



Deliverable 9 – User Manual

Group 13

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CompuData

Content and Purpose:

The following document will explain to the user the specific functionality found in CompuData's respective sub-systems. Its purpose is to inform the user on how to use the specific business functions, and understand the design principles used to make it the most simplistic system interface possible. It will include a detailed explanation of the purpose of all the system functions, all error messages, an explanation of how to get help, a detailed reports explanation, a system implementation procedure, a backup and restore procedure, an on-line help function explanation, a glossary with all main terms, and a client sign off.



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A. IMPLEMENTATION PROCEDURE

Introduction

This section describes the proposed system implementation procedure of CompuData. This plan will describe a process in which certain series of instructions that should be followed by our client - in order to ensure a clean transition from the old system to the new.

Overview of Implementation Procedure

The current system will run as a cut-over model of implementation after the financial year end of the organisation. The desired effect of our conversion plan is to ensure a smooth transition to the new system - in a manner that is financially and structurally sound. This is done through preparation and accordingly placed execution processes that link functionality and overall vision.

Conversion of Existing Data

- Filing system through Change Management:
 - Our team will enforce a strict filing system ideology which Tshwane Leadership Foundation can implement to store existing documentation over an extended period of time. This will serve as a reference if the current system's records do not go back far enough. These methods include:
 - 1.) **File Categories**
 - File broad categories based on sub-system to enable the quick direction of required information.
 - 2.) **Subcategorization**
 - Enables the specific information input into the relevant section (e.g. Vehicles).
 - 3.) **Color Coding**
 - Using the same colors subconsciously associate that color with a component of the business, which encourages repetition.
 - 4.) **Label Making**
 - A clear indication of what is contained in the file section.
- Manually add Important donors/contact details to existing system:
 - After the new system is implemented and fully functional, all critical past files concerning donors, their contact details and any other important files that might be useful for the future will then be manually imported into the new system.
- All future business functions are recorded on to the system:
 - When old system is terminated, every new business transaction will be recorded onto the new system.
 - All physical documents will be stored as backups in case any sort of data loss occurs in the implemented system.



Execution of Conversion Plan

- **Requirements**

- Internet Browser (preferable Google chrome)
- SQL server software
- A stable Internet connection
- Personal computer with Windows XP+ operating system
- Adobe Acrobat reader for viewing PDF files offline

- **Installation process**

As part of the installation, we are planning to implement dummy data in the form of Employee Data, Donors and Vehicles.

An example of this would be the attributes of Employees, Donors and Vehicles being filled into the system. This can be done through a script, or manual implementation.

For implementation of the new system must manually install the required software onto each computer located in the work environment.

A direct cut over plan will be used in order to stabilize the system and promote a new healthy growth period after its implementation.

- **Training**

Tshwane Leadership Foundation is composed of a multitude of people who will use the system, but only approximately 4 regular users. The training sessions will be open to all, but these 4 users are to be trained at a high level, to ensure that anyone else using the system has a reliable back-bone to troubleshoot if needed.

In addition to this, CompuData will provide Email and Cell support for any technical issues for 1 months after the implementation and training of the new system.

- **Detailed Training Plan**

- ✓ **Day 1 (6 Hours)**

1 hour - Present and explain functionality of system

- Overall functions and features will be explained. How they will use this system as well as how it will benefit them in their daily work.

2 hours - Example of how to navigate system

- Perform basic actions such as navigating menus and adding to the database.

2 hours - Example of logging in and using functions

- Each person will create their own account, login and logout their account a few times so that they can get familiar with the process of always logging out.



1 hour - Consulting

- Answering any Questions the users have, or explaining any areas that are unclear.

✓ **Day 2 (8 Hours)**

8 hours - Checking hardware and software

- These hours will be spent making sure that the computers used by our client are compatible in both the hardware and software departments.

✓ **Day 3 (9 Hours)**

3 hours - Finalisation of system installation process and link to databases

- Ensuring that the system installation process functions as expected, and that all corresponding database links are functional.

3 hours - Individual Training of Functionality

- Each individual will have an individual session where they will get detailed attention. This enables in-depth understanding of the system functionality.

2 hours - Feedback Session

- This session tracks the users experience with the system after they use and interact with it. Furthermore, it documents how the system could potentially improve for the future.

1 hour - Consulting

- Answering any Questions the users have, or explaining any areas that are unclear.

Conclusion

This section above described the proposed implementation procedure of CompuData. This procedure involves the process in which certain series of instructions that should be followed by our client - in order to ensure a clean transition from the old system to the new. Furthermore, the execution lists the requirements needed, hosts a variety of training sessions that span over 3 days, as well as a list of the requirements needed to run the system properly.



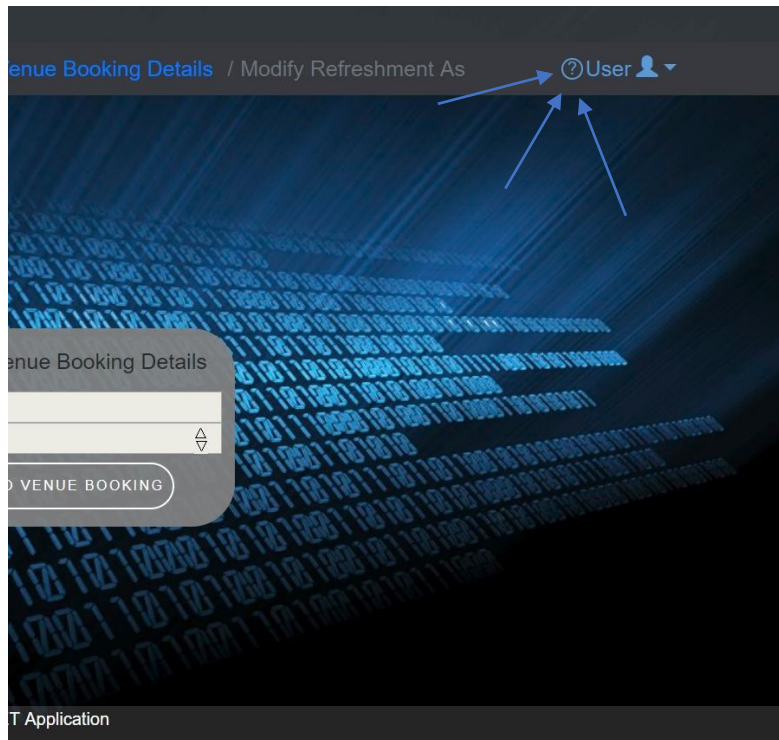
B. HOW TO GET HELP IN THE SYSTEM

In-system Help

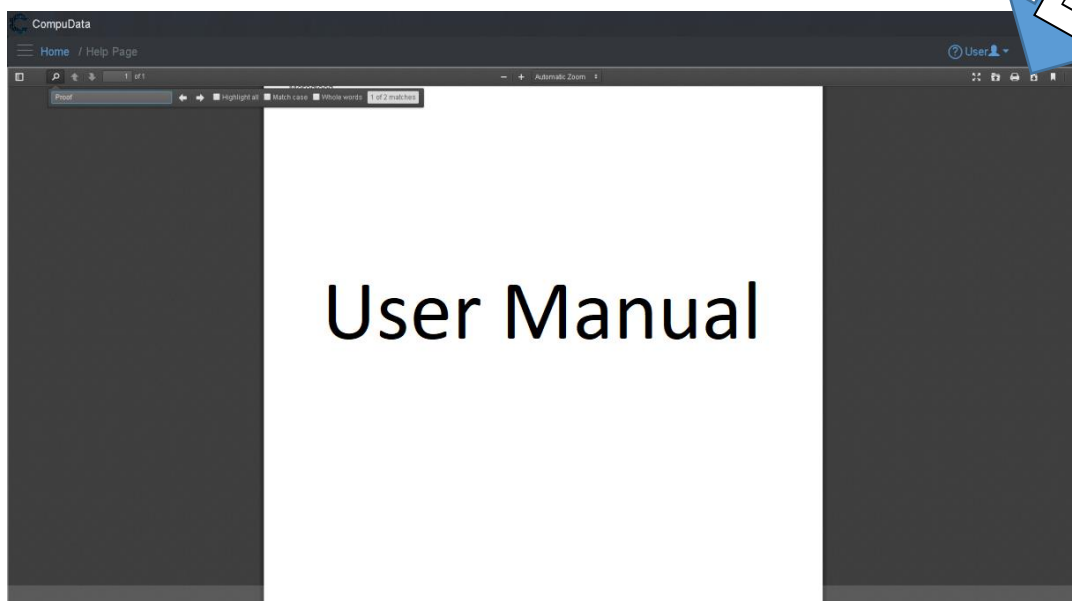
Introduction

The following details will explain how a user is to navigate in order to receive help in the immediate system. This option will be available throughout the system, as it should be accessible at the exact moment that help is desired.

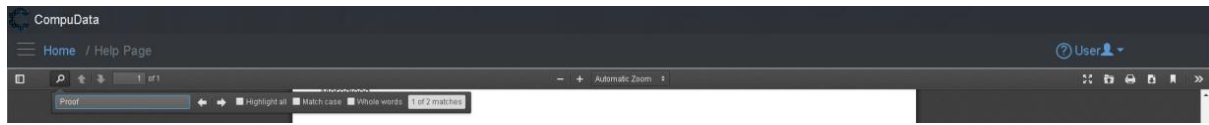
Step 1: *The user selects the help icon in the top right of a screen*



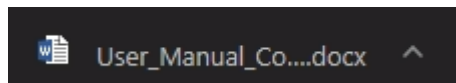
Step 2: *The "User Manual" Is then displayed to the user – with optional download buttons*



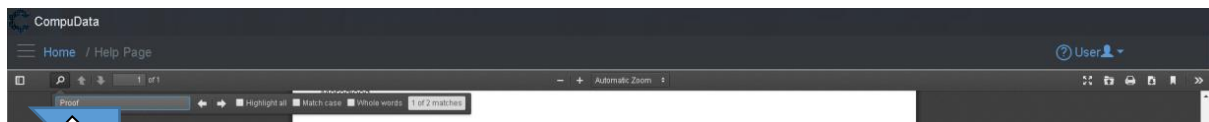
Optional Step 3: *The user selects the "Download" button and the "User Manual" is then downloaded, with a complete table of contents and relative components.*



✓ **Downloaded Document:**



Optional Step 3: *The user can select the search function and input desired details*



Conclusion

The above mentioned process describes the processes in which a user can get help in the CompuData system. In specific, this will include the use of the User Manual. Directories for each use case will be specified in the table of contents for ease of use.

Online Help

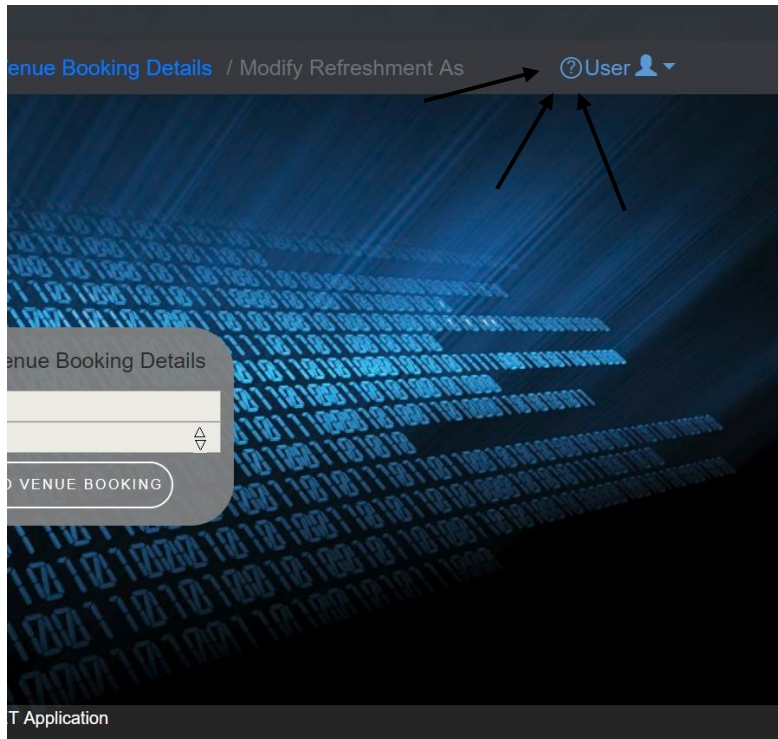
Introduction

The below section will inform the user on how an on-line help function will be implemented into the CompuData system. This will be done through an online chat which directly links to the development team. This will be done through a chat linked inside of the Wix.com website applicable to the client. The user can use this when wanting a direct link to the development team.

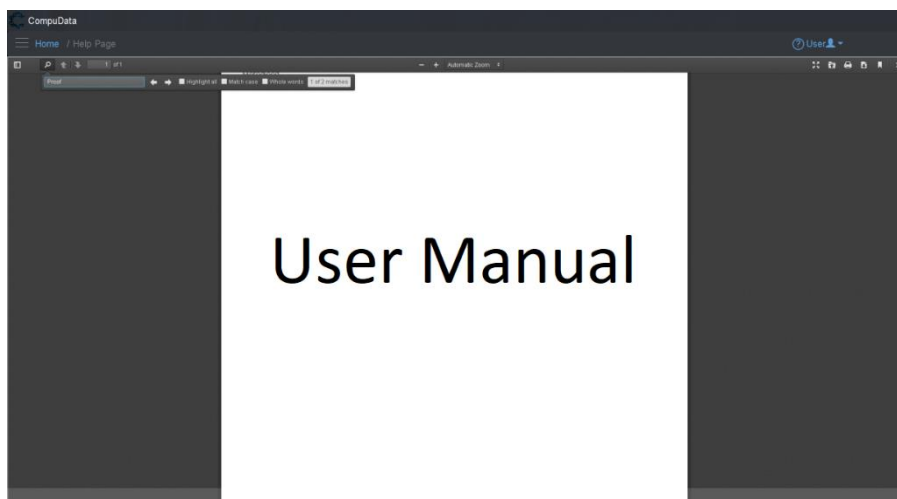


User Process:

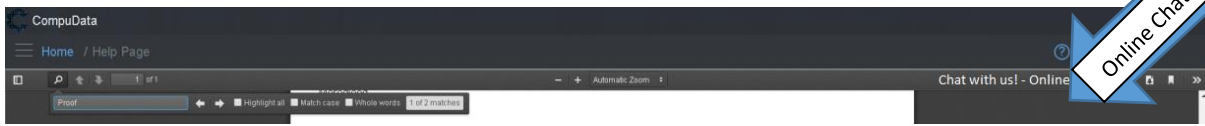
Step 1: *The user selects the help icon in the top right of a screen*



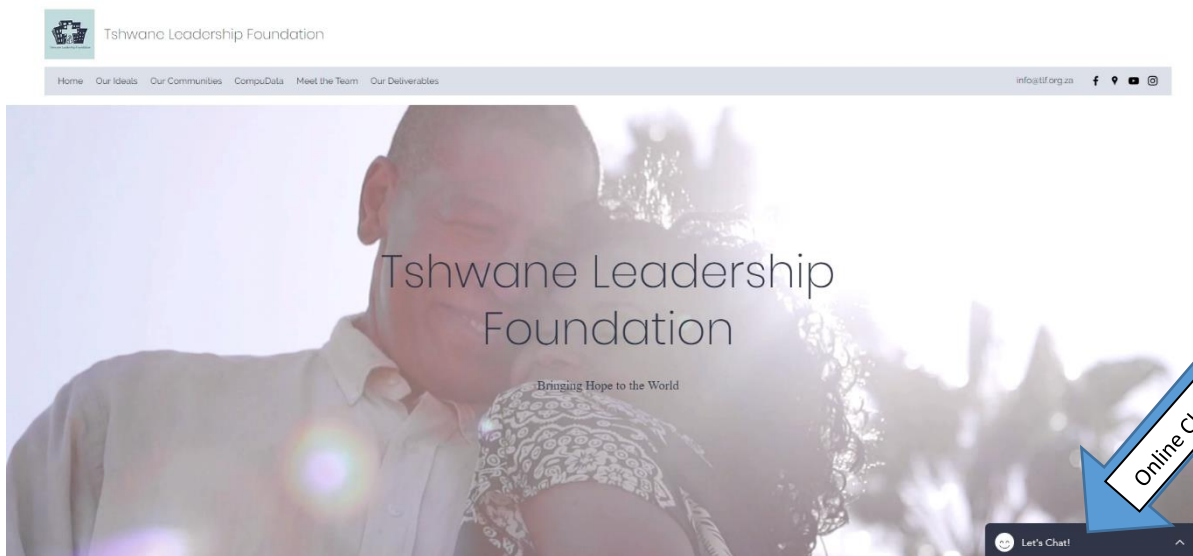
Step 2: *The "User Manual" is then displayed to the user – with optional download buttons*



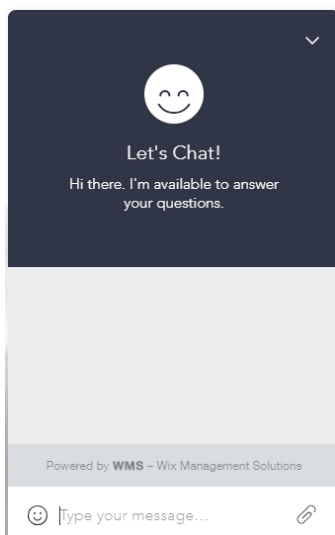
Step 3: *The user selects the "Chat with us - Online" button.*



Step 4: *The system opens the Wix website, where the user is exposed to a chat where they can talk to the development team. They can expand the chat and type a message.*



Step 4b: *Expanded view:*



Conclusion

The above mentioned process shows a detailed process on how to get online help in the CompuData. This was done through the implementation of a third-party chat that directly links to the development team.



C. SYSTEM FUNCTIONS

Introduction

The following explanations will show a detailed process in which all system functions are displayed and explained to the user. This includes a detailed use case view, where all controls are labelled and explained to the user in a table format. These processes can then be referred to later as a guide to how the processes can be conducted to produce a wanted result.



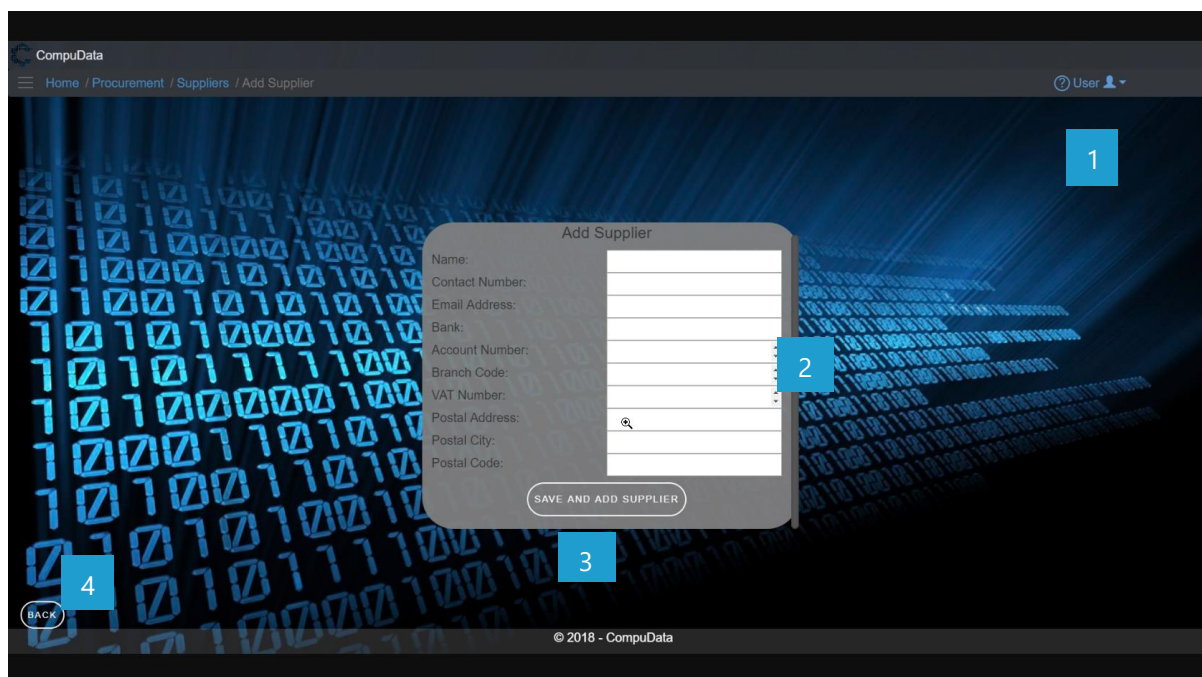
Sub-System 1 – Procurement

1.1 Add Supplier

DESCRIPTIONS

- This form displays the required details to successfully add a Supplier to the system.
- Supplier details are required to successfully add the Supplier.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Supplier</i> screen. - It shows a detailed process on how to progress.
2	Supplier Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input a new Supplier into the system to be validated for recording.
3	Save and Add Supplier Button	<ul style="list-style-type: none"> - The Save and Add Supplier button adds the entered data to the <u>Supplier</u> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Supplier</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Add Supplier</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES



- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

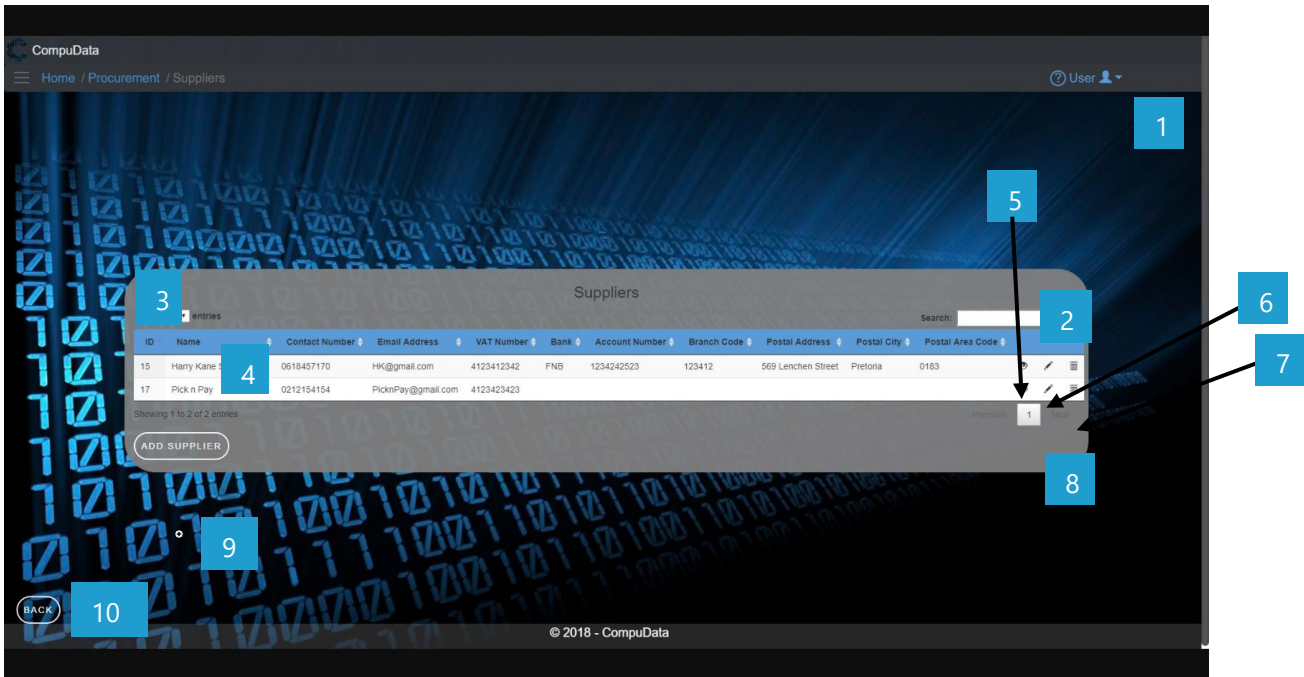


1.2 Search Supplier

DESCRIPTIONS

- This form displays the details for each Supplier on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Supplier</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Supplier</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	Supplier Table View	<ul style="list-style-type: none"> - This table displays all the relevant Supplier in the database that match the corresponding search criteria selected in the <i>Search Supplier Fuzzy Text Box</i>.
5	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Supplier Details</i> form
6	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Supplier Details</i> form
7	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected Supplier. - If the user selects <i>Yes</i>, the Supplier is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
8	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.



9	Add Supplier Button	- Takes the User to the <i>Add Supplier</i> form.
10	Back Button	- Takes the User back to the <i>Home</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

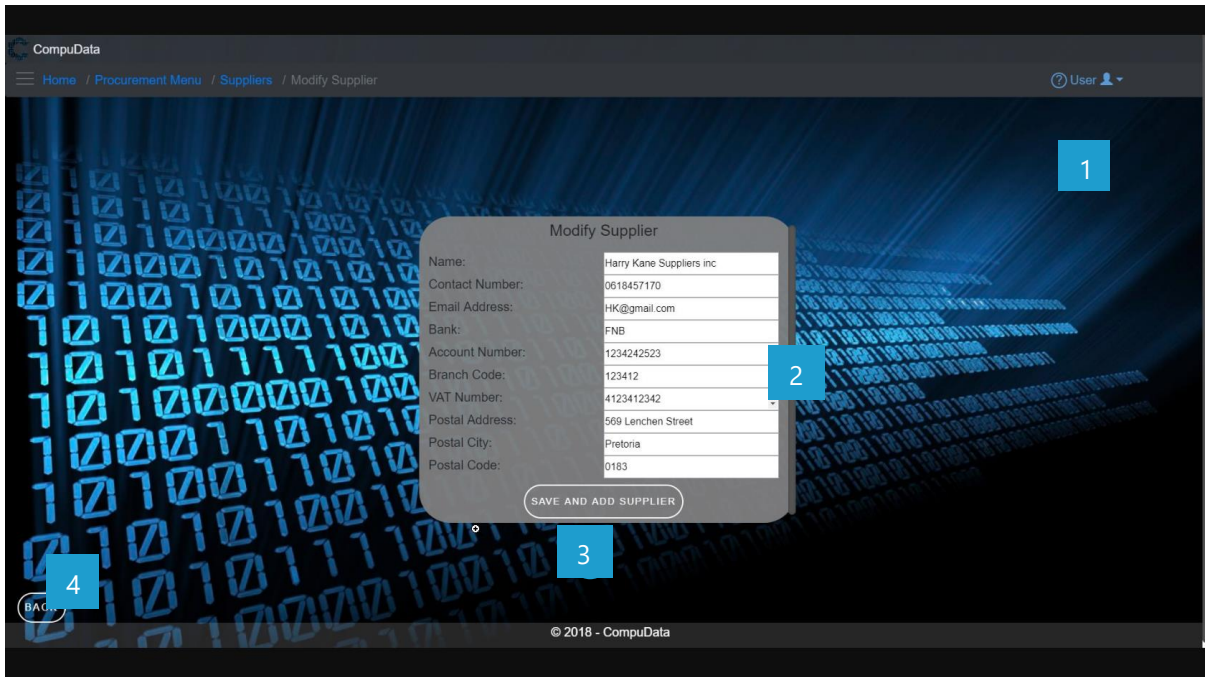


1.3 Maintain Supplier

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Supplier.
- Supplier details are required to successfully modify the Supplier.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Supplier</i> screen. - It shows a detailed process on how to progress.
2	Supplier Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Supplier Name into the system to be validated for recording.
3	Save and Add Supplier Button	<ul style="list-style-type: none"> - The Save and Add Supplier button adds the entered data to the <i>Supplier</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Supplier</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Supplier</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

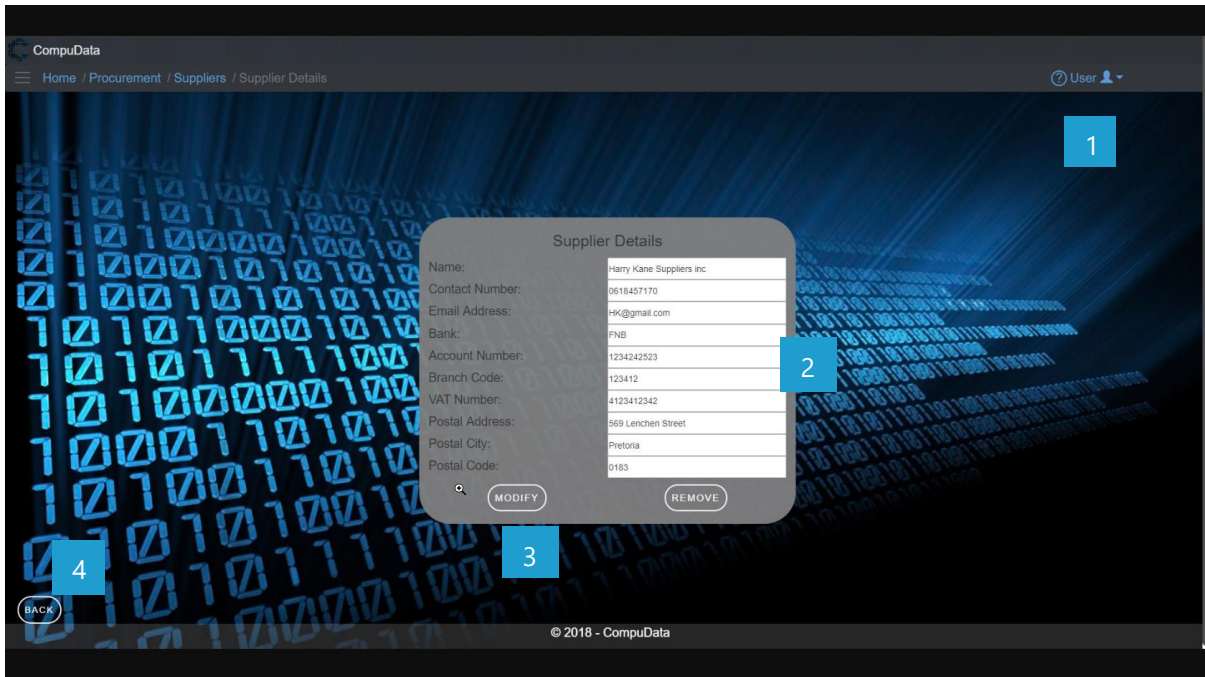


1.4 Remove Supplier Details

DESCRIPTIONS

- This form displays the details for the chosen Supplier and options to maintain or remove Supplier.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Supplier Details</i> screen. - It shows a detailed process on how to progress.
2	Supplier boxes	<ul style="list-style-type: none"> - This open fields are disabled and can only be viewed.
3	Supplier Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Supplier form. - The Remove button removes the chosen Supplier (the Supplier currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Supplier Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Supplier Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

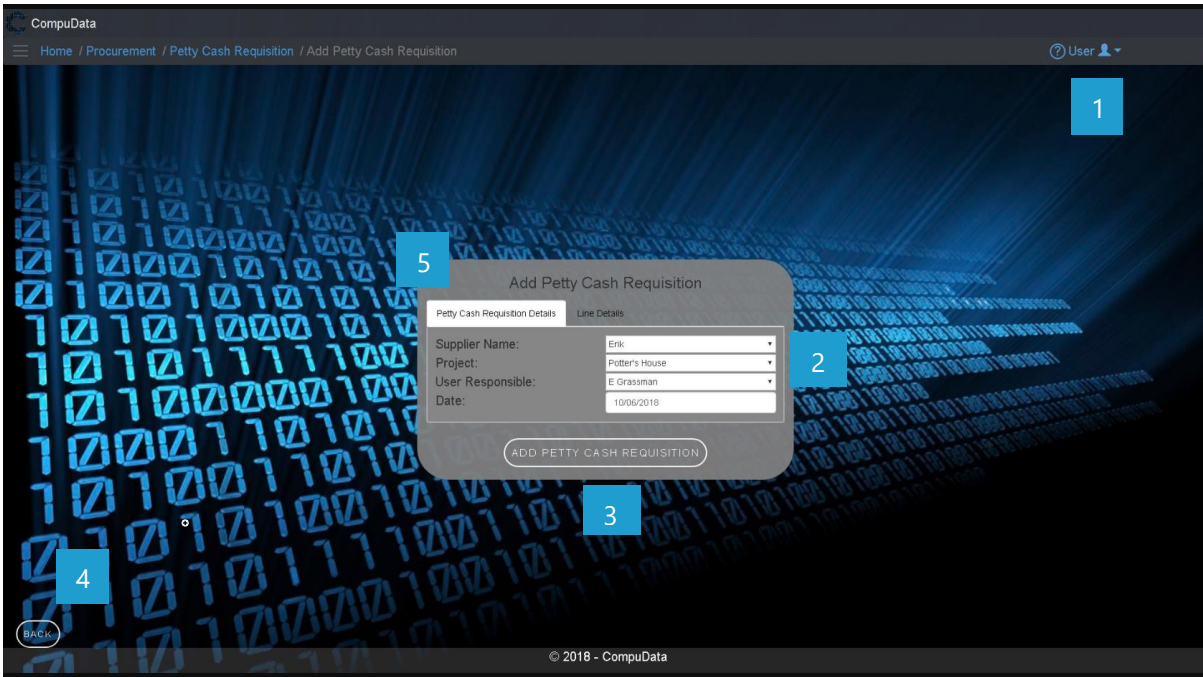


1.5 Add petty cash requisition

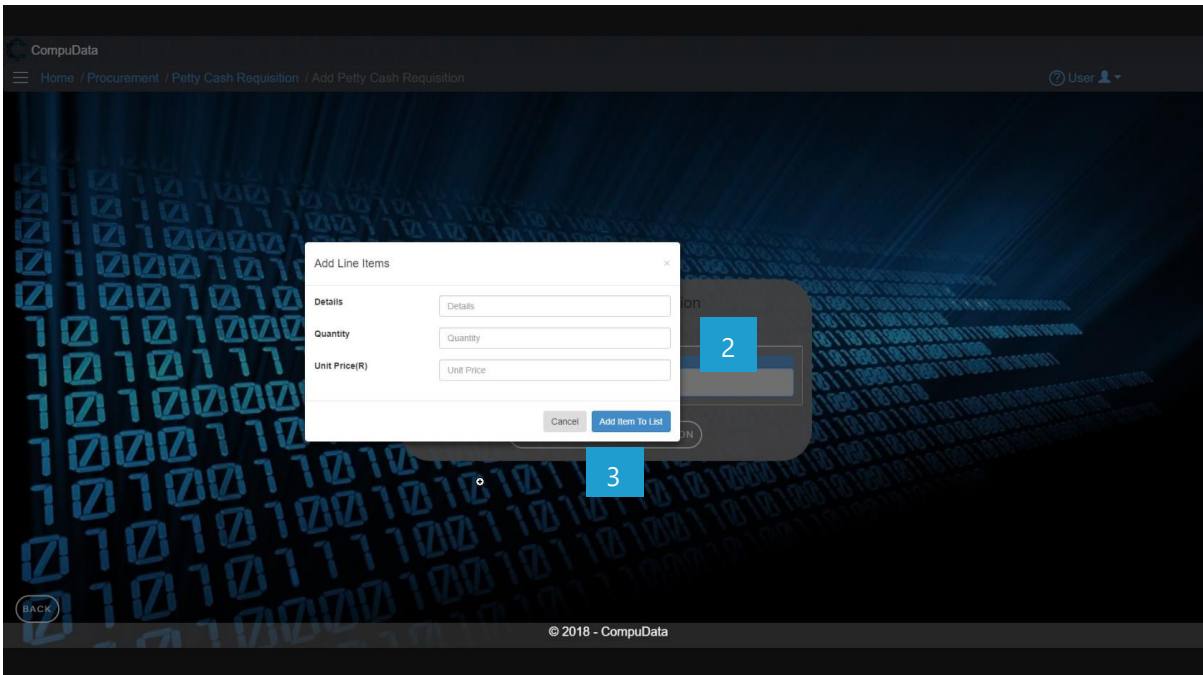
DESCRIPTIONS

- This form displays the required details to successfully add a petty cash requisition the system.
- petty cash requisition details are required to successfully add the petty cash requisition.

DETAILED SCREEN LAYOUT



Going to the next tab:



DETAILED LAYOUT DESCRIPTION & EXPLANATION



No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add petty cash requisition</i> screen. - It shows a detailed process on how to progress.
2	petty cash requisition Input boxes	<ul style="list-style-type: none"> - These textboxes allow the User to input petty cash requisition details into the system to be validated for recording.
3	Add petty cash requisition and item to list Button	<ul style="list-style-type: none"> - The Save and Add Donation type button adds the entered data to the <i>petty cash requisition</i> table. - The Cancel button the <i>Add line items</i> form will close.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add petty cash requisition</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Add petty cash requisition</i> form remains open with all entered details still existing.
5	Tabs	<ul style="list-style-type: none"> - Allow user to navigate easier to input all information about the user.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

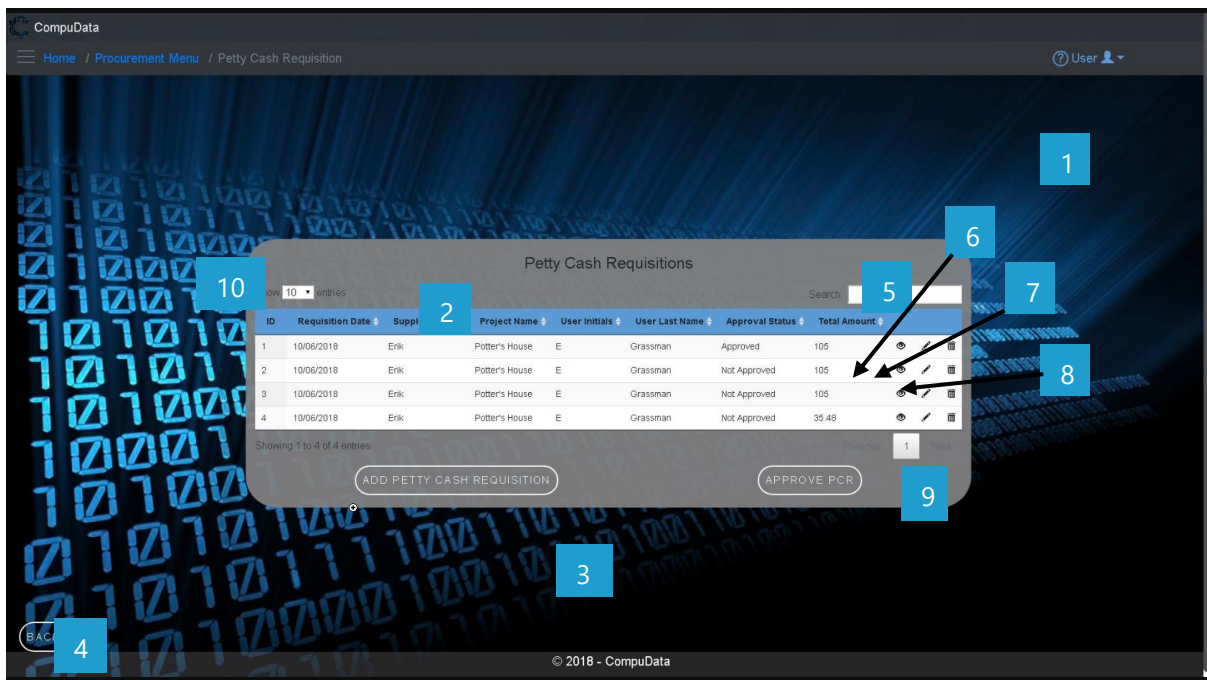


1.6 Search Petty Cash Requisition

DESCRIPTIONS

- This form displays the details for each Petty Cash Requisition on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Petty Cash Requisition</i> screen - It shows a detailed process on how to progress.
2	Petty Cash Requisition Table	<ul style="list-style-type: none"> - The Petty Cash Requisition table contains data from each Petty Cash Requisition a view button, a modify button and a remove button. - These buttons takes you to the <i>Petty Cash Requisition Details</i> and the <i>Modify Petty Cash Requisition</i> forms.
3	Add and approve Petty Cash Requisition Button	<ul style="list-style-type: none"> - The Add Petty Cash Requisition button displays the Add Petty Cash Requisition form. - The Approve Petty Cash Requisition button display a po-up message confirming that Petty Cash Requisition is approved.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Petty Cash Requisition form will close. - If the user clicks the No button, the notification message disappears, and the <i>Petty Cash Requisition</i> form remains open with all entered details still existing.
5	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Petty Cash Requisition</i> table and automatically refreshes to display search results.



6	View Icon	- Takes the user to the <i>View Petty Cash Requisition Details</i> form
7	Modify Icon	- Takes the user to the <i>Modify Petty Cash Requisition Details</i> form
8	Remove Icon	- Prompts the user if he/she would like to remove the selected Petty Cash Requisition. - If the user selects <u>Yes</u> , the Petty Cash Requisition is removed. - If the user selects <u>No</u> , the form will remain open and unchanged.
9	Previous/Next Buttons	- Allows the User to cycle between different pages of results. - Displays the current results page number.
10	Row Count Selector Dropdown Menu	- This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

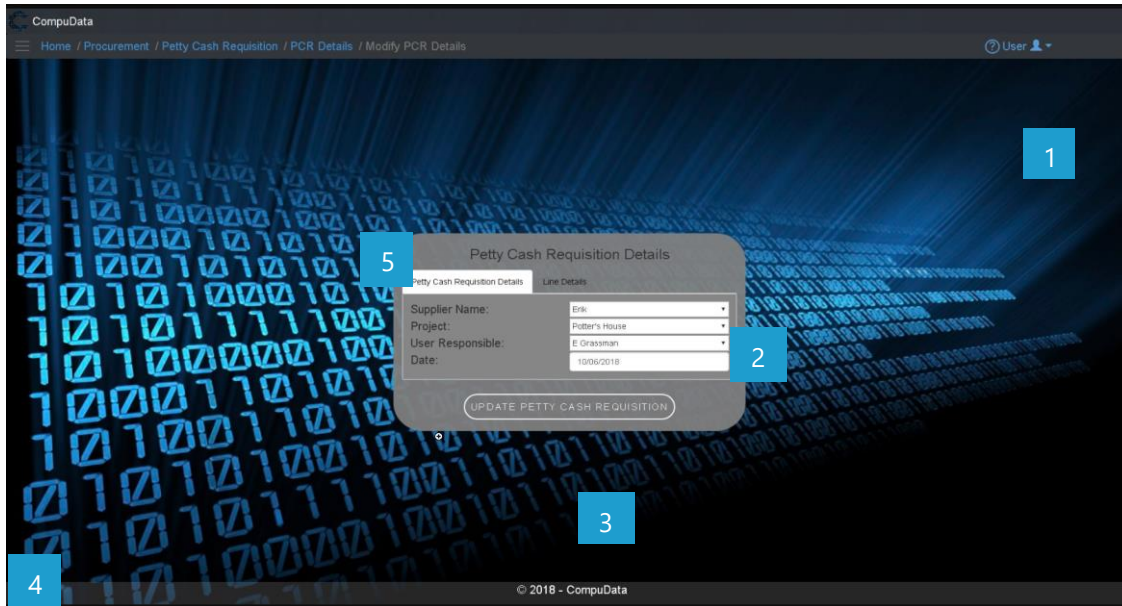


1.7 Modify Petty Cash Requisition

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Petty Cash Requisition.
- Petty Cash Requisition details are required to successfully modify the Petty Cash Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Petty Cash Requisition</i> screen. - It shows a detailed process on how to progress.
2	Petty Cash Requisition Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Petty Cash Requisition Name into the system to be validated for recording.
3	Save Petty Cash Requisition Button	<ul style="list-style-type: none"> - The Save and Add Petty Cash Requisition button adds the entered data to the <i>Petty Cash Requisition</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Petty Cash Requisition</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Petty Cash Requisition</i> form remains open with all entered details still existing.
5	Tabs	<ul style="list-style-type: none"> - Allow user to navigate easier to input all information about the user.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

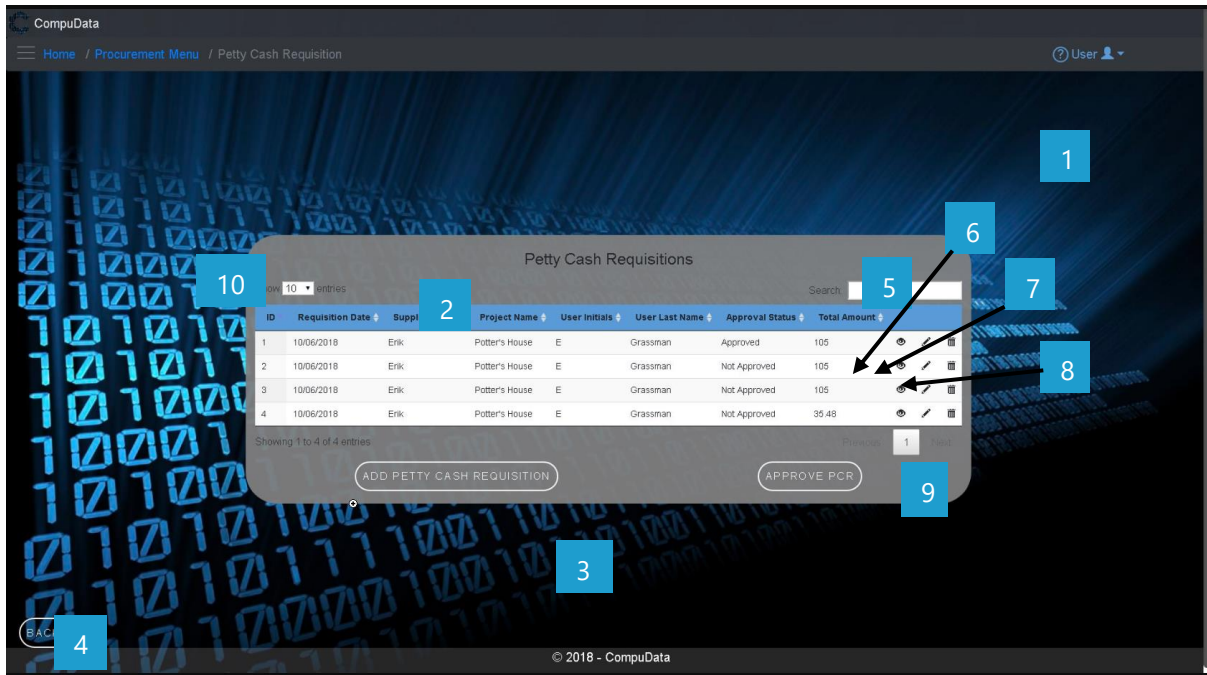


1.8 Approve Petty Cash Requisition

DESCRIPTIONS

- This form approves the details for each Petty Cash Requisition on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Petty Cash Requisition</i> screen - It shows a detailed process on how to progress.
2	Petty Cash Requisition Table	<ul style="list-style-type: none"> - The Petty Cash Requisition table contains data from each Petty Cash Requisition a view button, a modify button and a remove button. - These buttons takes you to the <i>Petty Cash Requisition Details</i> and the <i>Modify Petty Cash Requisition</i> forms.
3	Add and approve Petty Cash Requisition Button	<ul style="list-style-type: none"> - The Add Petty Cash Requisition button displays the Add Petty Cash Requisition form. - The Approve Petty Cash Requisition button display a po-up message confirming that Petty Cash Requisition is approved.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Petty Cash Requisition form will close. - If the user clicks the No button, the notification message disappears, and the <i>Petty Cash Requisition</i> form remains open with all entered details still existing.
5	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Petty Cash Requisition</i> table and automatically refreshes to display search results.
6	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Petty Cash Requisition Details</i> form



7	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Petty Cash Requisition Details</i> form
8	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected Petty Cash Requisition. - If the user selects <u>Yes</u>, the Petty Cash Requisition is removed. - If the user selects <u>No</u>, the form will remain open and unchanged.
9	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
10	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

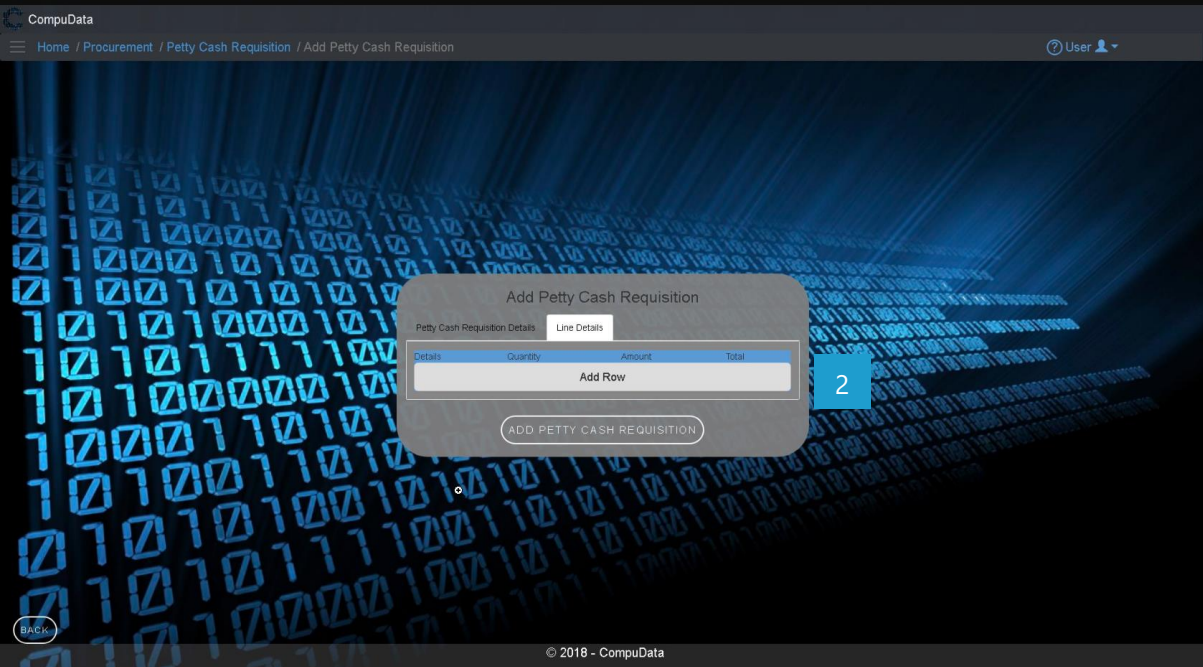
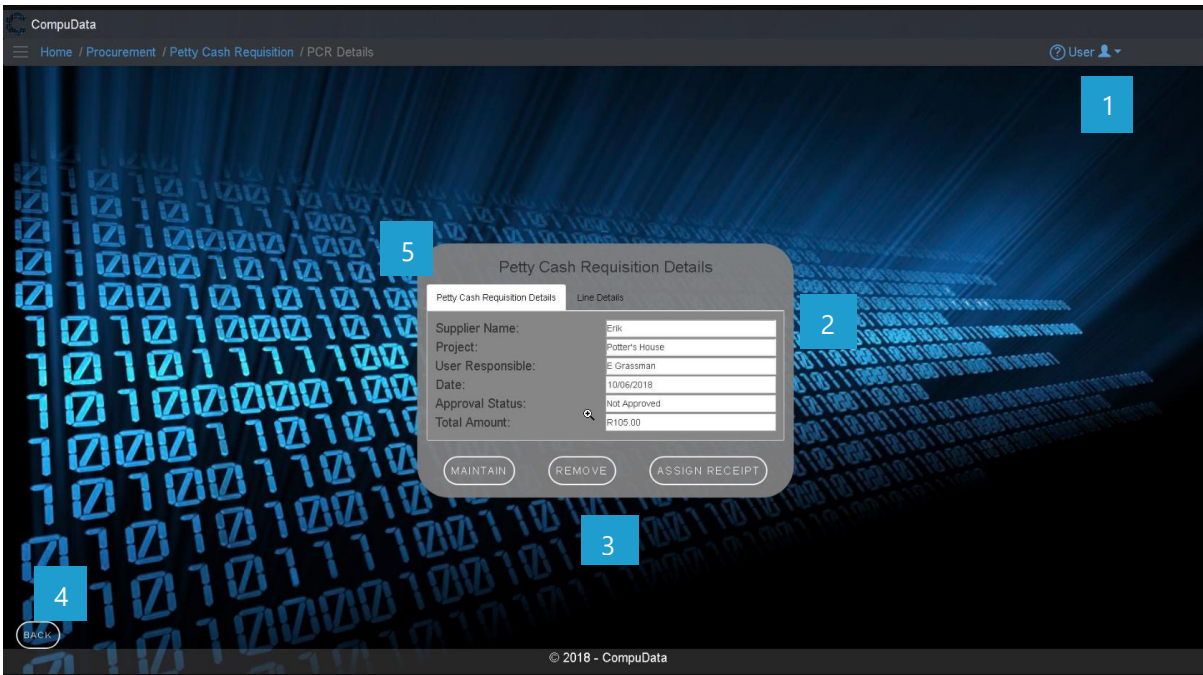


1.9 Remove Petty Cash Requisition details

DESCRIPTIONS

- This form displays the details for the chosen Petty Cash Requisition and options to maintain or remove Petty Cash Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Petty Cash Requisition Details</i> screen. - It shows a detailed process on how to progress.
2	Petty Cash Requisition boxes	<ul style="list-style-type: none"> - This open field (description) are disabled and can only be viewed.
3	Petty Cash Requisition Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Petty Cash Requisition form. - The Remove button removes the chosen Petty Cash Requisition (the Petty Cash Requisition currently displayed on the form) from the system. - Assign receipt button assigns it to the petty cash requisition that is being displayed on the screen.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Petty Cash Requisition Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Petty Cash Requisition Details</i> form remains open with all entered details still existing.
5	Tabs	<ul style="list-style-type: none"> - To view the line details of the current petty cash requisition.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS**VALIDATION ERROR MESSAGES**

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.



