start_Date
Last Login	Text	Staff	Staff_Last_Login
Password	Text	Staff	Staff_Password
Total Records	Text	Calculated Field	=Count(*)

STAFF TYPE



CENTRAL CITY
MINISTRIES

Staff Type ID Staff Type Name

Staff Type Description

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Staff Type			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff Type ID	Text	Staff Type	Staff_Type_ID
Staff Type Name	Text	Staff Type	Staff_Type_Name
Staff Type Description	Text	Staff Type	Staff_Type_Description

ALL TRANSACTIONS SORTED BY CLIENT



CENTRAL CITY
MINISTRIES

Client ID

Transaction ID Staff ID

Transaction Date Voucher ID

Product ID

Transaction Quantity

Sunday, March 18, 2012

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All Transactions sorted by Client

Control Label/Text	Control Type	Source Table/Query	Source Field
Client ID	Text	Transaction	Client_ID
Transaction ID	Text	Transaction	Transaction ID
Staff ID	Text	Transaction	Staff_ID
Transaction Date	Text	Transaction	Transaction_Date
Voucher ID	Text	Transaction	Voucher_ID
Product ID	Text	Transaction Detail	Product_ID
Transaction Quantity	Text	Transaction Detail	Transaction_Quantity

ALL TRANSACTIONS SORTED BY STAFF



CENTRAL CITY
MINISTRIES

Staff ID

Transaction ID Client ID

Transaction Date Voucher ID

Product ID

Transaction Quantity

Sunday, March 18, 2012

Page 1 of 1

All Transactions sorted by Staff			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff ID	Text	Transaction	Staff_ID
Transaction ID	Text	Transaction	Transaction ID
Client ID	Text	Transaction	Client_ID
Transaction Date	Text	Transaction	Transaction_Date
Voucher ID	Text	Transaction	Voucher_ID
Product ID	Text	Transaction Detail	Product_ID
Transaction Quantity	Text	Transaction Detail	Transaction_Quantity

TRANSACTIONS BY SPECIFIED STAFF



CENTRAL CITY
MINISTRIES

Staff ID

Transaction ID Transaction Date

Total Records 0

Sunday, March 18, 2012

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Transactions by Specified Staff			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff ID	Text	Transactions by Specified Staff	Staff_ID
Transaction ID	Text	Transactions by Specified Staff	Transaction_ID
Transaction Date	Text	Transactions by Specified Staff	Transaction_Date
Total Records	Text	Calculated Field	=Count(*)

ALL TRANSACTIONS WITHIN SPECIFIED TIMEFRAME



CENTRAL CITY
MINISTRIES

Transaction Date	Voucher ID	Transaction ID	Client ID	Staff ID	Product_ID	Transaction_Quantity
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Total Records 0

Sunday, March 18, 2012

Page 1 of 1

Transactions within Specified Timeframe			
Control Label/Text	Control Type	Source Table/Query	Source Field
Transaction Date	Text	Transactions by Specified Timeframe	Transaction_Date
Voucher ID	Text	Transactions by Specified Timeframe	Voucher_ID
Transaction ID	Text	Transactions by Specified Timeframe	Transaction ID
Client ID	Text	Transactions by Specified Timeframe	Client_ID
Staff ID	Text	Transactions by Specified Timeframe	Staff_ID
Product ID	Text	Transactions by Specified Timeframe	Product_ID
Transaction Quantity	Text	Transactions by Specified Timeframe	Transaction_Quantity
Total Records	Text	Calculated Field	=Count(*)

ALL VOUCHERS SORTED BY AMOUNT



CENTRAL CITY
MINISTRIES

Voucher Amount

Voucher ID

Transaction ID Company ID

Client ID

Staff ID

Transaction Date Client Account Number

Sunday, March 18, 2012

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All Vouchers sorted by Voucher Amount

Control Label/Text	Control Type	Source Table/Query	Source Field
Voucher Amount	Text	Voucher	Voucher_Amount
Voucher ID	Text	Voucher	Voucher_ID
Transaction ID	Text	Transaction	Transaction_ID
Company ID	Text	Voucher	Company_ID
Client ID	Text	Transaction	Client_ID
Staff ID	Text	Transaction	Staff_ID
Transaction Date	Text	Transaction	Transaction_Date
Client Account Number	Text	Voucher	Client_Account_Num

