

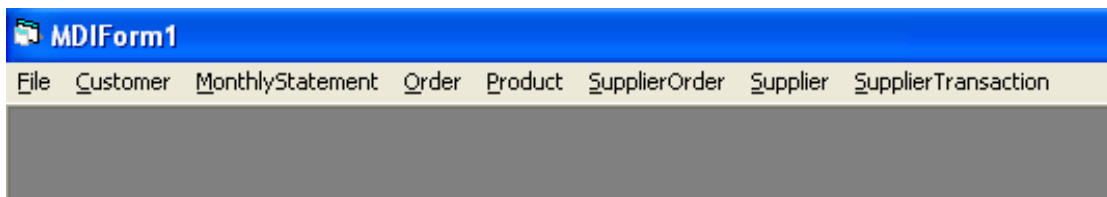
Duck Creek User Manual

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Introduction

When you start the program, you will be brought to an interface which is displayed below:



- The 'Customer' tab will bring you to a screen that will allow you to enter customer details.
- The 'Order' tab will bring you to a screen that will allow you to enter order details.
- The 'Product' tab will bring you to a screen that will allow you to enter product details.

Chapter 1: Customer Maintenance

 The screenshot shows the "MDIForm1 - [Customer Maintenance]" window. It has a menu bar with "Add", "Update", "Delete", "Search", "Reset", and "Exit". The main area contains several text input fields:

- Customer No: txtCustomerNo
- Customer Name: txtCustomerName
- Address: txtAddress
- Suburb: txtSuburb
- State: txtState
- Postcode: txtPostcode

 Below these fields is a section labeled "Search Results" which contains a table with two columns and two rows of data. The table is partially obscured by a large grey rectangular area.

Entering a Customer Number will retrieve and display the details for that customer. Leave the field blank for new customers – the system will assign the next available Customer Number at 'Add' time.

Enter/modify any of the fields on the screen. All fields are validated at entry time and again at 'Add', 'Update' or 'Delete' time.

Clicking 'Add' or entering 'Ctrl' + 'A' causes the following:

- Validation of the various fields
- If no errors then the customer record is created and added to the database

Clicking 'Update' or entering 'Ctrl' + 'U' causes:

- Validation of the various fields
- If no errors then the customer record on the database is updated with the modified information

Clicking 'Delete' or entering 'Ctrl' + 'D' causes the data of the customer record to be removed.

Clicking 'Search' or entering 'Ctrl' + 'S' causes the system to build a 'Select' statement using any non-blank fields from the screen. The system is able to search on:

- Any text field
- Any data field
- Any partial text or date field, signified by the operator entering '*' as part of the field.

If no records are found, a suitable message is displayed. If one record is found, it is displayed in the textboxes. If more than one record is found, it is displayed in the Search Results grid and the grid made visible. From here, any one record may be selected for further processing just by double clicking the appropriate row. The grid stays visible until Reset is selected.

Chapter 2: Order Maintenance

MDIForm1 - [Order Maintenance]

Add Update Delete Search Reset Exit

Order No: Order Date:

Customer No: Customer Name:

Address:

Suburb:

State: Postcode:

Order Items

Subtotal:

Postage And Handling:

Credit Card No:

Credit Card Receipt:

G S T:

Total:

Entering an order number will retrieve and display the details of that order. Orders with a status of 'Dispatched' cannot be changed. Leave the order number blank for new orders, the next available order number will be supplied by the system at 'Add' time.

For new orders, the Order Date field will default to the system date.

Entering a customer number (either by the operator or by the system (see 1 above) will retrieve and display the customer information.

Entering a Product number (first column of the grid) will retrieve and display the description and unit price for that item in columns 2 & 3 respectively. After the last product is entered just click 'Add' or enter Ctrl - A to cause end of order processing.

Entering the quantity (column 4) will cause the calculation of the extended price (column 5) and force an update of the various totals displayed below the grid. Entering a quantity of zero cancels the line.

All fields are validated at entry time and again at 'Add', 'Update' or 'Delete' time.

End of Order processing.

Clicking 'Add' or entering Ctrl - A causes the following:

Update of the various products records, in particular the Quantity on Hand field

Creation of the Order Item records, one record per row in the grid

Creation of the Order record
Update of the Customer record

Assuming the status of the order is not 'Dispatched' then clicking 'Update' or entering Ctrl - U causes:

Update of the various products records, in particular the Quantity on Hand field
Update of the Order Item records
Update of the Order record
Update of the Customer record

Assuming the status of the order is not 'Dispatched' then clicking 'Delete' or entering Ctrl - D causes:

Update of the various products records, in particular the Quantity on Hand field
Removal of the Order Item records, one record per row in the grid
Removal of the Order record
Update of the Customer record