1.10 Add EFT Requisition

DESCRIPTIONS

- This form displays the required details to successfully add an EFT Requisition to the system.
- EFT Requisition details are required to successfully add the EFT Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add EFT Requisition</i> screen. - It shows a detailed process on how to progress.
2	Panels	<ul style="list-style-type: none"> - The EFT Repulsion Details panel displays the required details for EFT Requisition , - The Line Details panel displays the Line Details required details.
3	EFT Requisition drop down list	<ul style="list-style-type: none"> - These dropdown list allows the user to choose the Supplier Name, Project and User Responsible.
4	EFT Requisition Input boxes	<ul style="list-style-type: none"> - This textboxes allows the User to input an EFT Requisition Date into the system to be validated for recording.
5	Add EFT Requisition Type Button	<ul style="list-style-type: none"> - The Add EFT Requisition button adds the entered data to the <u>EFT Requisition</u> table.
6	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add EFT Requisition</i> form will close. - If the user click the No button, the notification message disappears and the <i>Add EFT Requisition</i> from remains open will all entered details still existing.



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

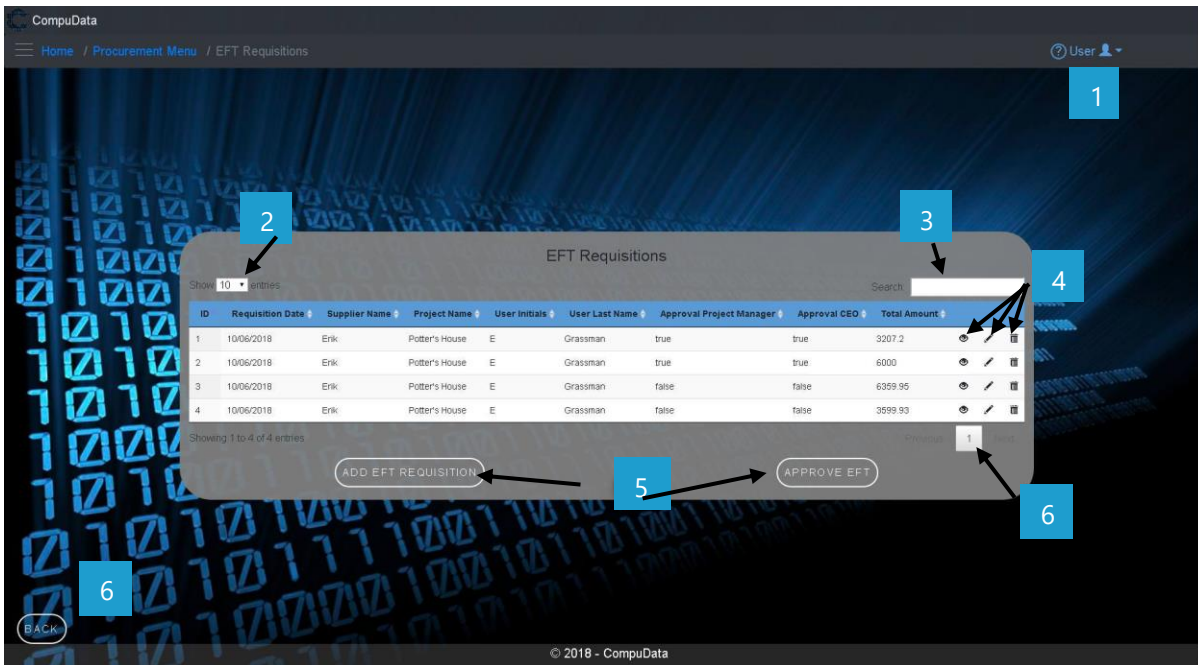


1.11 Search EFT Requisition

DESCRIPTIONS

- This form displays the details for each EFT Requisition on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>EFT Requisition</i> screen. - It shows a detailed process on how to progress.
2	Row Count Selector Drop Down Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
3	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the EFT Requisition table and automatically refreshes to display search results.
4	EFT Requisition Type Table	<ul style="list-style-type: none"> - The EFT Requisition type table contains data from each EFT Requisition type, a view button, a modify button and a remove button. - The view buttons takes you to the <i>EFT Requisition Details</i> form. - The modify button takes you to the <i>Modify EFT Requisition</i> form. - The remove button removes the EFT Requisition.
5	EFT Requisition Buttons	<ul style="list-style-type: none"> - The Add EFT Requisition Type button displays the Add EFT Requisition Type form. - Approve EFT button approves the EFT Requisition.
6	Previous/ Next button	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
7	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>EFT Requisition</i> form will close.



		<ul style="list-style-type: none">- If the user click the No button, the notification message disappears and the <u>EFT Requisition</u> from remains open will all entered details still existing.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



1.12 Modify EFT Requisition

DESCRIPTIONS

- This form displays the required input components needed to successfully modify an EFT Requisition.
- EFT Requisition the details are required to successfully modify the EFT Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify EFT Requisition</i> screen. - It shows a detailed process on how to progress.
2	Panels	<ul style="list-style-type: none"> - The EFT Requisition panel displays the required details for EFT Requisition, - The Line Details panel displays the required details needed for Line Details.
3	EFT Requisition Drop down lists	<ul style="list-style-type: none"> - These three drop down list allows the User to choose an EFT Requisition Supplier Name, Project and User Responsible.
4	EFT Requisition Input boxes	<ul style="list-style-type: none"> - This textbox allows the user to input the date.
5	Update EFT Requisition Type Button	<ul style="list-style-type: none"> - The Update EFT Requisition Type button adds the entered data to the <i>EFT Requisition</i> table.
6	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify EFT Requisition</i> form will close.



		<ul style="list-style-type: none">- If the user click the No button, the notification message disappears and the <u>Modify EFT Requisition</u> from remains open will all entered details still existing.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

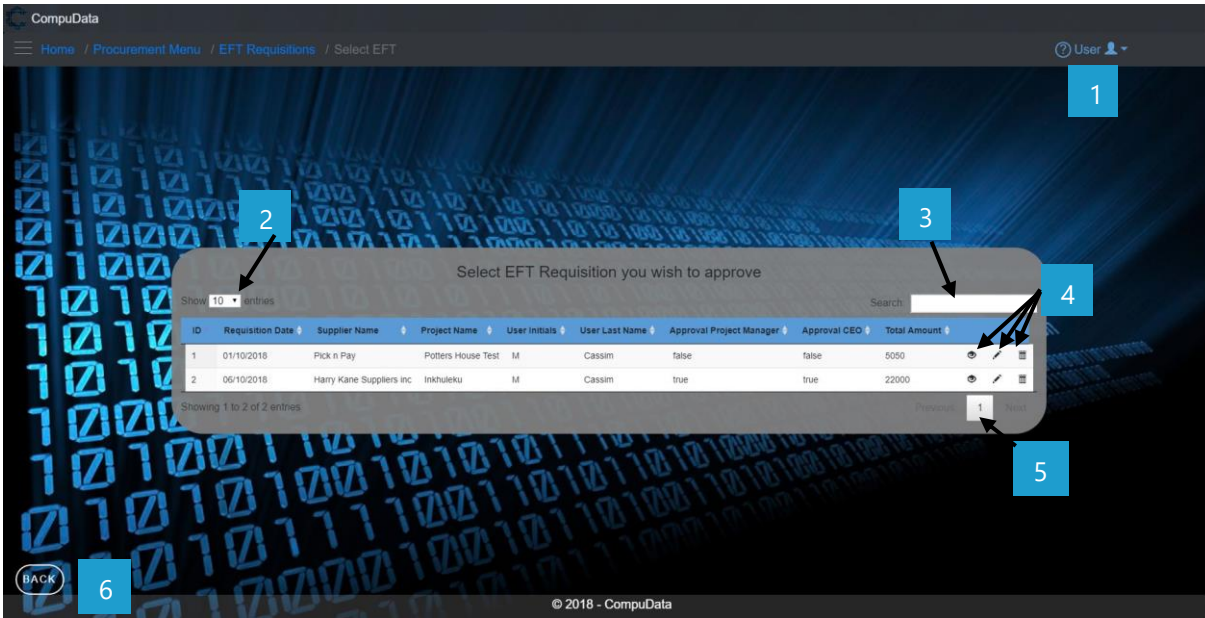


1.13 Approve EFT Requisition

DESCRIPTIONS

- This form displays the table that contains the details for each EFT Requisition on the system that can be selected to approve EFT Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Approve EFT Requisition</i> screen. - It shows a detailed process on how to progress.
2	Row Count Selector Drop Down Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
3	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the EFT Requisition table and automatically refreshes to display search results.
4	EFT Requisition Type Table	<ul style="list-style-type: none"> - The EFT Requisition type table contains data from each EFT Requisition type, a view button, a modify button and a remove button. - The view buttons takes you to the <i>EFT Requisition Details</i> form. - The modify button takes you to the <i>Modify EFT Requisition</i> form. - The remove button removes the EFT Requisition.
5	Previous/ Next button	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
6	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Approve EFT Requisition</i> form will close. - If the user click the No button, the notification message disappears and the <i>Approve EFT Requisition</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



1.14 Remove EFT Requisition

DESCRIPTION

- This tutorial will demonstrate to you how to remove an EFT requisition from the system.
- Before removing an EFT requisition, an EFT requisition must first be added or exist on the system.

LEARNING OUTCOMES

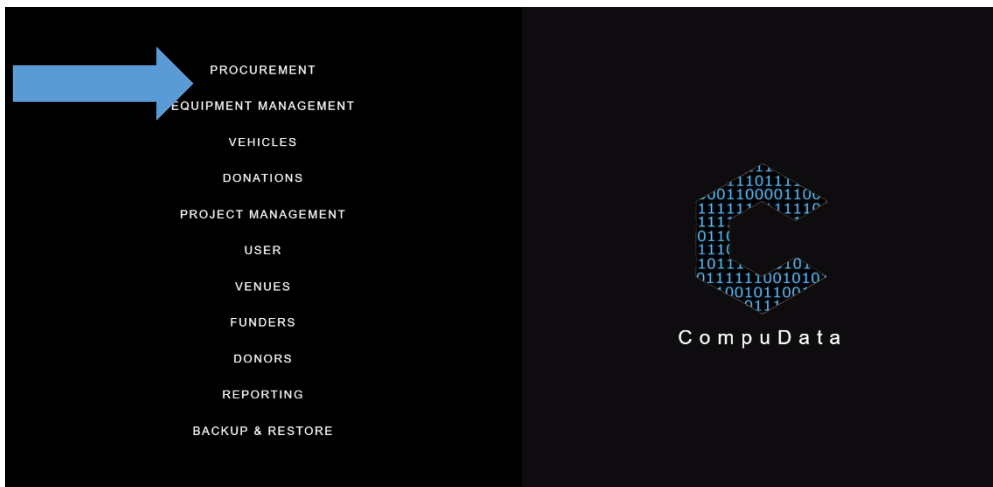
AT THE END OF THE LESSON, YOU SHOULD BE ABLE TO:

- ✓ Navigate to the [EFT requisition View](#).
- ✓ View all EFT requisition details.
- ✓ Successfully remove an EFT requisition.

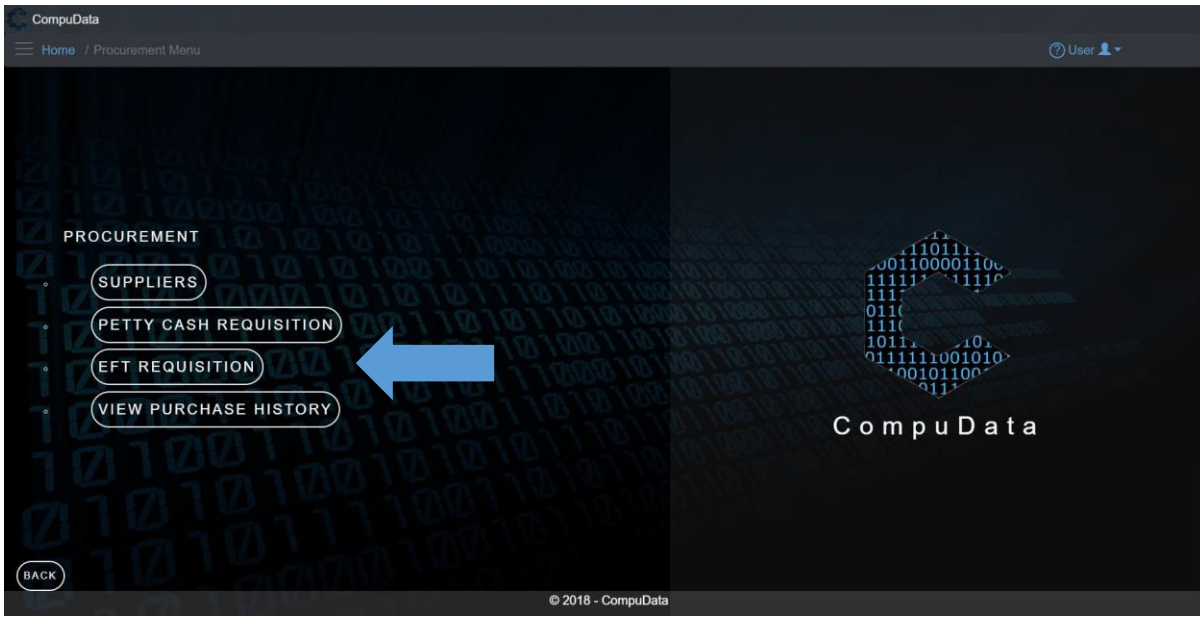
PROCESS STEPS

NAVIGATING TO THE EFT REQUISITION VIEW FORM:

1.) Select the [EFT requisition sub-system](#) from the [Main Menu](#)

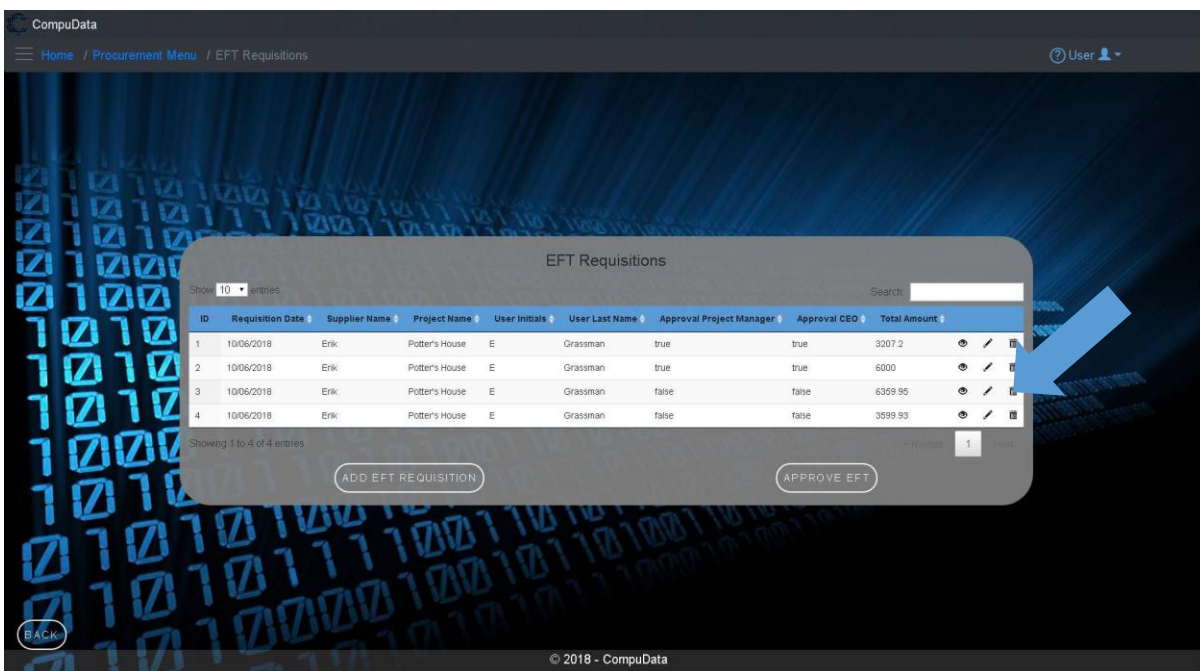


2.) When the *EFT Requisition Menu* is displayed. Click the *EFT requisition* button.



REMOVING A VENUE:

3.) When the *EFT requisition View* is displayed, Select the *“Trash Can”* control to remove a *EFT requisition*.



4.) When the *Confirmation prompt* is displayed. Select the *“Yes”* button to remove an *EFT requisition*.





Are you sure you want to delete
this entry?

Cancel

Yes

LESSON TEST & EXERCISE DATA

✓ None.



1.15 Add/Assign Receipt to EFT Requisition

DESCRIPTIONS

- This form displays an upload button and an add receipt button that allows the user to upload and add a receipt to EFT Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Assign Receipt</i> screen. - It shows a detailed process on how to progress.
2	Upload file button	<ul style="list-style-type: none"> - This button allows you to choose the file you want to upload.
3	Add Receipt Button	<ul style="list-style-type: none"> - This button adds the receipt.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Assign Receipt</i> form will close. - If the user click the No button, the notification message disappears and the <i>Assign Receipt</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



1.16 Add/Assign Receipt to Petty Cash Requisition

DESCRIPTIONS

- This form displays an upload button and a add receipt button that allows the user to upload and add a receipt to Petty Cash Requisition.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Assign Receipt</u> screen. - It shows a detailed process on how to progress.
2	Upload file button	<ul style="list-style-type: none"> - This button allows you to choose the file you want to upload.
3	Add Receipt Button	<ul style="list-style-type: none"> - This button adds the receipt.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <u>Assign Receipt</u> form will close. - If the user click the No button, the notification message disappears and the <u>Assign Receipt</u> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



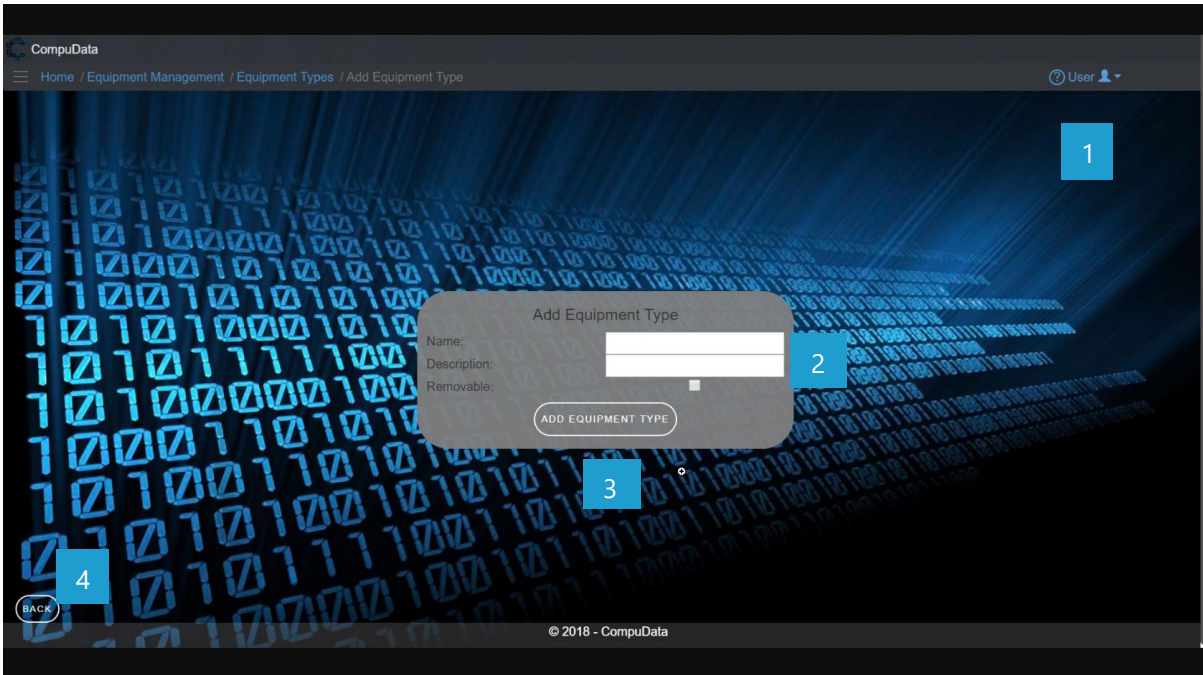
Sub-System 2 – Equipment management

2.1 Add Equipment Type

DESCRIPTIONS

- This form displays the required details to successfully add an Equipment Type the system.
- Equipment Type details are required to successfully add the Equipment Type

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Equipment Type</i> screen. - It shows a detailed process on how to progress.
2	Equipment Type Input boxes	<ul style="list-style-type: none"> - These textboxes allow the User to input Equipment Type details into the system to be validated for recording.
3	Add Equipment Type and item to list Button	<ul style="list-style-type: none"> - The Save and Add Equipment Type button adds the entered data to the <i>Equipment Type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Equipment Type</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Add Equipment Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

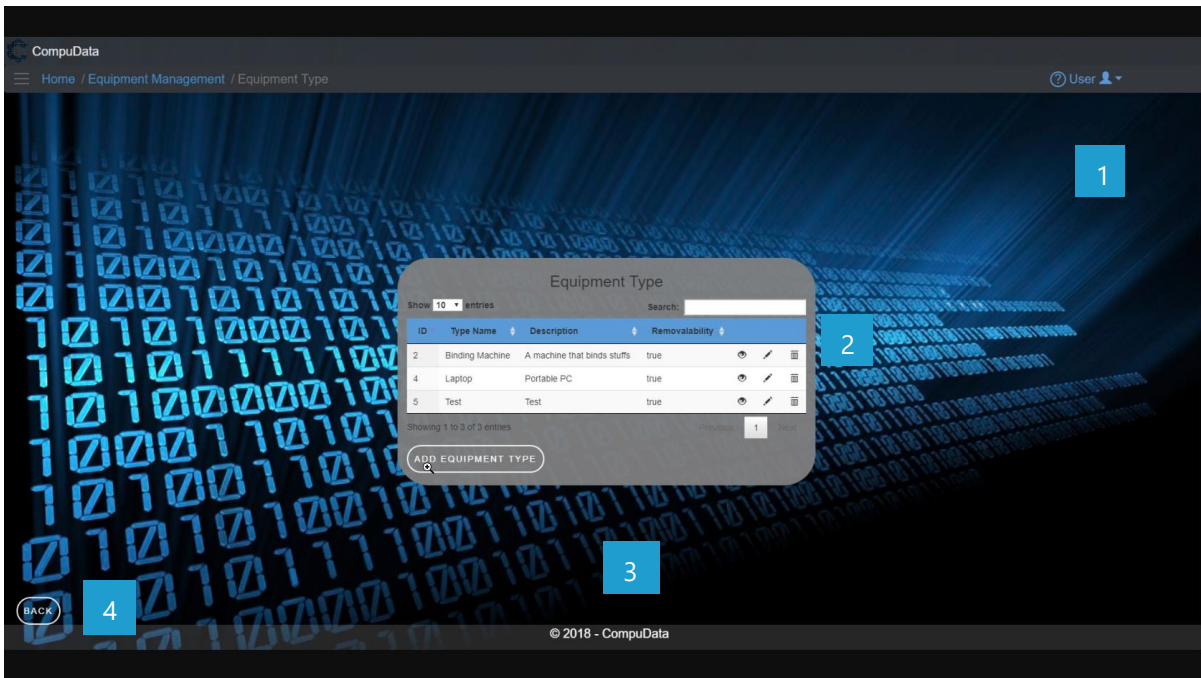


2.2 Search Equipment Type

DESCRIPTIONS

- This form displays the details for each Equipment Type on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment Type</i> screen - It shows a detailed process on how to progress.
2	Equipment Type Table	<ul style="list-style-type: none"> - The Equipment Type table contains data from each Equipment Type a view button, a modify button and a remove button. - These buttons takes you to the <i>Equipment Type Details</i> and the <i>Modify Equipment Type</i>.
3	Add and approve Equipment Type Button	<ul style="list-style-type: none"> - The Add Equipment Type button displays the Add Equipment Type form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Equipment Type form will close. - If the user clicks the No button, the notification message disappears, and the <i>Equipment Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

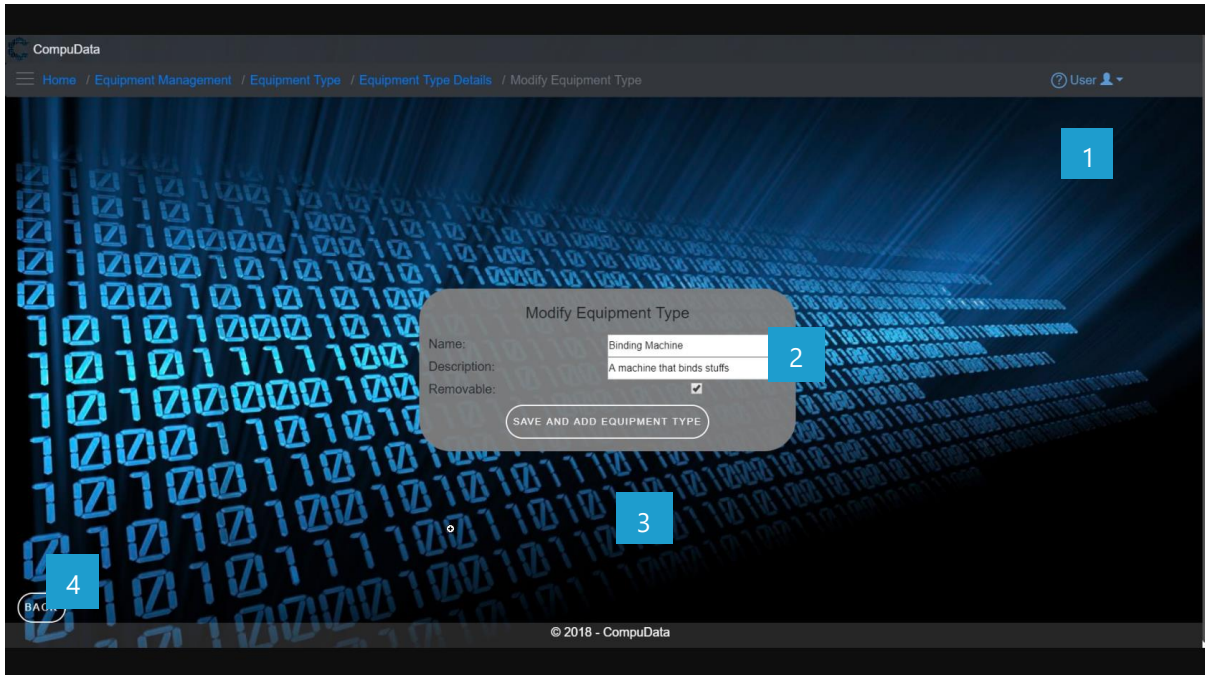


2.3 Modify Equipment Type

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Equipment Type.
- Equipment Type details are required to successfully modify the Equipment Type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Equipment Type</i> screen. - It shows a detailed process on how to progress.
2	Equipment Type Input boxes	<ul style="list-style-type: none"> - These textboxes allows the User to input Equipment Type details into the system to be validated for recording.
3	Save Equipment Type Button	<ul style="list-style-type: none"> - The Save and Add Equipment Type button adds the entered data to the <i>Equipment Type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Equipment Type</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Equipment Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

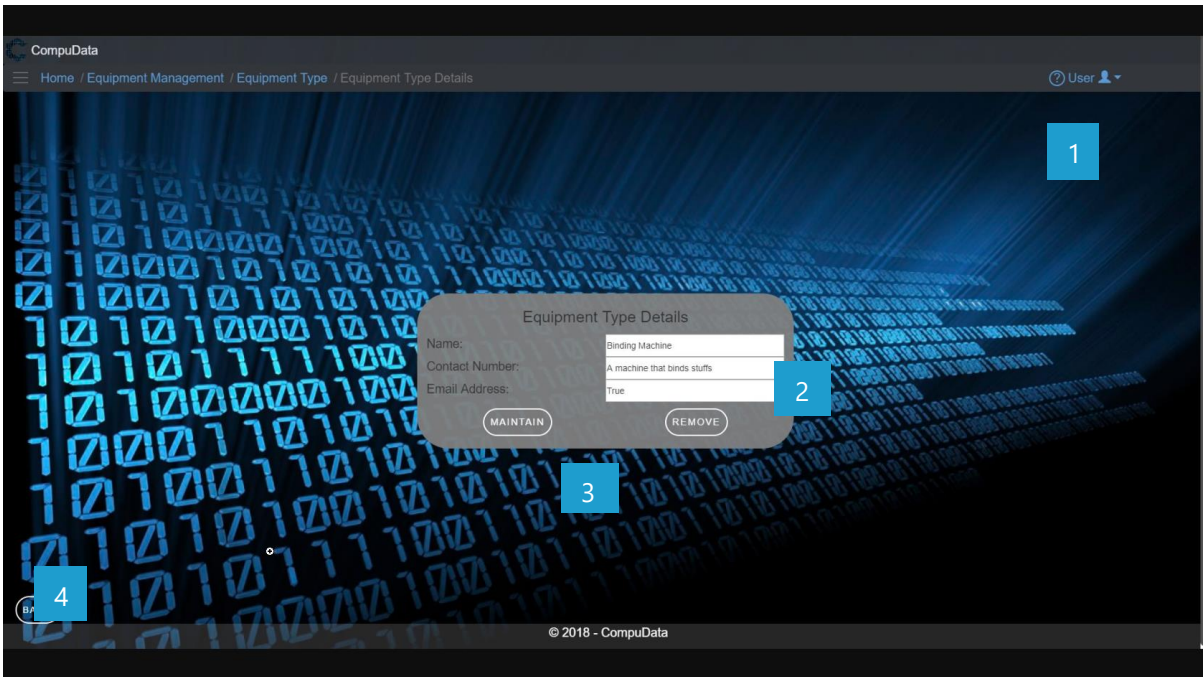


2.4 Remove Equipment Type

DESCRIPTIONS

- This form displays the details for the chosen Equipment Type and options to maintain or remove Equipment Type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment Type Details</i> screen. - It shows a detailed process on how to progress.
2	Equipment Type boxes	<ul style="list-style-type: none"> - This open field (description) are disabled and can only be viewed.
3	Equipment Type Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Equipment Type form. - The Remove button removes the chosen Equipment Type (the Equipment Type currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Equipment Type Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Equipment Type Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

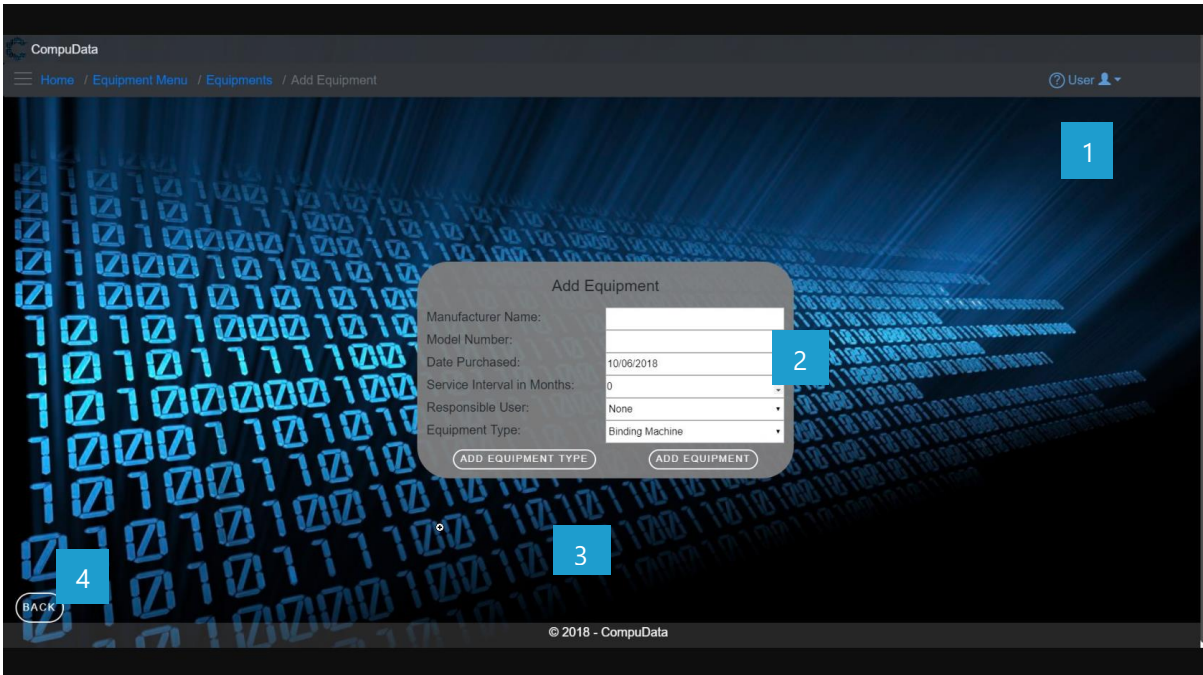


2.5 Add Equipment

DESCRIPTIONS

- This form displays the required details to successfully add a Equipment to the system.
- Equipment details are required to successfully add the Equipment.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add Equipment</u> screen. - It shows a detailed process on how to progress.
2	Equipment Input boxes	<ul style="list-style-type: none"> - These textboxes allows the User to input a new Equipment into the system to be validated for recording.
3	Save and Add Equipment Button	<ul style="list-style-type: none"> - The Save and Add Equipment button adds the entered data to the <u>Equipment</u> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <u>Add Equipment</u> form will close. - If the user clicks the No button, the notification message disappears, and the <u>Add Equipment</u> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

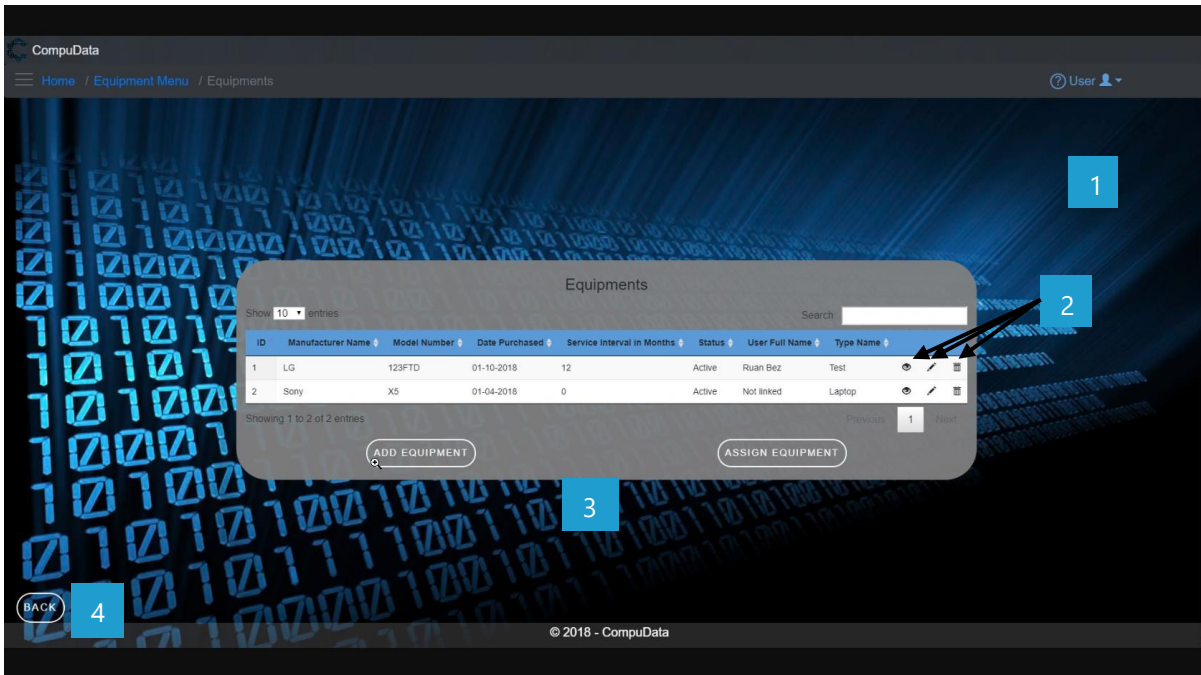


2.6 Search Equipment

DESCRIPTIONS

- This form displays the details for each Equipment on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment type</i> screen - It shows a detailed process on how to progress.
2	Equipment Table	<ul style="list-style-type: none"> - The Equipment table contains data from each Equipment, a view button, a modify button and a remove button. - These buttons takes you to the <i>Equipment Details</i> and the <i>Modify Equipment</i> forms.
3	Add and Assign Equipment Button	<ul style="list-style-type: none"> - The Add Equipment button displays the Add Equipment form. - The Assign Equipment button displays the assign Equipment form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Equipment form will close. - If the user clicks the No button, the notification message disappears, and the <i>Equipment</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

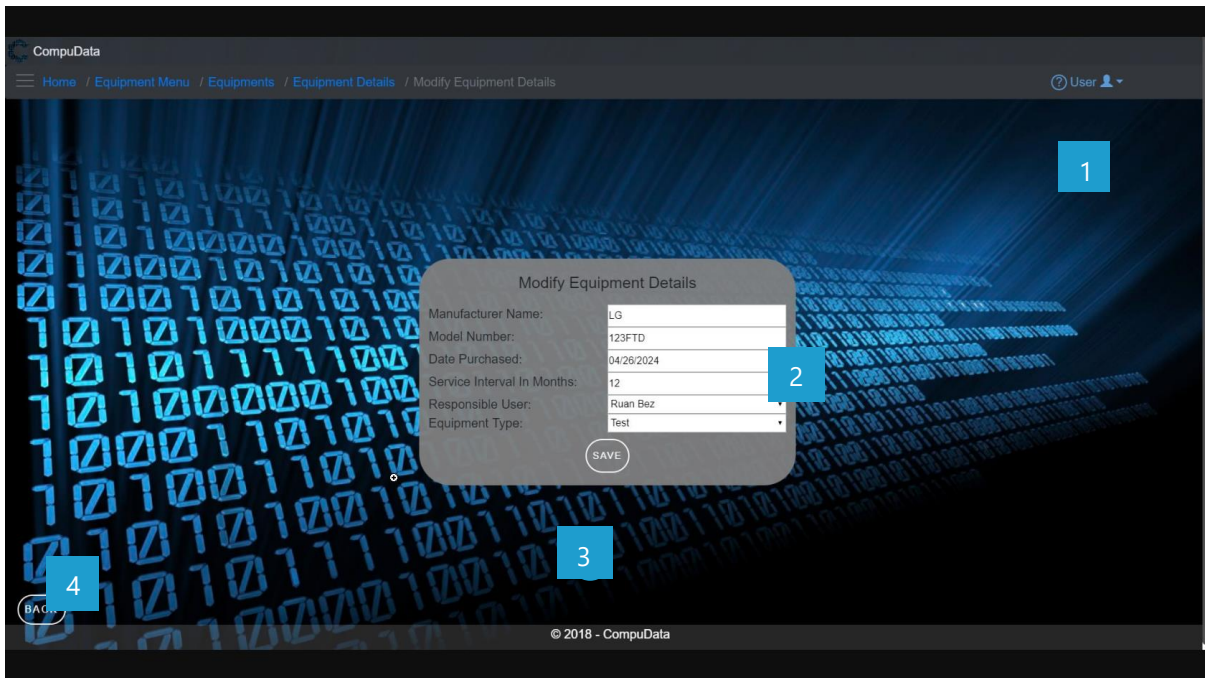


2.7 Modify Equipment

DESCRIPTIONS

- This form displays the required input components needed to successfully modify an Equipment.
- Equipment details are required to successfully modify the Equipment.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Equipment</i> screen. - It shows a detailed process on how to progress.
2	Equipment Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Equipment Name into the system to be validated for recording.
3	Save and Add Equipment Button	<ul style="list-style-type: none"> - The Save and Add Equipment button adds the entered data to the <i>Equipment</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Equipment</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Equipment</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

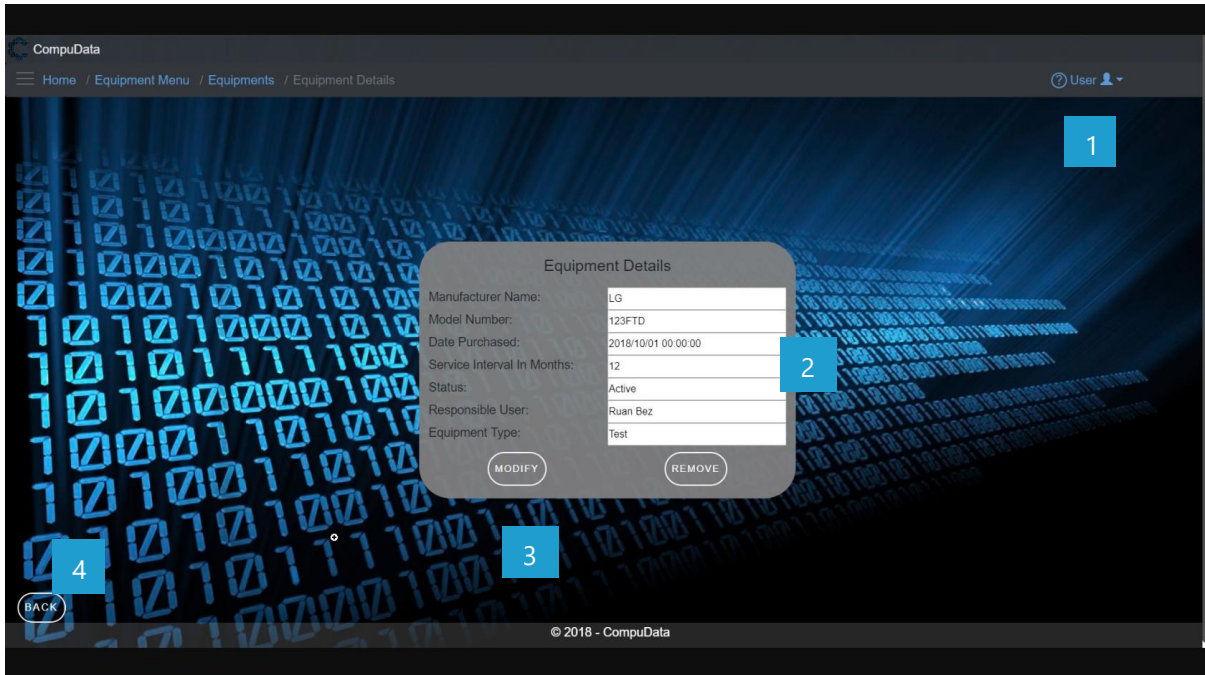


2.8 Write-off Equipment

DESCRIPTIONS

- This form displays the details for the chosen Equipment and options to maintain or remove Equipment.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment Details</i> screen. - It shows a detailed process on how to progress.
2	Equipment boxes	<ul style="list-style-type: none"> - This open fields are disabled and can only be viewed.
3	Equipment Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Equipment form. - The Remove button removes the chosen Equipment (the Equipment currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Equipment Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Equipment Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

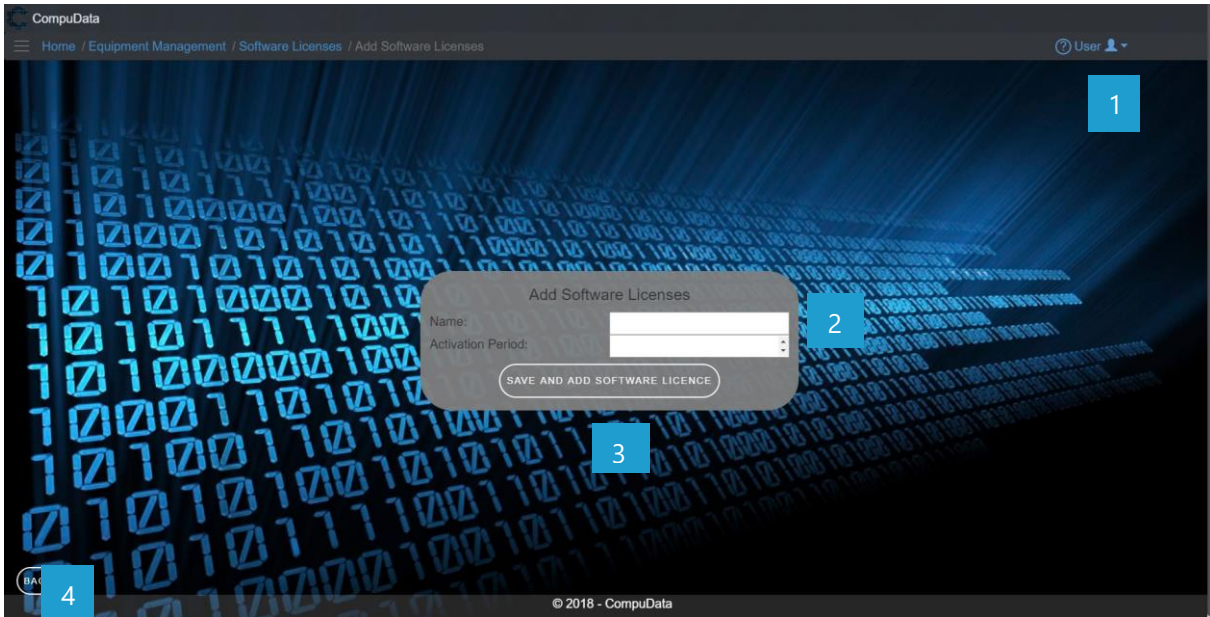


2.9 Add Software Licenses

DESCRIPTIONS

- This form displays the required details to successfully add a Software Licenses to the system.
- Software Licenses details are required to successfully add the Software Licenses.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add Software Licenses</u> screen. - It shows a detailed process on how to progress.
2	Software Licenses Input boxes	<ul style="list-style-type: none"> - These two textboxes allows the User to input a new Software Licenses Name and Activation Period into the system to be validated for recording.
3	Save and Add Software Licenses Button	<ul style="list-style-type: none"> - The Save and Add Software Licenses button adds the entered data to the <u>Software Licenses</u> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <u>Add Software Licenses</u> form will close. - If the user click the No button, the notification message disappears and the <u>Add Software Licenses</u> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

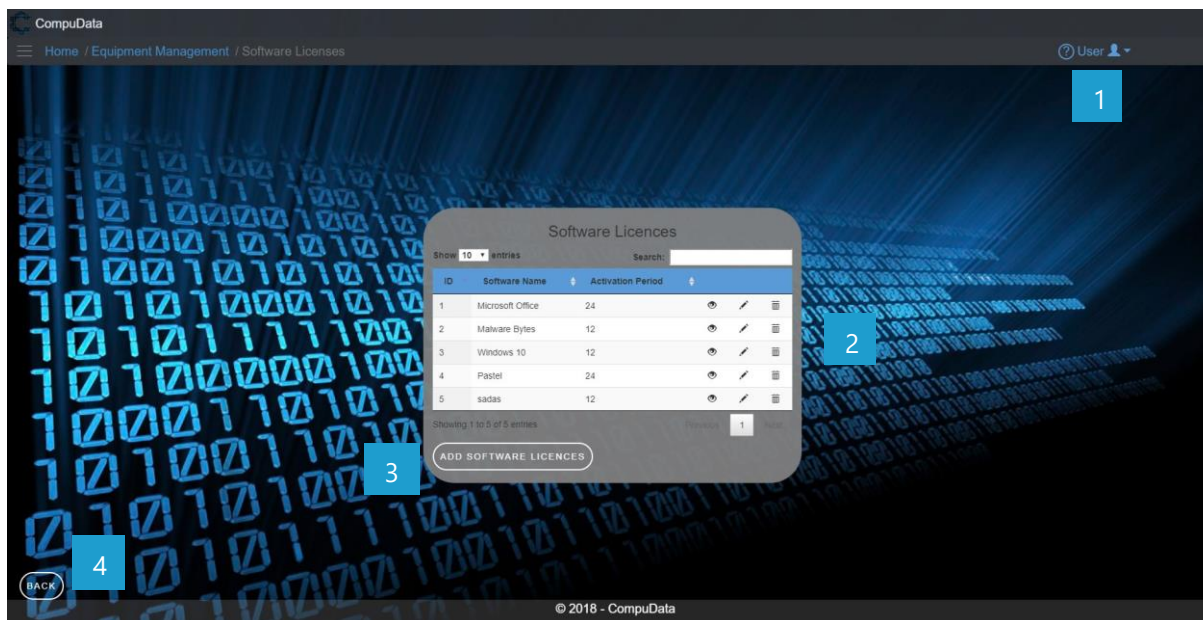


2.10 Search Software Licenses

DESCRIPTIONS

- This form displays the details for each Software Licenses on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Software Licenses</i> screen. - It shows a detailed process on how to progress.
2	Software Licenses Table	<ul style="list-style-type: none"> - The Software Licenses table contains data from each Software Licenses, a view button, a modify button and a remove button. - These buttons takes you to the <i>Software Licenses Details</i> and the <i>Modify Software Licenses</i> forms.
3	Buttons	<ul style="list-style-type: none"> - The Add Software Licenses button displays the Add Software Licenses form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Software Licenses</i> form will close. - If the user click the No button, the notification message disappears and the <i>Software Licenses</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

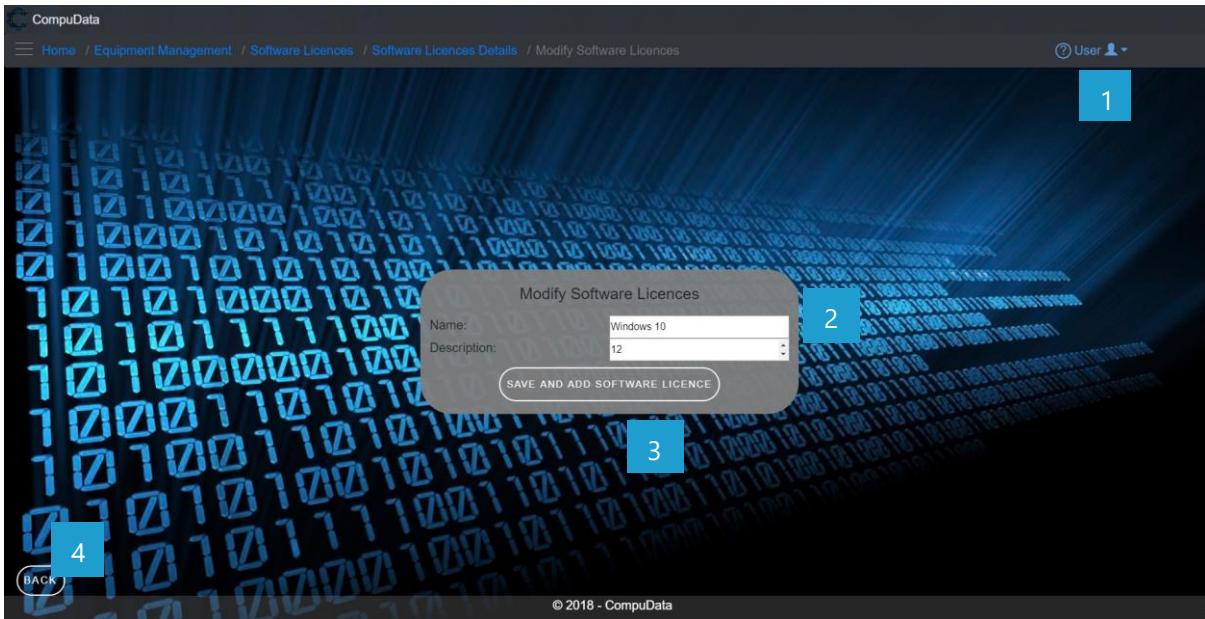


2.11 Modify Software Licenses

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Software Licenses.
- Software Licenses details are required to successfully modify the Software Licenses.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Software Licenses</i> screen. - It shows a detailed process on how to progress.
2	Software Licenses Input boxes	<ul style="list-style-type: none"> - These two textboxes allows the User to input Software Licenses Name and Activation Period into the system to be validated for recording.
3	Save and Add Software Licenses Button	<ul style="list-style-type: none"> - The Save and Add Software Licenses button adds the entered data to the <i>Software Licenses</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Software Licenses</i> form will close. - If the user click the No button, the notification message disappears and the <i>Modify Software Licenses</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

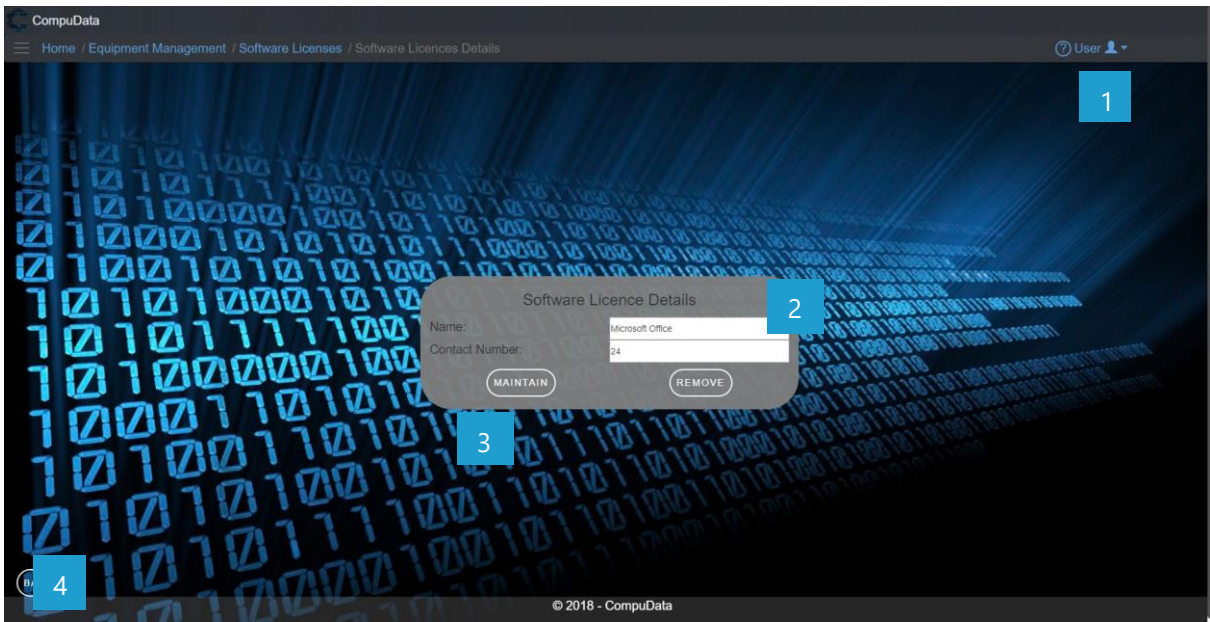


2.12 Remove Software Licenses

DESCRIPTIONS

- This form displays the details for the chosen Software Licenses and options to maintain or remove Software Licenses.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Software Licenses Details</i> screen. - It shows a detailed process on how to progress.
2	Software Licenses boxes	<ul style="list-style-type: none"> - These two boxes are disabled and can only be viewed.
3	Software Licenses Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Software Licenses form. - The Remove button removes the chosen Software Licenses (the Software Licenses currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Software Licenses Details</i> form will close. - If the user click the No button, the notification message disappears and the <i>Software Licenses Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