ALL VOUCHERS SORTED BY CLIENT



CENTRAL CITY
MINISTRIES

Client ID

Voucher ID

Transaction ID

Company ID

Voucher Amount

Staff ID

Transaction Date

Client Account Number

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All Vouchers sorted by Client			
Control Label/Text	Control Type	Source Table/Query	Source Field
Client ID	Text	Transaction	Client_ID
Voucher ID	Text	Voucher	Voucher_ID
Transaction ID	Text	Transaction	Transaction_ID
Company ID	Text	Voucher	Company_ID
Voucher Amount	Text	Voucher	Voucher_Amount
Staff ID	Text	Transaction	Staff_ID
Transaction Date	Text	Transaction	Transaction_Date
Client Account Number	Text	Voucher	Client_Account_Num

ALL VOUCHERS SORTED BY COMPANY



CENTRAL CITY
MINISTRIES

Company ID Voucher ID Transaction ID Voucher Amount

Client ID

Staff ID

Transaction Date Client Account Number

Sunday, March 18, 2012

Page 1 of 1

All Vouchers sorted by Company			
Control Label/Text	Control Type	Source Table/Query	Source Field
Company ID	Text	Voucher	Company_ID
Voucher ID	Text	Voucher	Voucher_ID
Transaction ID	Text	Transaction	Transaction_ID
Voucher Amount	Text	Voucher	Voucher_Amount
Client ID	Text	Transaction	Client_ID
Staff ID	Text	Transaction	Staff_ID
Transaction Date	Text	Transaction	Transaction_Date
Client Account Number	Text	Voucher	Client_Account_Num

VOUCHER BY DATE



CENTRAL CITY
MINISTRIES

Transaction Date	Voucher ID	Transaction ID	Company ID	Voucher Amount	Client ID	Staff ID	Client Account Number
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Sunday, March 18, 2012

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All Vouchers sorted by Transaction Date			
Control Label/Text	Control Type	Source Table/Query	Source Field
Transaction Date	Text	Transaction	Transaction_Date
Voucher ID	Text	Voucher	Voucher_ID
Transaction ID	Text	Transaction	Transaction_ID
Company ID	Text	Voucher	Company_ID
Voucher Amount	Text	Voucher	Voucher_Amount
Client ID	Text	Transaction	Client_ID
Staff ID	Text	Transaction	Staff_ID
Client Account Number	Text	Voucher	Client_Account_Num

ALL VOUCHERS SORTED BY STAFF



CENTRAL CITY
MINISTRIES

Staff ID	Voucher ID	Transaction ID	Company ID	Voucher Amount	Client ID	Transaction Date	Client Account Number
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Sunday, March 18, 2012

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All Vouchers sorted by Staff			
Control Label/Text	Control Type	Source Table/Query	Source Field
Staff ID	Text	Transaction	Staff_ID
Voucher ID	Text	Voucher	Voucher_ID
Transaction ID	Text	Transaction	Transaction_ID
Company ID	Text	Voucher	Company_ID
Voucher Amount	Text	Voucher	Voucher_Amount
Client ID	Text	Transaction	Client_ID
Transaction Date	Text	Transaction	Transaction_Date
Client Account Number	Text	Voucher	Client_Account_Num

ALL VOUCHER COMPANIES SORTED BY LOCATION



CENTRAL CITY
MINISTRIES

Company_City	State	Company_Zip	Company ID	Company Type ID	Company Name	Street Address
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TOTAL RECORDS: 0

Sunday, March 18, 2012

Page 1 of 1

All Voucher Companies sorted by Location			
Control Label/Text	Control Type	Source Table/Query	Source Field
City	Text	Voucher Companies	Company_City
State	Text	Voucher Companies	Company_State
Zip	Text	Voucher Companies	Company_Zip
Company ID	Text	Voucher Companies	Company_ID
Company Name	Text	Voucher Companies	Voucher_Company_Name
Company Type ID	Text	Voucher Companies	Company_Type_ID
Street Address	Text	Voucher Companies	Company_Street_Address

ALL VOUCHER COMPANIES SORTED BY NAME



CENTRAL CITY
MINISTRIES

Company Name	Company ID	Company Type ID	Street Address	City	State	Zip
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TOTAL RECORDS: 0