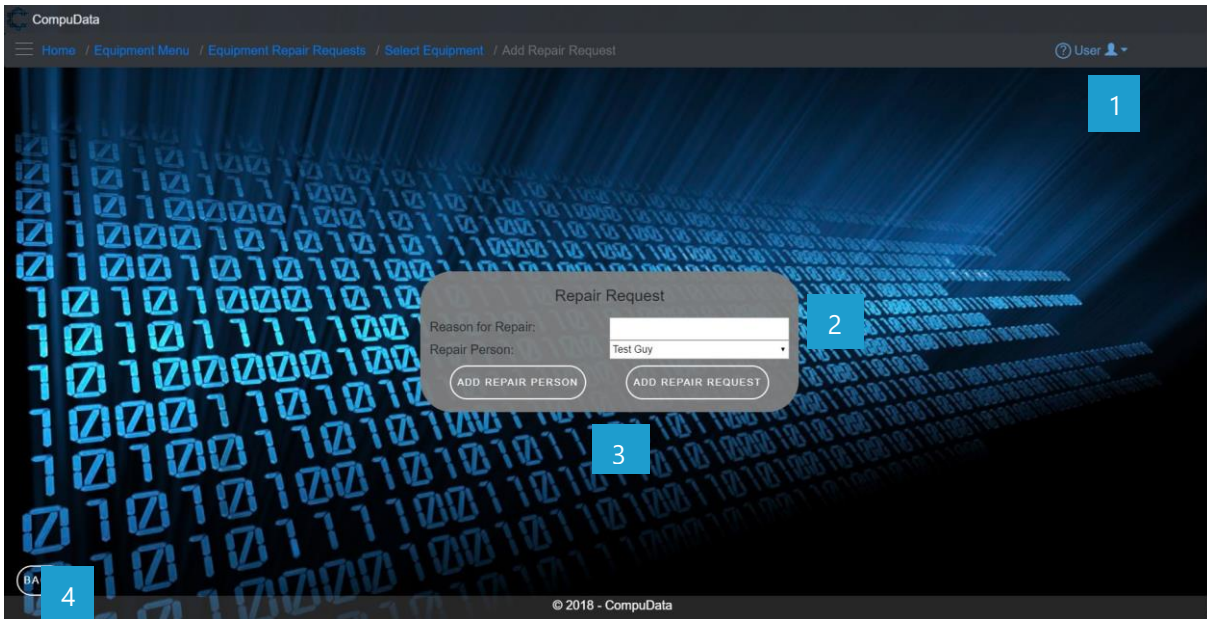


2.13 Add Equipment Repair Request

DESCRIPTIONS

- This form displays the required details to successfully add an Equipment Repair Request to the system.
- Equipment Repair Request details are required to successfully add the Equipment Repair Request.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add Equipment Repair Request</u> screen. - It shows a detailed process on how to progress.
2	Equipment Repair Request Input boxes	<ul style="list-style-type: none"> - These two textboxes allows the User to input a new Repair reason and repair person into the system to be validated for recording.
3	Add repair person and Equipment repair request Buttons	<ul style="list-style-type: none"> - The add repair person button displays the add repair person form. - The Add Equipment Repair Request button adds the entered data to the <u>Equipment Repair Request</u> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <u>Add Equipment Repair Request</u> form will close. - If the user click the No button, the notification message disappears and the <u>Add Equipment Repair Request</u> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

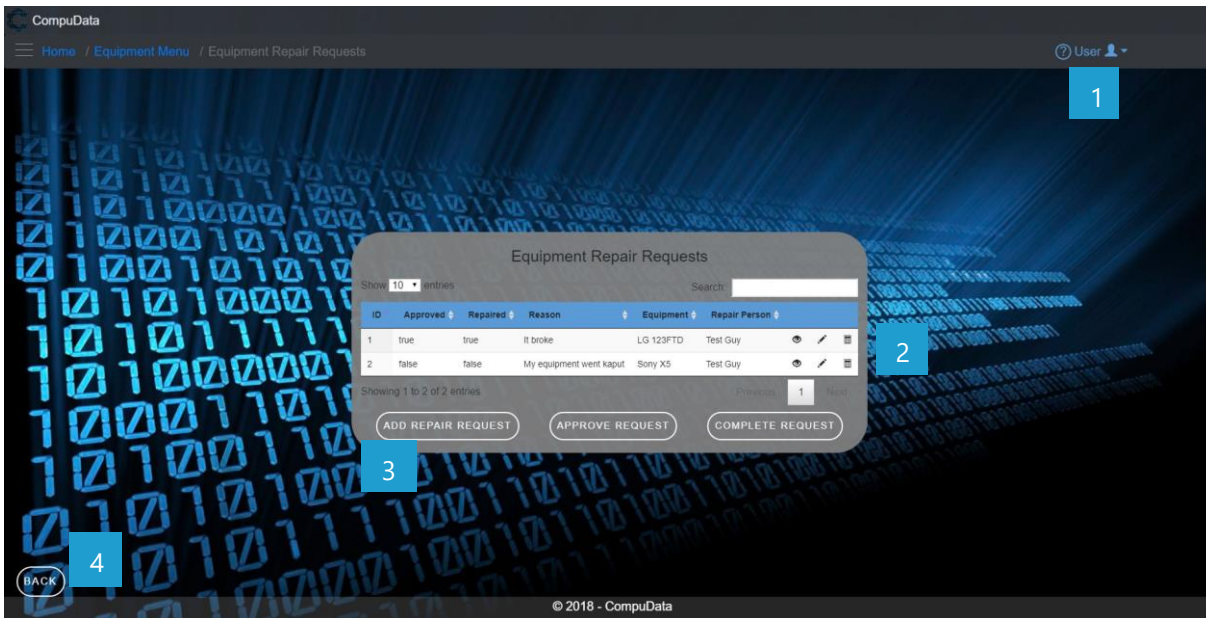


2.14 Search Equipment Repair Request

DESCRIPTIONS

- This form displays the details for each Equipment Repair Request on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment Repair Request</i> screen. - It shows a detailed process on how to progress.
2	Equipment Repair Request Table	<ul style="list-style-type: none"> - The Equipment Repair Request table contains data from each Equipment Repair Request, a view button, a modify button and a remove button. - These buttons takes you to the <i>Equipment Repair Request Details</i> and the <i>Modify Equipment Repair Request</i> forms.
3	Buttons	<ul style="list-style-type: none"> - The Add Repair Request button displays the Add Equipment Repair Request form. - The Approve Request button displays the approve request from. - The complete request button displays the complete request form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Equipment Repair Request</i> form will close. - If the user click the No button, the notification message disappears and the <i>Equipment Repair Request</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

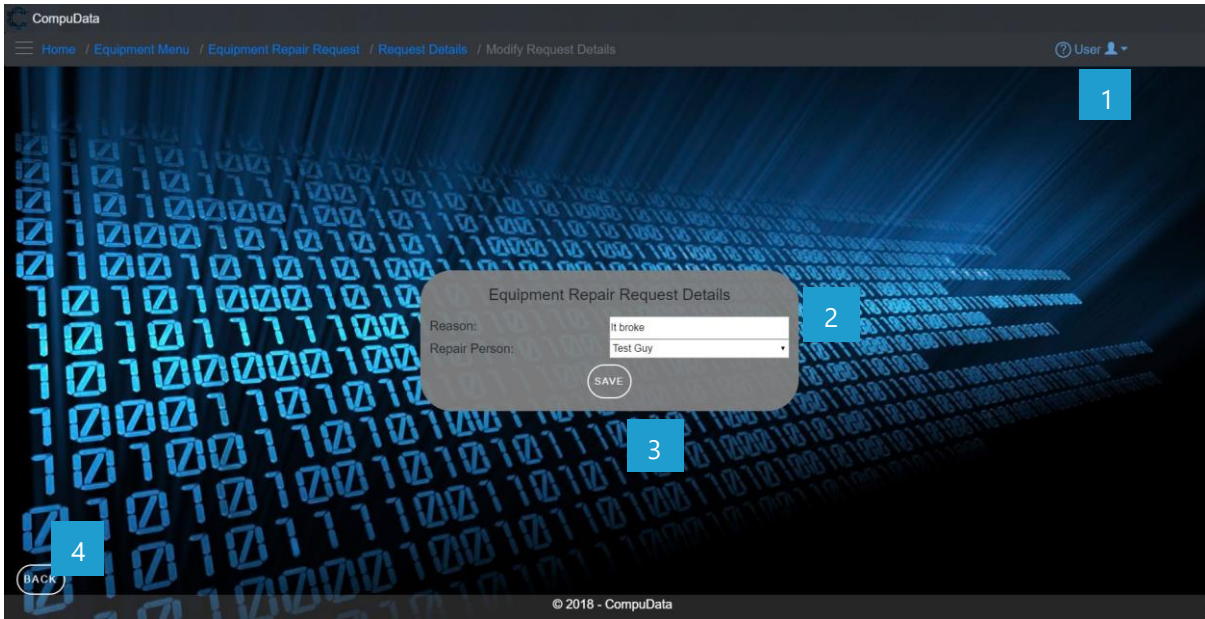


2.15 Modify Equipment Repair Request

DESCRIPTIONS

- This form displays the required input components needed to successfully modify an Equipment Repair Request.
- Equipment Repair Request details are required to successfully modify the Equipment Repair Request.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Equipment Repair Request</i> screen. - It shows a detailed process on how to progress.
2	Equipment Repair Request Input boxes	<ul style="list-style-type: none"> - These two boxes allows the User to input Reason and Repair Person into the system to be validated for recording.
3	Save Equipment Repair Request Button	<ul style="list-style-type: none"> - The Save button adds the entered data to the <i>Equipment Repair Request</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Equipment Repair Request</i> form will close. - If the user click the No button, the notification message disappears and the <i>Modify Equipment Repair Request</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

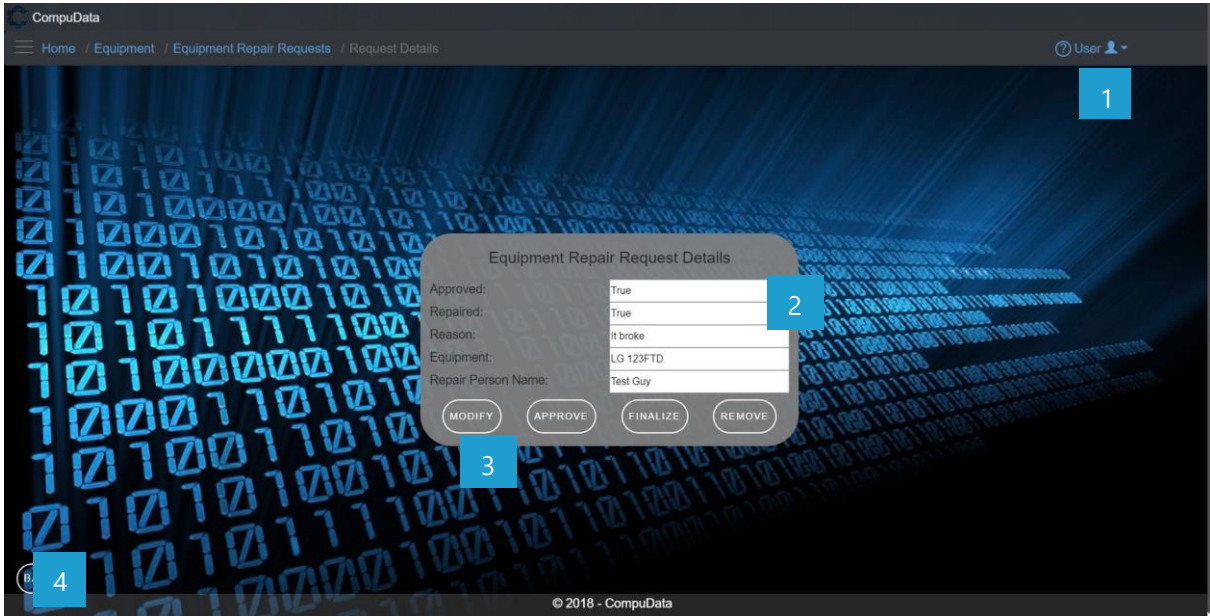


2.16 Remove Equipment Repair Request Details

DESCRIPTIONS

- This form displays the details for the chosen Equipment Repair Request and options to maintain or remove Equipment Repair Request.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment Repair Request Details</i> screen. - It shows a detailed process on how to progress.
2	Equipment Repair Request boxes	<ul style="list-style-type: none"> - These five boxes are disabled and can only be viewed.
3	Equipment Repair Request Buttons	<ul style="list-style-type: none"> - The Modify button displays the Modify Equipment Repair Request form. - The Approve button displays the approve Equipment Repair Request Details form. - The finalize button displays the finalize form. - The Remove button removes the chosen Equipment Repair Request (the Equipment Repair Request currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Equipment Repair Request Details</i> form will close. - If the user click the No button, the notification message disappears and the <i>Equipment Repair Request Details</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

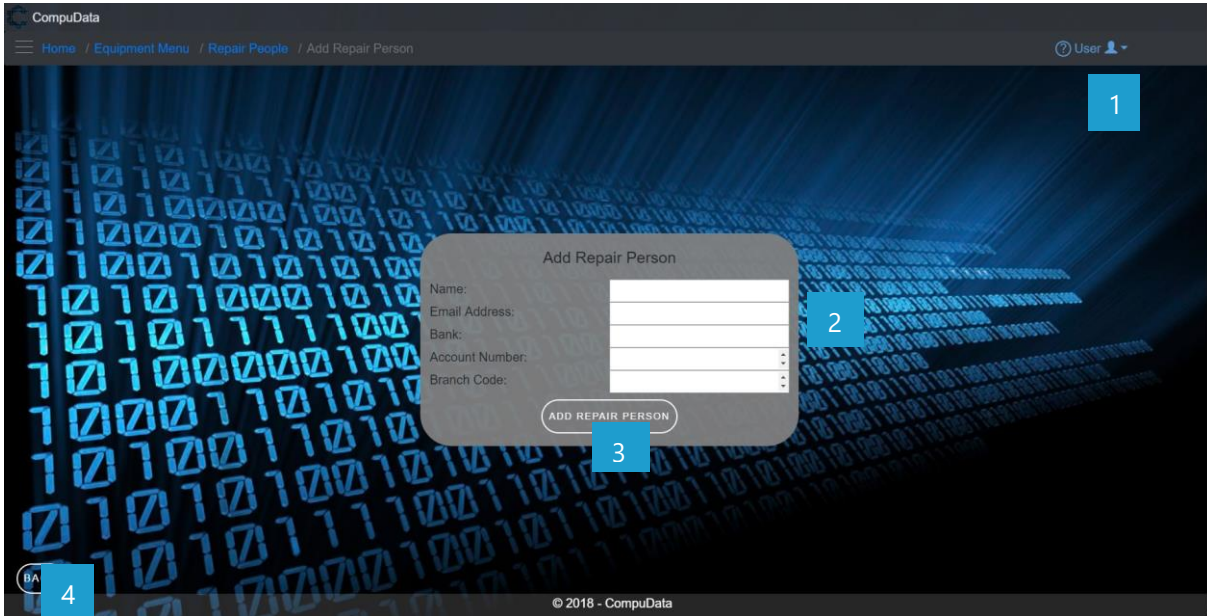


2.17 Add Repair Person

DESCRIPTIONS

- This form displays the required details to successfully add a Person Request to the system.
- Person Request details are required to successfully add the Person Request.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Person Request</i> screen. - It shows a detailed process on how to progress.
2	Person Request Input boxes	<ul style="list-style-type: none"> - These three textboxes allows the User to input a new Name, Email Address, Bank, Account Number and Branch Code into the system to be validated for recording.
3	Add Person Request Button	<ul style="list-style-type: none"> - The Save and Add Person Request button adds the entered data to the <u>system</u>.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Person Request</i> form will close. - If the user click the No button, the notification message disappears and the <i>Add Person Request</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

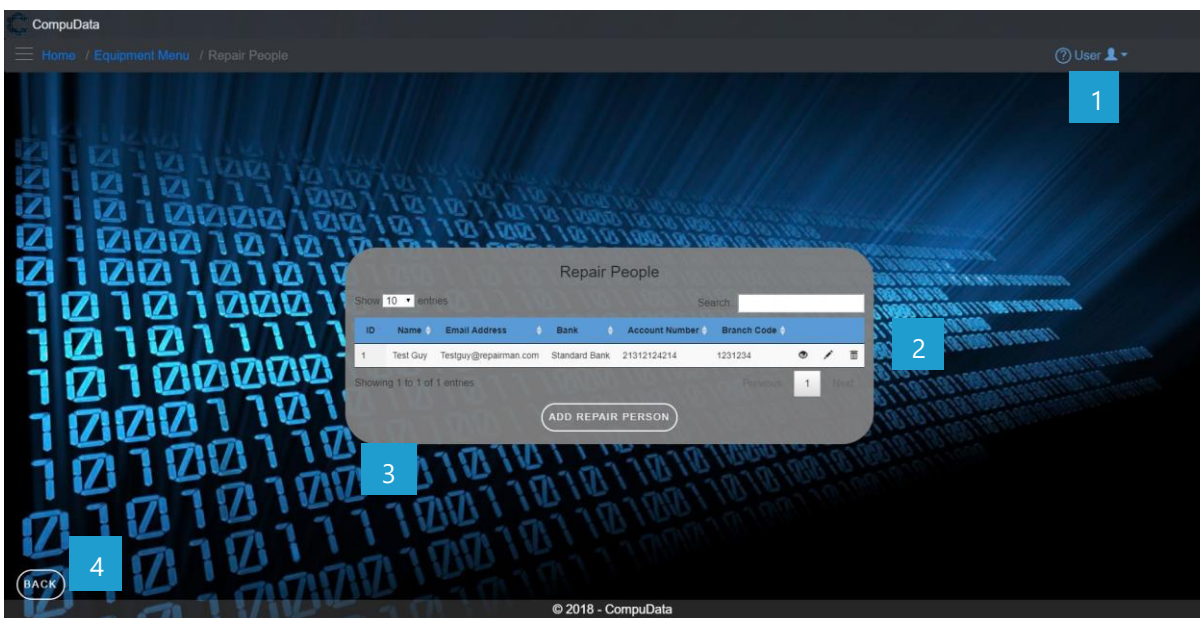


2.18 Search Repair Person

DESCRIPTIONS

- This form displays the details for each Person Request on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Person Request</i> screen. - It shows a detailed process on how to progress.
2	Person Request Table	<ul style="list-style-type: none"> - The Person Request table contains data from each Person Request, a view button, a modify button and a remove button. - These buttons takes you to the <i>Person Request Details</i> and the <i>Modify Person Request</i> forms.
3	Repair person Button	<ul style="list-style-type: none"> - The Add Person Request button displays the Add Person Request form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Person Request</i> form will close. - If the user click the No button, the notification message disappears and the <i>Person Request</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

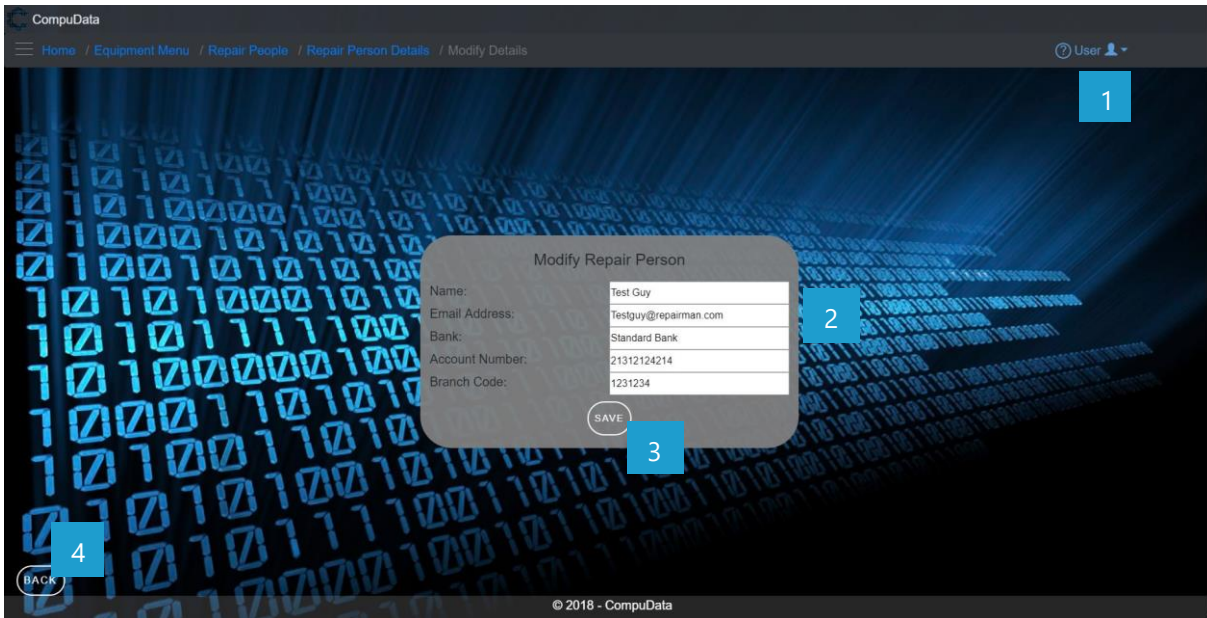


2.19 Modify Repair Person

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Person Request.
- Person Request details are required to successfully modify the Person Request.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Person Request</i> screen. - It shows a detailed process on how to progress.
2	Person Request Input boxes	<ul style="list-style-type: none"> - These five textboxes allows the User to input Name, Email Address, Bank, Account Number and Branch Code into the system to be validated for recording.
3	Save Button	<ul style="list-style-type: none"> - The Save button adds the entered data to the <i>Person Request</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Person Request form</i> will close. - If the user click the No button, the notification message disappears and the <i>Modify Person Request</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

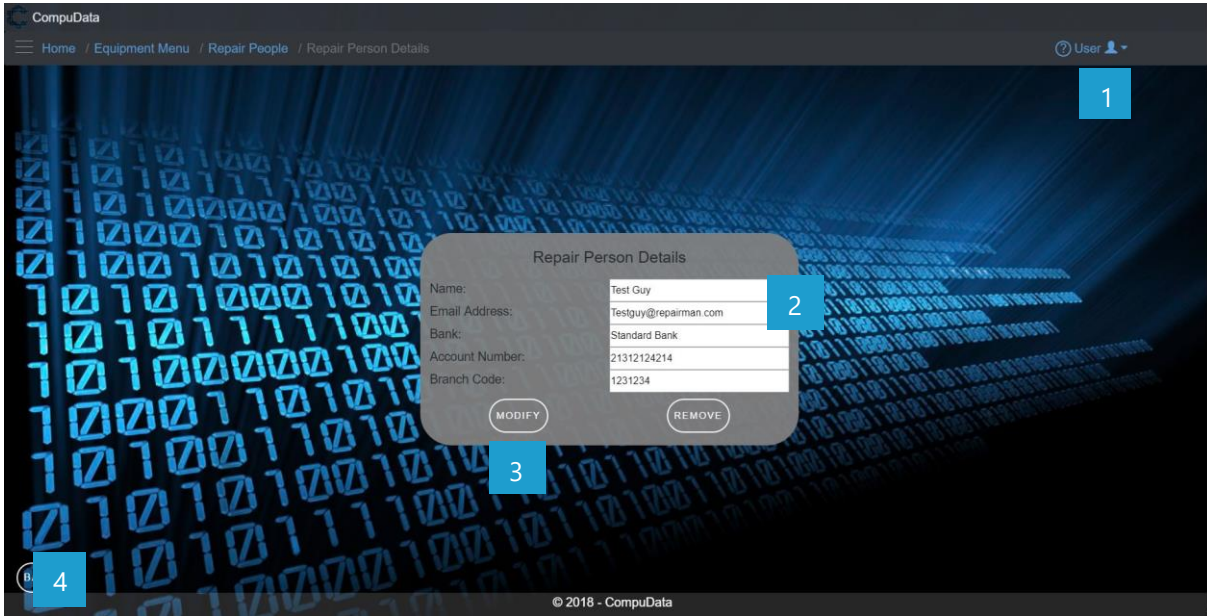


2.22 Remove Repair Person Details

DESCRIPTIONS

- This form displays the details for the chosen Person Request and options to maintain or remove Person Request.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Person Request Details</i> screen. - It shows a detailed process on how to progress.
2	Person Request boxes	<ul style="list-style-type: none"> - These five boxes are disabled and can only be viewed.
3	Person Request Buttons	<ul style="list-style-type: none"> - The Modify button displays the Modify Person Request form. - The Remove button removes the chosen Person Request (the Person Request currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Person Request Details</i> form will close. - If the user click the No button, the notification message disappears and the <i>Person Request Details</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



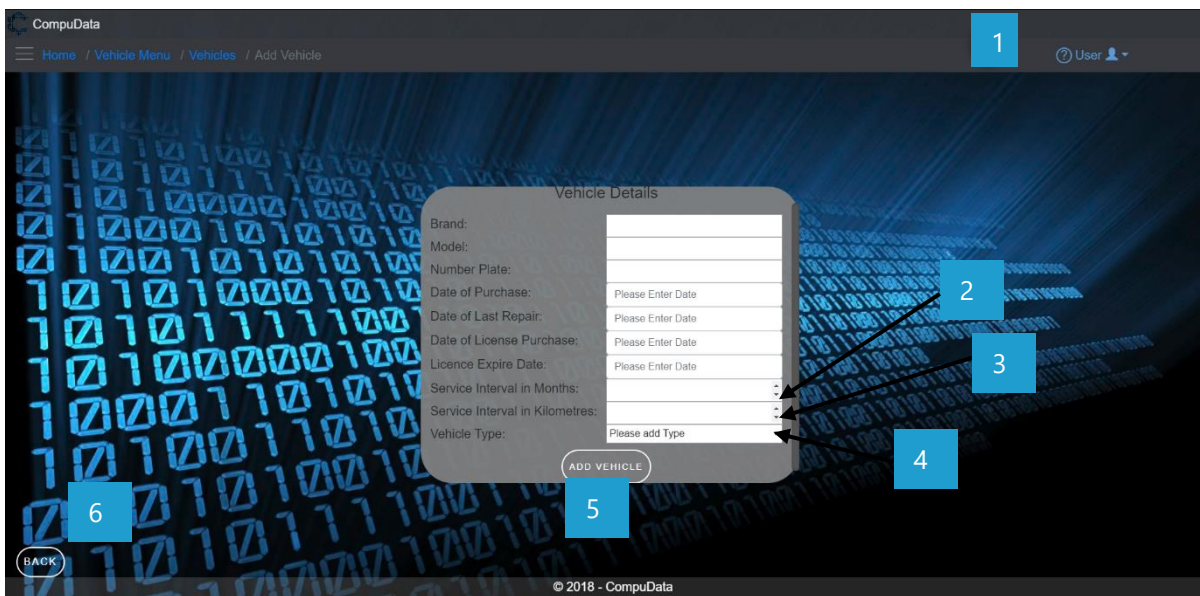
Sub-System 3 - Vehicles

3.1 Add Vehicle

DESCRIPTIONS

- This form displays the required details to successfully add a vehicle to the CompuData system.
- Vehicle details are required to successfully add a vehicle.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add Vehicle</u> screen. - It shows a detailed process on how to progress.
2	Quantity Count Box	<ul style="list-style-type: none"> - This control acts as a counter that the user can use to increase or decrease the value in the textbox. - The <u>Up</u> arrow increases the value, the <u>Down</u> arrow decreases the value.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Add Vehicle</u> form will close. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Vehicle</u> form remains open with all entered details still existing.
4	Vehicle Type Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the <u>VEHICLE TYPE</u> table.



<p>5</p>	<p>Add Vehicle Button</p>	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Vehicle. - If the user clicks the <u>Yes</u> button, all details of the Vehicle are saved to the CompuData database. - A notification of successful addition of Vehicle is displayed and the <u>Add Vehicle</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Vehicle</u> form remains open with all entered details still existing.
<p>6</p>	<p>Back Button</p>	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Add Vehicle</u> form will close. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Vehicle</u> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

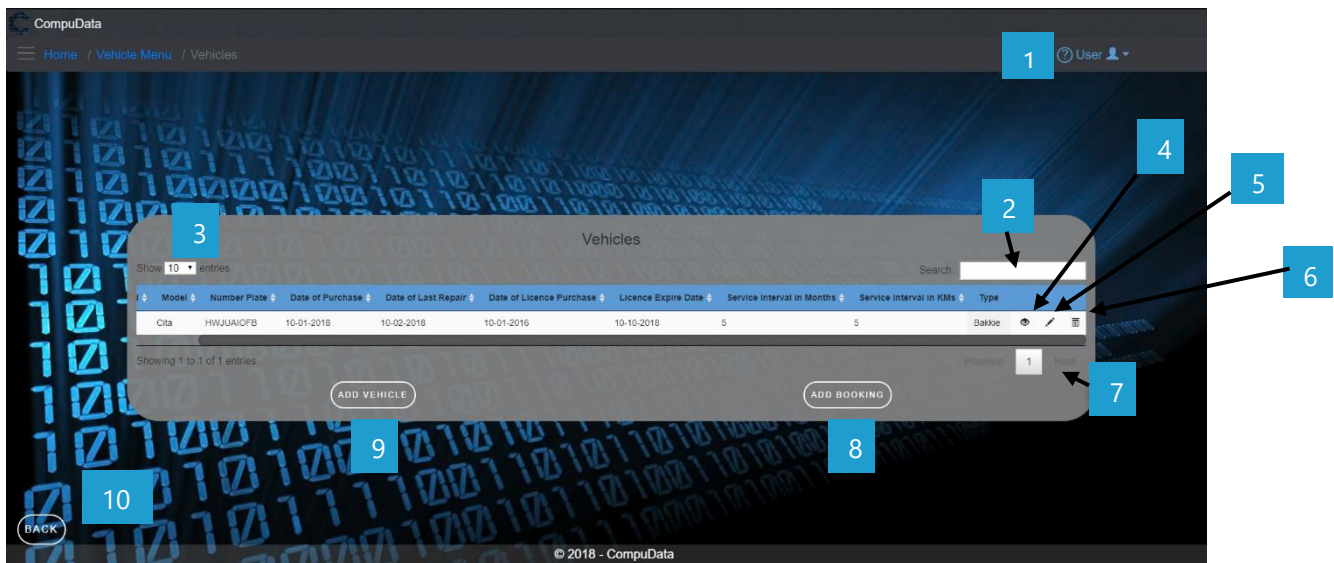


3.2 Search Vehicle

DESCRIPTIONS

- This form allows the user to search for a specific Vehicle in the CompuData database using different types of search criteria.
- Vehicles in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Vehicle</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Vehicles</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Venue Details</i> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Venue Details</i> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected venue. - If the user selects <i>Yes</i>, the venue is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
8	Add Booking Button	<ul style="list-style-type: none"> - Takes the User to the <i>Add Vehicle Booking</i> form.



9	Add Vehicle Button	- Takes the User to the <u>Add Vehicle</u> form.
10	Back Button	- Takes the User back to the <u>Vehicle Menu</u> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- ✓ None.

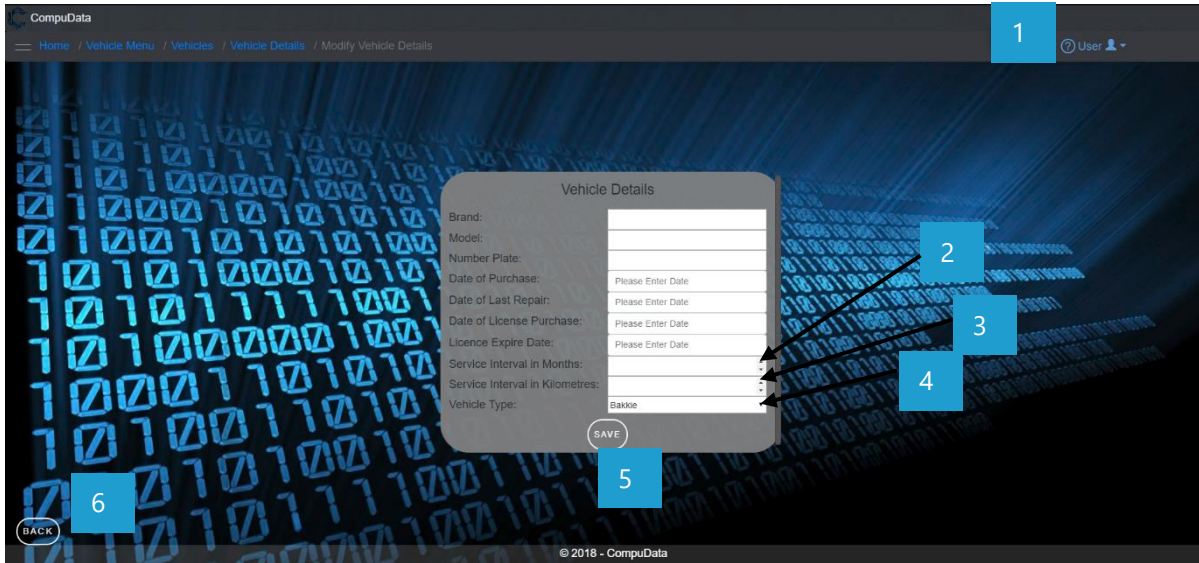


3.3 Modify Vehicle

DESCRIPTIONS

- This form allows the user to select a specific Vehicle and to modify the Vehicle details stored in the CompuData database.
- Modified Vehicle details are required to successfully modify Vehicle.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Vehicle</i> screen. - It shows a detailed process on how to progress.
2	Quantity Count Box	<ul style="list-style-type: none"> - This control acts as a counter that the user can use to increase or decrease the value in the textbox. - The <i>Up</i> arrow increases the value, the <i>Down</i> arrow decreases the value.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Modify Vehicle</i> form will close. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Vehicle</i> form remains open with all entered details still existing.
4	Vehicle Type Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the VEHICLE TYPE table.
5	Save Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Vehicle. - If the user clicks the <i>Yes</i> button, all details of the Vehicle are saved to the CompuData database.



		<ul style="list-style-type: none"> - A notification of successful addition of Vehicle is displayed and the <i>Modify Vehicle</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Vehicle</i> form remains open with all entered details still existing.
6	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Modify Vehicle</i> form will close. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Vehicle</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

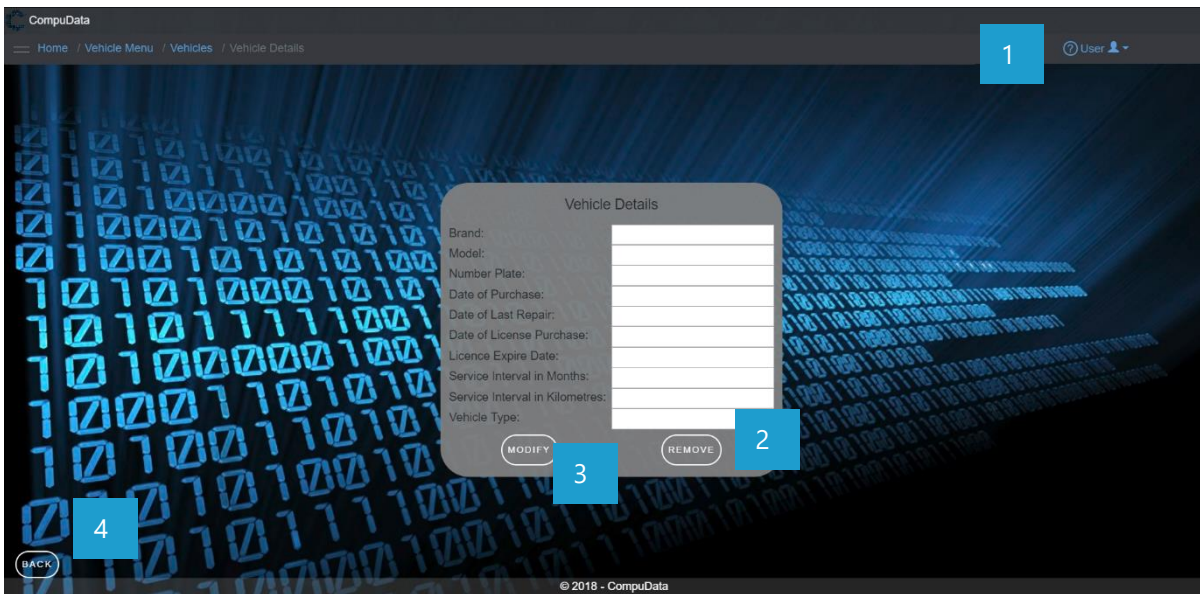


3.4 Remove Vehicle

DESCRIPTIONS

- This form allows the user to select a specific Vehicle and remove the selected Vehicle from the CompuData database.
- Vehicles details in the database will be removed.
- The Vehicle cannot be removed if it is currently linked to a Vehicle Booking.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Remove Vehicle</u> screen. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle. - If the user clicks the <u>Yes</u> button, relevant Vehicle in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of Vehicle is displayed and the <u>Remove Vehicle</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Delete Vehicle</u> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <u>Modify Vehicle</u> form
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <u>Vehicle Details View</u> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the Remove Button is clicked, it displays a notification message to confirm the deletion of a Vehicle.
- Cannot be removed if linked to a Vehicle Booking.

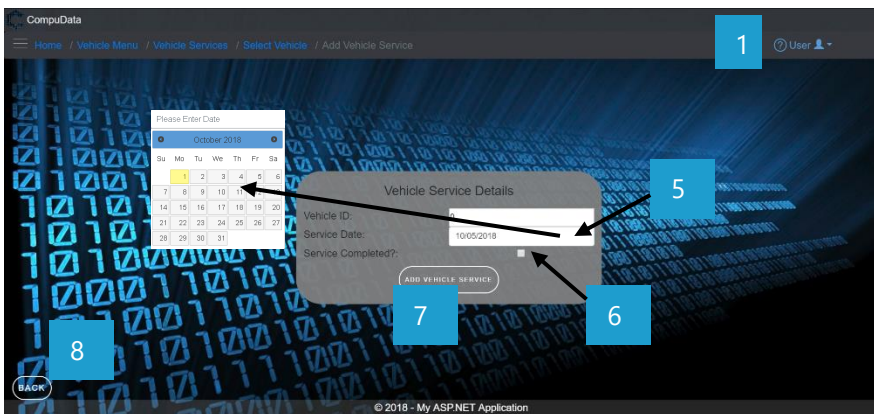
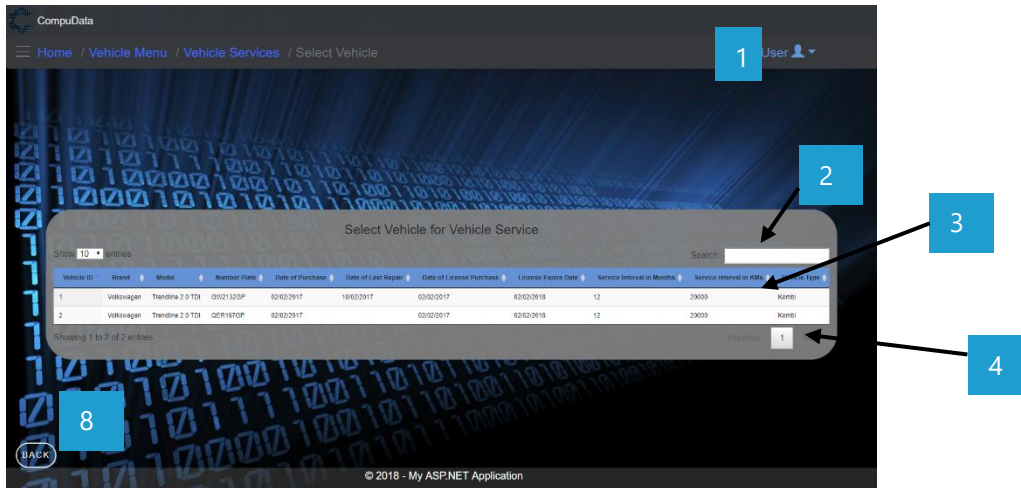


3.5 Add Vehicle Service

DESCRIPTIONS

- This form displays the required details to successfully add a vehicle service to the CompuData system.
- Vehicle service details are required to successfully add the vehicle service.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Vehicle Service</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Vehicle Services</i> table and automatically refreshes to display search results.
3	Select Vehicle Table	<ul style="list-style-type: none"> - Allows the user to select a vehicle from the table to have a service assigned to it.
4	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
5	Date/Time Picker	<ul style="list-style-type: none"> - Allows the user to select a specific date and time for the service date. A pop out calendar is given to the user.
6	Service Completed Tick Box	<ul style="list-style-type: none"> - Displays to the user if the specific service has been completed. - A tick means "True".



<p>7</p>	<p>Add Vehicle Service Button</p>	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Vehicle Service. - If the user clicks the <u>Yes</u> button, all details of the Vehicle Service are saved to the CompuData database. - A notification of successful addition of Refreshment is displayed and the <u>Add Vehicle Service</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Vehicle Service</u> form remains open with all entered details still existing.
<p>8</p>	<p>Back Button</p>	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Add Vehicle Service</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Vehicle Service</u> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.



3.6 Search Vehicle Service

DESCRIPTIONS

- This form allows the user to search for a specific vehicle service in the CompuData database using different types of search criteria.
- Vehicle services in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Vehicle Services</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Vehicle Services</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Vehicle Service Details</i> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Vehicle Service Details</i> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected vehicle service. - If the user selects <i>Yes</i>, the venue is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.



8	Add Vehicle Service Button	- Takes the User to the <u>Add Vehicle Service</u> form.
9	Back Button	- Takes the User back to the <u>Vehicle Menu</u> form.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

✓ None



3.7 Update Vehicle Service

DESCRIPTIONS

- This form allows the user to select a specific Vehicle service and update the selected Vehicle Service from the CompuData database.
- New Vehicle Service details must exist in order for it to be updated.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Update Vehicle Service</i> screen. - It shows a detailed process on how to progress.
2	Service Completed Tick Box	<ul style="list-style-type: none"> - Displays to the user if the specific service has been completed. - A tick means "True".
3	Save Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new vehicle service. - If the user clicks the <i>Yes</i> button, all details of the vehicle service are saved to the CompuData database. - A notification of successful addition of a vehicle service is displayed and the <i>Update Vehicle</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Update Vehicle</i> form remains open will all entered details still existing.
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Vehicle Service View</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a Vehicle Service.

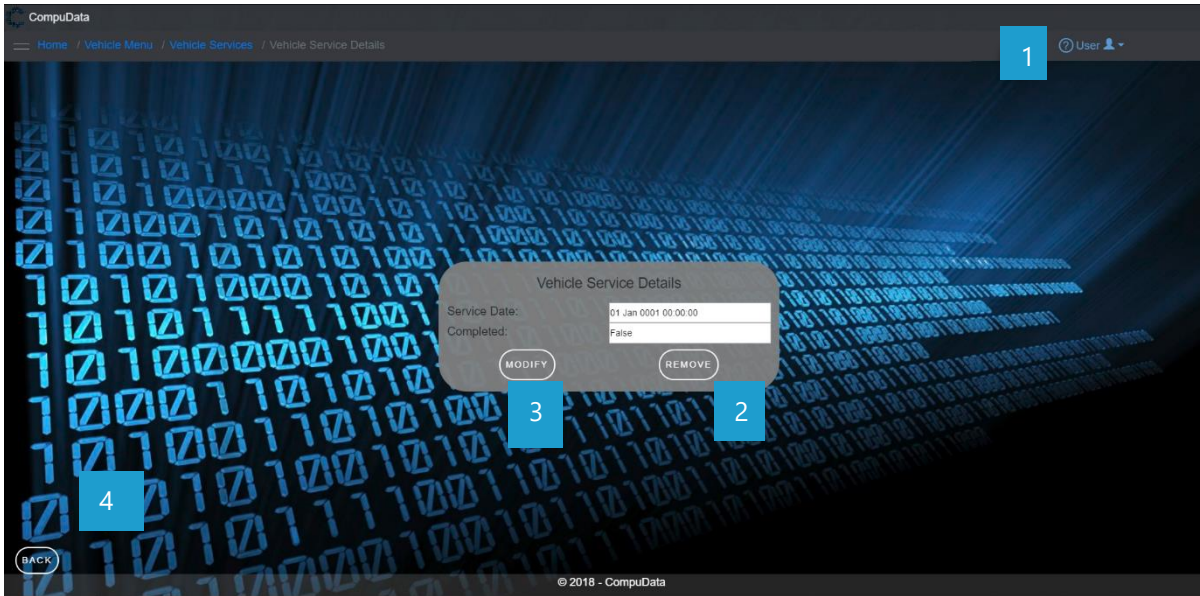


3.8 Remove Vehicle Service

DESCRIPTIONS

- This form displays the required details to successfully remove a vehicle service from the CompuData system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Remove Vehicle Service</u> screen. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle Service. - If the user clicks the <u>Yes</u> button, the relevant Vehicle Service in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of Vehicle Service is displayed and the <u>Remove Vehicle Service</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Remove Vehicle Service</u> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <u>Modify Vehicle Service</u> form.
4	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Vehicle Service Details</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Vehicle Service Details</u> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.



3.9 Add Vehicle Booking

DESCRIPTIONS

- This form allows the user to search for a specific Vehicle Booking in the CompuData database using different types of search criteria.
- Vehicle bookings in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add Vehicle Booking</u> screen. - It shows a detailed process on how to progress.
2	Month/Week/Day Cycler	<ul style="list-style-type: none"> - This control cycles between the next month/week/day as per indicated by the month/week/day tab.
3	Month/Week/Day Click Cycler	<ul style="list-style-type: none"> - This control cycles between the next month/week/day as per indicated by the month/week/day tab.
4	Vehicle Booking Calendar with	<ul style="list-style-type: none"> - Displays a calendar to the user. - Availability (highlighted fields) is dependent on a <u>Vehicles Schedule</u>.



	Highlighted Availability	
5	Add Booking Button	<ul style="list-style-type: none"> - Takes the user to the <i>Add Vehicle Booking Details</i> form.
6	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Vehicle Booking</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Vehicle Booking</i> form remains open will all entered details still existing.
7	Project Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the PROJECTS table.
8	Driver Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the DRIVERS table.
9	Cancel Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Vehicle Booking</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Vehicle Booking</i> form remains open will all entered details still existing.
10	Save Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new <i>Vehicle Booking</i>. - If the user clicks the <i>Yes</i> button, all details of the <i>Vehicle Booking</i> are saved to the CompuData database. - A notification of successful addition of <i>Vehicle Booking</i> is displayed and the <i>Add Vehicle Booking</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Vehicle Booking</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- None

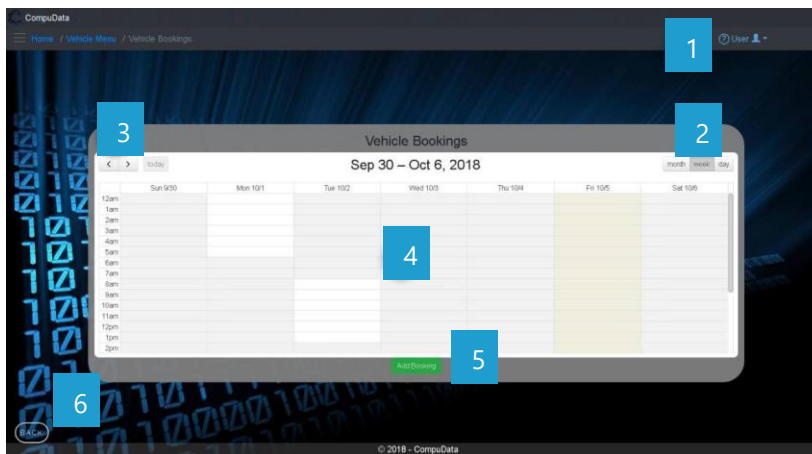


3.10 Search Vehicle Booking

DESCRIPTIONS

- This form allows the user to search for a specific Vehicle booking in the CompuData database.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Search Vehicle Booking</u> screen. - It shows a detailed process on how to progress.
2	Month/Week/Day Tab Clicker	<ul style="list-style-type: none"> - Allows the user to choose between a month/week/day table views.
3	Month/Week/Day Click Cycler	<ul style="list-style-type: none"> - This control cycles between the next month/week/day as per indicated by the month/week/day tab.
4	Vehicle Booking Table	<ul style="list-style-type: none"> - A table that shows all the available slots that a Vehicle can be booked for. - These highlighted boxes are dependent off of the Vehicle schedule system. It limits the times a Vehicle can be booked. - It contains dates for the day of the month of the year. - It contains times the Vehicle can be booked. These times span form 12 AM – 12 AM the next day. - Existing bookings can be selected and it will take the user to the <u>Vehicle Details</u> form.
5	Add Booking Button	<ul style="list-style-type: none"> - Takes the user to the <u>Add Vehicle Booking Details</u> form.
	Back Button	<ul style="list-style-type: none"> - Takes the user back to the <u>Building & Vehicle Menu</u> form.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.



3.11 Modify Vehicle Booking

DESCRIPTIONS

- This form allows the user to select a specific Vehicle booking and remove the selected Vehicle booking from the CompuData database.
- Vehicle bookings details in the database will be removed.
- The Vehicle booking cannot be removed if it is currently linked to a Project.

DETAILED SCREEN LAYOUT

DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Project Drop Down Box	- A drop down box populated with the current building as the default, and all the building names from the PROJECTS table.
2	Driver Drop Down Box	- A drop down box populated with the current building as the default, and all the building names from the DRIVERS table.
3	Cancel Button	- This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Modify Vehicle Booking</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Modify Vehicle Booking</u> form remains open will all entered details still existing.
4	Save Button	- The button displays a notification message to confirm the addition of a modified <u>Vehicle Booking</u> . - If the user clicks the <u>Yes</u> button, all details of the modified <u>Vehicle Booking</u> are saved to the CompuData database. - A notification of successful modification of the <u>Vehicle Booking</u> is displayed and the <u>Modify Vehicle Booking</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Modify Vehicle Booking</u> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

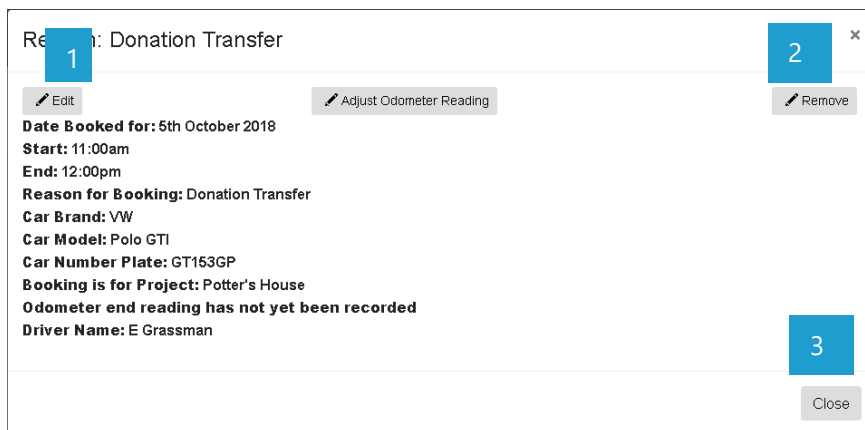


3.12 Remove Vehicle Booking

DESCRIPTIONS

- > This form displays the required details to successfully remove a vehicle booking from the CompuData system.
- > Vehicle booking details are required to successfully add the vehicle booking.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Edit Button	- Navigates the user to the <u>Modify Vehicle Booking Form</u> .
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle. - If the user clicks the <u>Yes</u> button, relevant Vehicle Booking in the database that the user has selected is deleted. - If the user clicks <u>No</u>, the form will stay open. - A notification of successful deletion of Vehicle Booking is displayed and the <u>Vehicle Booking Details</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Vehicle Booking Details</u> form remains open will all entered details still existing.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Vehicle Booking Details</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Vehicle Booking Details</u> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

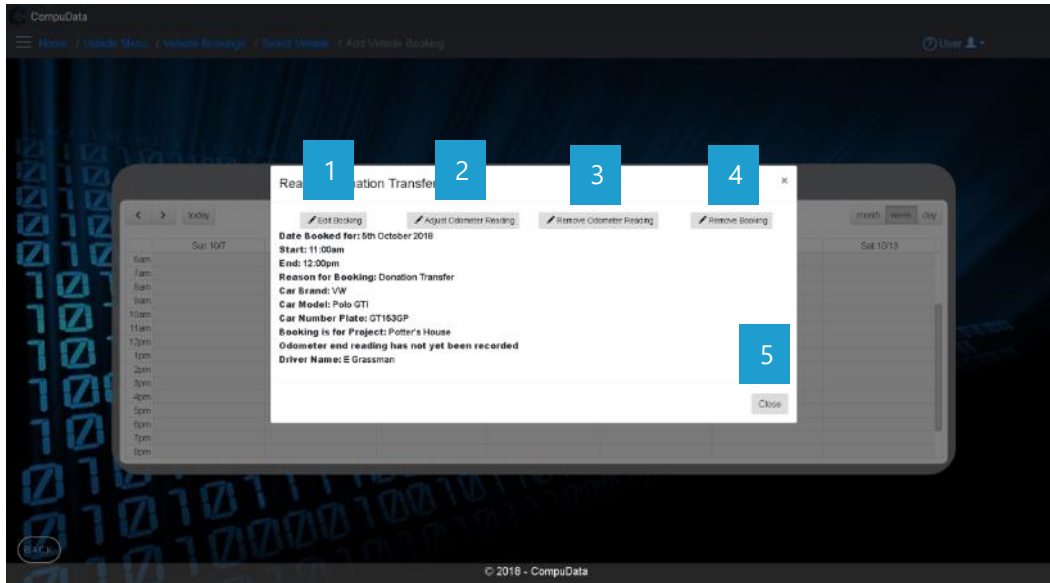


3.13 Add Usage Details to Log Sheet

DESCRIPTIONS

- This form allows the user to select a specific Usage Detail and add the selected Usage Detail to the CompuData database.
- Usage Detail in the database will be added.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Edit Booking Button	- Navigates the user to the <i>Modify Vehicle Booking</i> form.
2	Adjust Odometer Reading	- Enables the editing of the odometer field in the <i>Modify Vehicle Booking</i> form.
3	Remove Odometer Reading	- Removes the value of the odometer reading in the <i>Vehicle Booking Details</i> form.
4	Remove Booking Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle Booking. - If the user clicks the <i>Yes</i> button, relevant Vehicle Booking in the database that the user has selected is deleted. - If the user clicks <i>No</i>, the form will stay open. - A notification of successful deletion of Vehicle Booking is displayed and the <i>Vehicle Booking Details</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Vehicle Booking Details</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a Refreshment.
- Cannot be deleted if it is linked to a *Venue Booking*.

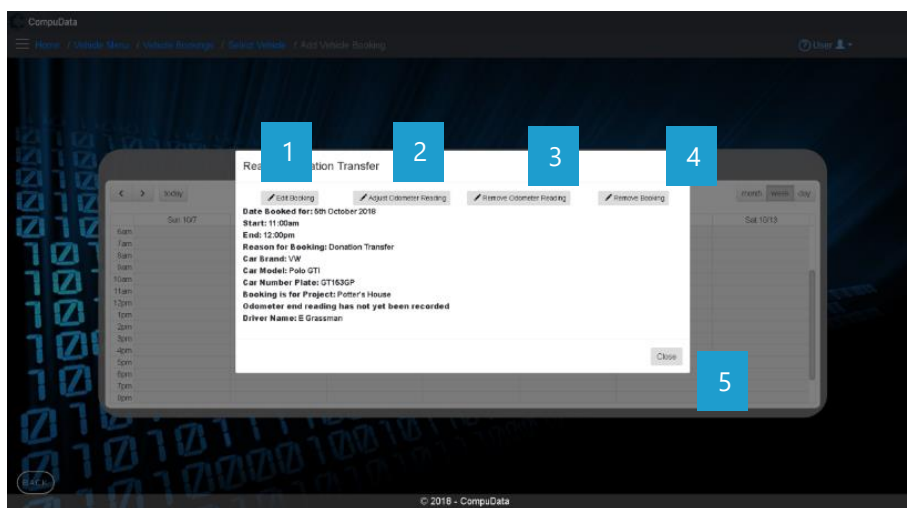


3.14 Search Usage Details to Log Sheet

DESCRIPTIONS

- This form allows the user to search for a Usage Detail in the CompuData database.
- The Usage Detail must exist on the system if it is to be searched.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Edit Booking Button	- Navigates the user to the <i>Modify Vehicle Booking</i> form.
2	Adjust Odometer Reading	- Enables the editing of the odometer field in the <i>Modify Vehicle Booking</i> form.
3	Remove Odometer Reading	- Removes the value of the odometer reading in the <i>Vehicle Booking Details</i> form.
4	Remove Booking Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle Booking. - If the user clicks the <u>Yes</u> button, relevant Vehicle Booking in the database that the user has selected is deleted. - If the user clicks <u>No</u>, the form will stay open. - A notification of successful deletion of Vehicle Booking is displayed and the <i>Vehicle Booking Details</i> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <i>Vehicle Booking Details</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a Refreshment.
- Cannot be deleted if it is linked to a *Venue Booking*.

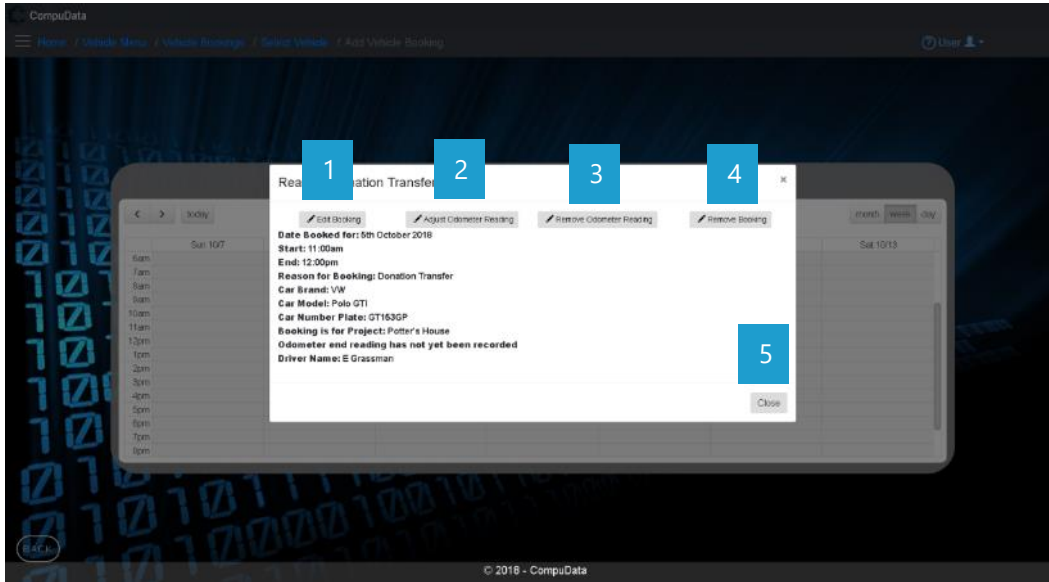


3.15 Modify Usage Details to Log Sheet

DESCRIPTIONS

- This form allows the user to modify a specific Usage Detail and in the CompuData database.
- Usage Detail in the database will be added.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Edit Booking Button	- Navigates the user to the <i>Modify Vehicle Booking</i> form.
2	Adjust Odometer Reading	- Enables the editing of the odometer field in the <i>Modify Vehicle Booking</i> form.
3	Remove Odometer Reading	- Removes the value of the odometer reading in the <i>Vehicle Booking Details</i> form.
4	Remove Booking Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle Booking. - If the user clicks the <i>Yes</i> button, relevant Vehicle Booking in the database that the user has selected is deleted. - If the user clicks <i>No</i>, the form will stay open. - A notification of successful deletion of Vehicle Booking is displayed and the <i>Vehicle Booking Details</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Vehicle Booking Details</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a Refreshment.
- Cannot be deleted if it is linked to a *Venue Booking*.



3.16 Remove Usage Details to Log Sheet

DESCRIPTIONS

- This form allows the user to remove a specific Usage Detail and in the CompuData database.
- Usage Detail in the database will be removed.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Edit Booking Button	- Navigates the user to the <i>Modify Vehicle Booking</i> form.
2	Adjust Odometer Reading	- Enables the editing of the odometer field in the <i>Modify Vehicle Booking</i> form.
3	Remove Odometer Reading	- Removes the value of the odometer reading in the <i>Vehicle Booking Details</i> form.
4	Remove Booking Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Vehicle Booking. - If the user clicks the <i>Yes</i> button, relevant Vehicle Booking in the database that the user has selected is deleted. - If the user clicks <i>No</i>, the form will stay open. - A notification of successful deletion of Vehicle Booking is displayed and the <i>Vehicle Booking Details</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Vehicle Booking Details</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a Refreshment.
- Cannot be deleted if it is linked to a *Venue Booking*.

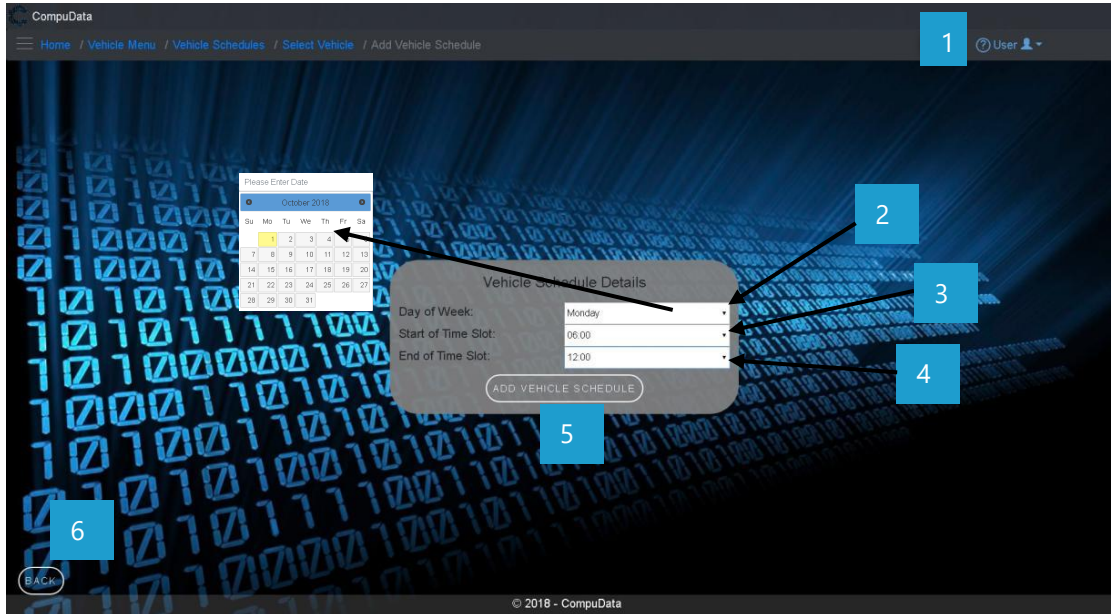


3.17 Add Vehicle Schedule

DESCRIPTIONS

- This form displays the required details to successfully add a vehicle schedule to the CompuData system.
- Vehicle schedule details are required to successfully add a vehicle schedule.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Vehicle schedule</i> screen. - It shows a detailed process on how to progress.
2	Date Time Picker	<ul style="list-style-type: none"> - Allows the user to select a specific date and time for the service date. A pop out calendar is given to the user.
3	Start of Time Slot	<ul style="list-style-type: none"> - Allows the user to select a start time for a vehicle schedule. These times span from 12 AM – 12 AM the next day.
4	End of Time Slot	<ul style="list-style-type: none"> - Allows the user to select an end time for a vehicle schedule. These times span from 12 AM – 12 AM the next day.
5	Add Vehicle schedule Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Vehicle schedule. - If the user clicks the <i>Yes</i> button, all details of the Vehicle schedule are saved to the CompuData database. - A notification of successful addition of Vehicle schedule is displayed and the <i>Add Vehicle schedule</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Vehicle schedule</i> form remains open will all entered details still existing.
6	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Vehicle schedule</i> form will close.



		- If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Vehicle schedule</i> form remains open will all entered details still existing.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.



3.18 Search Vehicle Schedule

- Cannot be removed if linked to a *Project*.

DESCRIPTIONS

- This form allows the user to search for a specific Vehicle Schedule in the CompuData database using different types of search criteria.
- Vehicles in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Vehicle</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Vehicles</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Venue Details</i> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Venue Details</i> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected venue. - If the user selects <i>Yes</i>, the venue is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
8	Add Booking Button	<ul style="list-style-type: none"> - Takes the User to the <i>Add Vehicle Booking</i> form.
9	Add Vehicle Button	<ul style="list-style-type: none"> - Takes the User to the <i>Add Vehicle</i> form.
10	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Vehicle Menu</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- ✓ None.



3.19 Modify Vehicle Schedule

DESCRIPTIONS

- This form allows the user to select a specific Vehicle and to modify the Vehicle details stored in the CompuData database.
- Modified Vehicle details are required to successfully modify Vehicle.

DETAILED SCREEN LAYOUT

The screenshot shows the 'Edit Vehicle Booking' form with the following controls and callouts:

- 1:** Points to the 'Reason' dropdown menu, which is currently set to 'Donation Transfer'.
- 2:** Points to the 'End Time' input field, which is set to '12:00pm'.
- 3:** Points to the 'Project' dropdown menu, which is currently set to 'Potter's House'.
- 4:** Points to the 'Driver' dropdown menu, which is currently set to 'E Grassman'.
- 5:** Points to the 'Save' button.
- 6:** Points to the 'Cancel' button.

DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Start of Time Slot	- Allows the user to select a start time for a vehicle schedule. These times span form 12 AM – 12 AM the next day.
2	End of Time Slot	- Allows the user to select an end time for a vehicle schedule. These times span form 12 AM – 12 AM the next day.
3	Project Drop Down Box	- A drop down box populated with the current building as the default, and all the building names from the PROJECTS table.
4	Driver Drop Down Box	- A drop down box populated with the current building as the default, and all the building names from the DRIVER table.
5	Save Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Vehicle. - If the user clicks the <i>Yes</i> button, all details of the Vehicle are saved to the CompuData database. - A notification of successful addition of Vehicle is displayed and the <i>Modify Vehicle</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Vehicle</i> form remains open will all entered details still existing.
6	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Modify Vehicle</i> form will close.



		<ul style="list-style-type: none">- If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Vehicle</i> form remains open with all entered details still existing.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.



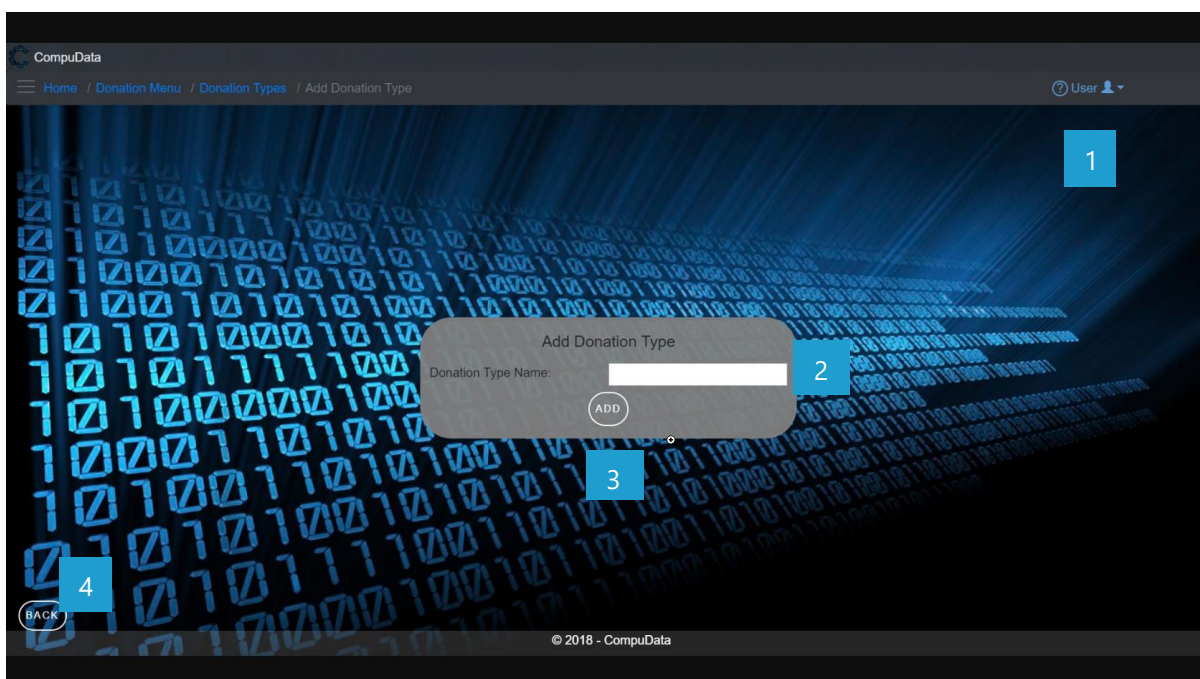
Sub-System 4 – Donation

4.1 Add Donation type

DESCRIPTIONS

- This form displays the required details to successfully add a Donation type to the system.
- Donation type details are required to successfully add the Donation type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Donation type</i> screen. - It shows a detailed process on how to progress.
2	Donation type Input boxes	<ul style="list-style-type: none"> - These two textboxes allow the User to input a new Level Name and Description into the system to be validated for recording.
3	Save and Add Donation type Button	<ul style="list-style-type: none"> - The Save and Add Donation type button adds the entered data to the <i>Donation type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Donation type</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Add Donation type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

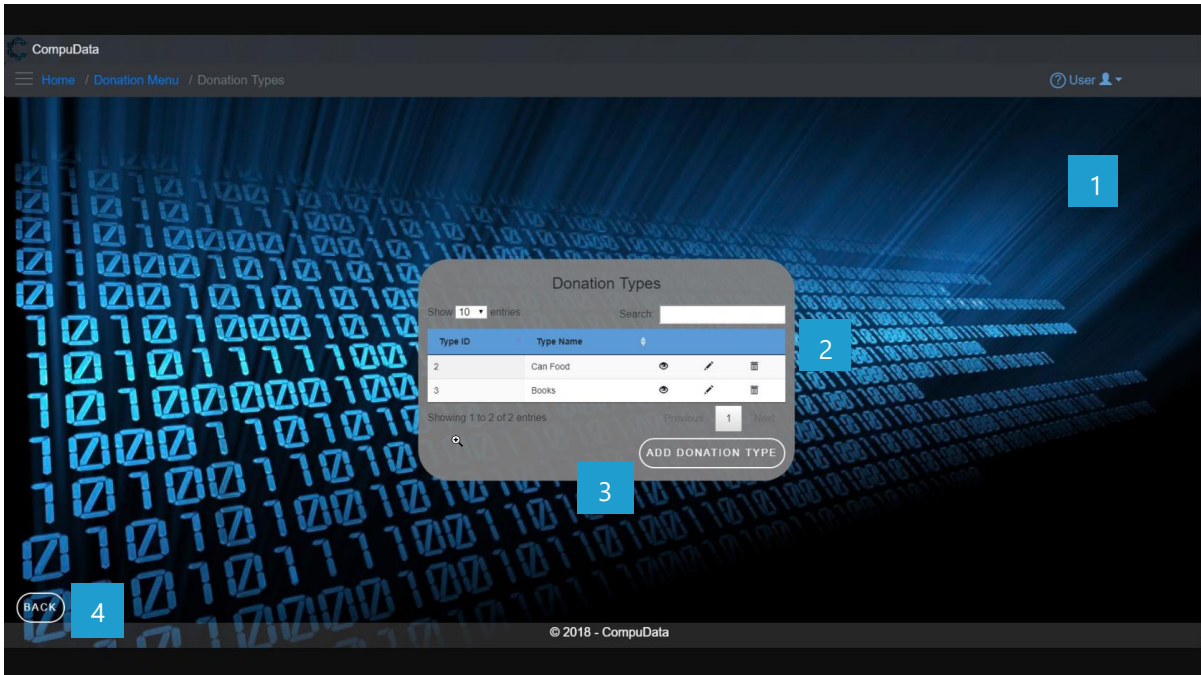


4.2 Search Donation type

DESCRIPTIONS

- This form displays the details for each donation type on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>donation type</i> screen - It shows a detailed process on how to progress.
2	Donation type Table	<ul style="list-style-type: none"> - The Donation type table contains data from each Donation type, a view button, a modify button and a remove button. - Theses buttons takes you to the <i>Donation type Details</i> and the <i>Modify Donation type</i> forms.
3	Add Donation type Button	<ul style="list-style-type: none"> - The Add Donation type button displays the Add Donation type form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Donation type form will close. - If the user clicks the No button, the notification message disappears, and the <i>Donation type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

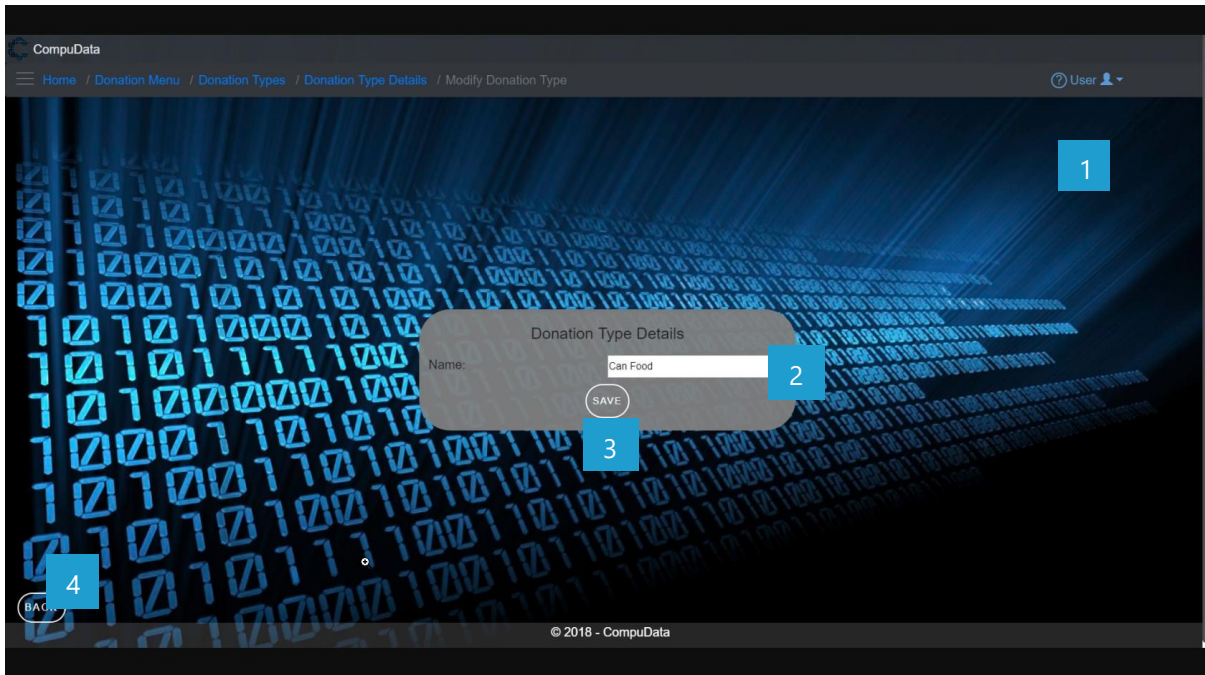


4.3 Modify Donation Type

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Donation Type.
- Donation Type details are required to successfully modify the Donation Type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Donation Type</i> screen. - It shows a detailed process on how to progress.
2	Donation Type Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Donation Type Name into the system to be validated for recording.
3	Save and Add Donation Type Button	<ul style="list-style-type: none"> - The Save and Add Donation Type button adds the entered data to the <i>Donation Type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Donation Type</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Donation Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

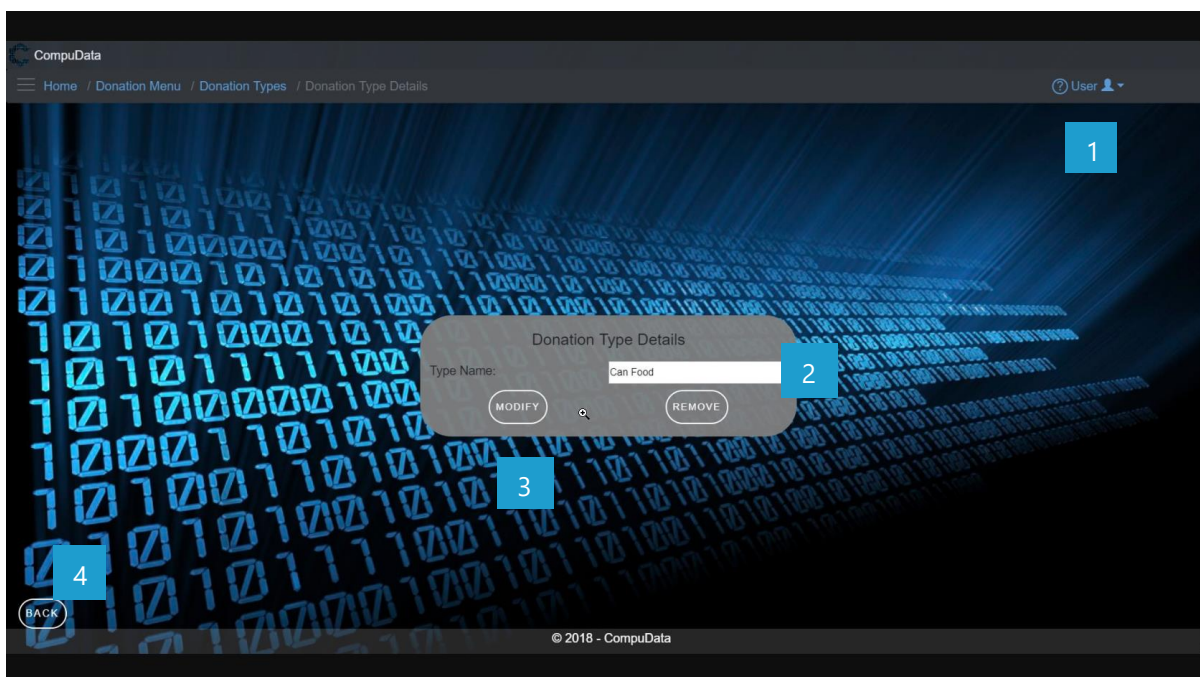


4.4 Remove Donation Type Details

DESCRIPTIONS

- This form displays the details for the chosen Donation type and options to maintain or remove donation types.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Donation Type Details</i> screen. - It shows a detailed process on how to progress.
2	Donation Type boxes	<ul style="list-style-type: none"> - This open field (Type Name) are disabled and can only be viewed.
3	Donation type Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Donation Type form. - The Remove button removes the chosen Donation Type (the Donation Type currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Donation Type Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Donation Type Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

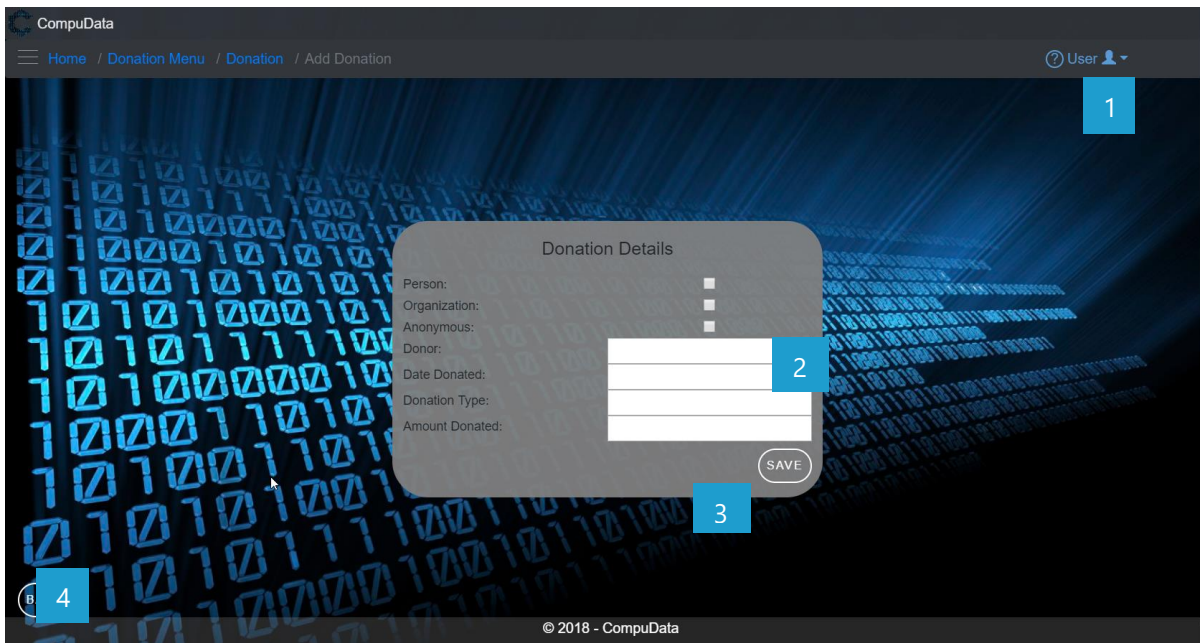


4.5 Add Donation

DESCRIPTIONS

- This form displays the required details to successfully add a donation to the system.
- Donation details are required to successfully add the donation.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add donation</i> screen. - It shows a detailed process on how to progress.
2	donation Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input a new donation into the system to be validated for recording.
3	Save and donation Button	<ul style="list-style-type: none"> - The Add donation button adds the entered data to the <i>donation</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add donation</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Add donation</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.



4.6 Search Donation

DESCRIPTIONS

- This form displays the details for each Donation on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Donation</i> screen - It shows a detailed process on how to progress.
2	Donation Table	<ul style="list-style-type: none"> - The Donation table contains data from each Donation a view button, a modify button and a remove button. - Theses buttons takes you to the <i>Donation Details</i> and the <i>Modify Donation</i> forms.
3	Add Donation Button	<ul style="list-style-type: none"> - The Add Donation button displays the Add Donation Item form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Donation form will close. - If the user clicks the No button, the notification message disappears, and the <i>Donation</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

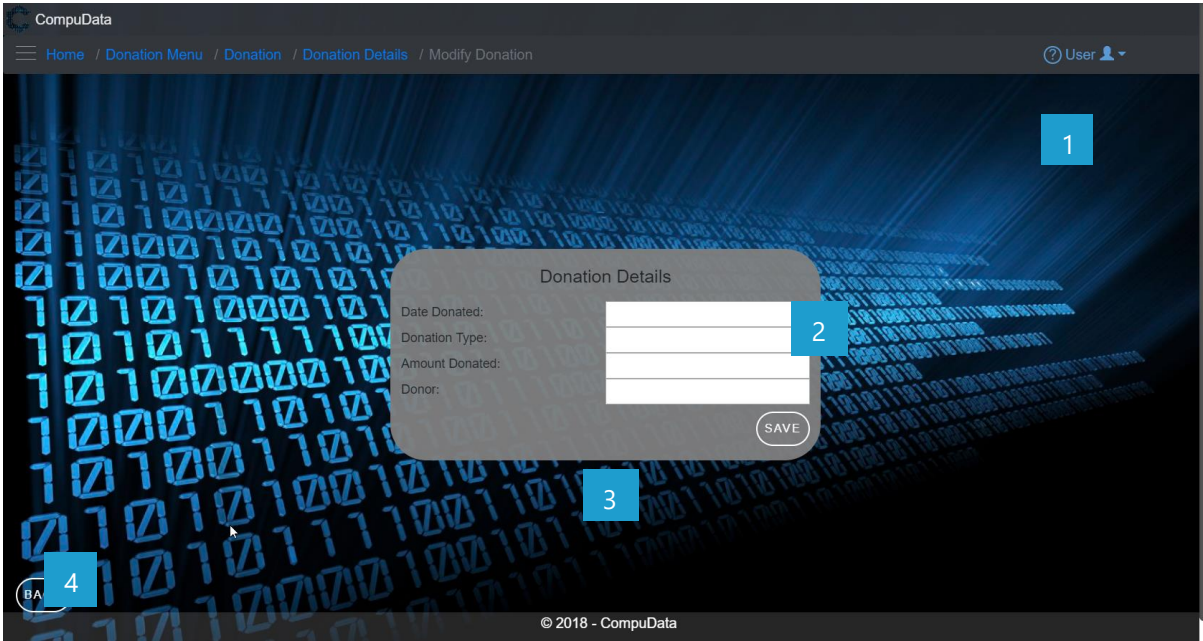


4.7 Modify Donation

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Donation.
- Donation details are required to successfully modify the Donation.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Donation</i> screen. - It shows a detailed process on how to progress.
2	Donation Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Donation information into the system to be validated for recording.
3	Save and Add Donation Button	<ul style="list-style-type: none"> - The Save and Add Donation button adds the entered data to the <i>Donation</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Donation</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Donation</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

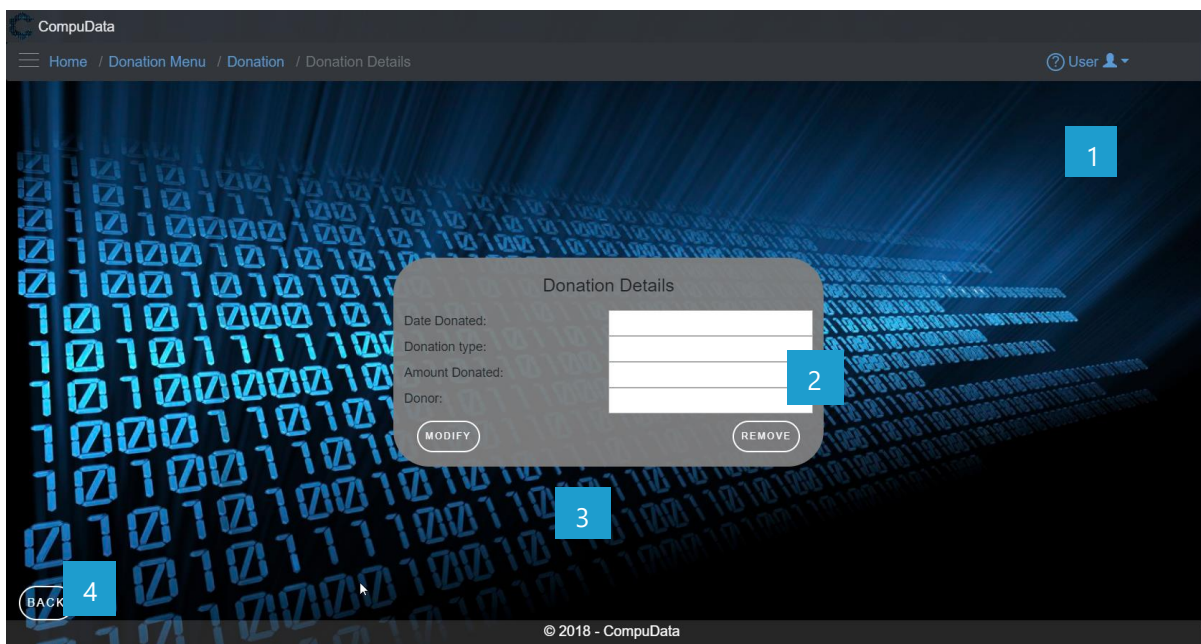


4.8 Remove Donation Details

DESCRIPTIONS

- This form displays the details for the chosen donation and options to maintain or remove donation.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>donation Details</i> screen. - It shows a detailed process on how to progress.
2	donation boxes	<ul style="list-style-type: none"> - These textboxes are disabled and can only be viewed.
3	donation Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify donation form. - The Remove button removes the chosen donation (the donation currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>donation Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>donation Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

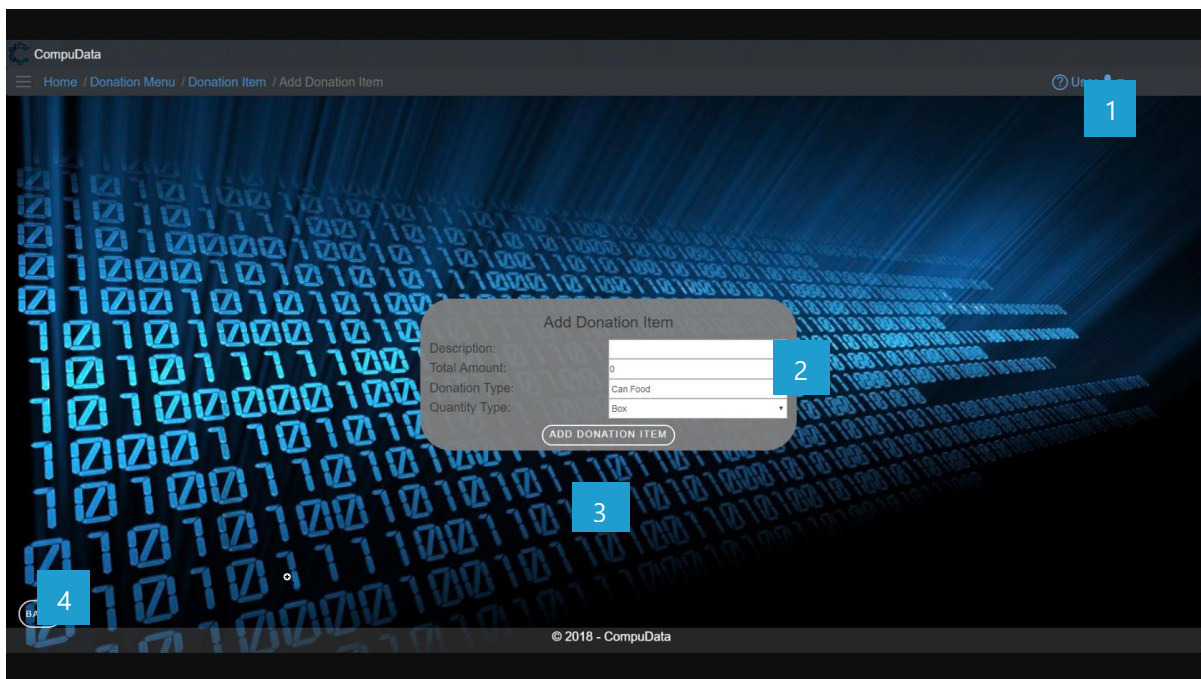


4.9 Add Donation Item

DESCRIPTIONS

- This form displays the required details to successfully add a donation item to the system.
- Donation item details are required to successfully add the donation item.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add donation item</i> screen. - It shows a detailed process on how to progress.
2	donation item Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input a new donation item into the system to be validated for recording.
3	Save and donation item Button	<ul style="list-style-type: none"> - The Add donation item button adds the entered data to the <u>donation item</u> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add donation item</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Add donation item</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

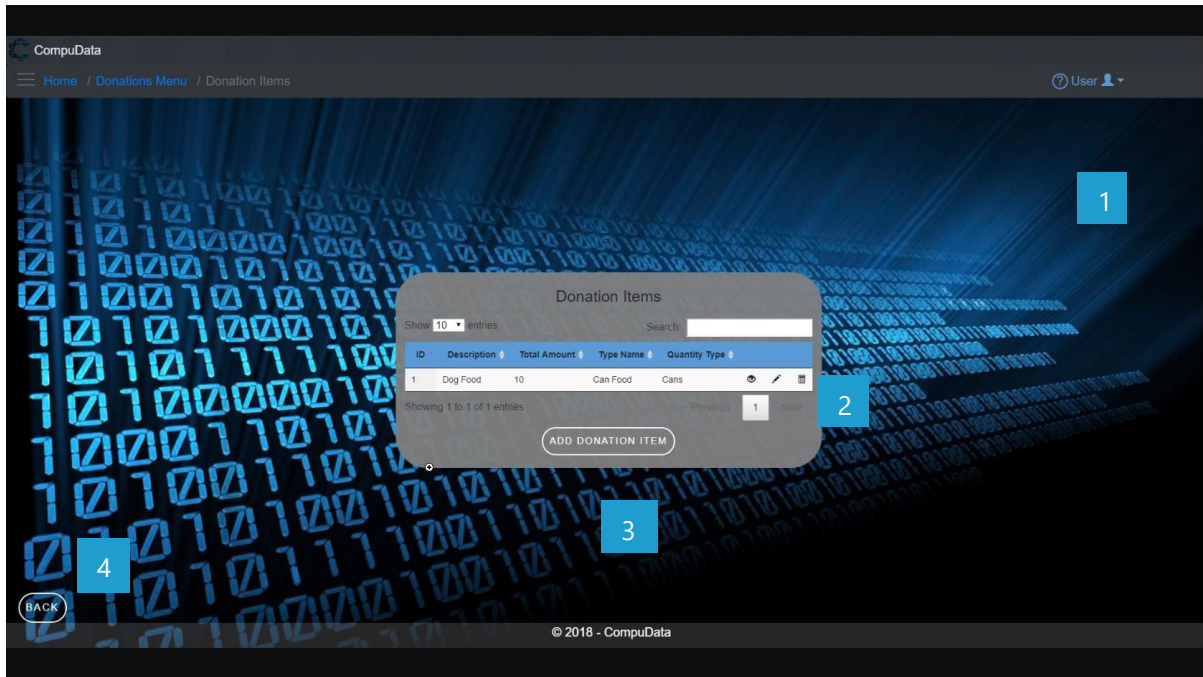


4.10 Search Donation Item

DESCRIPTIONS

- This form displays the details for each Donation Item on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Donation Item</i> screen - It shows a detailed process on how to progress.
2	Donation Item Table	<ul style="list-style-type: none"> - The Donation Item table contains data from each Donation Item a view button, a modify button and a remove button. - These buttons takes you to the <i>Donation Item Details</i> and the <i>Modify Donation Item</i> forms.
3	Add Donation Item Button	<ul style="list-style-type: none"> - The Add Donation Item button displays the Add Donation Item form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Donation Item form will close. - If the user clicks the No button, the notification message disappears, and the <i>Donation Item</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

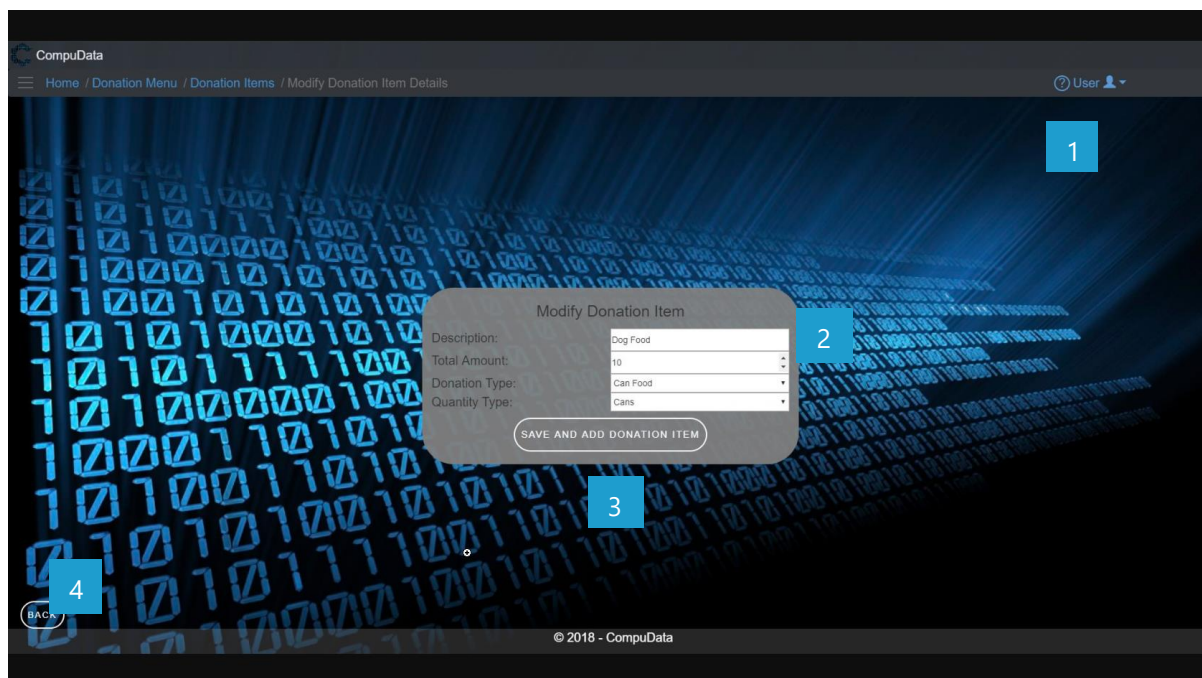


4.11 Modify Donation Item

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Donation Item.
- Donation Item details are required to successfully modify the Donation Item.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Donation Item</i> screen. - It shows a detailed process on how to progress.
2	Donation Item Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Donation Item information into the system to be validated for recording.
3	Save and Add Donation Item Button	<ul style="list-style-type: none"> - The Save and Add Donation Item button adds the entered data to the <i>Donation Item</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Donation Item</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Donation Item</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

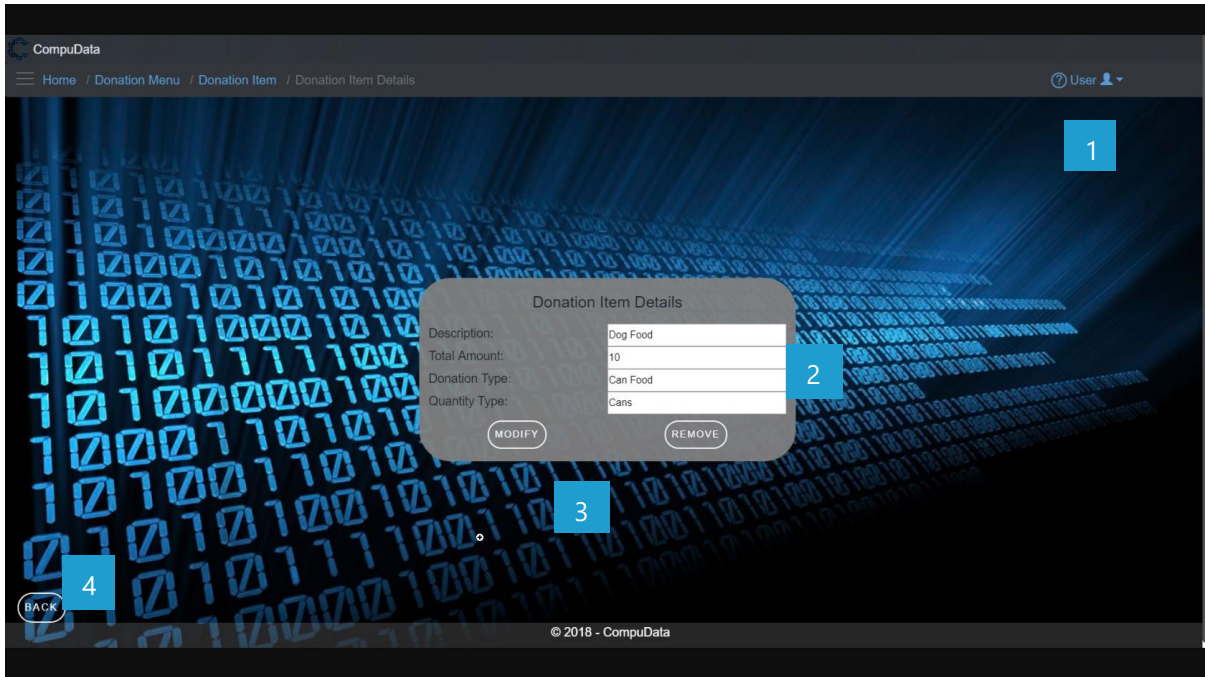


4.12 Remove Donation item Details

DESCRIPTIONS

- This form displays the details for the chosen donation item and options to maintain or remove donation item.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Donation item Details</i> screen. - It shows a detailed process on how to progress.
2	donation item boxes	<ul style="list-style-type: none"> - These textboxes are disabled and can only be viewed.
3	donation item Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify donation item form. - The Remove button removes the chosen donation item (the donation item currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>donation item Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>donation item Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

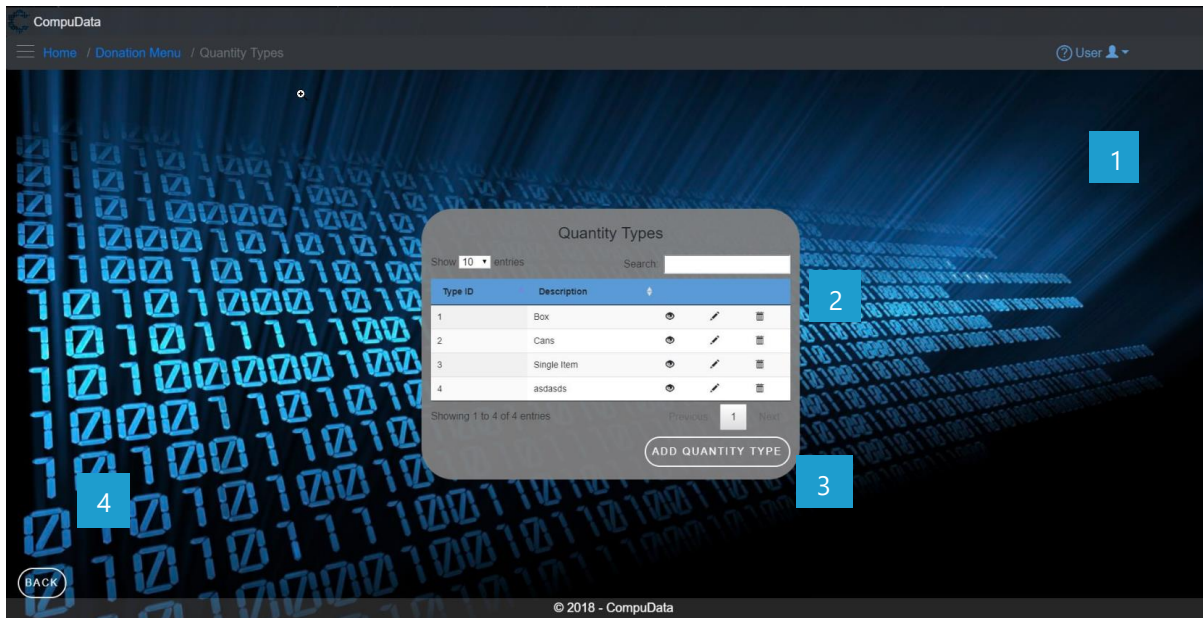


4.13 Search Quantity Types

DESCRIPTIONS

- This form displays the details for each Quantity Type on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Quantity Type</i> screen - It shows a detailed process on how to progress.
2	Quantity Type Table	<ul style="list-style-type: none"> - The Quantity Type table contains data from each Quantity Type a view button, a modify button and a remove button. - These buttons takes you to the <i>Quantity Type Details</i> and the <i>Modify Quantity Type</i> forms.
3	Add Quantity Type Button	<ul style="list-style-type: none"> - The Add Quantity Type button displays the Add Quantity Type form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Quantity Type form will close. - If the user clicks the No button, the notification message disappears, and the <i>Quantity Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

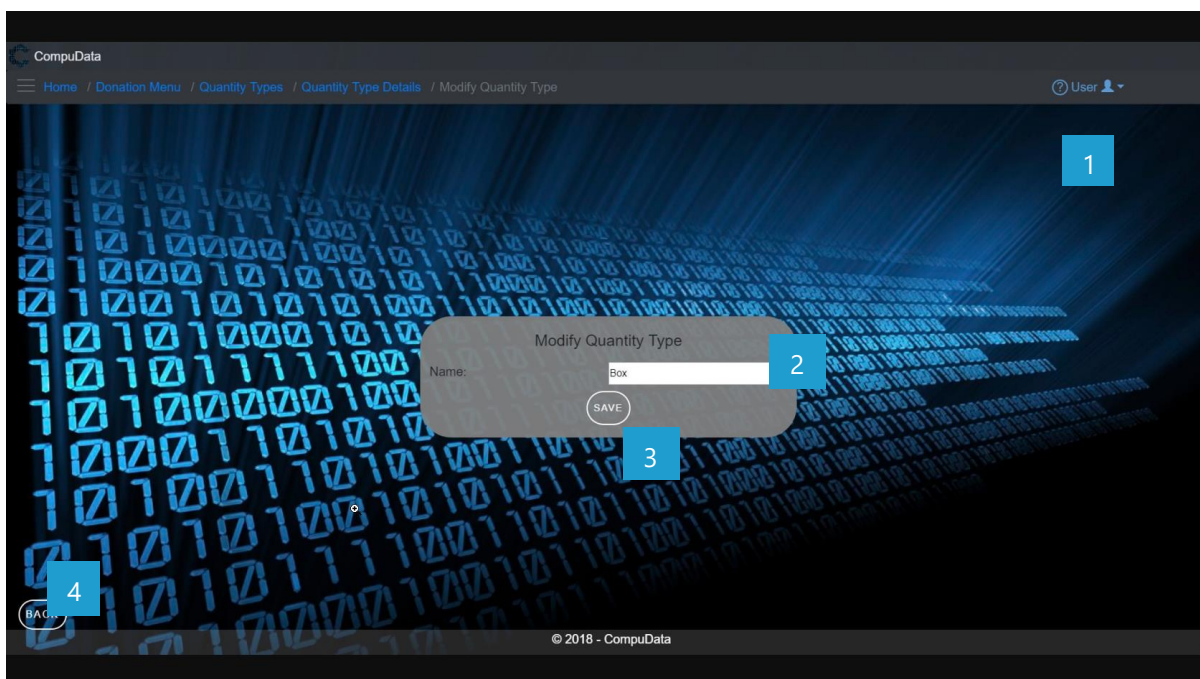


4.14 Modify Quantity Type

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Quantity Type.
- Quantity Type details are required to successfully modify the Quantity Type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Quantity Type</i> screen. - It shows a detailed process on how to progress.
2	Quantity Type Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Quantity Type Name into the system to be validated for recording.
3	Save and Add Quantity Type Button	<ul style="list-style-type: none"> - The Save and Add Quantity Type button adds the entered data to the <i>Quantity Type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Quantity Type</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Quantity Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

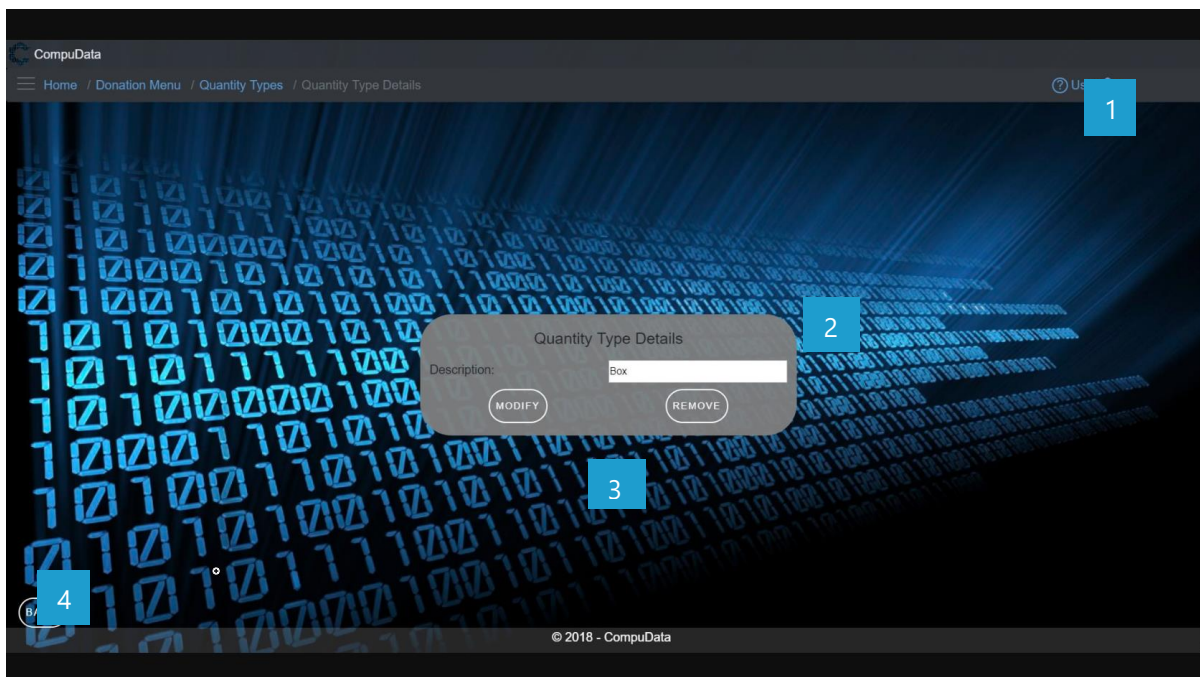


4.15 Remove Quantity Type details

DESCRIPTIONS

- This form displays the details for the chosen quantity type and options to maintain or remove quantity types.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Quantity Type Details</i> screen. - It shows a detailed process on how to progress.
2	Quantity_Type boxes	<ul style="list-style-type: none"> - This open field (description) are disabled and can only be viewed.
3	Quantity type Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Quantity Type form. - The Remove button removes the chosen Quantity Type (the Quantity Type currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Quantity Type Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Donation Type Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.