Sunday, March 18, 2012

Page 1 of 1

All Voucher Companies sorted by Name			
Control Label/Text	Control Type	Source Table/Query	Source Field
Company Name	Text	Voucher Companies	Voucher_Company_Name
Company ID	Text	Voucher Companies	Company_ID
Company Type ID	Text	Voucher Companies	Company_Type_ID
Street Address	Text	Voucher Companies	Company_Street_Address
City	Text	Voucher Companies	Company_City
State	Text	Voucher Companies	Company_State
Zip	Text	Voucher Companies	Company_Zip
Total Records	Text	Calculated Field	=Count(*)

ALL VOUCHER COMPANIES SORTED BY TYPE



CENTRAL CITY
MINISTRIES

Company Type ID	Company ID	Company Name	Street Address	Company_City	State	Company_Zip
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TOTAL RECORDS: 0

Sunday, March 18, 2012

Page 1 of 1

All Voucher Companies sorted by Company Type

Control Label/Text	Control Type	Source Table/Query	Source Field
Company Type ID	Text	Voucher Companies	Company_Type_ID
Company ID	Text	Voucher Companies	Company_ID
Company Name	Text	Voucher Companies	Voucher_Company_Name
Street Address	Text	Voucher Companies	Company_Street_Address
City	Text	Voucher Companies	Company_City
State	Text	Voucher Companies	Company_State
Zip	Text	Voucher Companies	Company_Zip
Total Records	Text	Calculated Field	=Count(*)

Narrative Descriptions:



Group 2

Devin Ahrens

Quanesheia Raines

James Myers

Sarah Clark

3/20/2012

Managers Forms

Log In –

1. The user will be able to log on with a username and password. Based on username, the user will be directed to the management screen.

Donator –

1. Add – The manager will click on “Add” and can add a donator.
2. Search – The manager will click on “Search” and they can enter what they know to find the donator.
3. Delete – The manager clicks “Delete” in order to delete a specific donator record.
4. Save – The manager clicks “Save” in order to save the donator record.
5. Go Back – If the manager clicks “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Donator Type –

1. Add – The manager will click on “Add” and can add a donator type.
2. Search – The manager will click on “Search” and they can enter what they know to find the donation type.
3. Delete – The manager clicks on “Delete” in order to delete a specific donator type record.
4. Save – The manager clicks on “Save” in order to save the donator type record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Voucher Companies –

1. Add – The manager will click on “Add” and can add a voucher company.
2. Search – The manager will click on “Search” and they can enter what they know to find the voucher company.
3. Delete – The manager clicks on “Delete” in order to delete a specific voucher company record.
4. Save – The manager clicks on “Save” in order to save the voucher company record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Company Type –

1. Add – The manager will click on “Add” and can add the company type.
2. Search – The manager will click on “Search” and they can enter what they know to find the company type.
3. Delete – The manager clicks on “Delete” in order to delete specific company type record.
4. Save – The manager clicks on “Save” in order to save the company type record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Staff –

1. Add – The manager will click on “Add” and can add a staff member.
2. Search – The manager will click on “Search” and they can enter what they know to find the staff member.
3. Delete – The manager clicks on “Delete” in order to delete a specific staff record.
4. Save – The manager clicks on “Save” in order to save the staff record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Staff Type –

1. Add – The manager will click on “Add” and can add the staff type.
2. Search – The manager will click on “Search” and they can enter what they know to find the staff type.
3. Delete – The manager clicks on “Delete” in order to delete a specific staff type record.
4. Save – The manager clicks on “Save” in order to save the staff type record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Household –

1. Add – The manager will click on “Add” and can add a household.
2. Search – The manager will click on “Search” and they can enter what they know to find the household.
3. Delete – The manager clicks on “Delete” in order to delete a specific household record.
4. Save – The manager clicks on “Save” in order to save the household record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Client –

1. Add – The manager will click on “Add” and can add a client.
2. Search – The manager will click on “Search” and they can enter what they know to find the client.
3. Delete – The manager clicks on “Delete” in order to delete a specific client record.
4. Save – The manager clicks on “Save” in order to save the client record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Grant –

1. Add – The manager will click on “Add” and can add the grant.
2. Search – The manager will click on “Search” and they can enter what they know to find the type.
3. Delete – The manager clicks on “Delete” in order to delete a specific grant record.
4. Save – The manager clicks on “Save” in order to save the grant record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Voucher –

1. Add – The manager will click on “Add” and can add a voucher.
2. Search – The manager will click on “Search” and they can enter what they know to find the voucher.
3. Delete – The manager clicks on “Delete” in order to delete a specific voucher record.
4. Save – The manager clicks on “Save” in order to save the voucher record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Product –