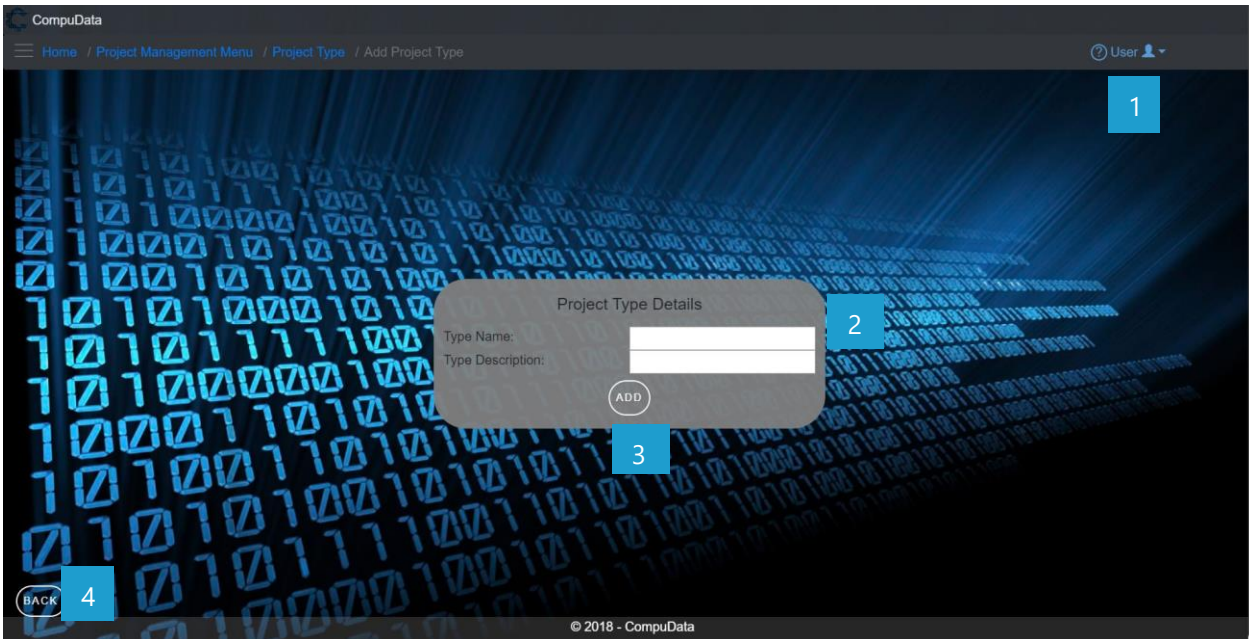
Sub-System 5 – Project Management

5.1 Add Project Type

DESCRIPTIONS

- This form displays the required details to successfully add a Project Type to the system.
- Project Type details are required to successfully add the Project type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Project Type</i> screen. - It shows a detailed process on how to progress.
2	Project Type Input boxes	<ul style="list-style-type: none"> - These two textboxes allows the User to input a new Project Type Name and Description into the system to be validated for recording.
3	Save and Add Project Type Button	<ul style="list-style-type: none"> - The Add button adds the entered data to the <i>Project Type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Project Type</i> form will close. - If the user click the No button, the notification message disappears and the <i>Add Project Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

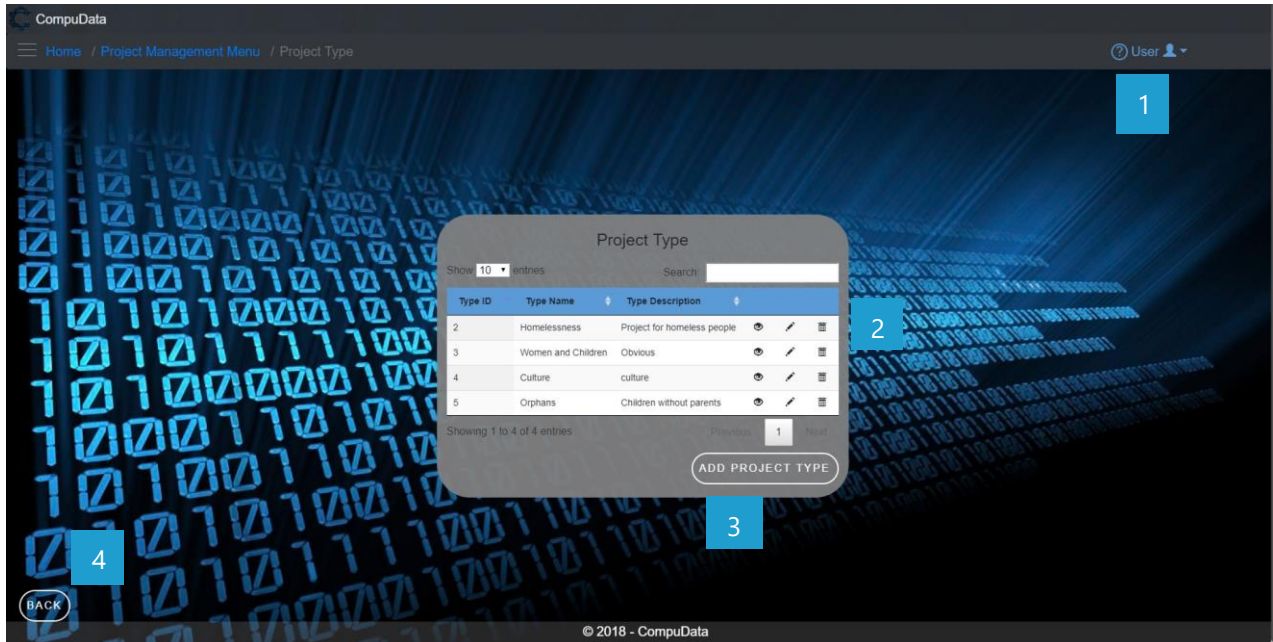


5.2 Search Project Type

DESCRIPTIONS

- This form displays the details for each Project Type on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Project Type</i> screen - It shows a detailed process on how to progress.
2	Project Type Table	<ul style="list-style-type: none"> - The Project type table contains data from each Project type, a view button, a modify button and a remove button. - These buttons takes you to the <i>Project Type Details</i> and the <i>Modify Project Type</i> forms.
3	Project Buttons	<ul style="list-style-type: none"> - The Add Project Type button displays the Add Project Type form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Project Type</i> form will close. - If the user click the No button, the notification message disappears and the <i>Project Type</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

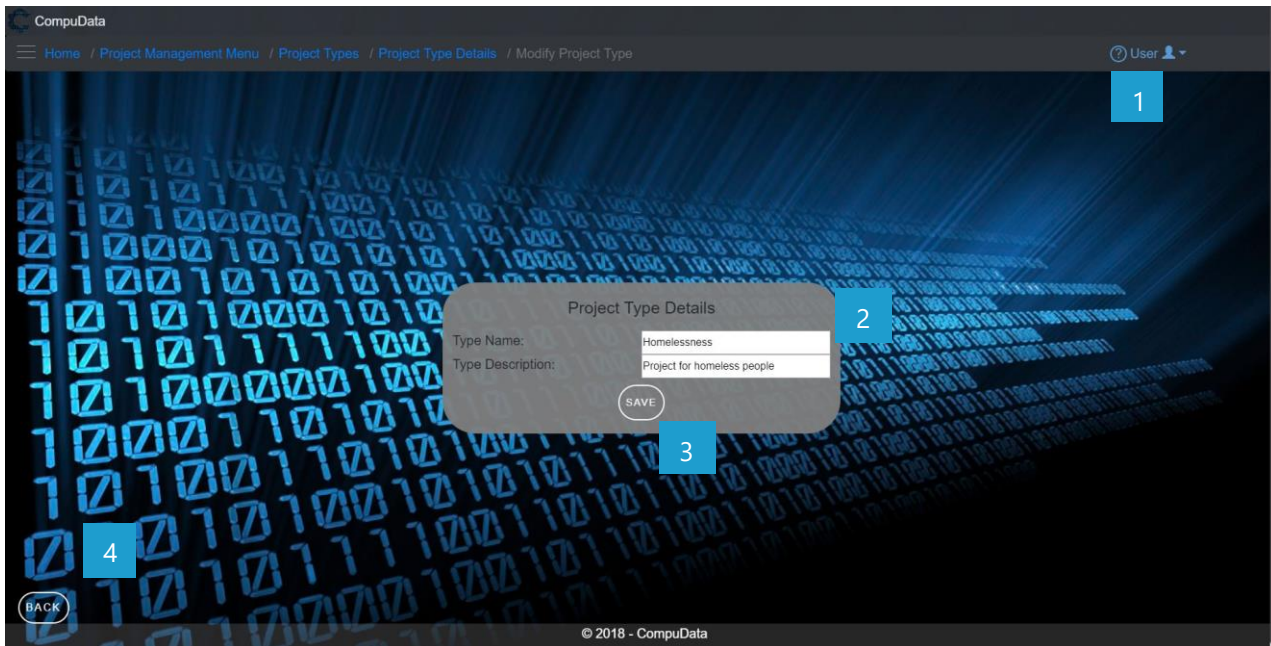


5.3 Modify Project Type

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Project Type.
- Project Type details are required to successfully modify the Project type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Project Type</i> screen. - It shows a detailed process on how to progress.
2	Project Type Input boxes	<ul style="list-style-type: none"> - These two textboxes allows the User to input Project Type Name and Description into the system to be validated for recording.
3	Save and Add Project Type Button	<ul style="list-style-type: none"> - The Save and Add Project Type button adds the entered data to the <i>Project Type</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Project Type</i> form will close. - If the user click the No button, the notification message disappears and the <i>Modify Project Type</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

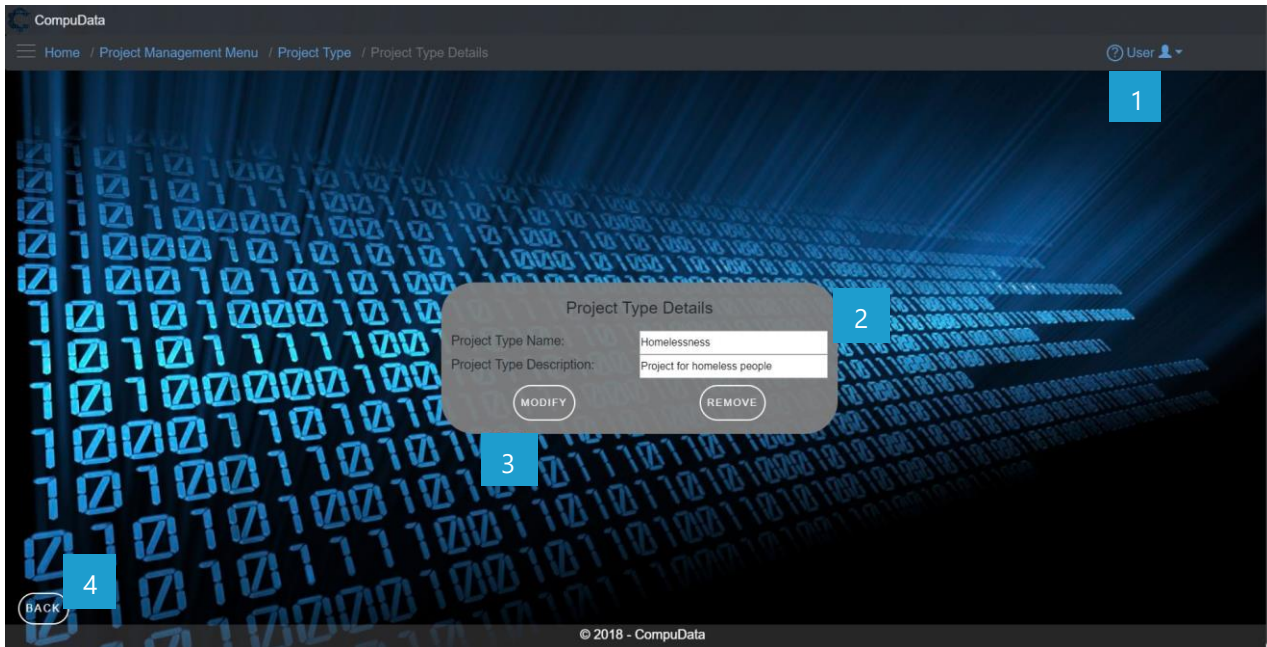


5.4 Remove Project Type

DESCRIPTIONS

- This form displays the details for the chosen Project Type and options to maintain or remove Project type.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Project Type Details</i> screen. - It shows a detailed process on how to progress.
2	Project Type boxes	<ul style="list-style-type: none"> - These two boxes (Name and Contact Number) are disabled and can only be viewed.
3	Project Type Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Project Type form. - The Remove button removes the chosen Project Type (the Project type currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Project Type Details</i> form will close. - If the user click the No button, the notification message disappears and the <i>Project Type Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

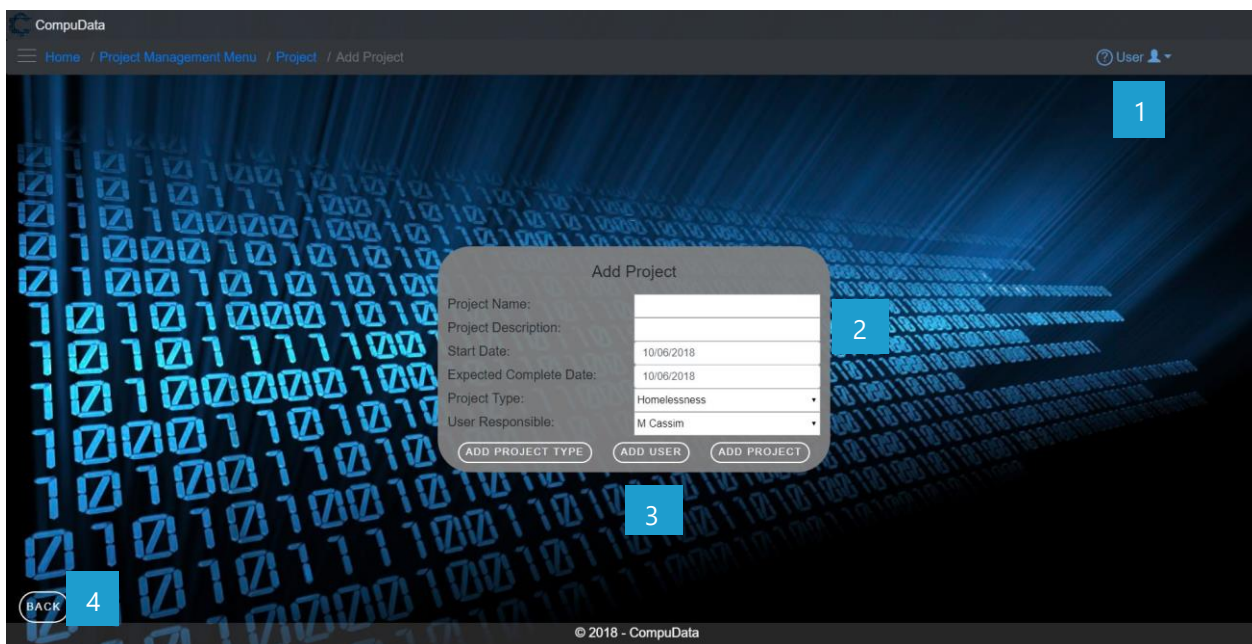


5.5 Add Project

DESCRIPTIONS

- This form displays the required details to successfully add a Project to the system.
- Project details are required to successfully add the Project.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Project</i> screen. - It shows a detailed process on how to progress.
2	Project Type Input boxes	<ul style="list-style-type: none"> - These six textboxes allows the User to input a new Project Type Name and Description into the system to be validated for recording.
3	Project Type Buttons	<ul style="list-style-type: none"> - The add project type button displays the add project type screen. - The ass user button displays the add user screen. - The Add Project button adds the entered data to the <i>Project</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Project</i> form will close. - If the user click the No button, the notification message disappears and the <i>Add Project</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

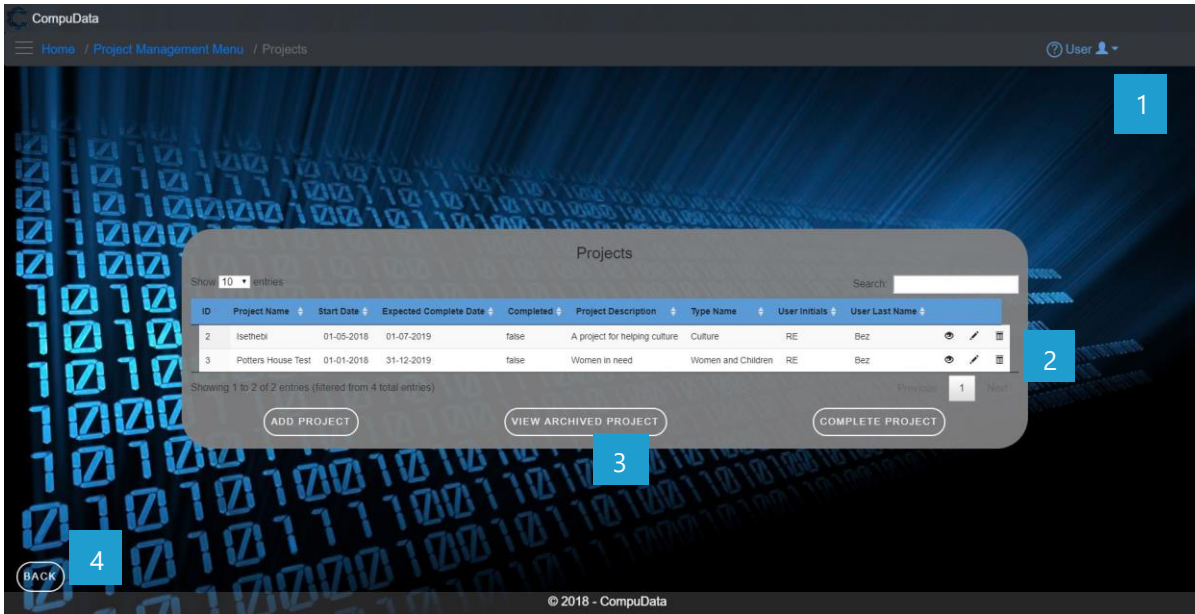


5.6 Search Project

DESCRIPTIONS

- This form displays the details for each Project on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Project</i> screen - It shows a detailed process on how to progress.
2	Project Type Table	<ul style="list-style-type: none"> - The Project table contains data from each Project, a view button, a modify button and a remove button. - These buttons takes you to the <i>Project Details</i> and the <i>Modify Project</i> forms.
3	Project Buttons	<ul style="list-style-type: none"> - The Add Project button displays the Add Project form. - The View Archived Project button display the View Archived Projects from. - The Complete Project button display the Complete Projects from.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Project</i> form will close. - If the user click the No button, the notification message disappears and the <i>Project</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

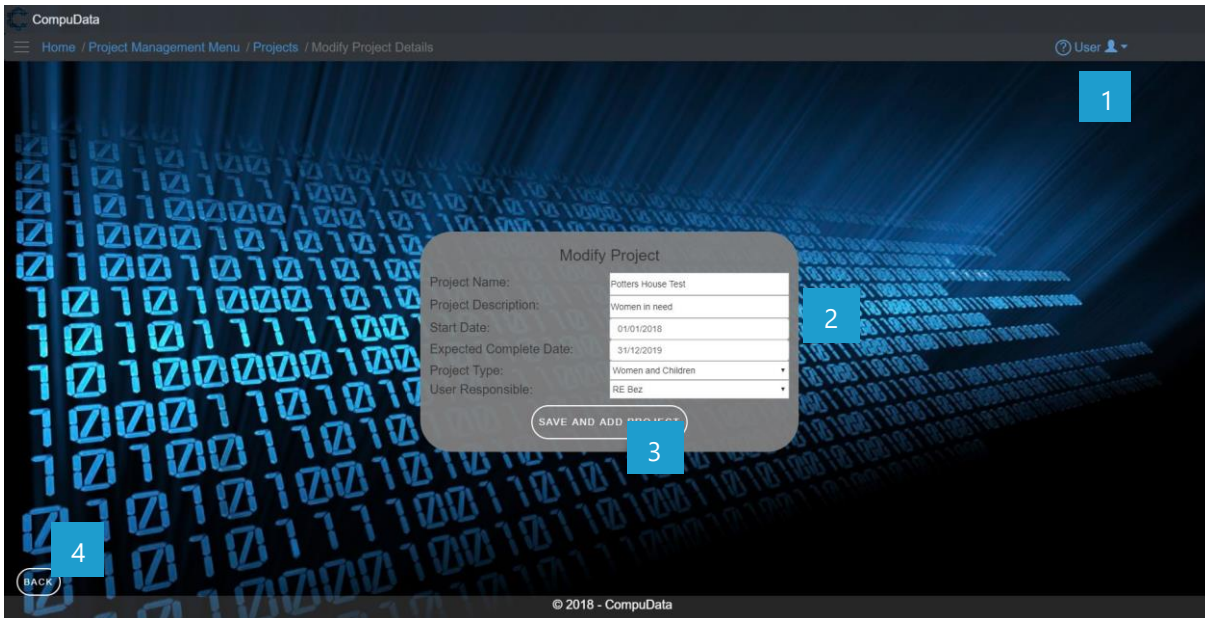


5.7 Modify Project

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Project.
- Project details are required to successfully modify the Project.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Project</i> screen. - It shows a detailed process on how to progress.
2	Project Type Input boxes	<ul style="list-style-type: none"> - These four textboxes allows the User to input Project Name, Description, start date, expected complete date into the system to be validated for recording.
3	Save and Add Project Type Button	<ul style="list-style-type: none"> - The Save and Add Project button adds the entered data to the <i>Project</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Project</i> form will close. - If the user click the No button, the notification message disappears and the <i>Modify Project</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

Warning: Any errors concerning validation in the database will display error message.

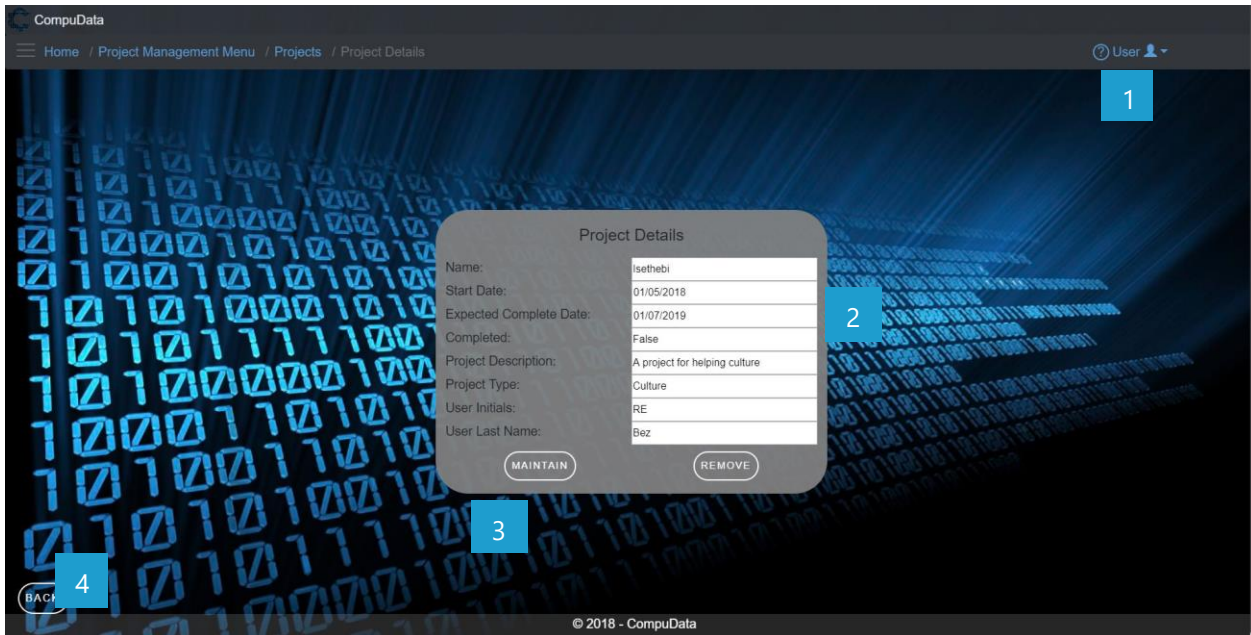


5.8 Remove Project Details

DESCRIPTIONS

- This form displays the details for the chosen Project and options to maintain or remove Project.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Project Details</i> screen. - It shows a detailed process on how to progress.
2	Project Type boxes	<ul style="list-style-type: none"> - These eight boxes (Name and Contact Number) are disabled and can only be viewed.
3	Project Type Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Project form. - The Remove button removes the chosen Project (the Project currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Project Details</i> form will close. - If the user click the No button, the notification message disappears and the <i>Project Details</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message. Descriptions

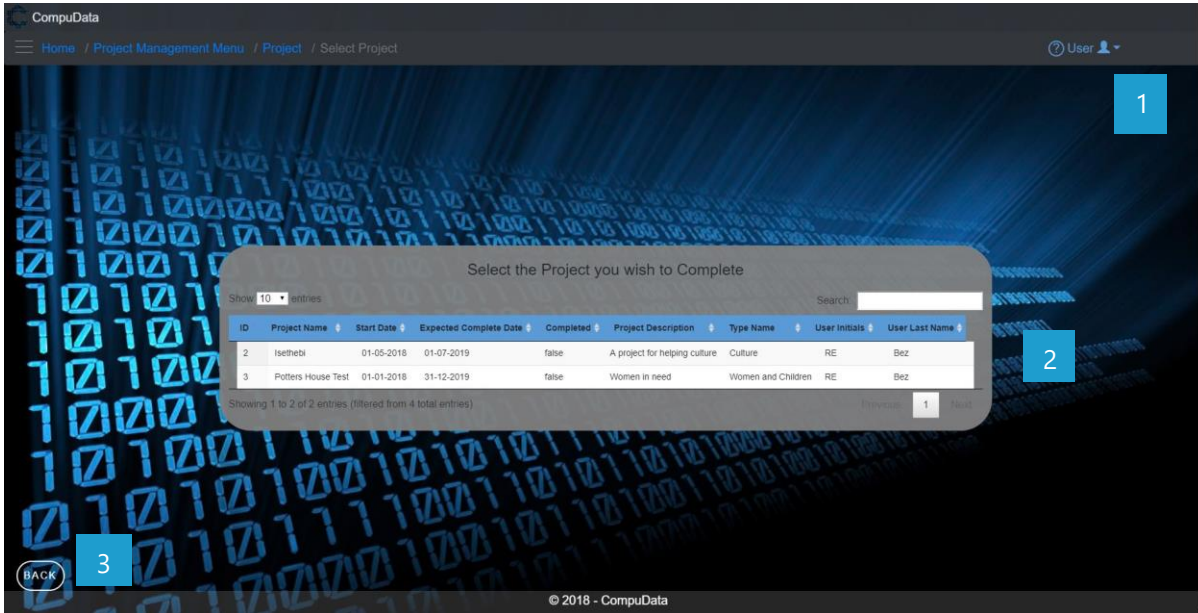


5.8 Remove Project Details

DESCRIPTIONS

- This form displays the details for each Project on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Project</i> screen - It shows a detailed process on how to progress.
2	Project Type Table	<ul style="list-style-type: none"> - The Project table contains data from each Project, a view button, a modify button and a remove button. - These buttons takes you to the <i>Project Details</i> and the <i>Modify Project</i> forms.
3	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Project</i> form will close. - If the user click the No button, the notification message disappears and the <i>Project</i> from remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

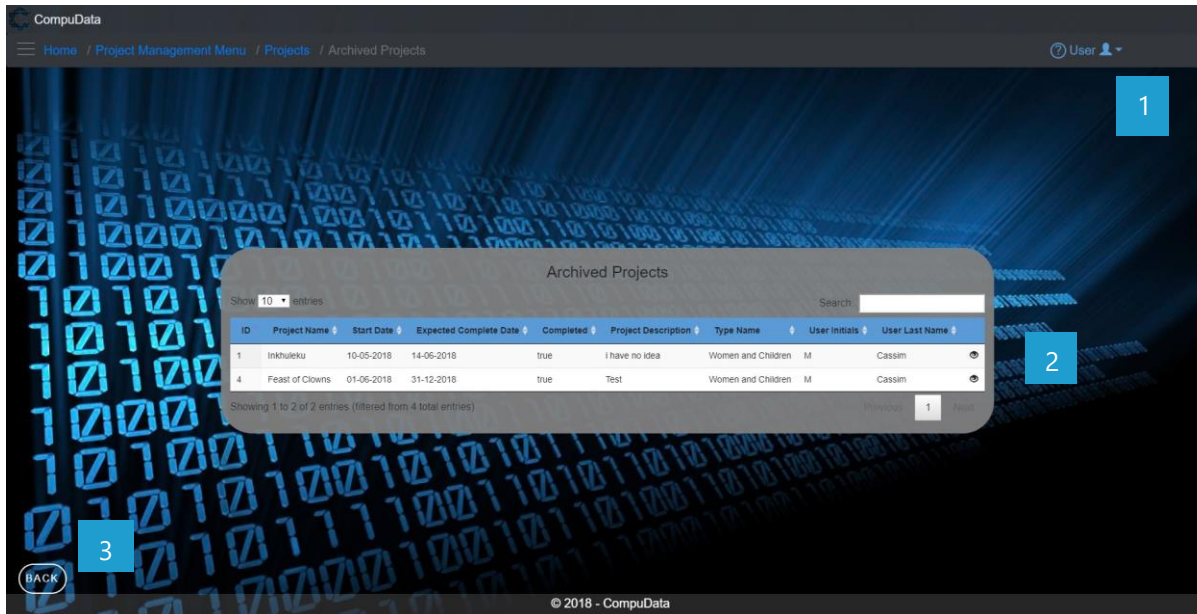


5.9 View Archived Projects

DESCRIPTIONS

- This form displays the details for each Project on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Project</i> screen - It shows a detailed process on how to progress.
2	Project Type Table	<ul style="list-style-type: none"> - The Project table contains data from each Project, a view button, a modify button and a remove button. - These buttons takes you to the <i>Project Details</i> and the <i>Modify Project</i> forms.
3	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Project</i> form will close. - If the user click the No button, the notification message disappears and the <i>Project</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



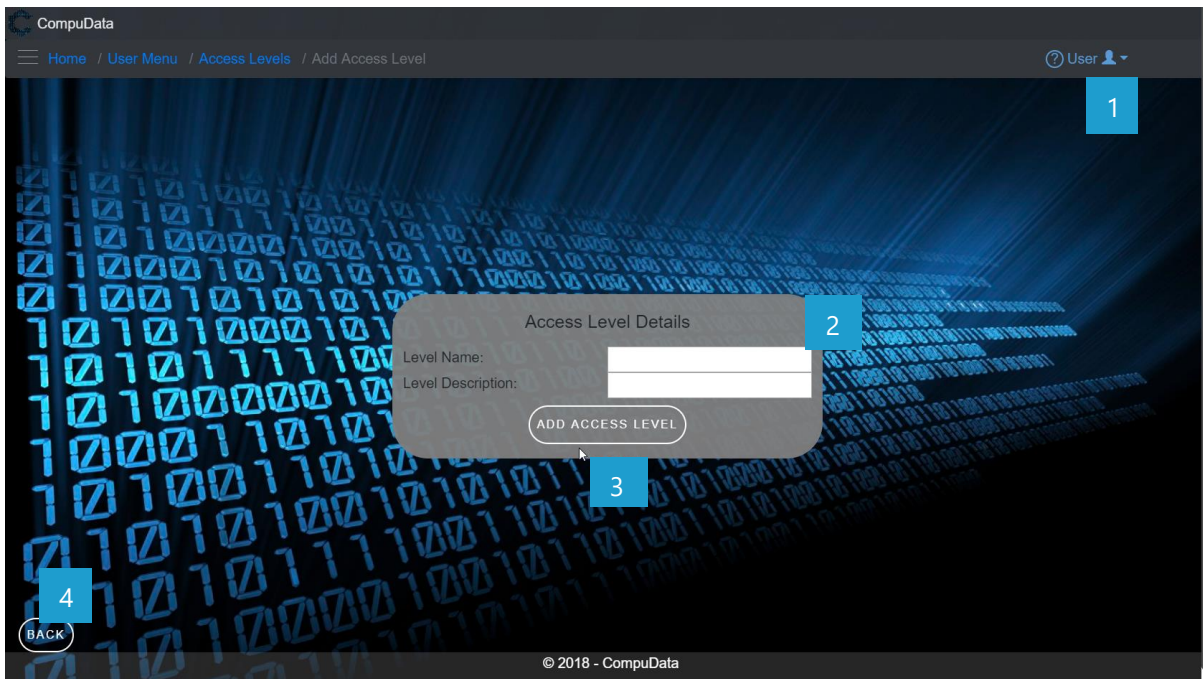
Sub-System 6 – User Access

6.1 Add Access Level

DESCRIPTIONS

- This form displays the required details to successfully add an Access Level to the system.
- Access Level details are required to successfully add the Access Level.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Access Level</i> screen. - It shows a detailed process on how to progress.
2	Access Level Input boxes	<ul style="list-style-type: none"> - These two textboxes allow the User to input a new Access Level Name and Description into the system to be validated for recording.
3	Save and Add Access Level Button	<ul style="list-style-type: none"> - The Save and Add Access Level button adds the entered data to the <i>Access Level</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Access Level</i> form will close. - If the user clicks the No button, the notification message disappears and the <i>Add Access Level</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

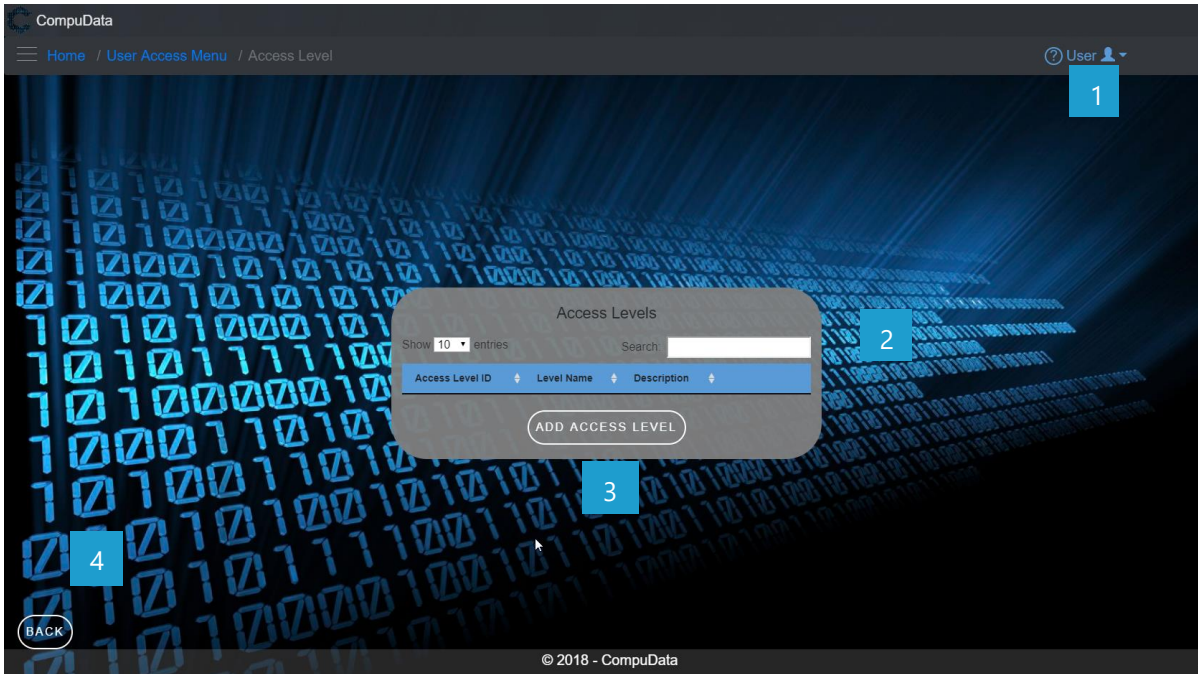


6.2 Search Access Level

DESCRIPTIONS

- This form displays the details for each access level on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Access level</i> screen - It shows a detailed process on how to progress.
2	Access Level Table	<ul style="list-style-type: none"> - The Access level table contains data from each access level, a view button, a modify button and a remove button. - These buttons takes you to the <i>Access level Details</i> and the <i>Modify Access Level</i> forms.
3	Add Access Level Button	<ul style="list-style-type: none"> - The Add Access level button displays the Add Access Level form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the Access Level form will close. - If the user clicks the No button, the notification message disappears and the <i>Access Level</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

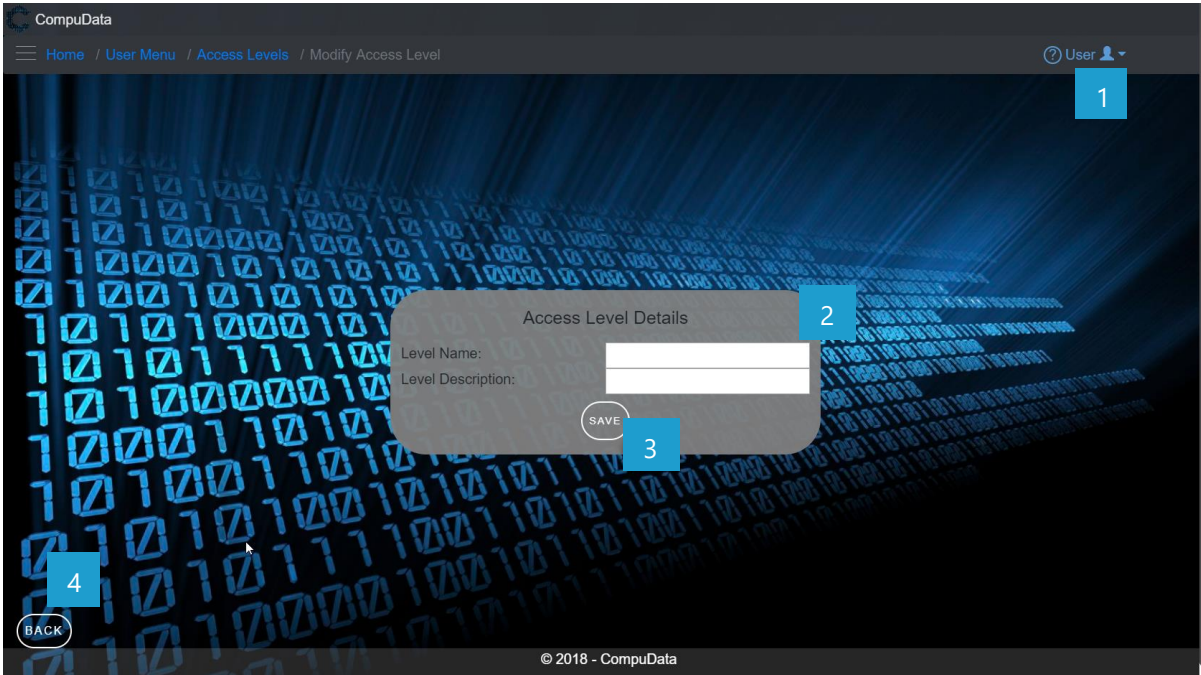


6.3 Modify Access Level

DESCRIPTIONS

- This form displays the required input components needed to successfully modify an Access level.
- Access Level details are required to successfully modify the access level.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Access level</i> screen. - It shows a detailed process on how to progress.
2	Access Level Input boxes	<ul style="list-style-type: none"> - These two textboxes allow the User to input Access Level Name and Description into the system to be validated for recording.
3	Save and Add Access Level Button	<ul style="list-style-type: none"> - The Save and Add Access Level button adds the entered data to the <i>Access Level</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Access Level</i> form will close. - If the user clicks the No button, the notification message disappears and the <i>Modify Access Level</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

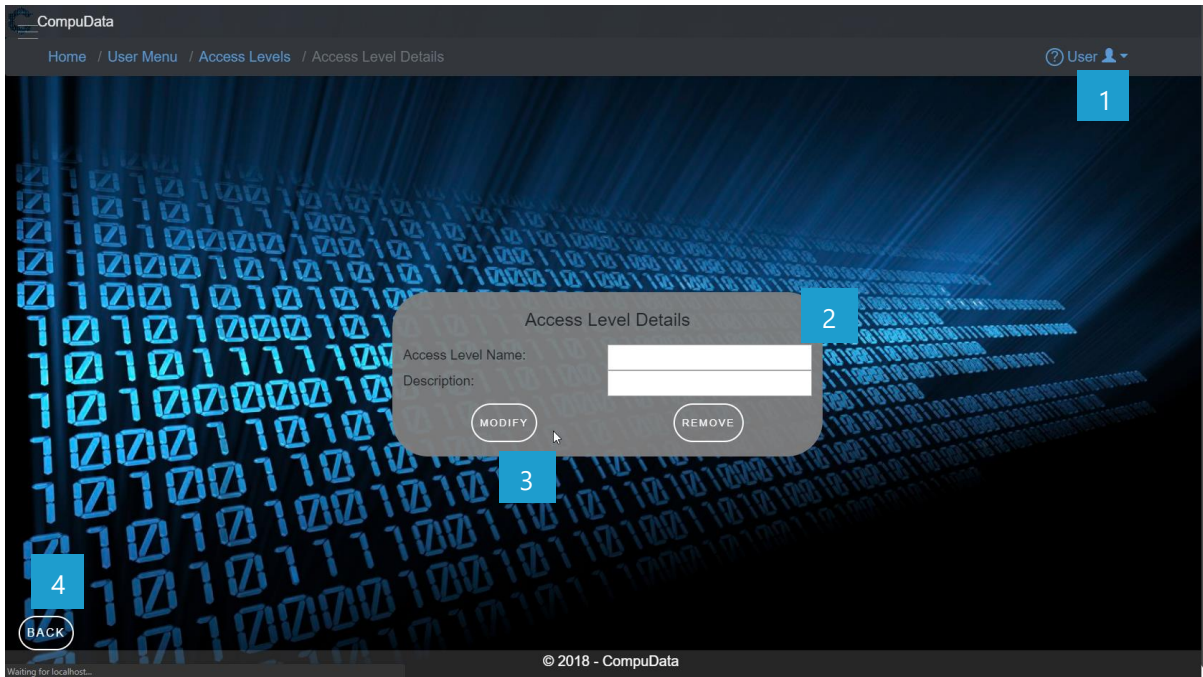


6.4 Remove Access Level Details

DESCRIPTIONS

- This form displays the details for the chosen Access Level and options to maintain or remove Access Level.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Access Level Details</i> screen. - It shows a detailed process on how to progress.
2	Access Level boxes	<ul style="list-style-type: none"> - These two boxes (Name and Contact Number) are disabled and can only be viewed.
3	Access Level Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Access Level form. - The Remove button removes the chosen Access Level (the access level currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Access Level Details</i> form will close. - If the user clicks the No button, the notification message disappears and the <i>Access Level Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

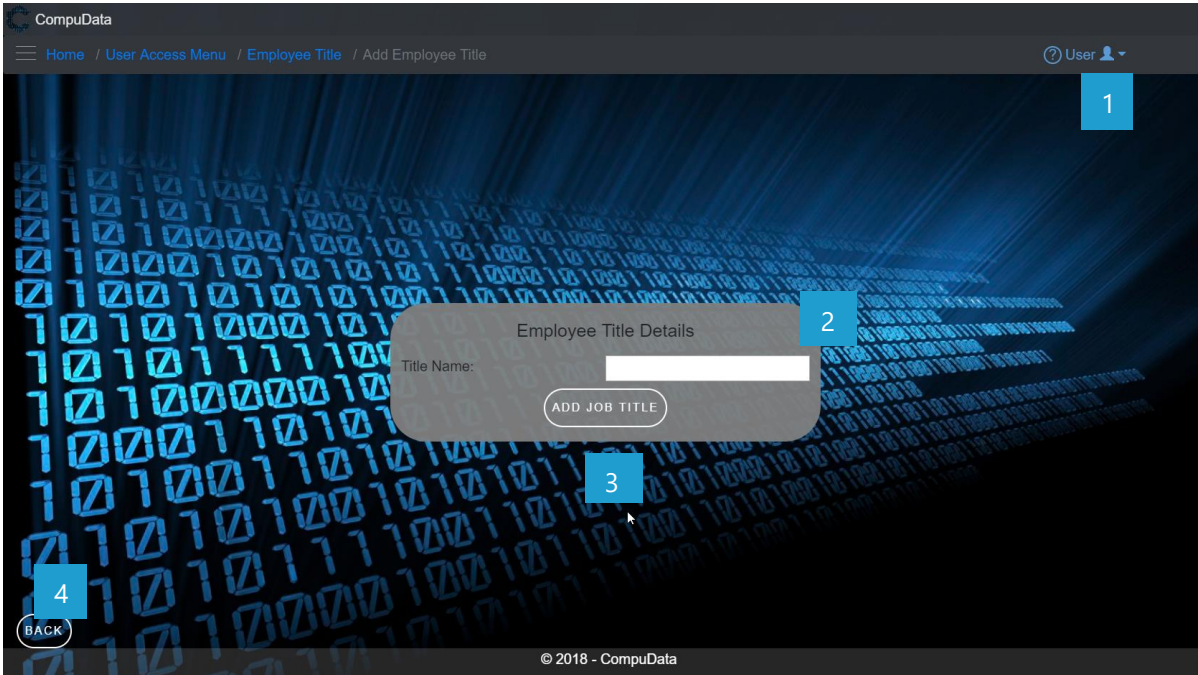


6.5 Add Job Title

DESCRIPTIONS

- This form displays the required details to successfully add a job Title to the system.
- Job Title details are required to successfully add the job Title.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Job Title</i> screen. - It shows a detailed process on how to progress.
2	Job Title Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input a new Title Name into the system to be validated for recording.
3	Save and Add Job Title Button	<ul style="list-style-type: none"> - The Save and Add Job Title button adds the entered data to the <i>Job Title</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Add Job Title</i> form will close. - If the user clicks the No button, the notification message disappears and the <i>Add Access Level</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

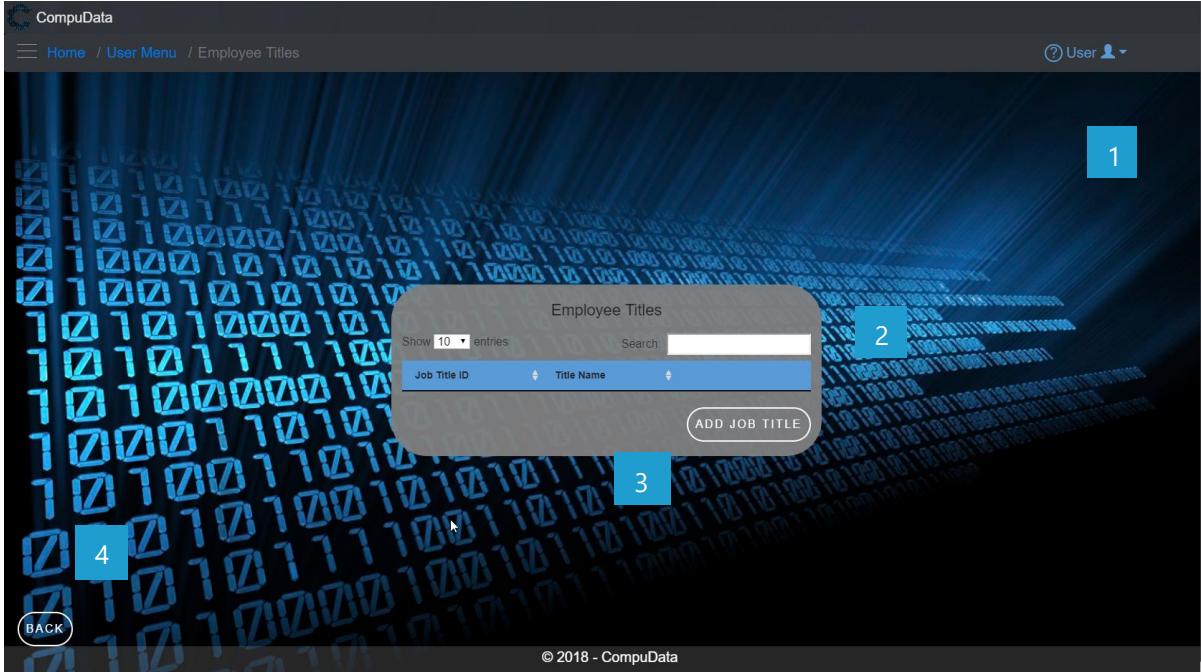


6.6 Search Job Title

DESCRIPTIONS

- This form displays the details for each job title on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Job Title</i> screen - It shows a detailed process on how to progress.
2	Job Title Table	<ul style="list-style-type: none"> - The Job Title table contains data from each job Title a view button, a modify button and a remove button. - These buttons takes you to the <i>job Title Details</i> and the <i>Modify job Title</i> forms.
3	Add Job Title Button	<ul style="list-style-type: none"> - The Add job Title button displays the Add job Title form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the job Title form will close. - If the user clicks the No button, the notification message disappears and the <i>job Title</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

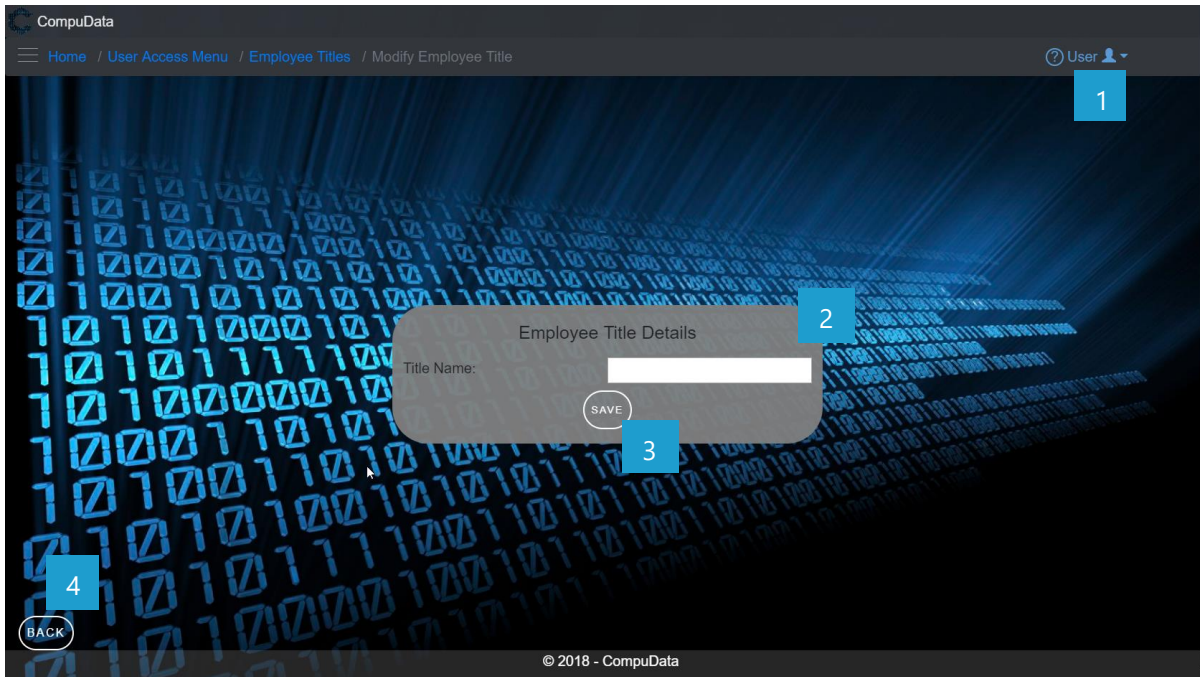


6.7 Modify Job Title

DESCRIPTIONS

- This form displays the required input components needed to successfully modify a Job Title.
- Job Title details are required to successfully modify the Job Title.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Job Title</i> screen. - It shows a detailed process on how to progress.
2	Job Title Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Title Name into the system to be validated for recording.
3	Save and Add Job Title Button	<ul style="list-style-type: none"> - The Save and Add Job Title button adds the entered data to the <i>Job Title</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify Job Title</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify Job Title</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

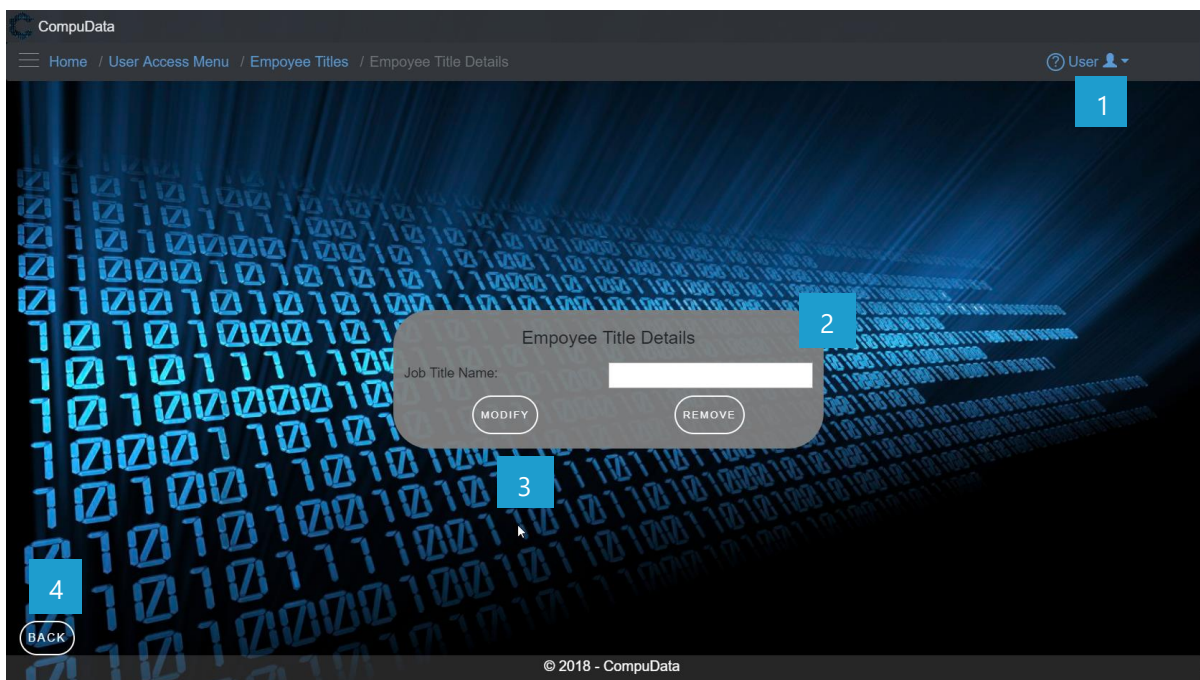


6.8 Remove Job Title Details

DESCRIPTIONS

- This form displays the details for the chosen Job Title and options to maintain or remove Job Title.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Job Title Details</i> screen. - It shows a detailed process on how to progress.
2	Job Title boxes	<ul style="list-style-type: none"> - This textbox Job Title Name is disabled and can only be viewed.
3	Job Title Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify Job Title form. - The Remove button removes the chosen Job Title (the Job Title currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Job Title Details</i> form will close. - If the user clicks the No button, the notification message disappears and the <i>Job Title Details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



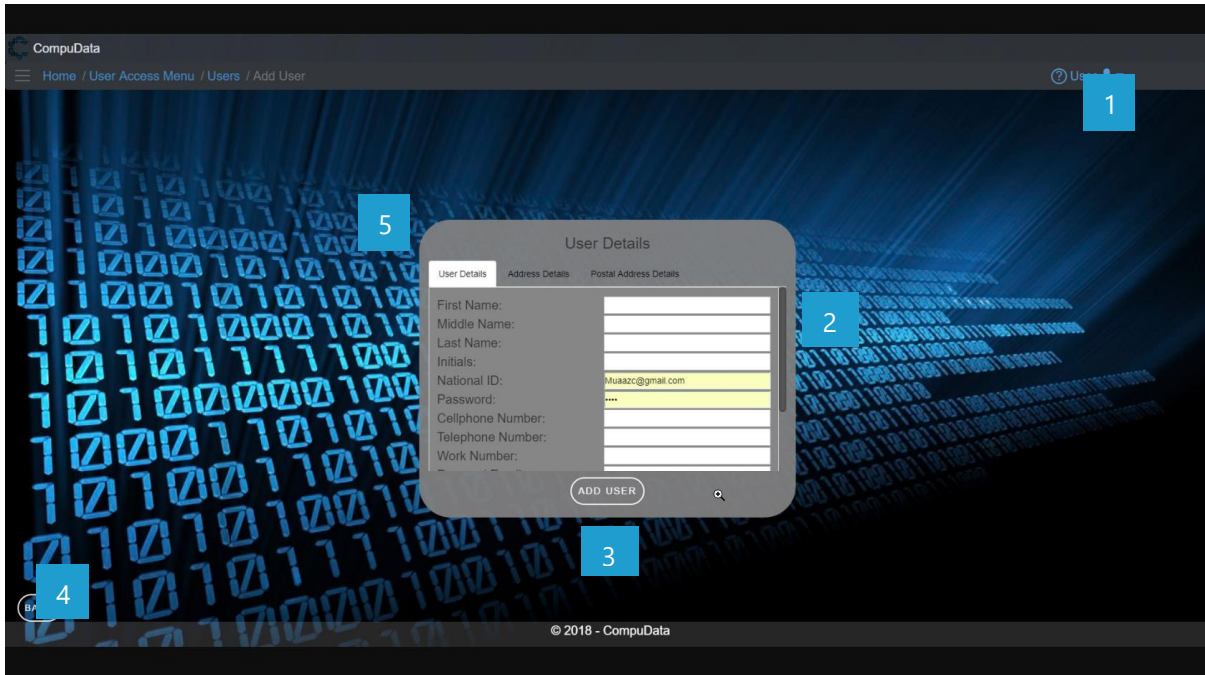
6.9 Add User

DESCRIPTIONS

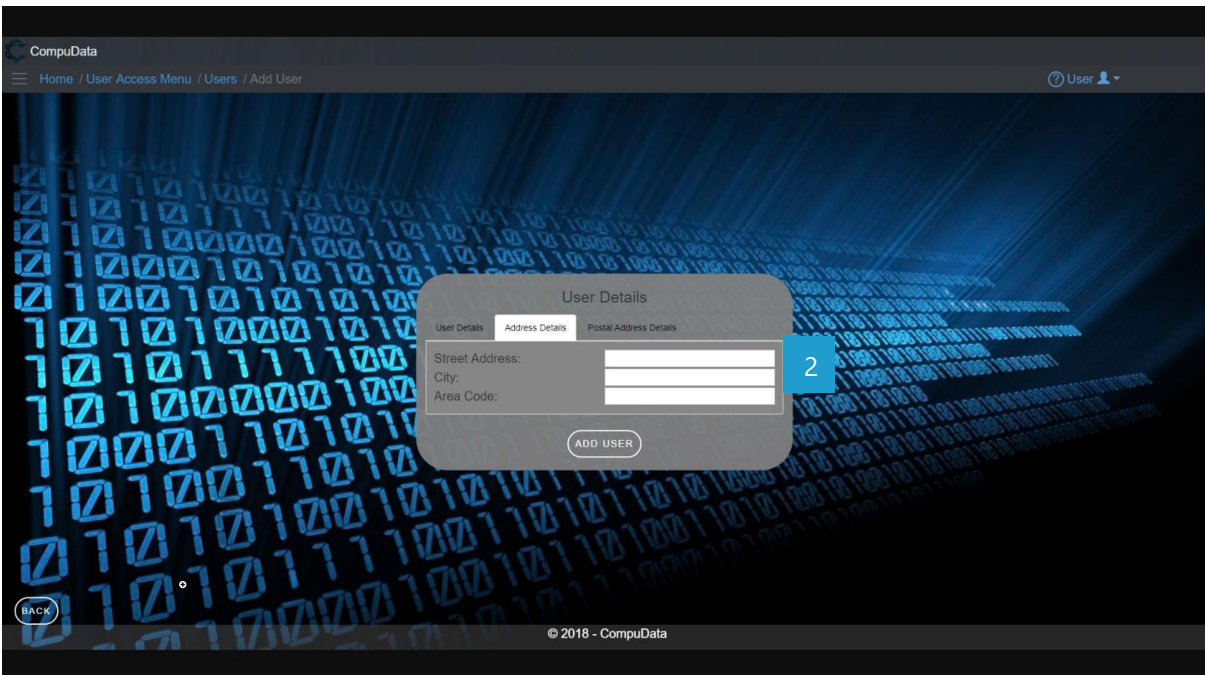
- This form displays the required details to successfully add a User to the system.
- User details are required to successfully add the User.

DETAILED SCREEN LAYOUT

User Details Tab:

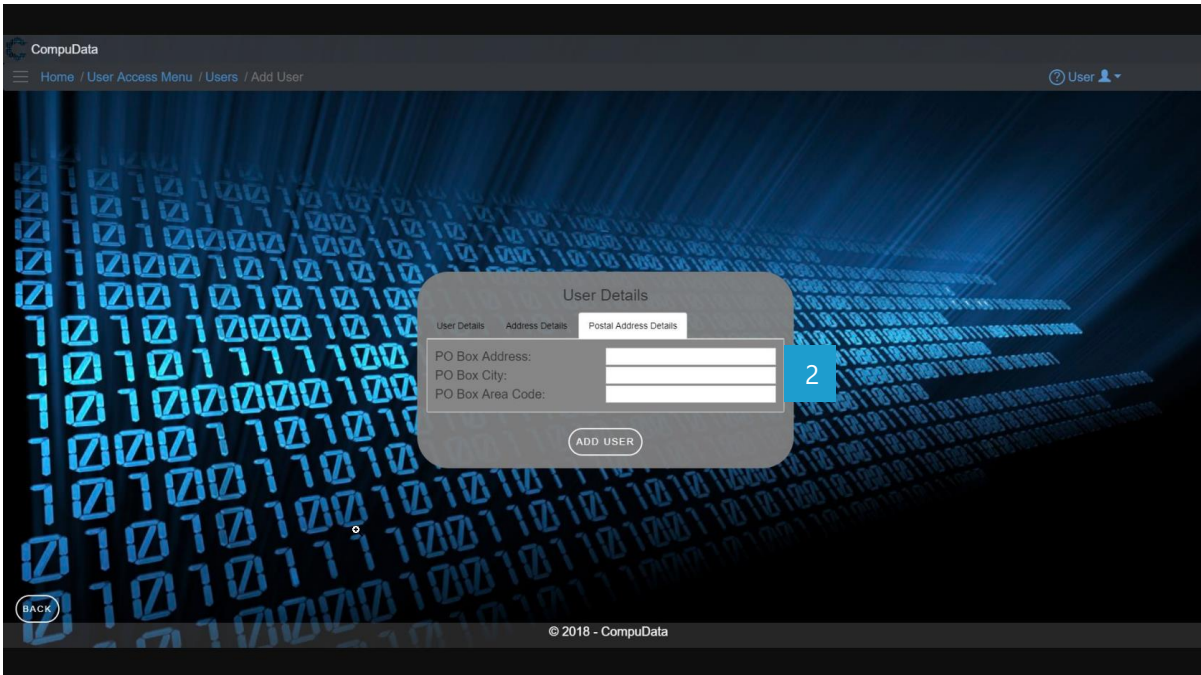


Address Details Tab:



Postal Address Details tab:





DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add User</u> screen. - It shows a detailed process on how to progress.
2	User Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input a new User into the system to be validated for recording.
3	Save and User Button	<ul style="list-style-type: none"> - The Save and Add User button adds the entered data to the <u>User</u> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <u>Add User</u> form will close. - If the user clicks the No button, the notification message disappears and the <u>Add User</u> form remains open with all entered details still existing.
5	Tabs	<ul style="list-style-type: none"> - Allow user to navigate easier to input all information about the user.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

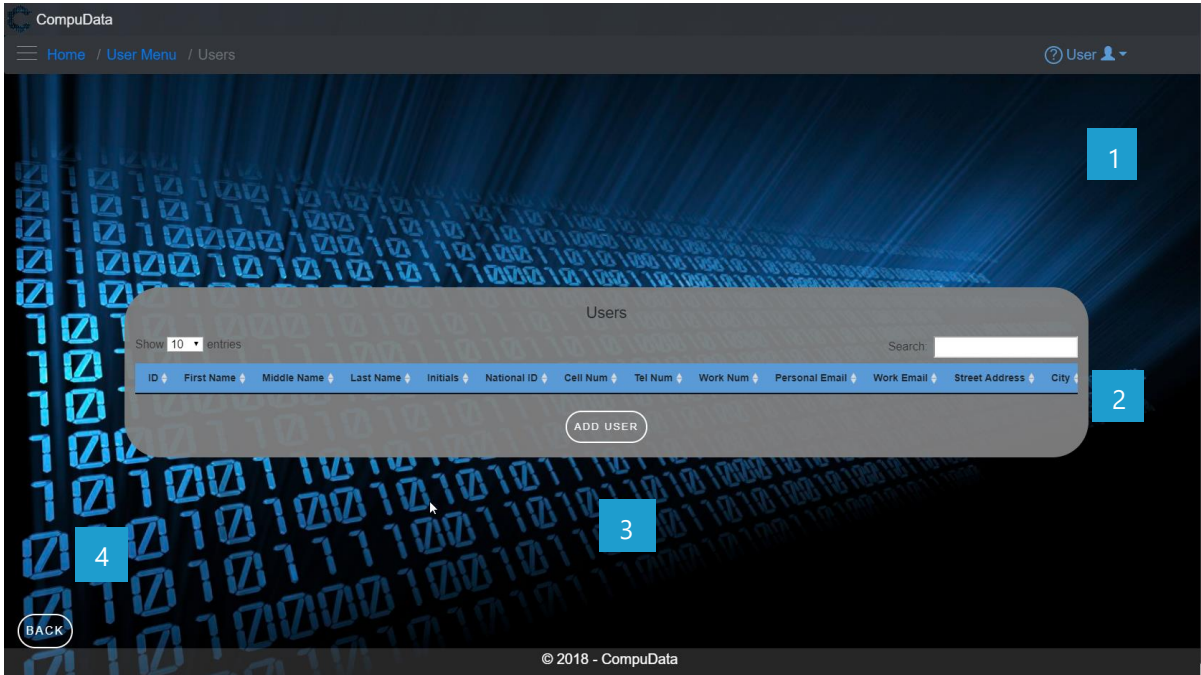


6.10 Search User

DESCRIPTIONS

- This form displays the details for each User on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>User</u> screen - It shows a detailed process on how to progress.
2	User Table	<ul style="list-style-type: none"> - The Job Title table contains data from each User a view button, a modify button and a remove button. - These buttons takes you to the <u>User Details</u> and the <u>Modify User</u> forms.
3	Add User Button	<ul style="list-style-type: none"> - The Add User button displays the Add User form.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the User form will close. - If the user clicks the No button, the notification message disappears and the <u>User</u> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



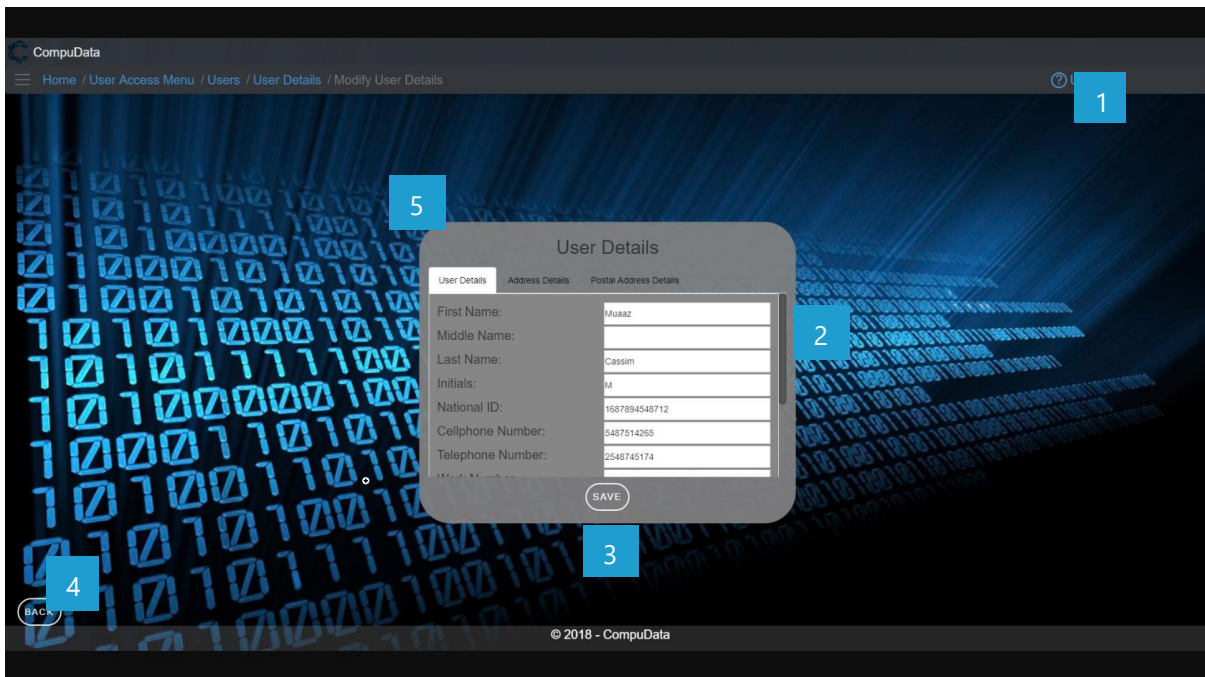
6.11 Modify User

DESCRIPTIONS

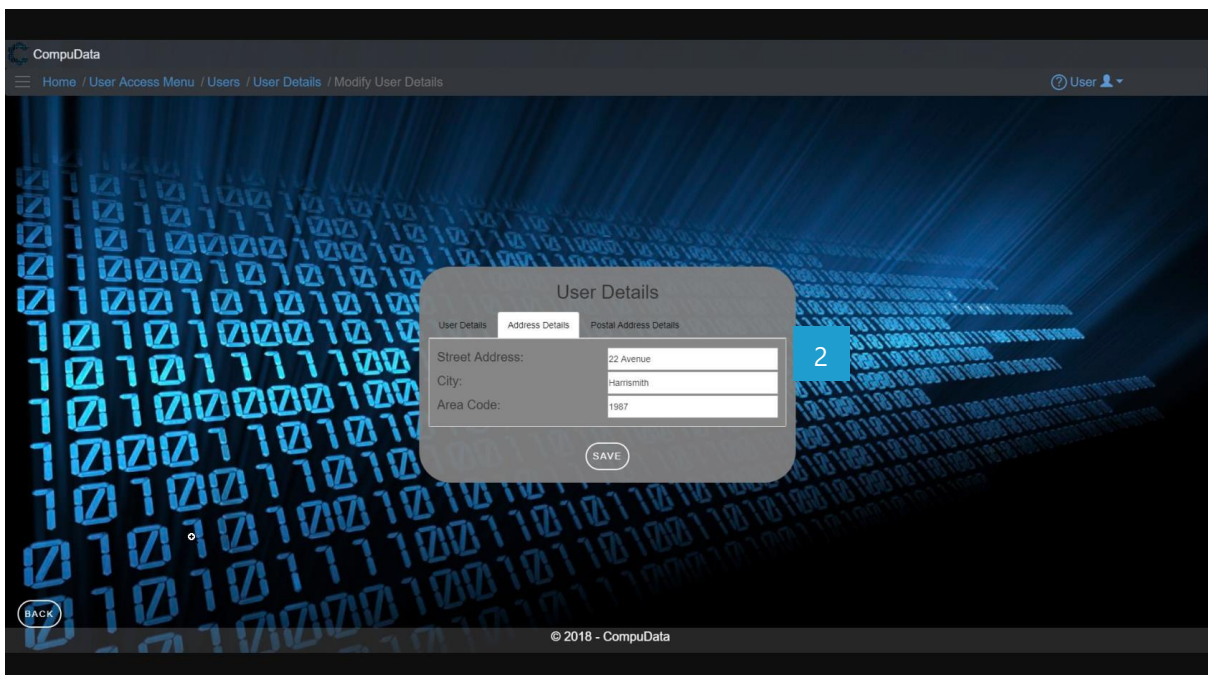
- This form displays the required input components needed to successfully modify a User.
- User details are required to successfully modify the User.

DETAILED SCREEN LAYOUT

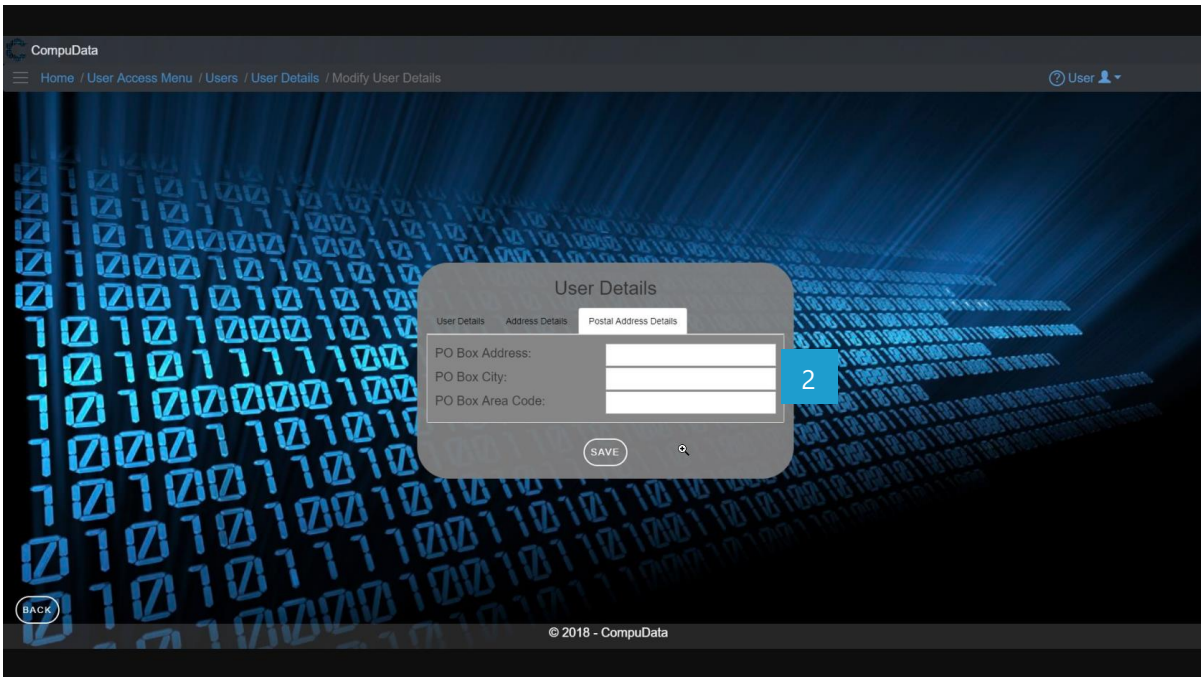
User Details Tab:



Postal Address Details tab:



Postal Address Details tab:



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify User</i> screen. - It shows a detailed process on how to progress.
2	User Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input Users information into the system to be validated for recording.
3	Save and Add User Button	<ul style="list-style-type: none"> - The Save and Add User button adds the entered data to the <i>User</i> table.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Modify User</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Modify User</i> form remains open with all entered details still existing.
5	Tabs	<ul style="list-style-type: none"> - Allow user to navigate easier to input all information about the user.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



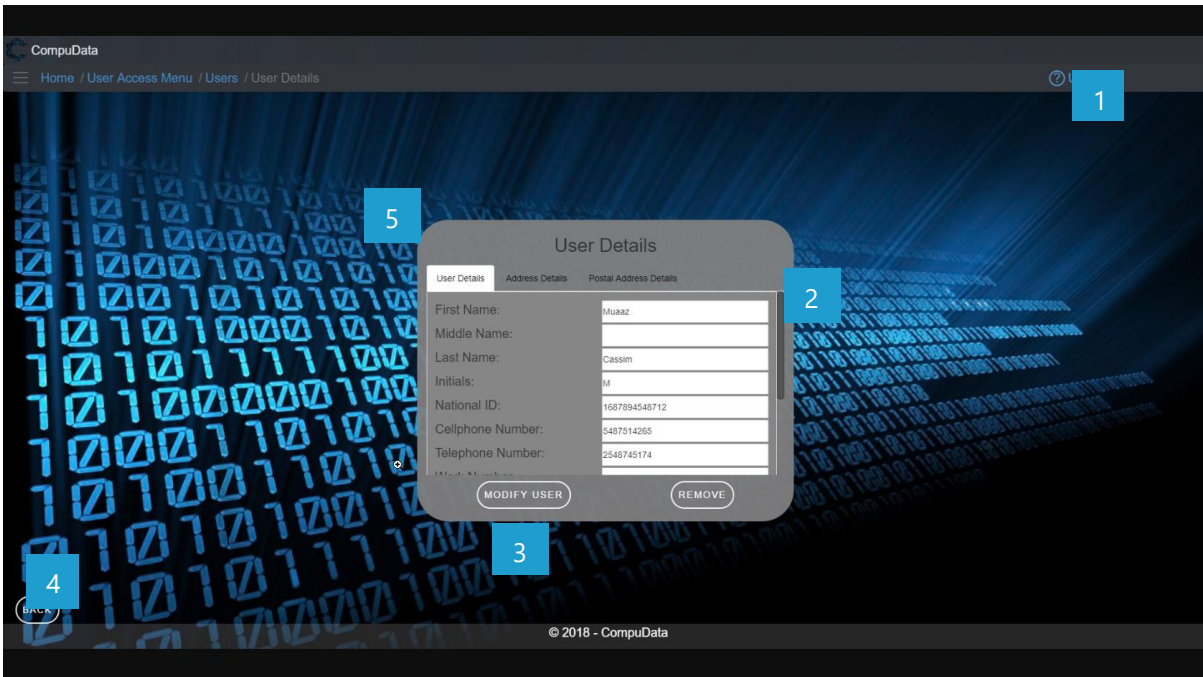
6.12 Remove User Details

DESCRIPTIONS

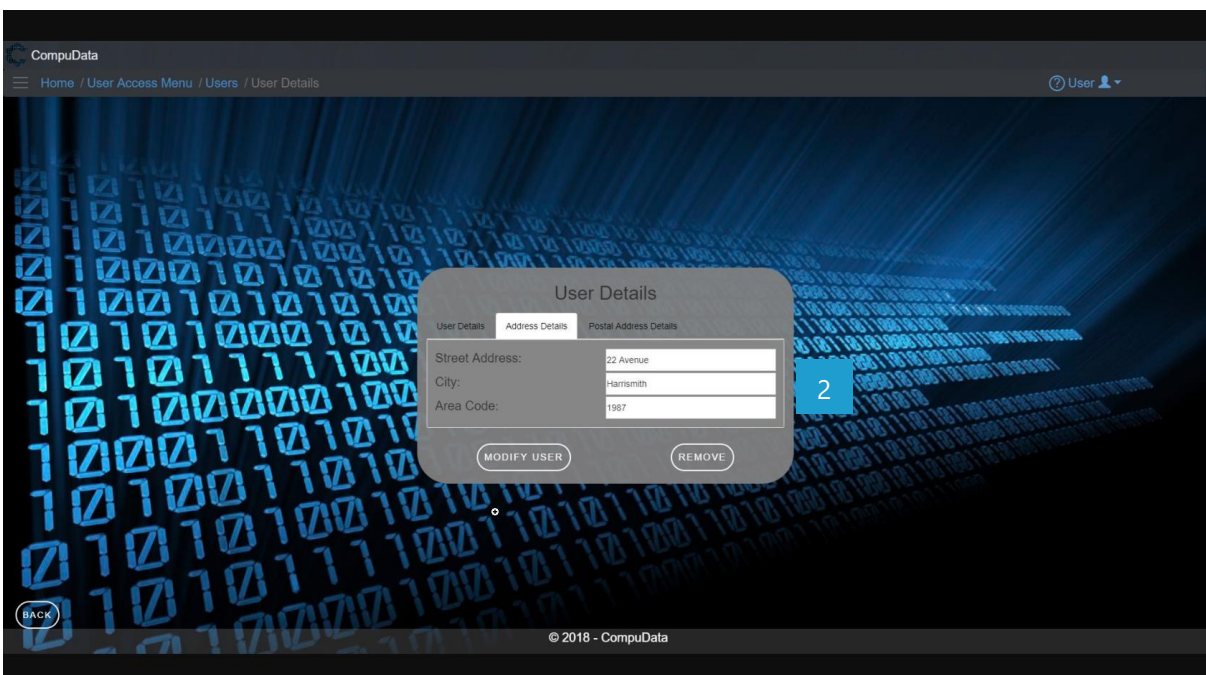
- This form displays the details for the chosen User and options to maintain or remove User.

DETAILED SCREEN LAYOUT

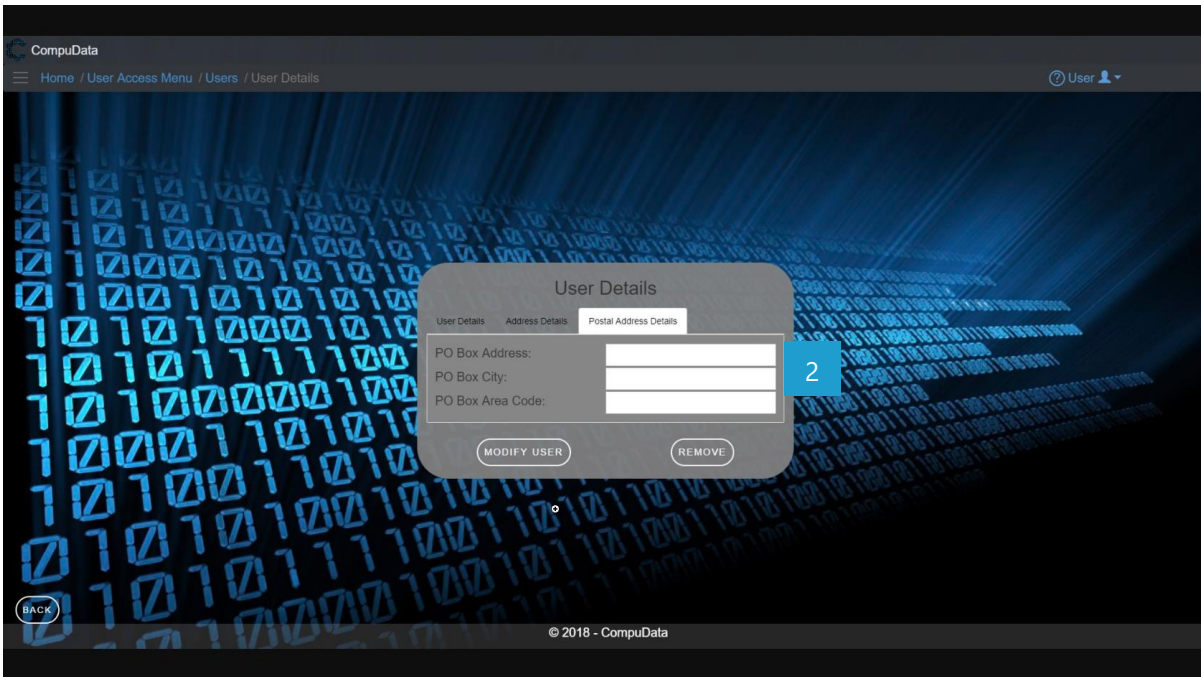
User Details Tab:



Postal Address Details tab:



Postal Address Details tab:



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>User Details</i> screen. - It shows a detailed process on how to progress.
2	User boxes	<ul style="list-style-type: none"> - These textboxes are disabled and can only be viewed.
3	User Buttons	<ul style="list-style-type: none"> - The Maintain button displays the Modify User form. - The Remove button removes the chosen User (the User currently displayed on the form) from the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>User Details</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>User Details</i> form remains open with all entered details still existing.
5	Tabs	<ul style="list-style-type: none"> - Allow user to navigate easier through all the information about the user.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

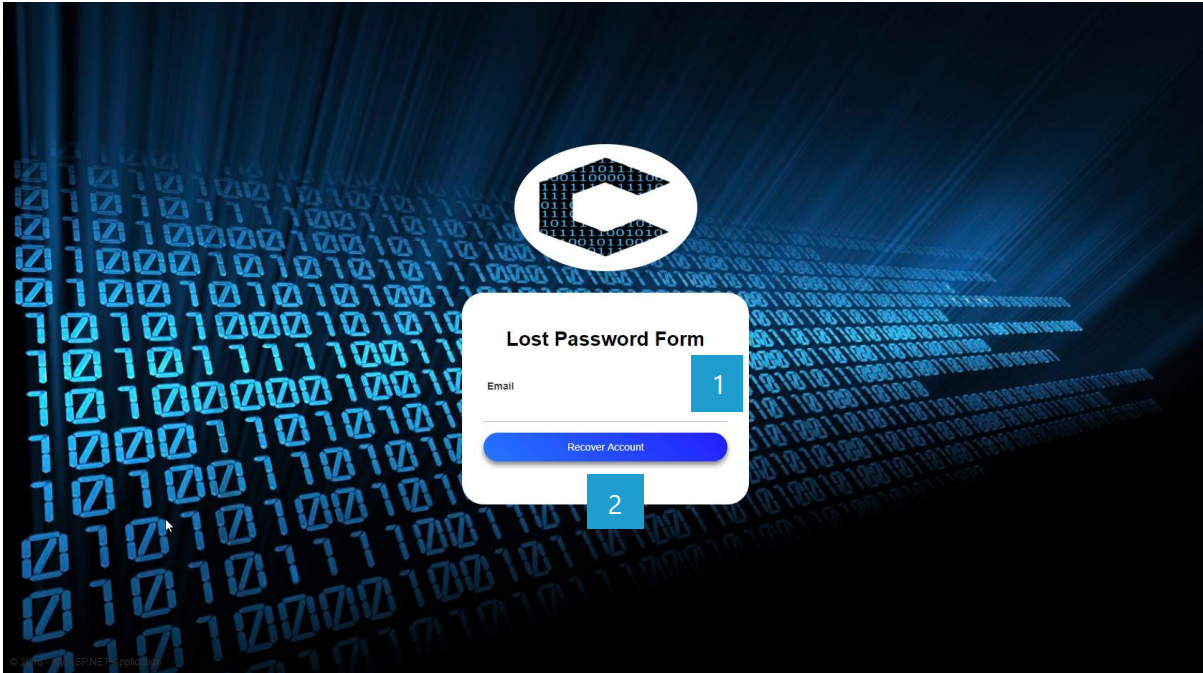


6.13 Forgot Password

DESCRIPTIONS

- This form displays the required details to successfully send an email the user.
- User email detail is required to successfully recover the password.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Email Input boxes	- This textbox allows the User to input their email into the system to be validated for recovering.
2	Save and Add Job Title Button	- The Recover Account button uses the data to send an email to the rightful user.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

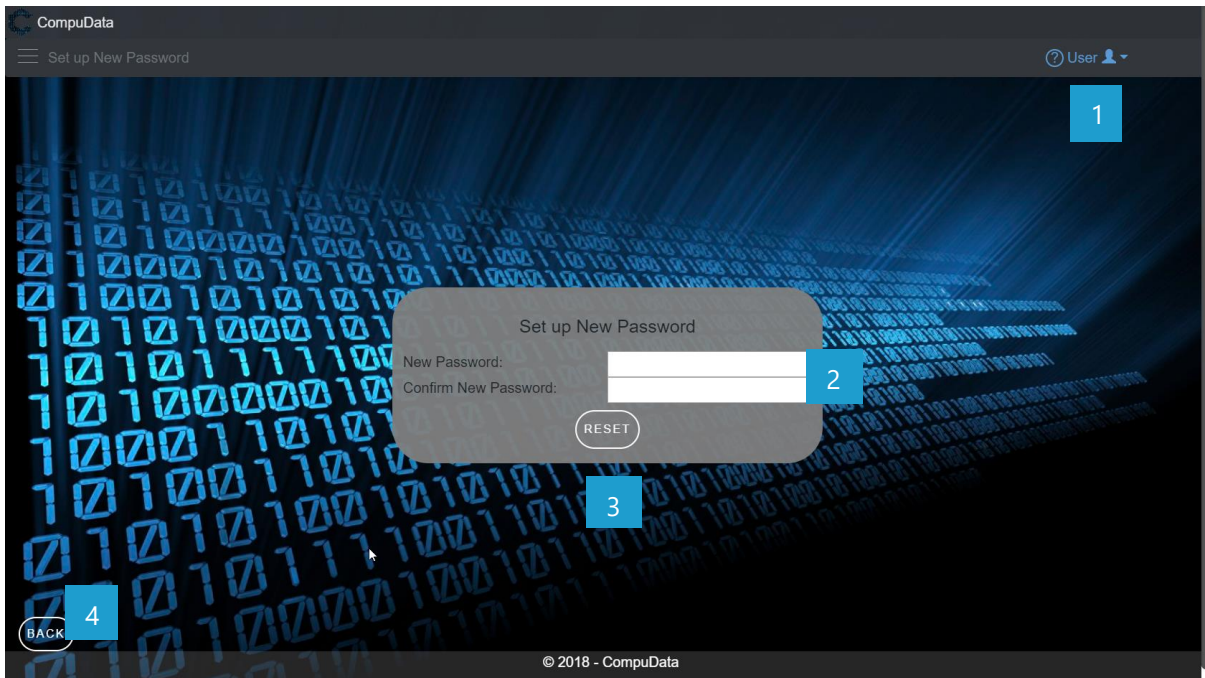
- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

DESCRIPTIONS

- This form displays the required details to successfully set up a new password.
- User details are required to successfully reset their password.



DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify User</i> screen. - It shows a detailed process on how to progress.
2	Password Input boxes	<ul style="list-style-type: none"> - This textbox allows the User to input their new password into the system to be validated.
3	Reset Button	<ul style="list-style-type: none"> - The Reset button uses the data to set the password to the rightful user.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Set Up New Password</i> form will close. - If the user clicks the No button, the notification message disappears, and the <i>Set Up New Password User</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

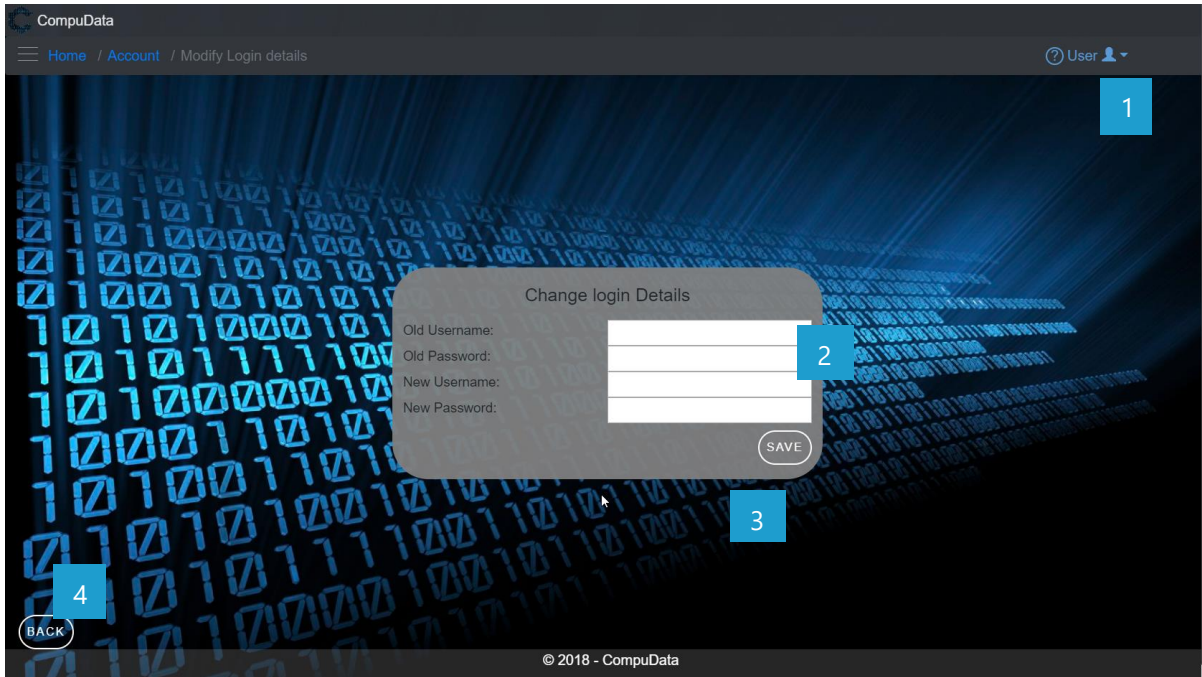


6.14 Modify user Login details

DESCRIPTIONS

- This form displays the required details to successfully set up a new password.
- User details are required to successfully reset their password.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify User</i> screen. - It shows a detailed process on how to progress.
2	Password Input boxes	<ul style="list-style-type: none"> - These textboxes allow the User to input their old and new password into the system to be validated.
3	Save Button	<ul style="list-style-type: none"> - The Save button uses the data to save the password to the system.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>modify login details</i> form will close. - If the user clicks the No button, the notification message disappears and the <i>Modify login details</i> form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

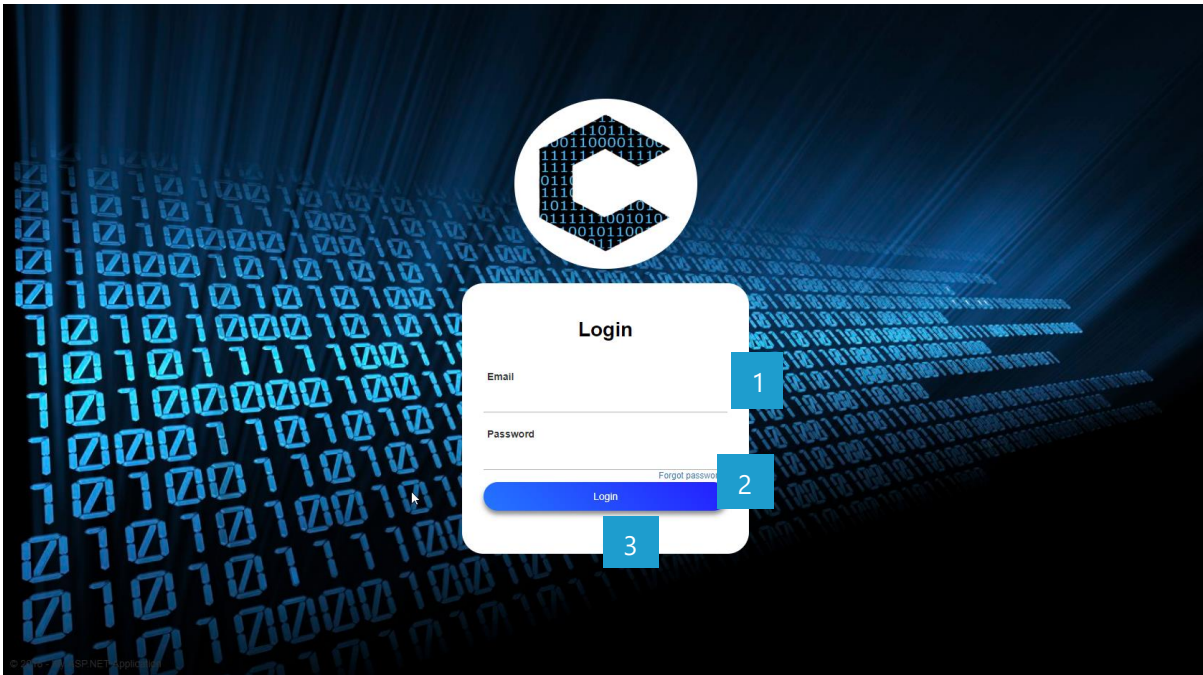


6.15 Login

DESCRIPTIONS

- This form displays the required details to successfully login to the Computata system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Login Input boxes	- These textboxes allow the User to input their Username and password into the system to be validated.
2	Forgotten password link	- The Forgotten Password link send the user to the forgotten password form.
3	Login Button	- This Login button uses the data to save to log the user in to the system.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.

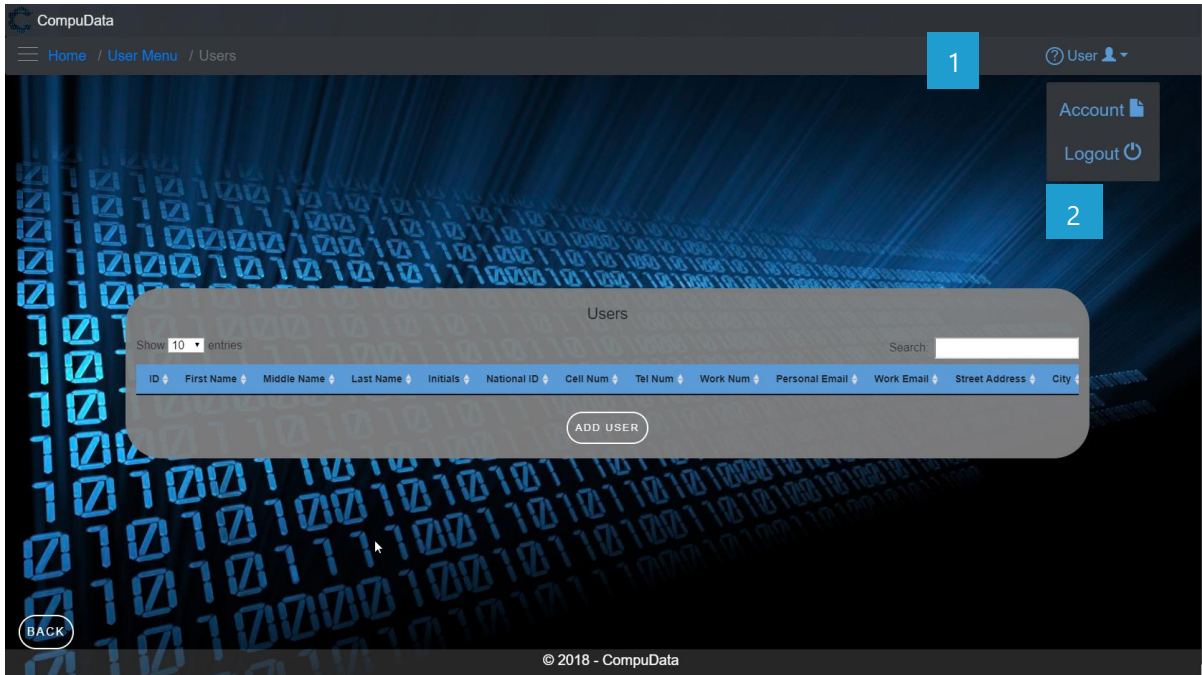


6.16 Logout

DESCRIPTIONS

- This form displays the required details to successfully login to the CompuData system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	User dropdown	<ul style="list-style-type: none"> - This dropdown display the Account button where a user can edit there account and a Logout button where the user can log off form the system.
3	Logout Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the current form will close. - If the user clicks the No button, the notification message disappears, and the current form remains open with all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display error message.
-



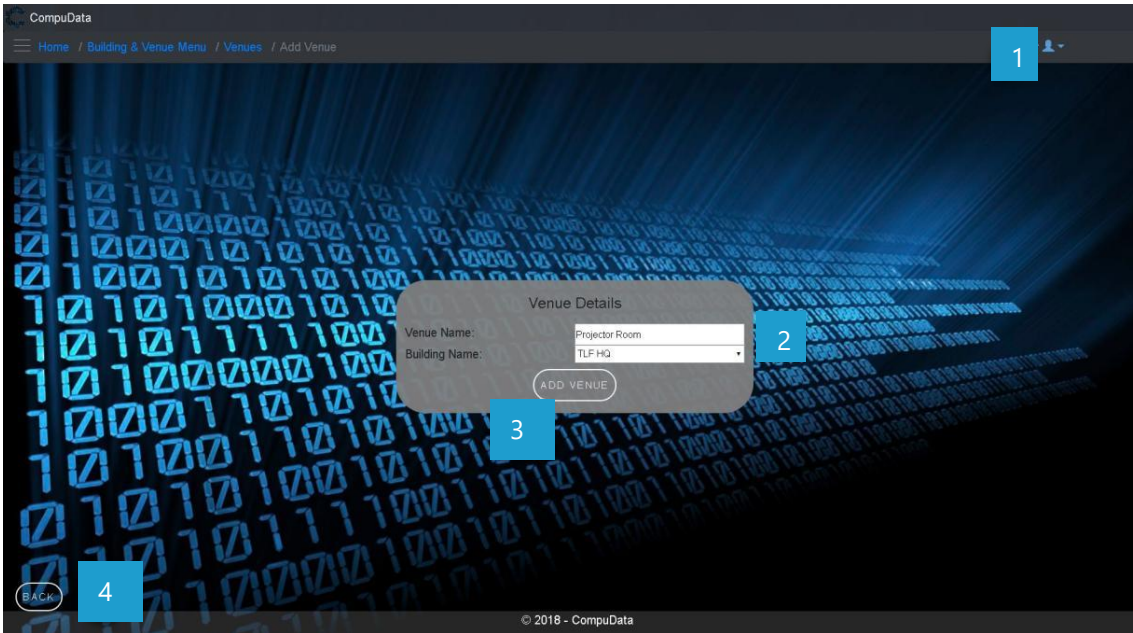
Sub-System 7 - Venues

7.1 Add Venue

DESCRIPTORS

- This form displays the required details to successfully add a Venue to the CompuData system.
- Venue details are required to successfully add the Venue.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Venue</i> screen. - It shows a detailed process on how to progress.
2	Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with all the buildings from the BUILDINGS table.
3	Add Venue Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new venue. - If the user clicks the <i>Yes</i> button, all details of the venue are saved to the CompuData database. - A notification of successful addition of venue is displayed and the <i>Add Venue</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Venue</i> form remains open will all entered details still existing.
4	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Venue</i> form will close. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Venue</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

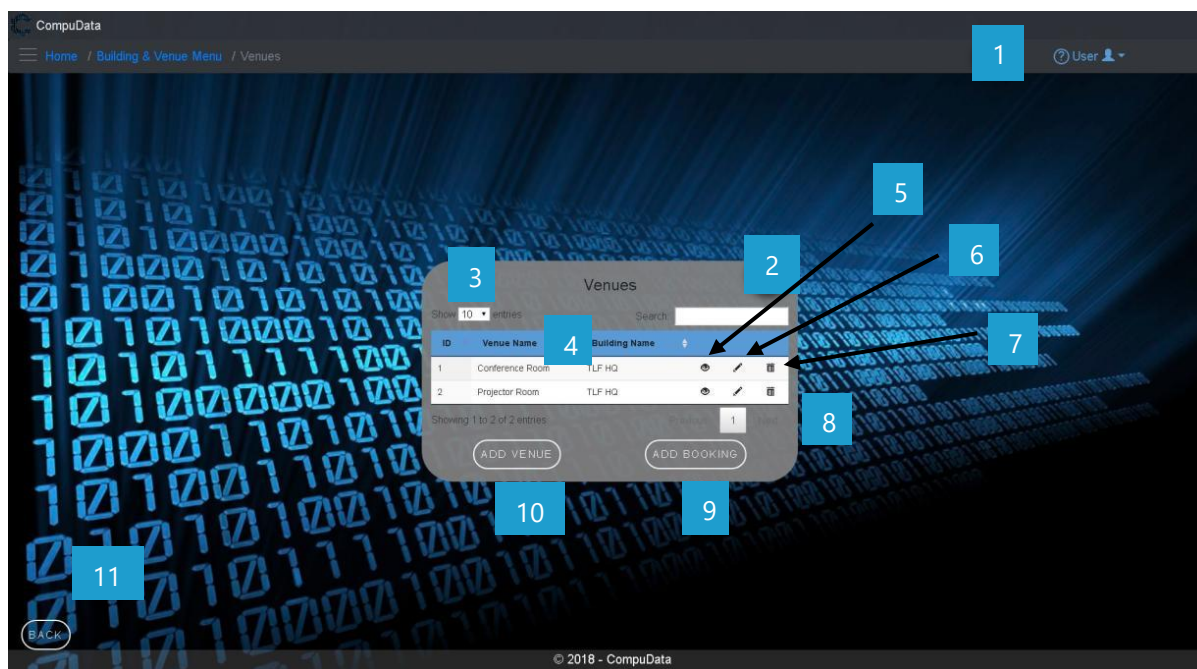


7.2 Search Venue

DESCRIPTIONS

- This form allows the user to search for a specific Venue in the CompuData database using different types of search criteria.
- Venues in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Venue</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Venues</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	Venue Table View	<ul style="list-style-type: none"> - This table displays all the relevant venues in the database that match the corresponding search criteria selected in the <i>Search Venue Fuzzy Text Box</i>.
5	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Venue Details</i> form
6	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Venue Details</i> form
7	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected venue. - If the user selects <i>Yes</i>, the venue is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.



8	Previous/Next Buttons	<ul style="list-style-type: none">- Allows the User to cycle between different pages of results.- Displays the current results page number.
9	Add Venue Button	<ul style="list-style-type: none">- Takes the User to the <u>Add Venue</u> form.
10	Back Button	<ul style="list-style-type: none">- Takes the User back to the <u>Home</u> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Alert:** Prompts the user if he/she would like to remove the selected venue.
 - o If the user selects Yes, the venue is removed.