1. Add – The manager will click on “Add” and can add a product.
2. Search – The manager will click on “Search” and they can enter what they know to find the product.
3. Delete – The manager clicks on “Delete” in order to delete a specific product record.
4. Save – The manager clicks on “Save” in order to save the product record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Transaction (consists of transaction table and transaction detail table) –

1. Add – The manager will click on “Add” and can add a transaction.
2. Search – The manager will click on “Search” and they can enter what they know to find the transaction.
3. Delete – The manager clicks on “Delete” in order to delete a specific transaction record.
4. Save – The manager clicks on “Save” in order to save the transaction record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.
7. Create Voucher – If the user clicks on “Create Voucher”, the user will be directed to the Voucher form to create a new voucher.

Donation (consists of donation table and donation details table) —

1. Add – The manager will click on “Add” and can add a donation.
2. Search – The manager will click on “Search” and they can enter what they know to find the donation.
3. Delete – The manager clicks on “Delete” in order to delete a specific donation record.
4. Save – The manager clicks on “Save” in order to save the donation record.
5. Go Back – If the manager clicks on “Go Back”, the user will be taken back to the previous screen.
6. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Manager Main Menu.

Volunteers Forms

Log In –

1. The user will be able to log on with a username and password. Based on username, the user will be directed to the volunteer screen.

Client –

1. Search – The user will click on “Search” and they can enter what they know to find the client.
2. Add – The user will click “Add” and it will add a client.
3. Save – The user will click “Save” and it will save the client record.
4. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
5. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Donator –

1. Search – The user will click on “Search” and they can enter what they know to find the donator.
2. Add – The user will click “Add” and it will add a donator.
3. Save – The user will click “Save” and it will save the donator record.
4. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
5. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Household –

1. Search – The user will click on “Search” and they can enter what they know to find the household.
2. Add – The user will click “Add” and it will add a household.
3. Save – The user will click “Save” and it will save the household record.
4. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
5. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Product –

1. Search – The user will click on “Search” and they can enter what they know to find the product.
2. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
3. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Voucher –

1. Search – The user will click on “Search” and they can enter what they know to find the voucher.
2. Add – The user will click “Add” and it will add a voucher.
3. Save – The user will click “Save” and it will save the voucher record.
4. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
5. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Voucher companies –

1. Search – The user will click on “Search” and they can enter what they know to find the household.
2. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
3. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Transaction –

1. Add – the user will click “Add” and it adds a transaction.
2. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
3. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.
4. Create Voucher – If the user clicks on “Create Voucher”, the user will be directed to the Voucher form to create a new voucher.

Donation –

1. Add – the user will click “Add” and it adds a donation.
2. Go Back – If the user clicks on “Go Back” the user will be taken back to the previous screen.
3. Main Menu – If the manager clicks “Main Menu”, the user will be taken back to the Volunteer Main Menu.

Appendix:



Group 2

Devin Ahrens

Quanesheia Raines

James Myers

Sarah Clark

3/20/2012

Design Phase: Completed Tasks

Devin Ahrens – Reports, Report Descriptions, Hierarchy Chart, Input on everything, Master Document

James Myers – Detailed Table Descriptions, Hierarchy Chart, Narrative Description, Logo, Executive Summary, Input on everything, Master Document

Quanesheia Raines – Narrative Description, Hierarchy Chart, Input on everything

Sarah Clark – Screens, Screen Descriptions, Input on everything, Title Pages

Implementation Phase: Assignments

Devin Ahrens – Volunteer Main Menu, Manager Company Type, Manager Client, Manager Transaction, Volunteer Household, Volunteer Transaction, Household Reports, Voucher Company Reports, Product Reports

James Myers – Manager Main, Manager Voucher Company, Manager Household, Manager Product, Volunteer Voucher Company, Volunteer Product, Reports Main, Donation Reports, Voucher Reports

Quanesheia Raines – Login Page, Manager Donator Type, Manager Staff Type, Manager Voucher, Volunteer Donator, Volunteer Voucher, Donator Reports, Staff Reports, Voucher Reports

Sarah Clark – Manager Donator, Manager Staff, Manager Grant, Manager Donation, Volunteer Client, Volunteer Donation, Client Reports, Grant Reports, Timeframe Reports