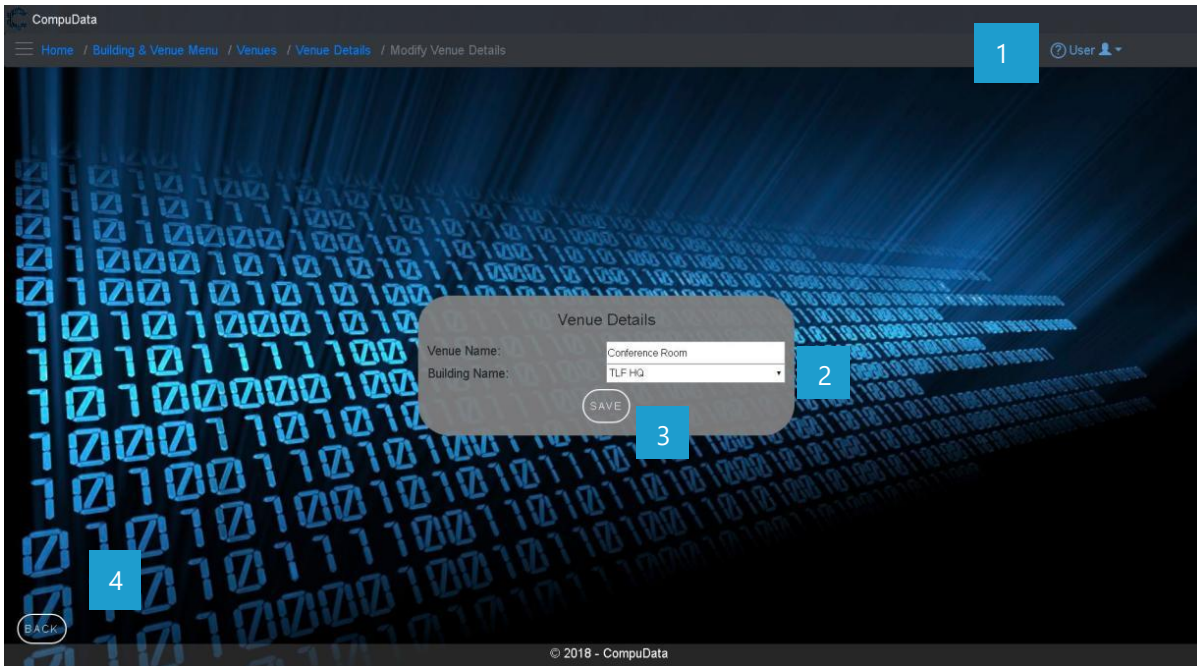


7.3 Modify Venue

DESCRIPTIONS

- This form allows the user to select a specific venue and modify the venue details stored in the CompuData database.
- Modified venue details are required to successfully modify a venue.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Venue</i> screen. - It shows a detailed process on how to progress.
2	Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the BUILDINGS table.
3	Save Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the VENUES table.
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Venue Details</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

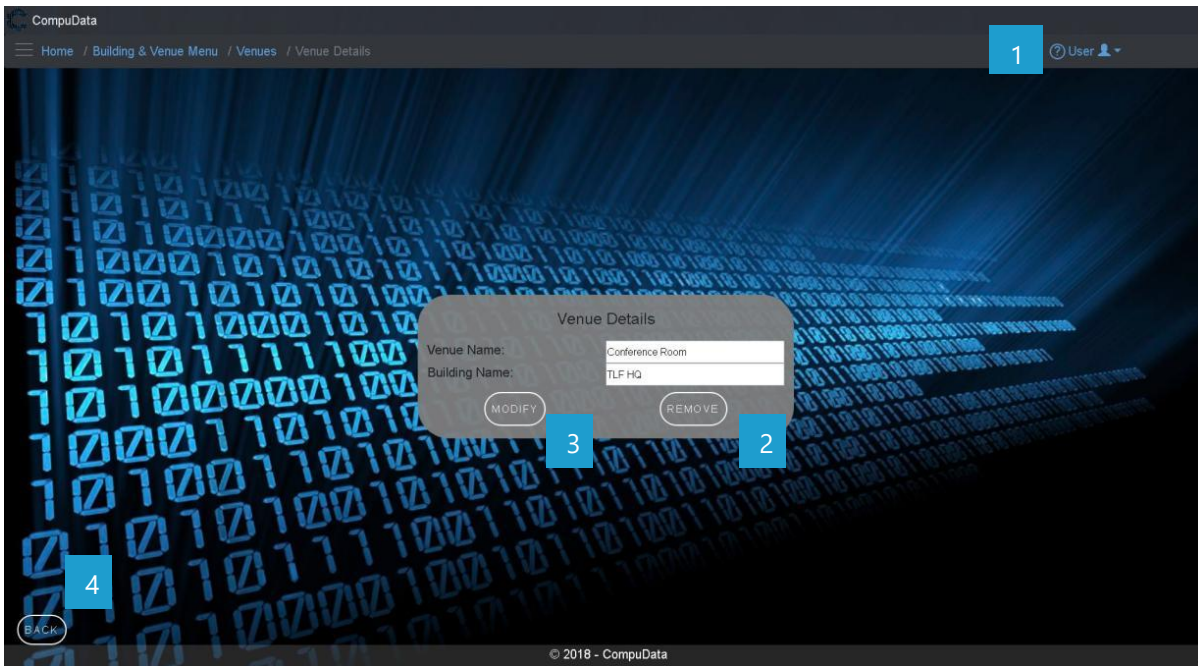


7.4 Remove Venue

DESCRIPTIONS

- This form allows the user to select a specific venue to remove from the CompuData database.
- Venues details in the database will be removed.
- The venue cannot be removed if it is currently linked to a *Project*.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Remove Venue</i> screen. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Venue. - If the user clicks the <i>Yes</i> button, relevant Venue in the database that the user has selected is deleted. - If the user clicks <i>No</i>, the form will stay open. - A notification of successful deletion of Venue is displayed and the <i>Delete Venue</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Delete Venue</i> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <i>Modify Venue</i> form
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Venue View</i> form



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the Remove Button is clicked, it displays a notification message to confirm the deletion of a venue.
 - o If the user clicks the Yes button, relevant Venue in the database that the user has selected is deleted.
 - o If the user clicks No, the form will stay open.
- Cannot be removed if linked to a Project.



7.5 Add Venue Booking

DESCRIPTIONS

- This form displays the required details to successfully add a venue booking to the CompuData system.
- Venue booking details are required to successfully add the venue booking.

DETAILED SCREEN LAYOUT

The screenshot shows the CompuData interface for adding a venue booking. The main screen displays a calendar for the period Sep 30 - Oct 6, 2018. A modal window titled "Venue Bookings" is open, showing a calendar grid. A blue arrow points from the "Add Booking" button in the modal to a detailed "Add Venue Booking" form below.

Add Venue Booking

Conference Room, TLF HQ

Start Time: Time

People attending: Project: Host:



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Venue Booking</i> screen. - It shows a detailed process on how to progress.
2	Month/Week/Day Cyler	<ul style="list-style-type: none"> - This control cycles between the next month/week/day as per indicated by the month/week/day tab.
3	Month/Week/Day Click Cyler	<ul style="list-style-type: none"> - This control cycles between the next month/week/day as per indicated by the month/week/day tab.
4	Venue Booking Calendar with Highlighted Availability	<ul style="list-style-type: none"> - Displays a calendar to the user. - Availability (highlighted fields) is dependent on a <i>Venues Schedule</i>.
5	Add Booking Button	<ul style="list-style-type: none"> - Sends the user to the <i>"Add Venue Booking Details"</i> form.
6	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Venue Booking</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Venue Booking</i> form remains open will all entered details still existing.
7	Project Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the PROJECTS table.
8	Driver Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the DRIVERS table.
9	Cancel Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Venue Booking</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Venue Booking</i> form remains open will all entered details still existing.
10	Save Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new <i>Venue Booking</i>. - If the user clicks the <i>Yes</i> button, all details of the <i>Venue Booking</i> are saved to the CompuData database. - A notification of successful addition of <i>Venue Booking</i> is displayed and the <i>Add Venue Booking</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Venue Booking</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

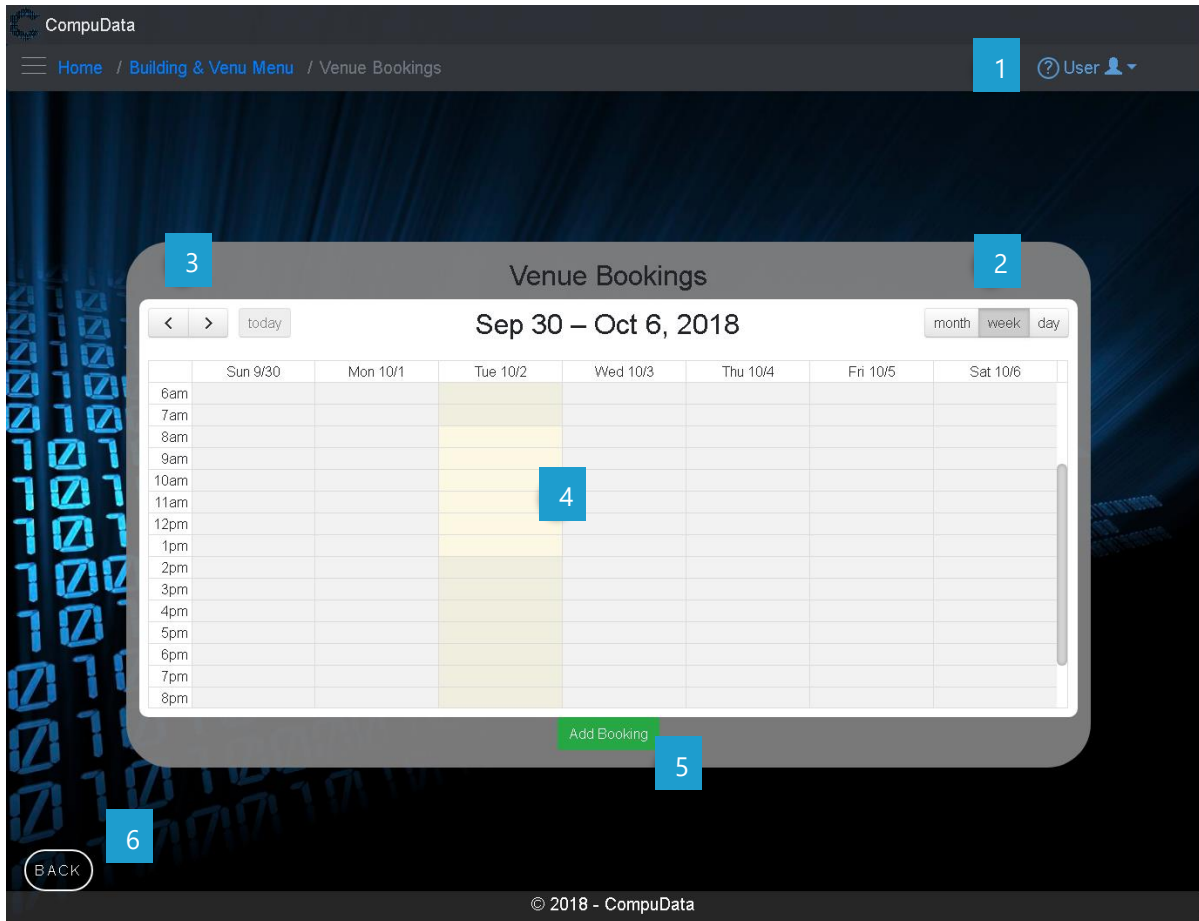


7.6 Search Venue Booking

DESCRIPTIONS

- This form displays the required details to successfully search a venue booking from the CompuData system.

DETAILED LAYOUT DESCRIPTION & EXPLANATION



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Venue Booking</i> screen. - It shows a detailed process on how to progress.
2	Month/Week/Day Tab Clicker	<ul style="list-style-type: none"> - Allows the user to choose between a month/week/day table views.
3	Month/Week/Day Click Cycler	<ul style="list-style-type: none"> - This control cycles between the next month/week/day as per indicated by the month/week/day tab.
4	Venue Booking Table	<ul style="list-style-type: none"> - A table that shows all the available slots that a venue can be booked for. - These highlighted boxes are dependent off of the venue schedule system. It limits the times a venue can be booked. - It contains dates for the day of the month of the year.



		<ul style="list-style-type: none">- It contains times the venue can be booked. These times span from 12 AM – 12 AM the next day.- Existing bookings can be selected and it will take the user to the <u>Venue Details</u> form.
5	Add Booking Button	<ul style="list-style-type: none">- Takes the user to the <u>Add Venue Booking Details</u> form.
6	Back Button	<ul style="list-style-type: none">- Takes the user back to the <u>Building & Venue Menu</u> form.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- ✓ None.



7.7 Modify Venue Booking

DESCRIPTIONS

- This form displays the required details to successfully add a venue booking to the CompuData system.
- Venue booking details are required to successfully add a venue booking.

DETAILED SCREEN LAYOUT

DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Project Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the PROJECTS table.
2	Driver Drop Down Box	<ul style="list-style-type: none"> - A drop down box populated with the current building as the default, and all the building names from the DRIVERS table.
3	Cancel Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Modify Venue Booking</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Venue Booking</i> form remains open will all entered details still existing.
4	Save Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a modified <i>Venue Booking</i>. - If the user clicks the <i>Yes</i> button, all details of the modified <i>Venue Booking</i> are saved to the CompuData database. - A notification of successful modification of the <i>Venue Booking</i> is displayed and the <i>Modify Venue Booking</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Venue Booking</i> form remains open will all entered details still existing.



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.





7.8 Remove Venue Booking

DESCRIPTIONS


- This form displays the required details to successfully remove a venue booking from the CompuData system.

DETAILED SCREEN LAYOUT

Booking location: Conference Room, TLF HQ

1  

Date Booked for: 4th October 2018
Start: 06:00am
End: 08:00am
Number of people attending: 10
Host of Booking: Erik Grassman
Booking is for Project: Potter's House
Booking location: Conference Room, TLF HQ

3 

DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Edit Button	<ul style="list-style-type: none"> - Navigates the user to the <u>Modify Venue Booking Form</u>.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Venue. - If the user clicks the <u>Yes</u> button, relevant Venue Booking in the database that the user has selected is deleted. - If the user clicks <u>No</u>, the form will stay open. - A notification of successful deletion of Venue Booking is displayed and the <u>Venue Booking Details</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Venue Booking Details</u> form remains open will all entered details still existing.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Venue Booking Details</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Venue Booking Details</u> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

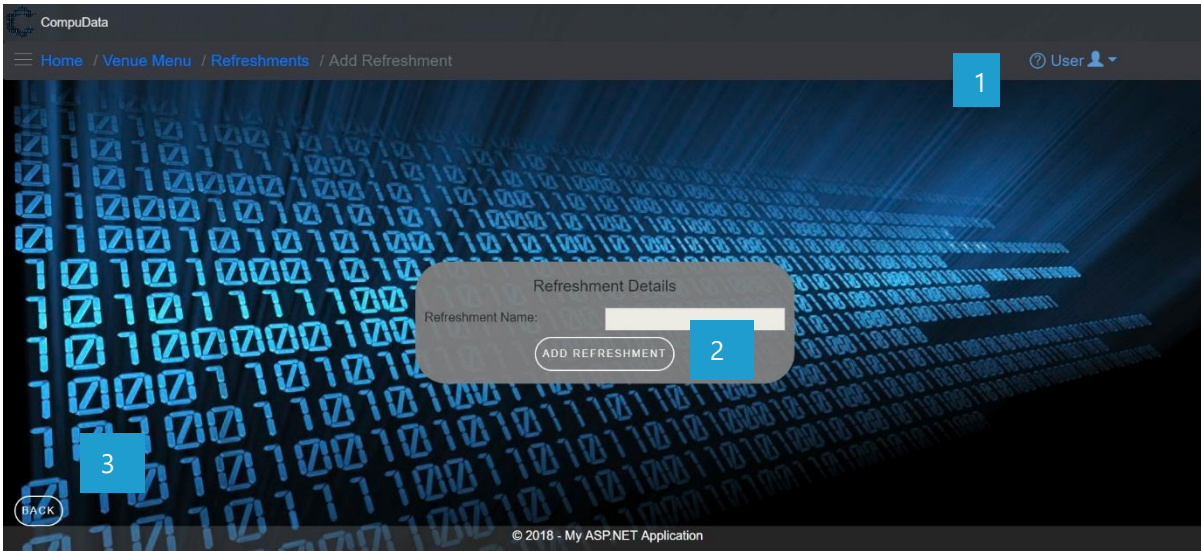


7.9 Add Refreshment

DESCRIPTIONS

- This form displays the required details to successfully add a refreshment to the CompuData system.
- Refreshment details are required to successfully add the refreshment.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Refreshment</i> screen. - It shows a detailed process on how to progress.
2	Add Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Refreshment. - If the user clicks the <i>Yes</i> button, all details of the Refreshment are saved to the CompuData database. - A notification of successful addition of Refreshment is displayed and the <i>Add Refreshment</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Refreshment</i> form remains open will all entered details still existing.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Refreshment</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Refreshment</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

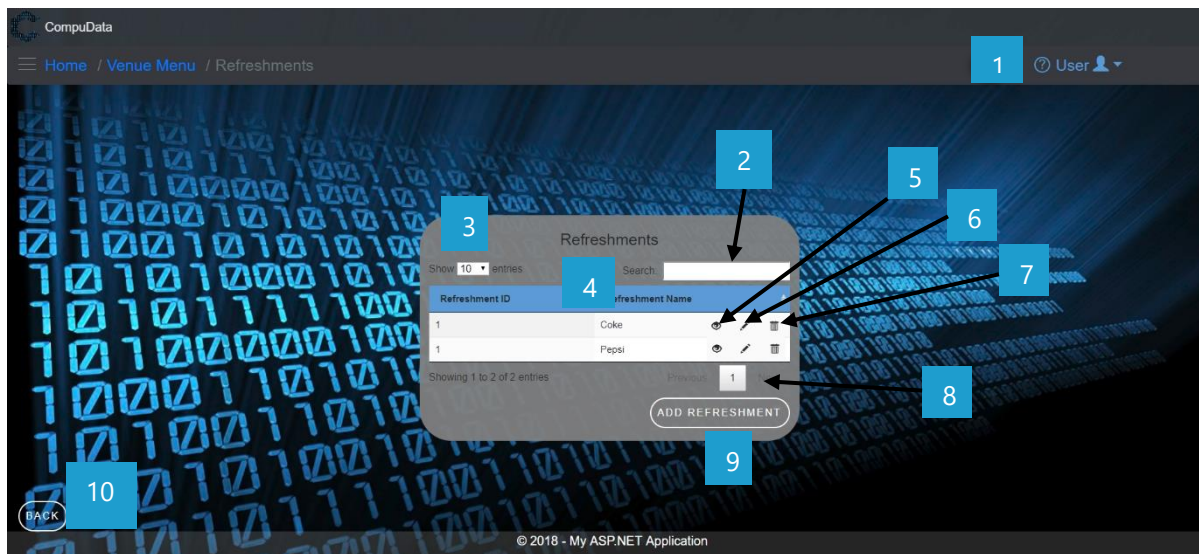


7.10 Search Refreshment

DESCRIPTIONS

- This form allows the user to search for a specific Refreshment in the CompuData database using different types of search criteria.
- Refreshments in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Refreshment</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Refreshments</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	Refreshment Table View	<ul style="list-style-type: none"> - This table displays all the relevant Refreshments in the database that match the corresponding search criteria selected in the <i>Search Refreshment Fuzzy Text Box</i>.
5	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Venue Details</i> form
6	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Venue Details</i> form
7	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected venue. - If the user selects <i>Yes</i>, the venue is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
8	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.



9	Add Refreshment Button	- Takes the User to the <u>Add Refreshment</u> form.
10	Back Button	- Takes the User back to the <u>Venue Menu</u> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

✓ None

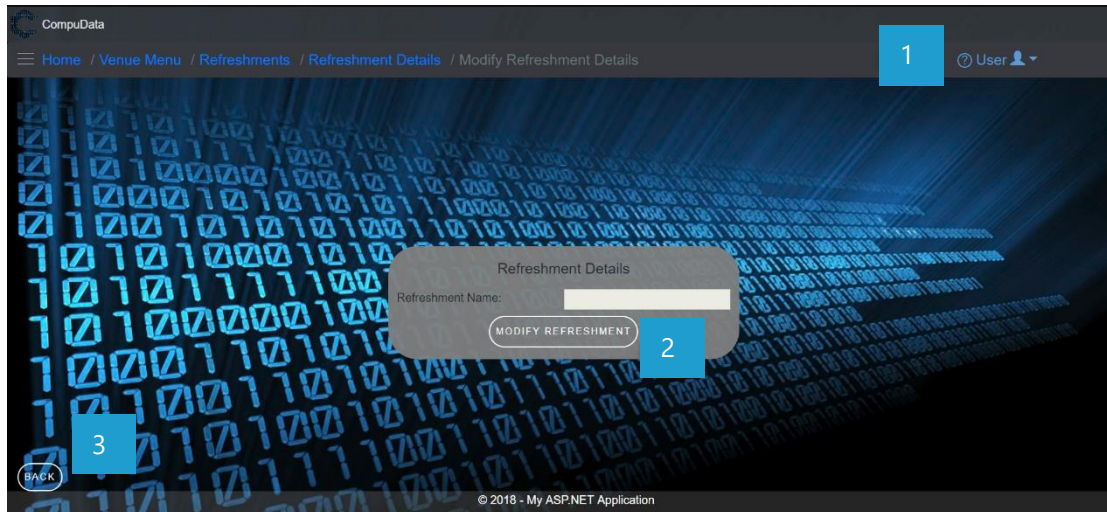


7.11 Modify Refreshment

DESCRIPTIONS

- This form allows the user to select a specific Refreshment and to modify the Refreshment details stored in the CompuData database.
- Modified Refreshment details are required to successfully modify a Refreshment.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Refreshment</i> screen. - It shows a detailed process on how to progress.
2	Modify Refreshment Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the REFRESHMENTS table.
3	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Refreshment Details</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.



7.12 Remove Refreshment

DESCRIPTIONS

- This form allows the user to select a specific Refreshment and remove the selected Refreshment from the CompuData database.
- Refreshments details in the database will be removed.
- The Refreshment cannot be removed if it is currently linked to a Venue Booking.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Remove Refreshment</u> screen. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a Refreshment. - If the user clicks the <u>Yes</u> button, relevant Refreshment in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of Refreshment is displayed and the <u>Refreshment Details</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Refreshment Details</u> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <u>Modify Refreshment</u> form
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <u>Refreshments View</u> form



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a Refreshment.
- Cannot be deleted if it is linked to a *Venue Booking*.

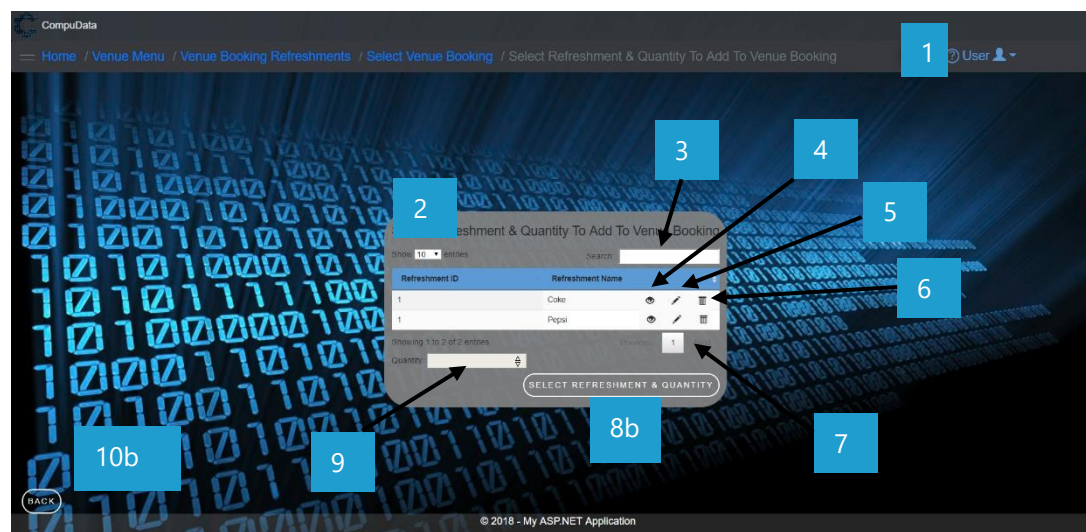
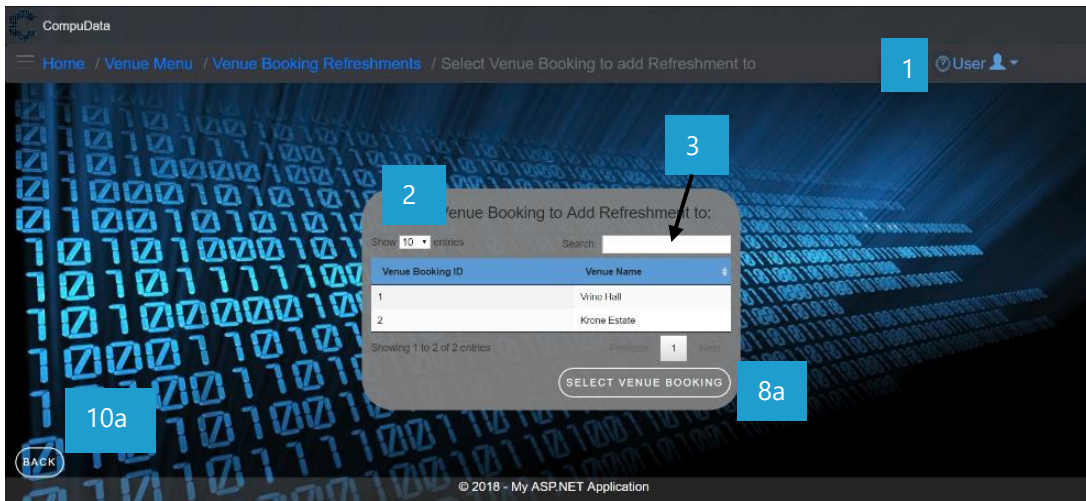


7.13 Add Refreshment to Venue Booking

DESCRIPTIONS

- This form displays the required details to successfully add a refreshment to a venue booking in CompuData system.
- Refreshment booking details are required to successfully add the refreshment to a venue booking.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Refreshment to Venue Booking</i> screen. - It shows a detailed process on how to progress.
2	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
3	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Refreshments</i> table and automatically refreshes to display search results.



4	View Icon	- Takes the user to the <u>View Refreshment Details</u> form
5	Modify Icon	- Takes the user to the <u>Modify Refreshment Details</u> form
6	Remove Icon	- Prompts the user if he/she would like to remove the selected refreshment. - If the user selects <u>Yes</u> , the refreshment is removed. - If the user selects <u>No</u> , the form will remain open and unchanged.
7	Previous/Next Buttons	- Allows the User to cycle between different pages of results. - Displays the current results page number.
8a	Select Venue Booking Button	- The button displays a notification message to confirm the selecting of a venue to add refreshments to. - If the user clicks the <u>Yes</u> button, the venue is selected and the <u>Select Refreshment to Add to Booking</u> is displayed. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Select Venue to Add Refreshment to</u> form remains open will all entered details still existing.
8b	Select Refreshment & Quantity Button	- The button displays a notification message to confirm the addition of a new Refreshment. - If the user clicks the <u>Yes</u> button, all details of the Refreshment are saved to the CompuData database. - A notification of successful addition of Refreshment is displayed and the <u>Add Refreshment</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Refreshment</u> form remains open will all entered details still existing.
9	Quantity Counter	- Allows the user to select a quantity of the refreshment they want to add to the <u>Venue Booking</u> .
10a	Back Button	- This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Select Venue to Add Refreshment to</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Select Venue to Add Refreshment to</u> form remains open will all entered details still existing.
10b	Back Button	- This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Select Refreshment to Add to Booking</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Select Refreshment to Add to Booking</u> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.
- When the Remove Button is clicked, it displays a notification message to confirm the deletion of a Refreshment.
- Cannot be deleted if it is linked to a Venue Booking.

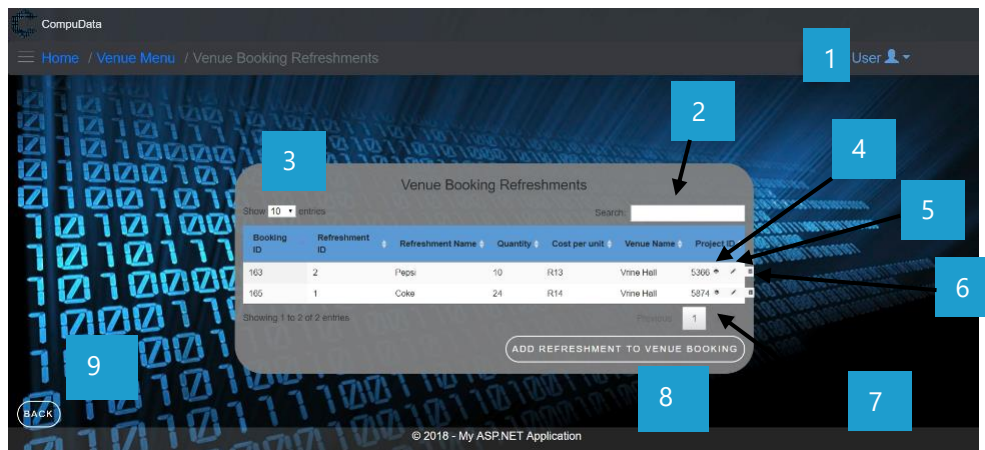


7.14 Search Refreshment to Venue Booking

DESCRIPTIONS

- This form allows the user to search for a specific Refreshment in the CompuData database using different types of search criteria.
- Refreshments in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Search Refreshment to Venue Booking</u> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <u>Venue Booking Refreshments</u> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <u>View Venue Booking Refreshment Details</u> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <u>Modify Venue Booking Refreshment Details</u> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected venue booking refreshment. - If the user selects <u>Yes</u>, the venue booking refreshment is removed. - If the user selects <u>No</u>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
8	Add Refreshment to Venue Booking Button	<ul style="list-style-type: none"> - Takes the User to the <u>Add Refreshment to Venue Booking</u> form.
9	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <u>Venue Menu</u> form.



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** When the Remove Button is clicked, it displays a notification message to confirm the deletion of a venue booking refreshment.

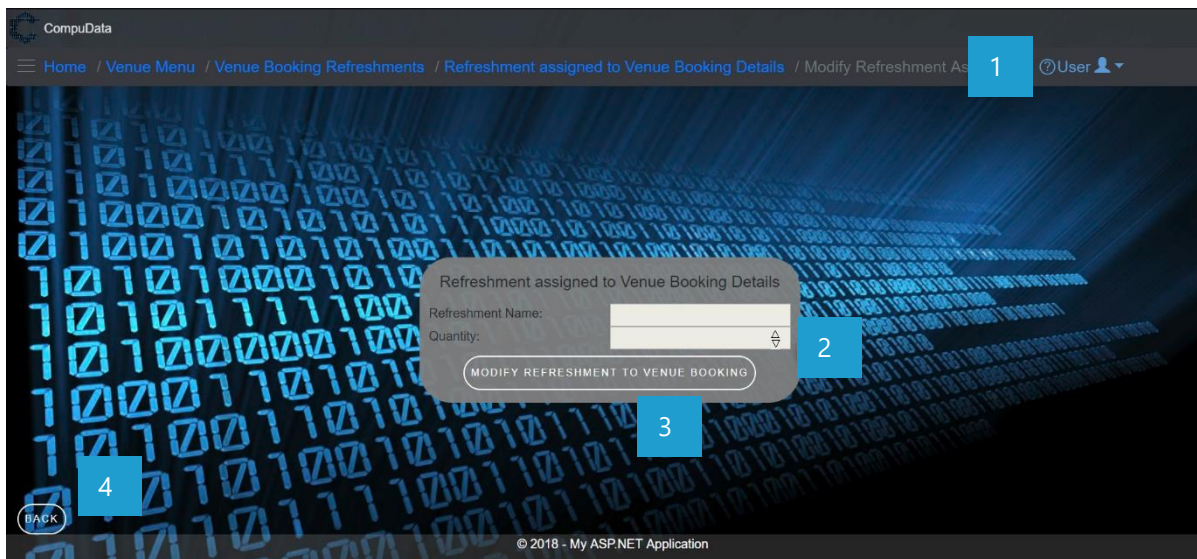


7.15 Modify Venue Booking Refreshment

DESCRIPTIONS

- This form allows the user to select a specific Refreshment and to modify the venue booking refreshment details stored in the CompuData database.
- Maintained Refreshment details are required to successfully modify the venue booking refreshment.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Refreshment</i> screen. - It shows a detailed process on how to progress.
2	Quantity Count Box	<ul style="list-style-type: none"> - This control acts as a counter that the user can use to increase or decrease the value in the textbox. - The <i>Up</i> arrow increases the value, the <i>Down</i> arrow decreases the value.
3	Modify Refreshment to Venue Booking Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the REFRESHMENTS BOOKING LINE table.
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Refreshment to Venue Booking Details</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

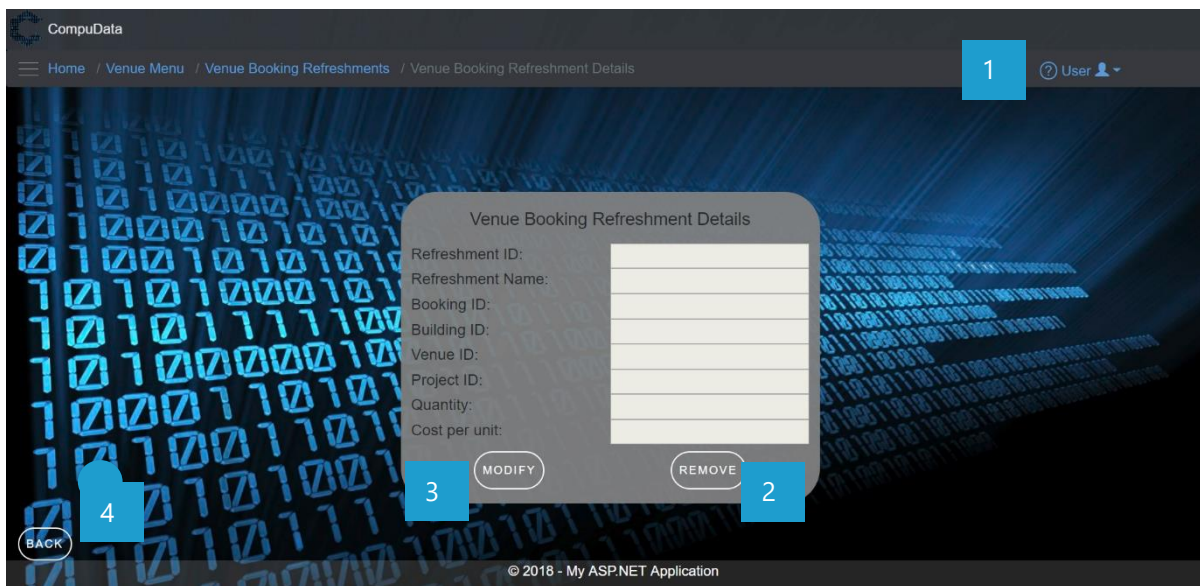


7.16 Remove Refreshment from Venue Booking

DESCRIPTIONS

- This form allows the user to select a specific venue booking refreshment and remove the selected venue booking refreshment from the CompuData database.
- Venue booking refreshment details in the database will be removed.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Remove Refreshment from Venue Booking</i> function. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the removal of a refreshment from a venue booking. - If the user clicks the <i>Yes</i> button, relevant refreshment to venue booking in the database that the user has selected to in the search criteria is deleted. - A notification of successful deletion of the refreshment to venue booking is displayed and the <i>Refreshment to Venue Booking Details</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Delete Refreshment</i> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <i>Modify Refreshment to Venue Booking</i> form
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Venue Booking Refreshments View</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a venue booking refreshment.

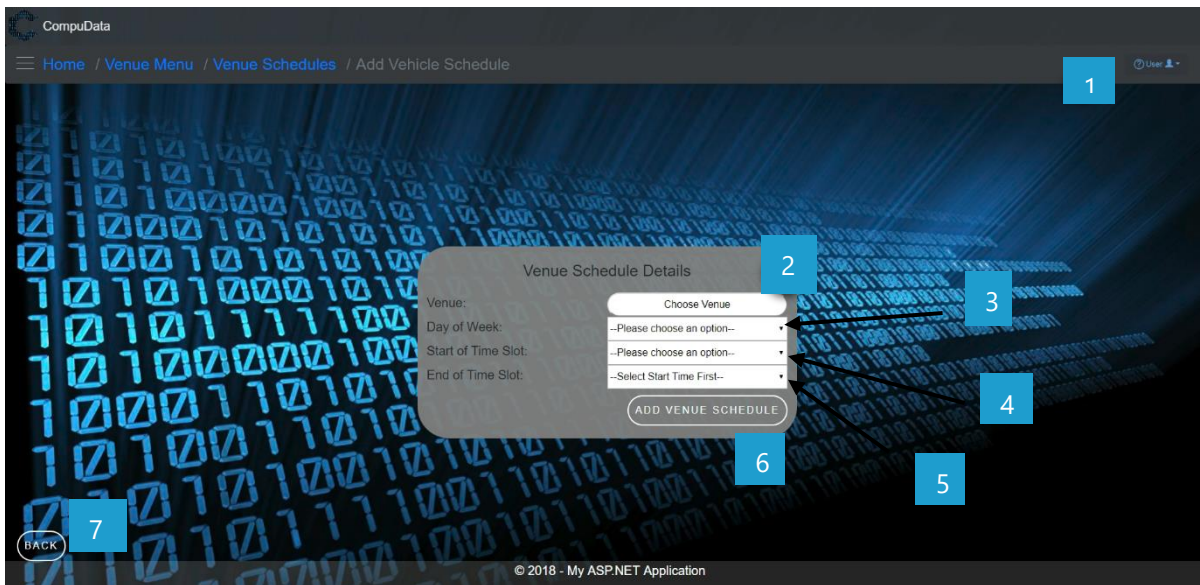


7.17 Add Venue Schedule

DESCRIPTIONS

- This form displays the required details to successfully add a venue schedule to the CompuData system.
- Venue schedule details are required to successfully add the venue schedule.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Vehicle Schedule</i> screen. - It shows a detailed process on how to progress.
2	Select Venue Button Link	<ul style="list-style-type: none"> - Takes the user to the "Select Venue Screen" (Second screenshot).
3	Day of Week Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of days. - Generally, the available options are from Monday - Sunday
4	Start Time Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the start time. - Generally, the available options are 12 AM – 12PM



5	End Time Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the end time. - Generally, the available options are 12 AM – 12PM
6	Add Venue Schedule Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Venue Schedule. - If the user clicks the <u>Yes</u> button, all details of the Venue Schedule are saved to the CompuData database. - A notification of successful addition of Venue Schedule is displayed and the <u>Add Venue Schedule</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Venue Schedule</u> form remains open will all entered details still existing.
7	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Add Venue Schedule</u> form will close and return to previous form. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Venue Schedule</u> form remains open will all entered details still existing.
8	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <u>Venues</u> table and automatically refreshes to display search results.
9	Venue Table View	<ul style="list-style-type: none"> - This table displays all the relevant venues in the database that match the corresponding search criteria selected in the <u>Search Venue Fuzzy Text Box</u>.
10	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
11	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

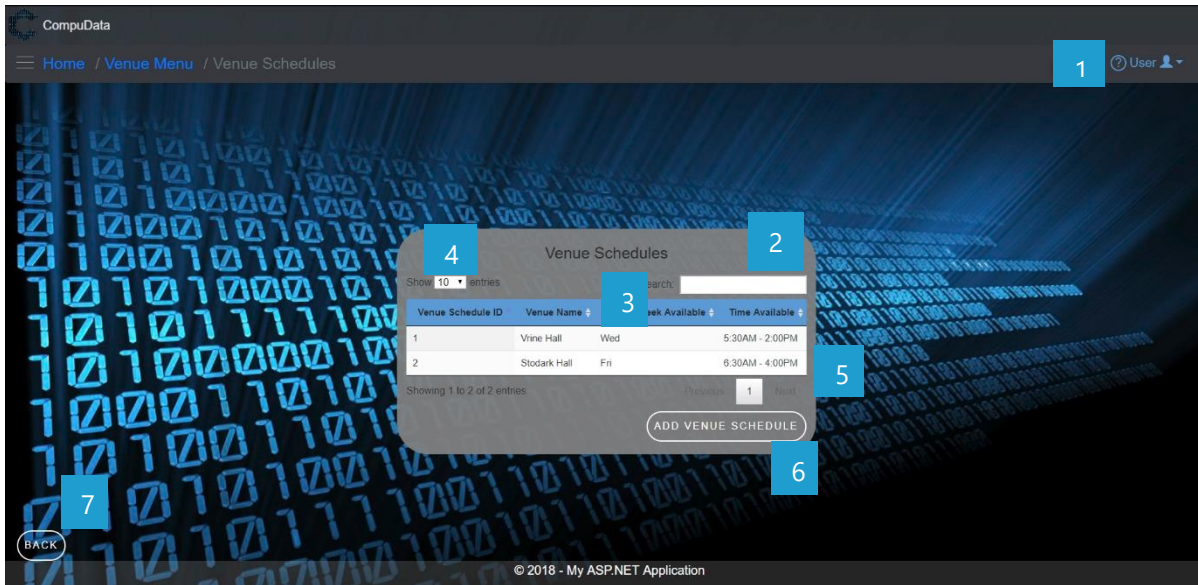


7.18 Search Venue Schedule

DESCRIPTIONS

- This form allows the user to search for a specific venue schedule in the CompuData database using different types of search criteria.
- Venue schedules in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Venue Schedule</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Venue Schedule</i> table and automatically refreshes to display search results.
3	Venue Schedule Table View	<ul style="list-style-type: none"> - This table displays all the relevant venue schedule in the database that match the corresponding search criteria selected in the <i>Search Venue Schedule Fuzzy Text Box</i>.
4	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
5	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
6	Add Venue Schedule Button	<ul style="list-style-type: none"> - Takes the User to the <i>Add Venue Schedule</i> form.
7	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Venue Menu</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- ✓ None



7.19 Modify Venue Schedule

DESCRIPTIONS

- This form allows the user to select a specific venue schedule and to modify its details, stored in the CompuData database.
- Venue schedule details are required to successfully modify a venue schedule.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Venue Schedule</i> screen. - It shows a detailed process on how to progress.
2	Time Slot Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the start + end time. - Generally, the available options are hour intervals from 12 AM – 12PM
3	Save Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the VENUE_SCHEDULE_LINE table.
4	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a venue schedule. - If the user clicks the <i>Yes</i> button, relevant venue schedule in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of a venue schedule is displayed and the form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the form remains open with all entered details still existing.
5	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Modify Venue Schedule</i> form will close and return to previous form.



		- If the user clicks the <u>No</u> button, the notification message disappears and the <u>Modify Venue Schedule</u> form remains open with all entered details still existing.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

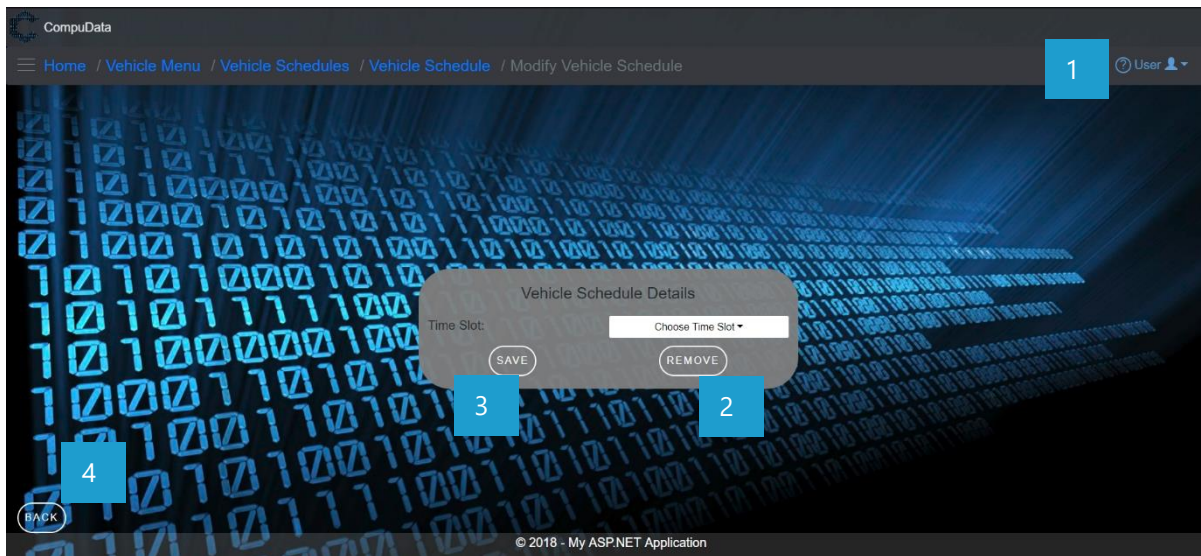


7.20 Remove Venue Schedule

DESCRIPTIONS

- This form allows the user to select a specific venue schedule and remove the selected venue schedule from the CompuData database.
- Venue schedule details in the database will be removed.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Remove Venue Schedule</i> screen. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a venue schedule. - If the user clicks the <i>Yes</i> button, relevant venue schedule in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of venue schedule is displayed and the <i>Remove Venue Schedule</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Remove Venue Schedule</i> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <i>Modify Venue Schedule</i> form
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Refreshments View</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS



VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a venue schedule.

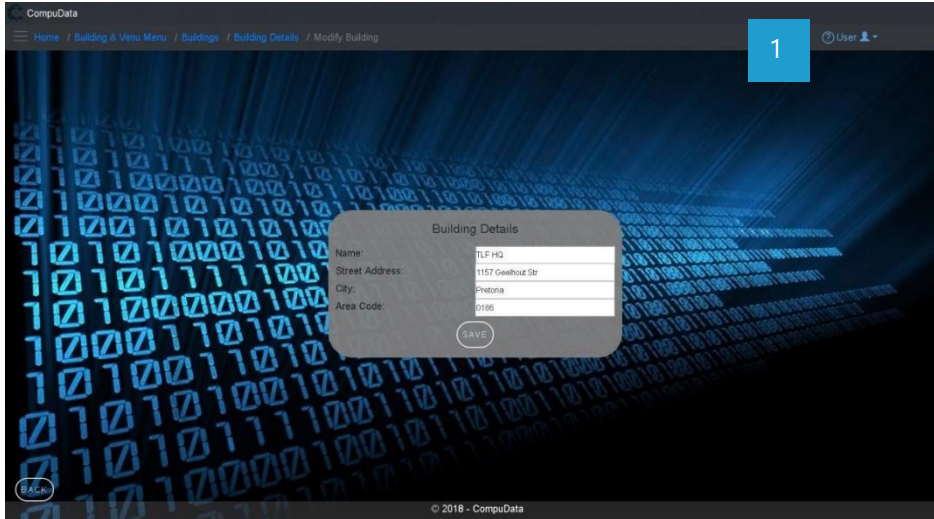


7.21 Add Building

DESCRIPTIONS

- This form displays the required details to successfully add a building to the CompuData system.
- Building details are required to successfully add the building to the system.

DETAILED SCREEN LAYOUT



DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Building</i> screen. - It shows a detailed process on how to progress.
2	Add Building Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new building. - If the user clicks the <i>Yes</i> button, all details of the building are saved to the CompuData database. - A notification of successful addition of a building is displayed and the <i>Add Building</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Building</i> form remains open will all entered details still existing.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Building</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Building</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

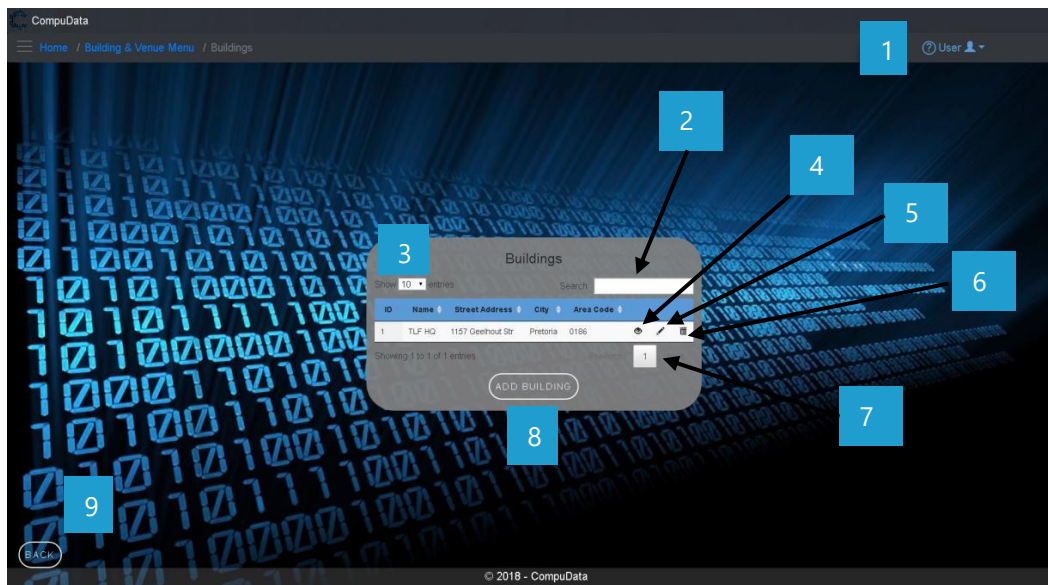


7.22 Search Building

DESCRIPTIONS

- This form allows the user to search for a specific building in the CompuData database using different types of search criteria.
- Buildings in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Building</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Buildings</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Buildings Details</i> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Buildings Details</i> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected building. - If the user selects <i>Yes</i>, the building is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
8	Add Building Button	<ul style="list-style-type: none"> - Takes the User to the <i>Add Building</i> form.
9	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Building & Venue Menu</i> form.



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

✓ None

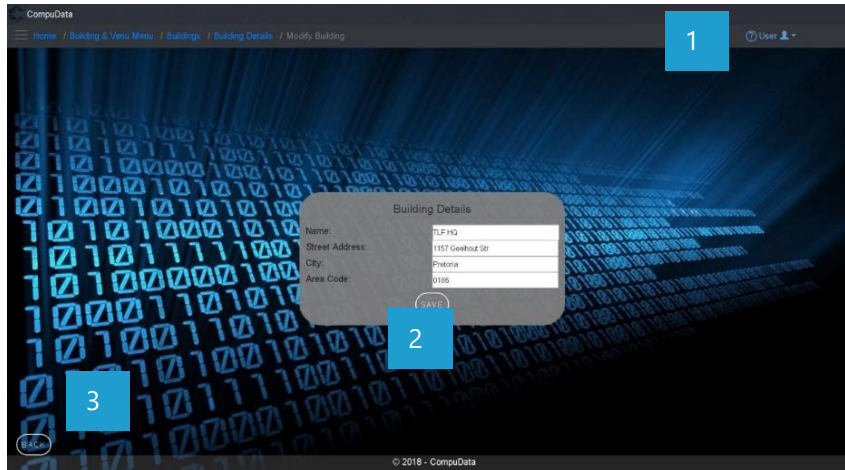


7.23 Modify Building

DESCRIPTIONS

- This form allows the user to select a specific venue schedule and to modify its details, stored in the CompuData database.
- Venue schedule details are required to successfully modify a venue schedule.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Building</i> screen. - It shows a detailed process on how to progress.
2	Save Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the BUILDINGS table.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Modify Buildings</i> form will close and return to previous form. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Modify Buildings</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

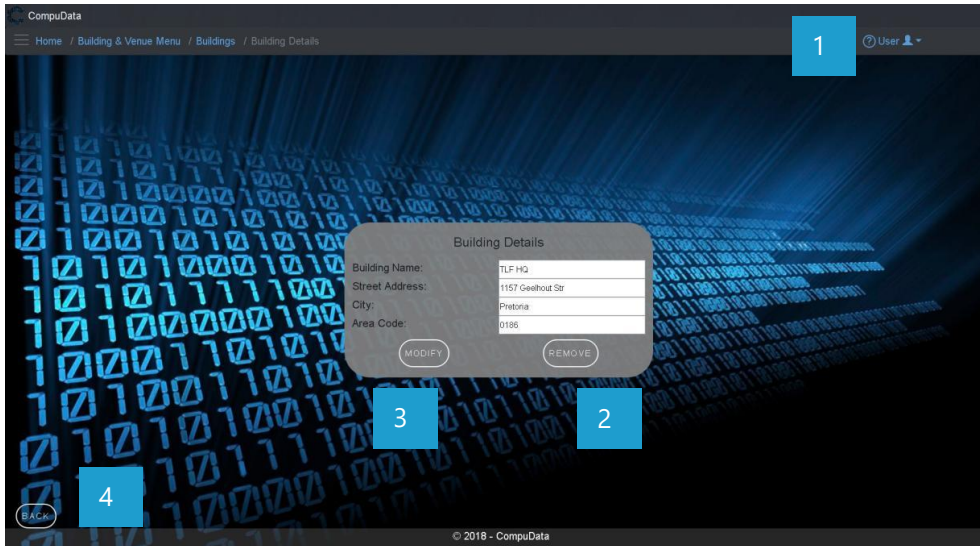


7.24 Remove Building

DESCRIPTIONS

- This form allows the user to select a specific venue schedule and remove the selected building from the CompuData database.
- Building details in the database will be removed.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Remove Building</i> screen. - It shows a detailed process on how to progress.
2	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a building. - If the user clicks the <i>Yes</i> button, relevant building in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of building is displayed and the <i>Remove Building</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Remove Building</i> form remains open will all entered details still existing.
3	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <i>Modify Building</i> form
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Buildings View</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a building.



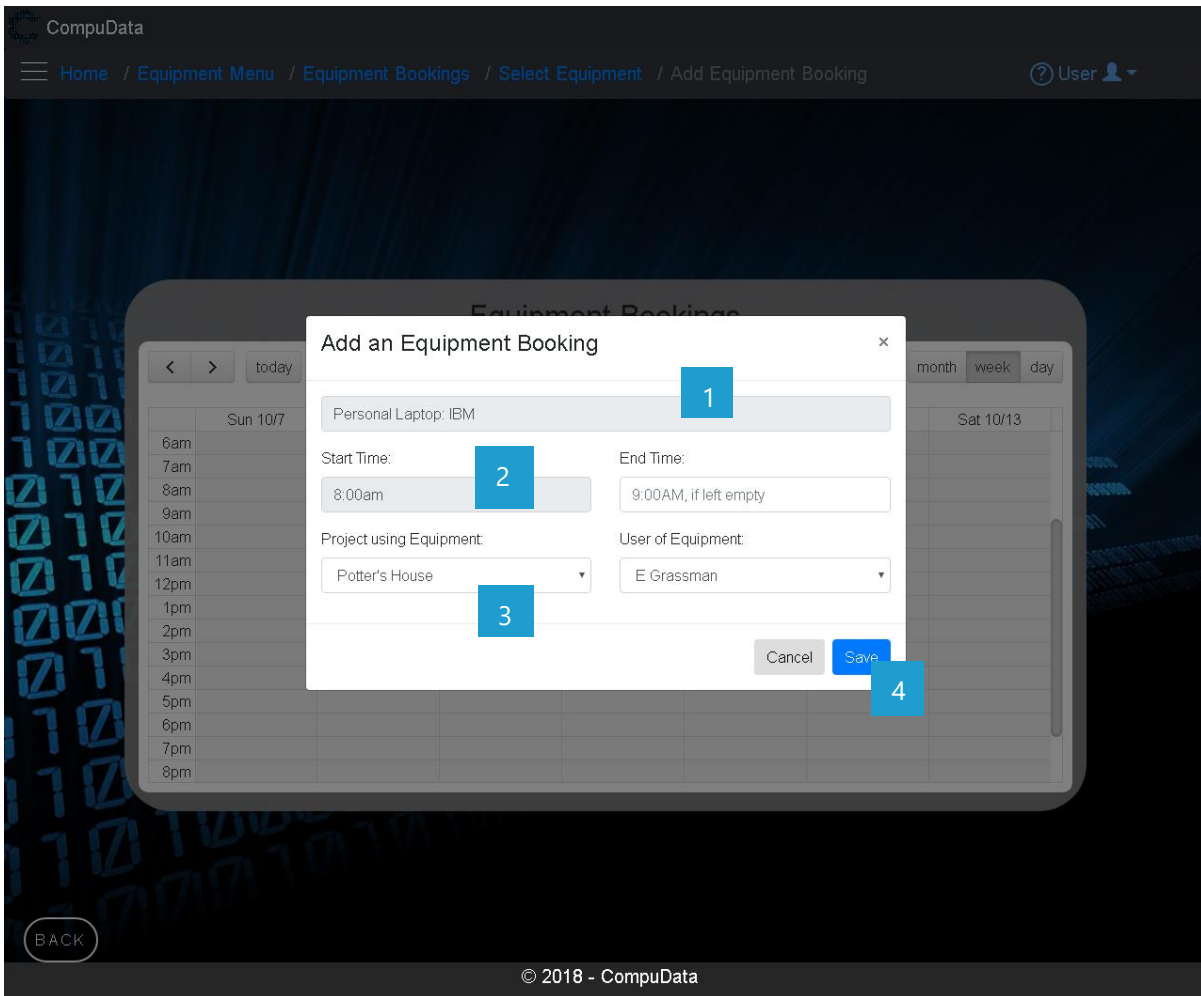
System 8 – Equipment Bookings

8.1 Add Equipment Booking

DESCRIPTIONS

- This form displays the second part of successfully adding an Equipment Booking.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Text box	- This textbox allows the user to enter the name of an equipment.
2	Start and End time Textboxes	- The start time textbox is disabled and a view only textbox. - The End time textbox has a default time that can be change by the user.
3	Project and User Drop down list	- The Project using Equipment drop down list allows the user to choose the desired project for the equipment. - The User using Equipment drop down list allows the user to choose the desired user for the equipment.



4	Save and Cancel button	<ul style="list-style-type: none">- The Save button will save all the details on the form to the system.- The Cancel button will leave the form and return back to the <u>Add Equipment booking</u> from.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.

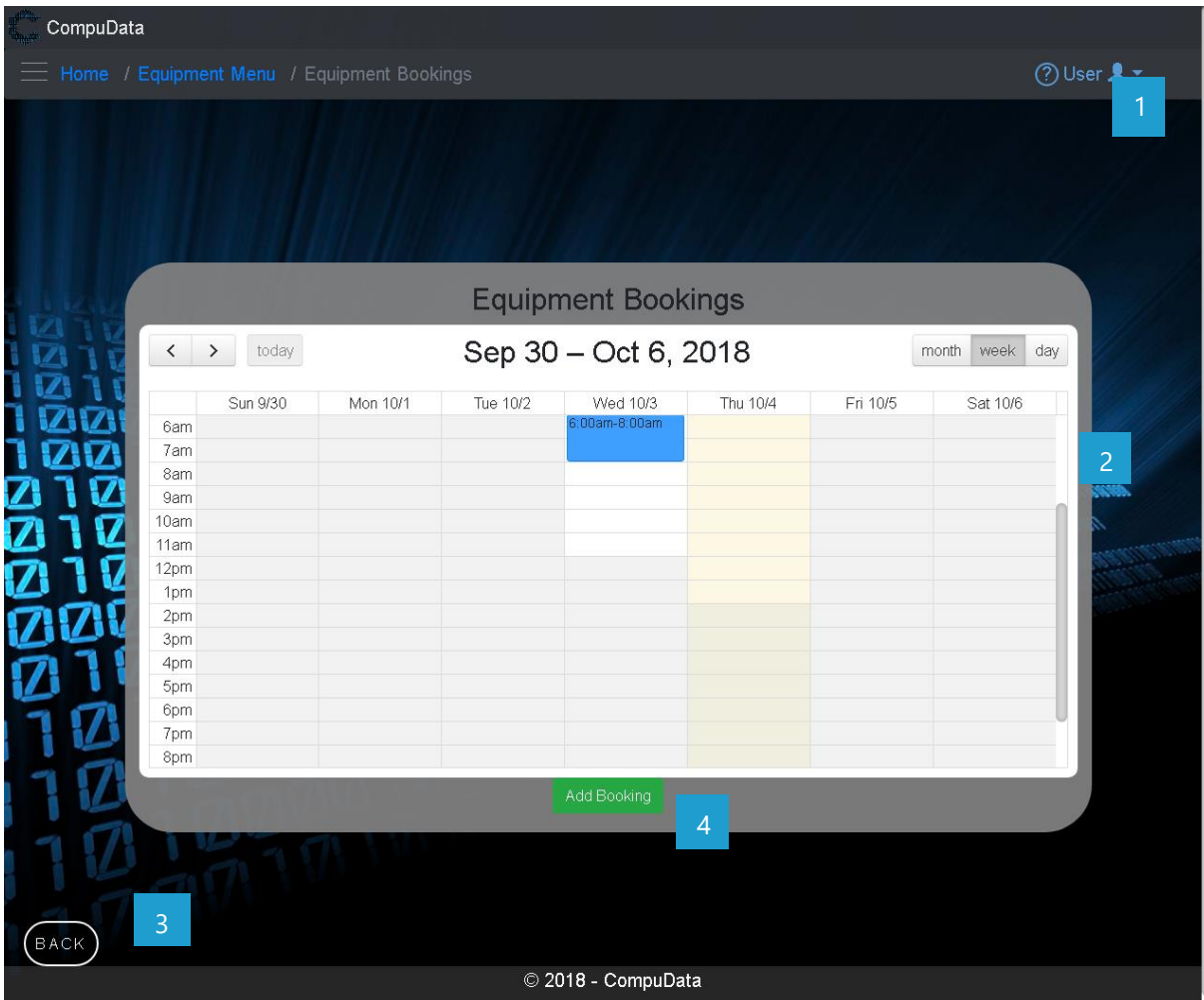


8.2 Search Equipment Bookings

DESCRIPTIONS

- This form displays the details for each Equipment booking on the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Equipment booking</i> screen. - It shows a detailed process on how to progress.
2	Equipment booking Table	<ul style="list-style-type: none"> - The Equipment booking table contains data that show case which dates are available for equipment bookings.
3	Add Booking Buttons	<ul style="list-style-type: none"> - The Add Booking button displays the Add Equipment booking screen.
4	Back button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes on the form. - If the user clicks the Yes button, the <i>Equipment booking</i> form will close.



		<ul style="list-style-type: none">- If the user click the No button, the notification message disappears and the <u>Equipment booking</u> from remains open will all entered details still existing.
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



8.3 Modify Equipment Booking

DESCRIPTIONS

- This form displays the required input components needed to successfully modify an Equipment booking.
- Equipment booking details are required to successfully modify the Equipment booking.

DETAILED SCREEN LAYOUT

DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Text box	- This textbox allows the user to enter the name of an equipment.
2	Start and End time Textboxes	- The start time textbox is disabled and a view only textbox. - The End time textbox has a default time that can be change by the user.
3	Project and User Drop down list	- The Project using Equipment drop down list allows the user to choose the desired project for the equipment. - The User using Equipment drop down list allows the user to choose the desired user for the equipment.
4	Save and Cancel button	- The Save button will save all the details on the form to the system. - The Cancel button will leave the form and return back to the <i>Modify Equipment booking</i> from.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



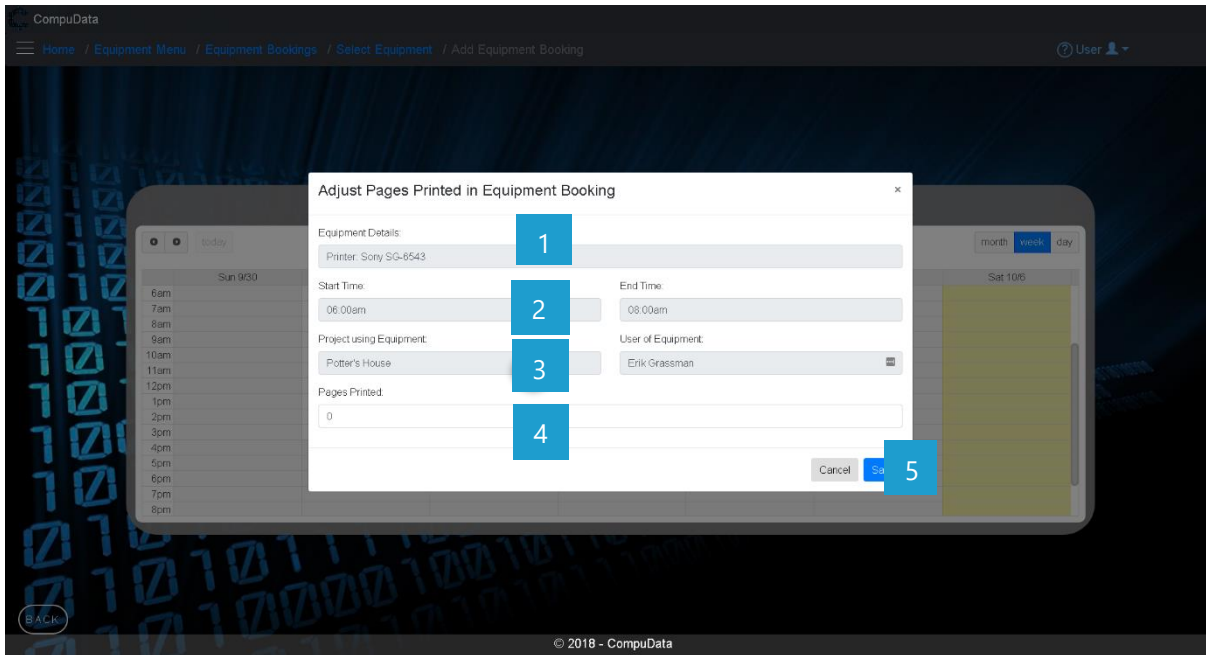


8.5 Assign Printer Usage

DESCRIPTIONS

- This form displays the required input components needed to successfully modify an Equipment booking.
- Equipment booking details are required to successfully modify the Equipment booking.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Text box	- This textbox allows the user to enter the name of an equipment.
2	Start and End time Textboxes	- The start time textbox is disabled and a view only textbox. - The End time textbox has a default time that can be change by the user.
3	Project and User Drop down list	- The Project using Equipment drop down list allows the user to choose the desired project for the equipment. - The User using Equipment drop down list allows the user to choose the desired user for the equipment.
4	Pages Printed textbox	- This textbox allows user to add the amount of pages that needs to be printed.
5	Save and Cancel button	- The Save button will save all the details on the form to the system. - The Cancel button will leave the form and return back to the <u>Add Equipment booking</u> from.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database will display error message.



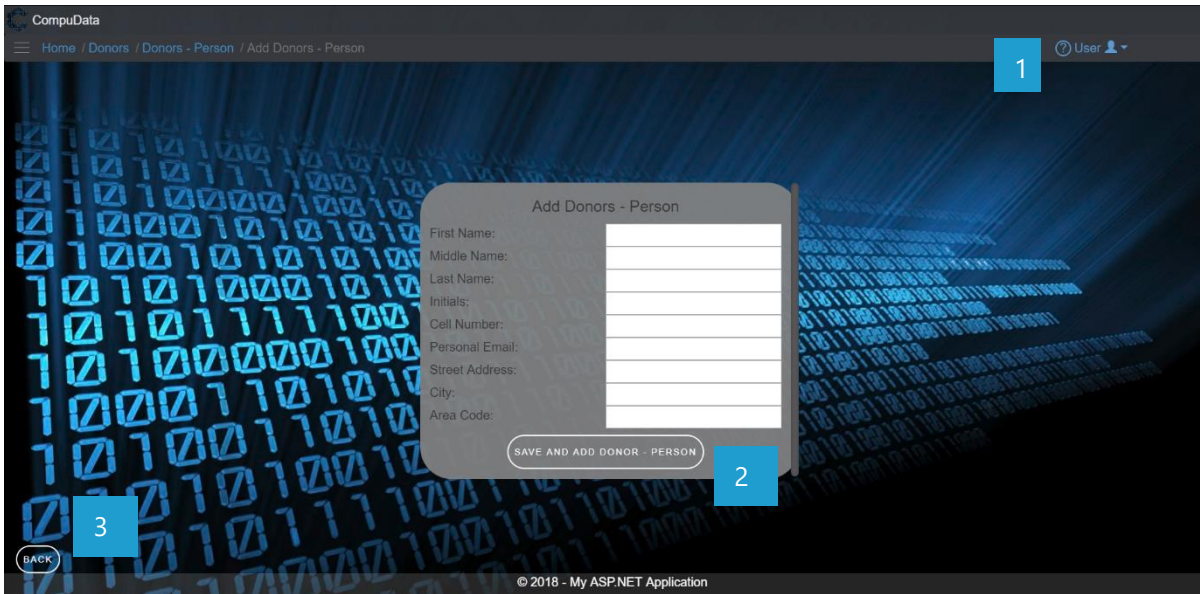
Sub-System 10 - Donors

10.1a Add Donor - Person

DESCRIPTIONS

- This form displays the required details to successfully add a donor person to the CompuData system.
- Donor person details are required to successfully add a donor person.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Add Donor Person</u> screen. - It shows a detailed process on how to progress.
2	Add Donor Person Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Donor Person. - If the user clicks the <u>Yes</u> button, all details of the Donor Person are saved to the CompuData database. - A notification of successful addition of Donor Person is displayed and the <u>Add Donor Person</u> form closes. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Donor Person</u> form remains open will all entered details still existing.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <u>Yes</u> button, the <u>Add Donor Person</u> form will close. - If the user clicks the <u>No</u> button, the notification message disappears and the <u>Add Donor Person</u> form remains open will all entered details still existing.



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

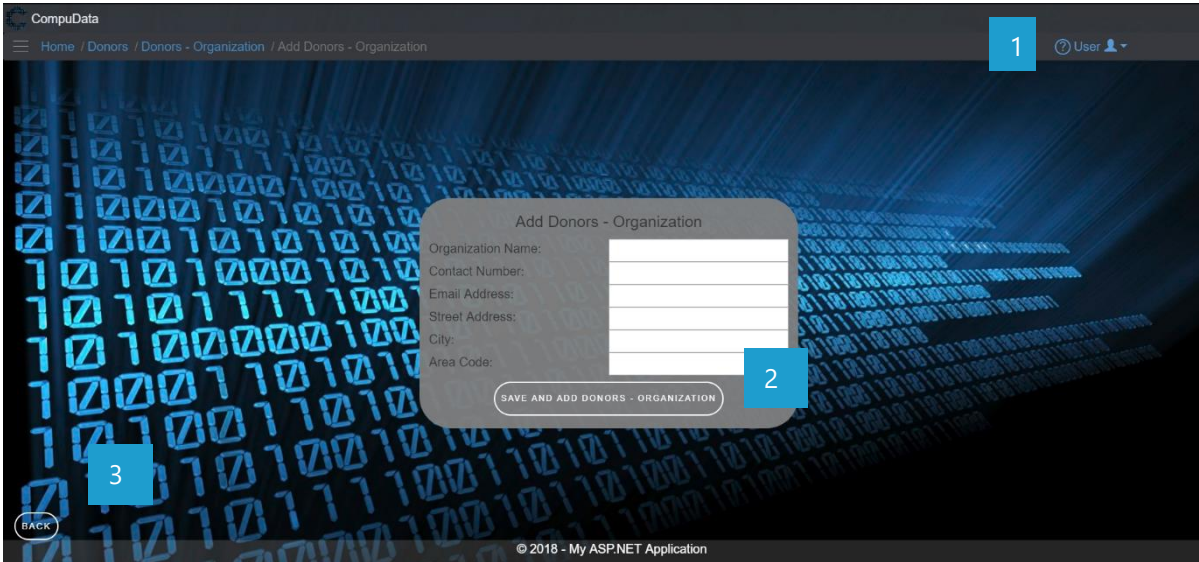


10.1b Add Donor - Organisation

DESCRIPTIONS

- This form displays the required details to successfully add a donor organisation to the CompuData system.
- Donor organization details are required to successfully add the donor organization to the system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Add Donor Organisation</i> screen. - It shows a detailed process on how to progress.
2	Add Donor Organisation Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the addition of a new Donor Organisation. - If the user clicks the <i>Yes</i> button, all details of the Donor Organisation are saved to the CompuData database. - A notification of successful addition of Donor Organisation is displayed and the <i>Add Donor Organisation</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Donor Organisation</i> form remains open will all entered details still existing.
3	Back Button	<ul style="list-style-type: none"> - This button displays a notification message to confirm the loss of all possible changes made on the form. - If the user clicks the <i>Yes</i> button, the <i>Add Donor Organisation</i> form will close. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Add Donor Organisation</i> form remains open will all entered details still existing.

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

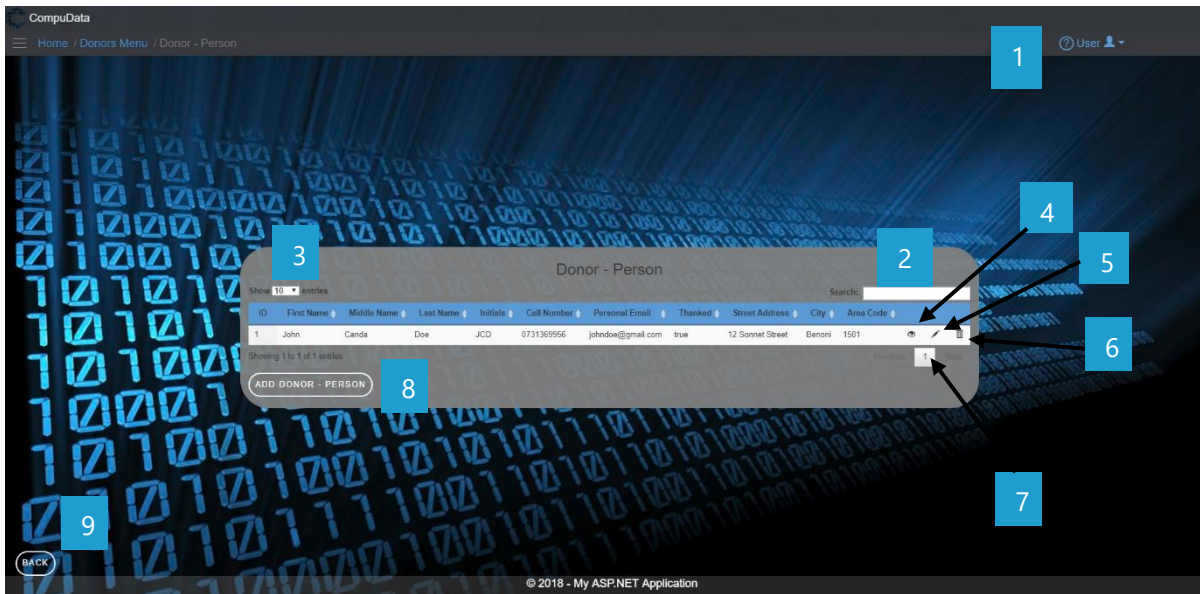


10.2 Search Donor a – Donor Person

DESCRIPTIONS

- This form allows the user to search for a specific donor person in the CompuData database using different types of search criteria.
- Donor persons in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Search Donor Person</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Donor Persons</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <i>View Donor Person Details</i> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <i>Modify Donor Person Details</i> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected donor person. - If the user selects <i>Yes</i>, the donor person is removed. - If the user selects <i>No</i>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.



8	Add Donor Person Button	- Takes the User to the <u>Add Donor Person</u> form.
9	Back Button	- Takes the User back to the <u>Donors Menu</u> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

✓ None

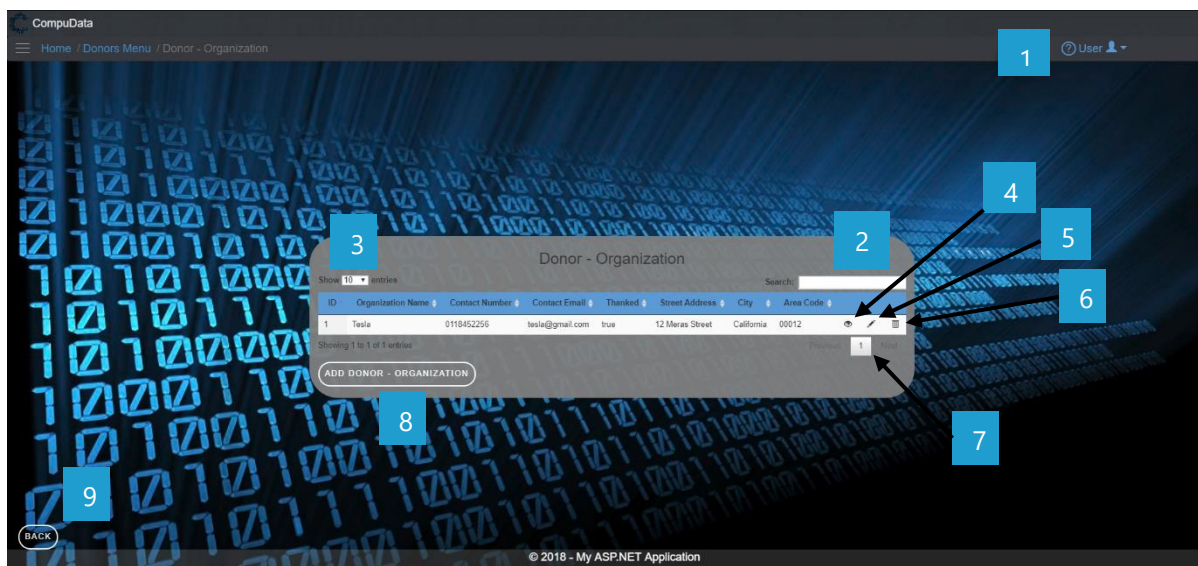


10.2 Search Donor b – Donor Organisation

DESCRIPTIONS

- This form allows the user to search for a specific donor organisation in the CompuData database using different types of search criteria.
- Donor organisations in the database matching the search criteria are displayed to the user in a table.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Search Donor Organisation</u> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <u>Donor Organisations</u> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	View Icon	<ul style="list-style-type: none"> - Takes the user to the <u>View Donor Organisation Details</u> form
5	Modify Icon	<ul style="list-style-type: none"> - Takes the user to the <u>Modify Donor Organisation Details</u> form
6	Remove Icon	<ul style="list-style-type: none"> - Prompts the user if he/she would like to remove the selected donor organisation. - If the user selects <u>Yes</u>, the donor organisation is removed. - If the user selects <u>No</u>, the form will remain open and unchanged.
7	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
8	Add Donor Organisation Button	<ul style="list-style-type: none"> - Takes the User to the <u>Add Donor Organisation</u> form.



9	Back Button	- Takes the User back to the <i>Donors Menu</i> form
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POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

✓ None

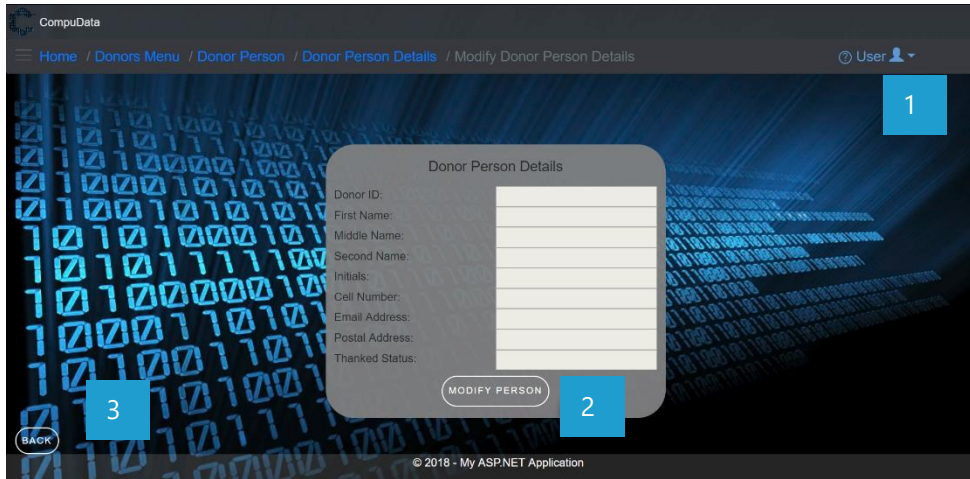


10.2 Modify Donor a - Person

DESCRIPTIONS

- This form allows the user to select a specific donor person and to maintain the donor persons details stored in the CompuData database.
- Modified donor person details are required to successfully modify a donor person.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Donor Person</i> screen. - It shows a detailed process on how to progress.
2	Modify Person Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the DONORS table.
3	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Donor Person Details</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

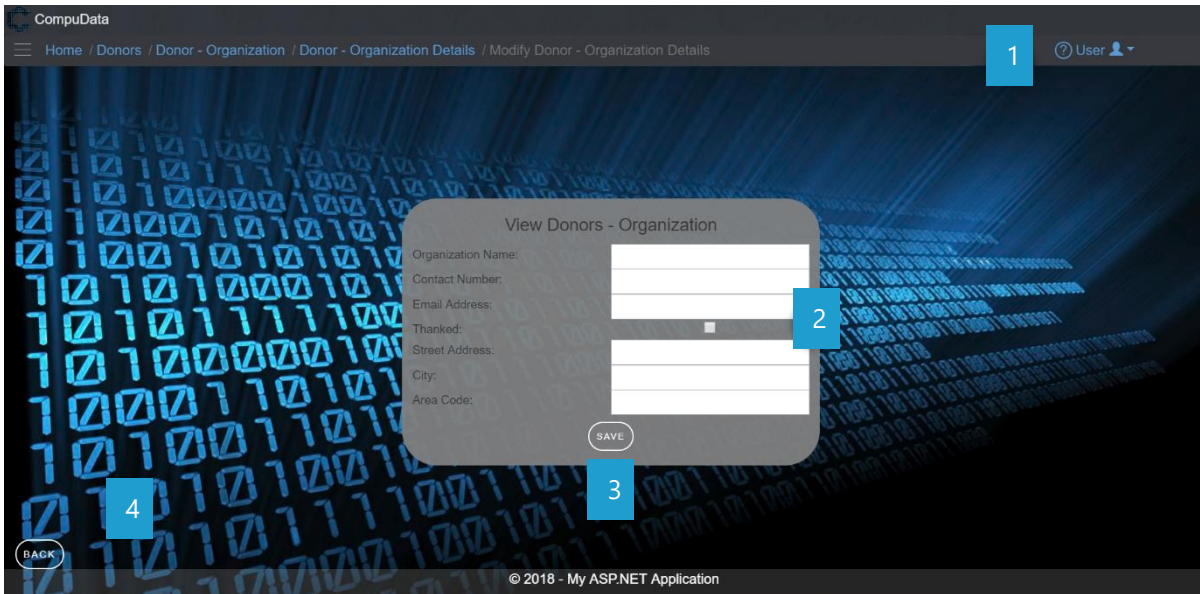


10.2 Modify Donor b - Organisation

DESCRIPTIONS

- This form allows the user to select a specific donor organisation and to maintain the donor organisation details stored in the CompuData database.
- Modified donor organisation details are required to successfully modify a donor organisation.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Modify Donor</i> screen. - It shows a detailed process on how to progress.
2	Tick Box	<ul style="list-style-type: none"> - A tick box that will be used to indicate if a donor person has been thanked or not.
3	Save Button	<ul style="list-style-type: none"> - Validates the information in the details textbox, and accordingly modifies the information to the DONORS table.
4	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Donor Details</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in the database (Input format, empty fields) will display a relevant error message.

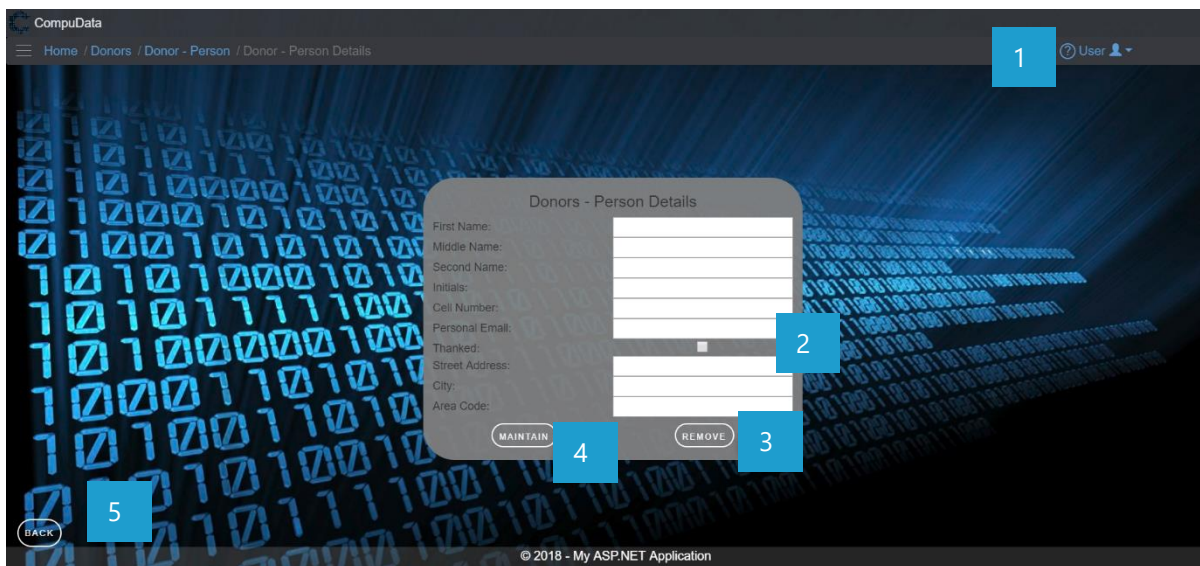


10.4a Remove Donor - Person

DESCRIPTIONS

- This form allows the user to select a specific donor person and remove the selected donor person from the CompuData database.
- Donor person details in the database will be removed.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Remove Donor Person</i> screen. - It shows a detailed process on how to progress.
2	Tick Box	<ul style="list-style-type: none"> - A tick box that will be used to indicate if a donor person has been thanked or not.
3	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a donor person. - If the user clicks the <i>Yes</i> button, relevant donor person in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of Donor is displayed and the <i>Remove Donor Person</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Delete Donor</i> form remains open will all entered details still existing.
4	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <i>Modify Donor Person</i> form
5	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Donor Person View</i> form



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the *Remove Button* is clicked, it displays a notification message to confirm the deletion of a donor person.

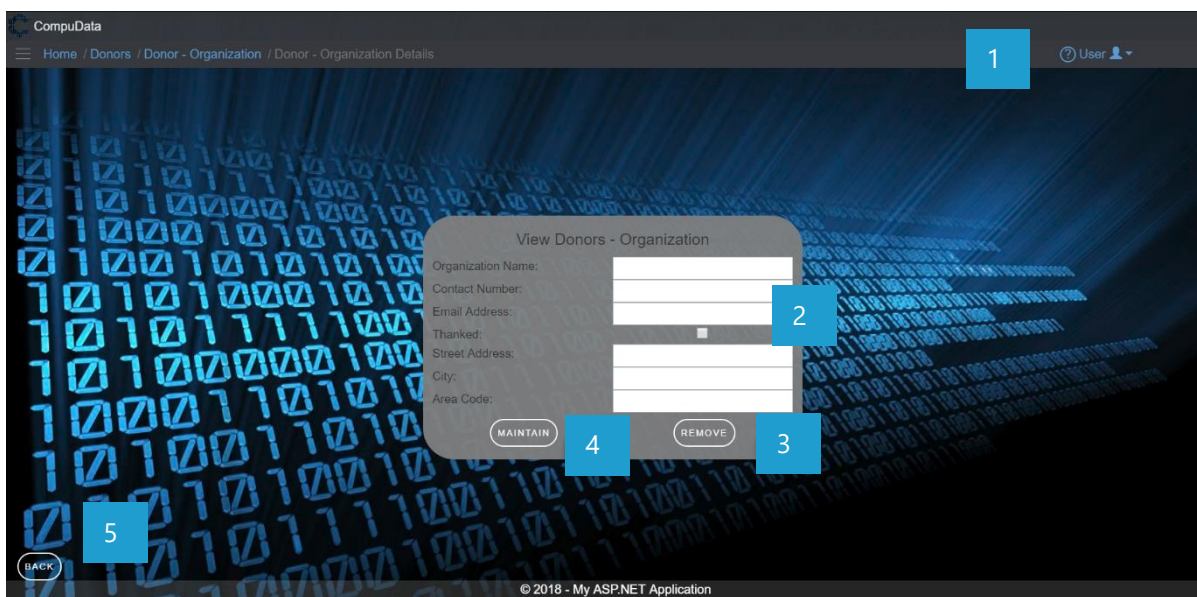


10.4b Remove Donor - Organisation

DESCRIPTIONS

- This form allows the user to select a specific Donor and remove the selected Donor from the CompuData database.
- Donors details in the database will be removed.
- The Donor cannot be removed if it is currently linked to a *Project*.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Remove Donor Organisation</i> screen. - It shows a detailed process on how to progress.
2	Tick Box	<ul style="list-style-type: none"> - A tick box that will be used to indicate if a donor organisation has been thanked or not.
3	Remove Button	<ul style="list-style-type: none"> - The button displays a notification message to confirm the deletion of a donor organisation. - If the user clicks the <i>Yes</i> button, relevant donor organisation in the database that the user has selected to in the search criteria are deleted. - A notification of successful deletion of Donor is displayed and the <i>Delete Donor Organisation</i> form closes. - If the user clicks the <i>No</i> button, the notification message disappears and the <i>Delete Donor Organisation</i> form remains open will all entered details still existing.
4	Modify Button	<ul style="list-style-type: none"> - Takes the User to the <i>Modify Donor Organisation</i> form
5	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Donor Organisation View</i> form



POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- When the Remove Button is clicked, it displays a notification message to confirm the deletion of a donor organisation.

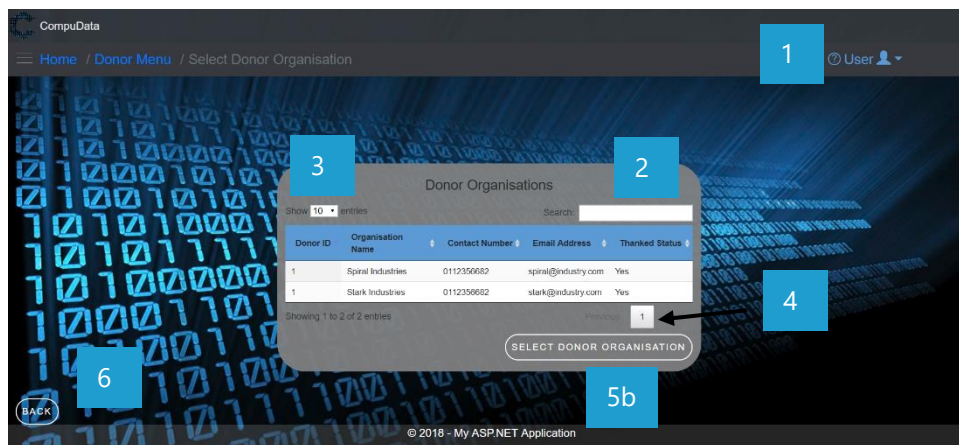
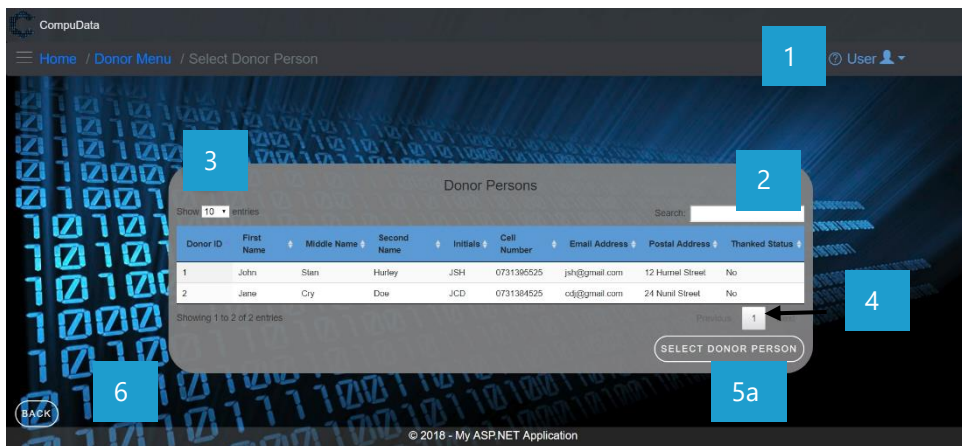


10.6 Generate Thank You Letter Template – Donor Person & Organisation

DESCRIPTIONS

- Allows a user to select a donor organisation or person to thank.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Select Donor Person/Organisation</i> screen. - It shows a detailed process on how to progress.
2	Fuzzy Search Bar	<ul style="list-style-type: none"> - Allows the User to search through the <i>Donor Person/Organisation</i> table and automatically refreshes to display search results.
3	Row Count Selector Dropdown Menu	<ul style="list-style-type: none"> - This dropdown menu displays the available options for the number of items to display per page. - Generally, the available options are 10, 25, 50 or All items
4	Previous/Next Buttons	<ul style="list-style-type: none"> - Allows the User to cycle between different pages of results. - Displays the current results page number.
5a	Select Donor Person	<ul style="list-style-type: none"> - Selects the chosen donor person to generate a thank you letter template for.
5b	Select Donor Organisation	<ul style="list-style-type: none"> - Selects the chosen organization to generate a thank you letter template for.



6	Back Button	- Takes the User back to the <i>Donor Menu</i> form
---	--------------------	---

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- ✓ None.



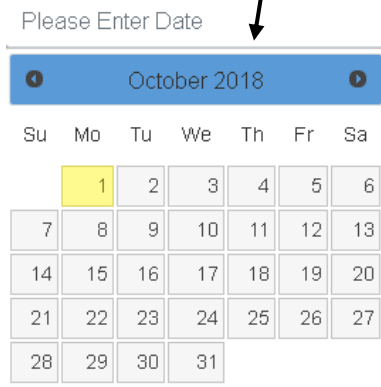
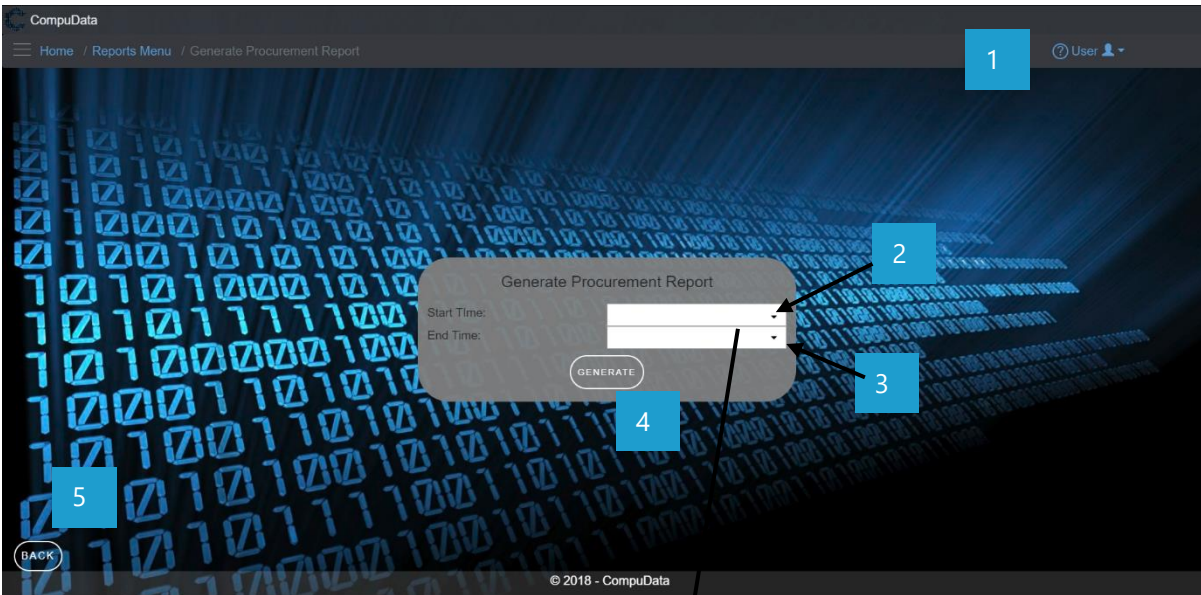
Sub-System 11 - Reports

11.1 Generate Procurement Report

DESCRIPTIONS

- This form displays the required details to successfully generate a procurement report from the CompuData system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Reports</i> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report.



		<ul style="list-style-type: none"> - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
4	Generate Button	<ul style="list-style-type: none"> - The system verifies the start and end date. - The report is converted into a .PDF file, and downloaded to the user's pc.
5	Back Button	<ul style="list-style-type: none"> - Takes the User back to the <i>Reports Menu</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.

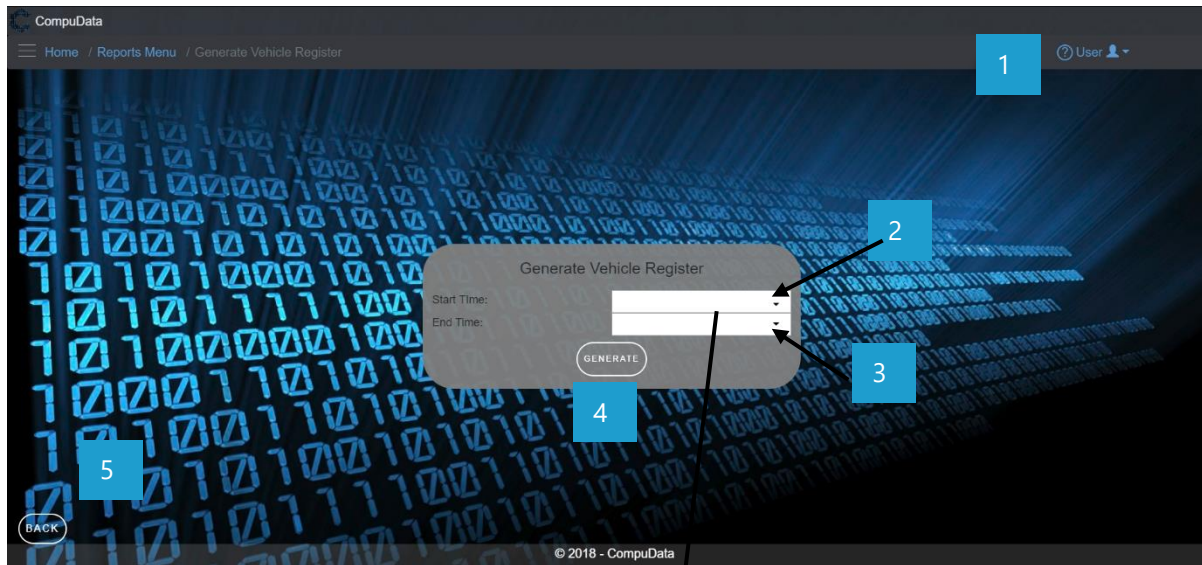


11.2 Generate Vehicles Register

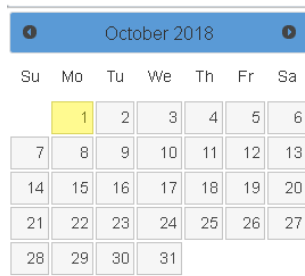
DESCRIPTIONS

- This form displays the required details to successfully generate a vehicles register from the CompuData system.

DETAILED SCREEN LAYOUT



Please Enter Date



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Reports</i> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.



4	Generate Button	<ul style="list-style-type: none">- The system verifies the start and end date.- The report is converted into a .PDF file, and downloaded to the user's pc.
5	Back Button	<ul style="list-style-type: none">- Takes the User back to the <i>Reports Menu</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.

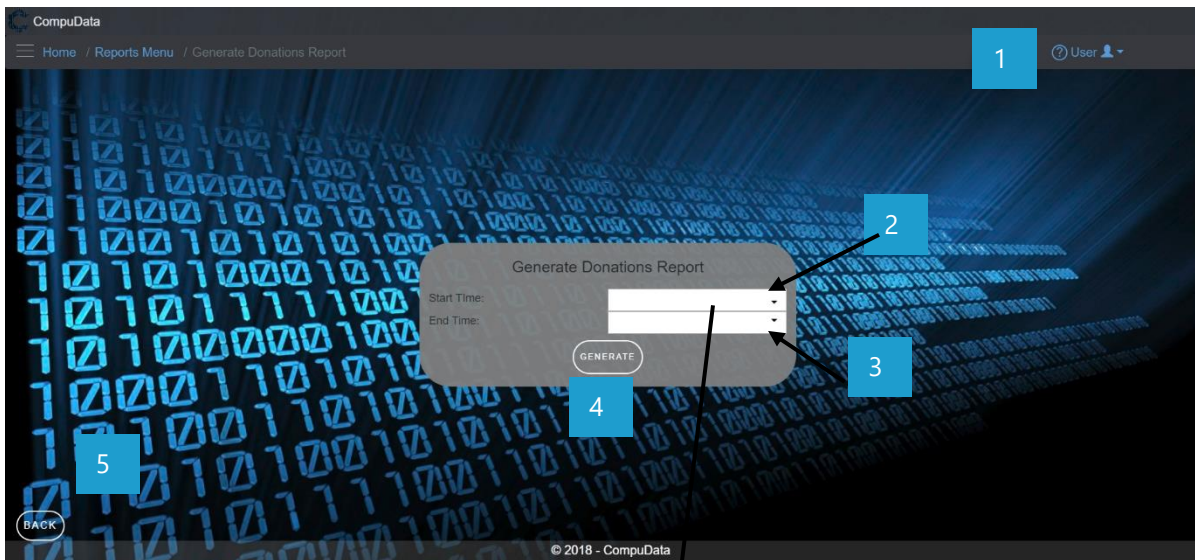


11.3 Generate Donations Report

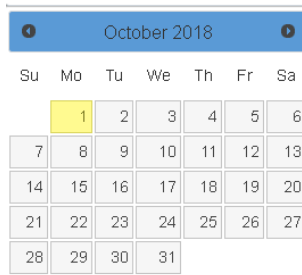
DESCRIPTIONS

- This form displays the required details to successfully generate a donations report from the CompuData system.

DETAILED SCREEN LAYOUT



Please Enter Date



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Reports</u> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
4	Generate Button	<ul style="list-style-type: none"> - The system verifies the start and end date. - The report is converted into a .PDF file, and downloaded to the user's pc.



5	Back Button	- Takes the User back to the <i>Reports Menu</i> form
---	--------------------	---

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.

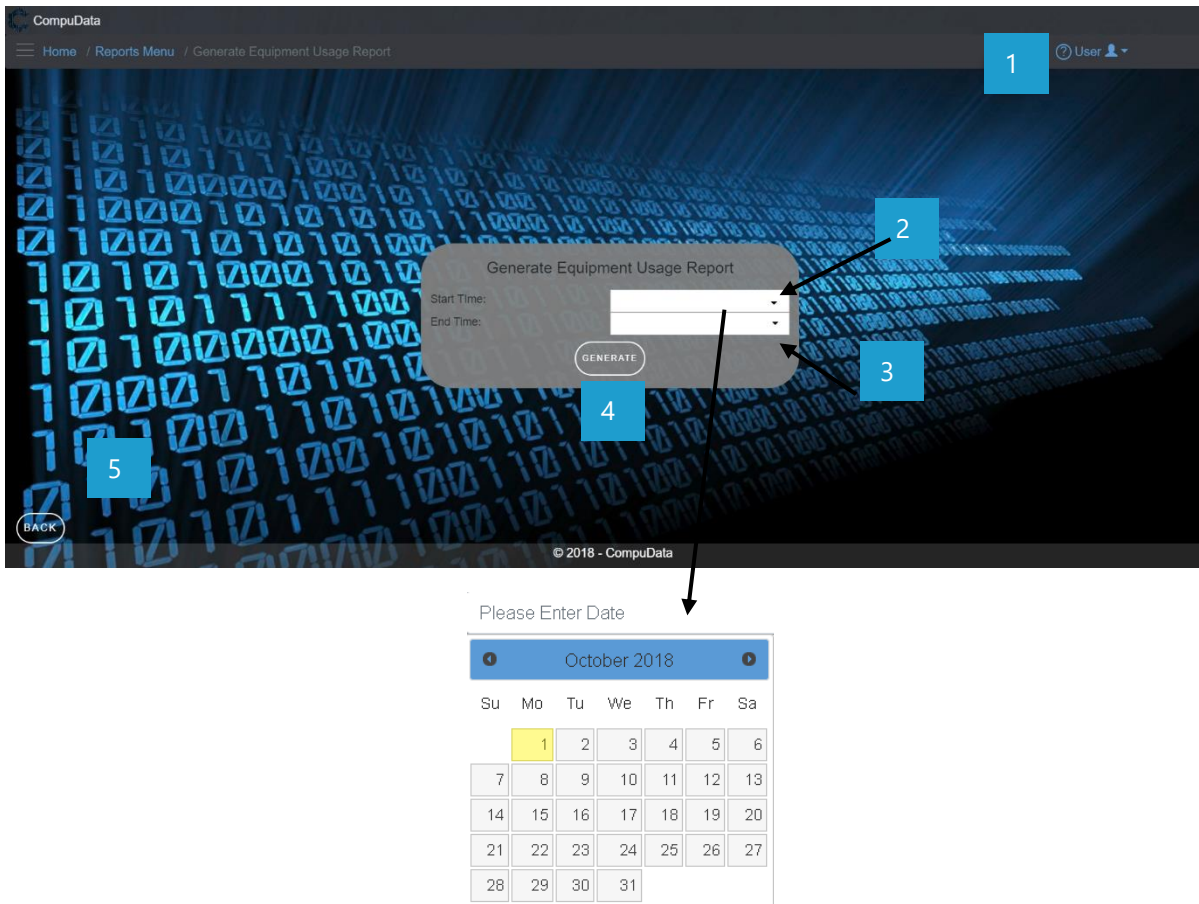


11.4 Generate Equipment Usage Report

DESCRIPTIONS

- This form displays the required details to successfully generate an Equipment Usage Report from the CompuData system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Reports</u> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
4	Generate Button	<ul style="list-style-type: none"> - The system verifies the start and end date. - The report is converted into a .PDF file, and downloaded to the user's pc.



5	Back Button	- Takes the User back to the <i>Reports Menu</i> form
---	--------------------	---

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.



11.5 Generate Equipment Bookings Report

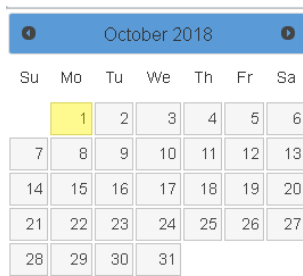
DESCRIPTIONS

- This form displays the required details to successfully generate an Equipment Bookings Report from the CompuData system.

DETAILED SCREEN LAYOUT



Please Enter Date



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <u>Reports</u> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.



4	Generate Button	<ul style="list-style-type: none">- The system verifies the start and end date.- The report is converted into a .PDF file, and downloaded to the user's pc.
5	Back Button	<ul style="list-style-type: none">- Takes the User back to the <i>Reports Menu</i> form

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.

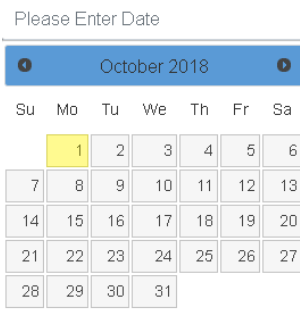
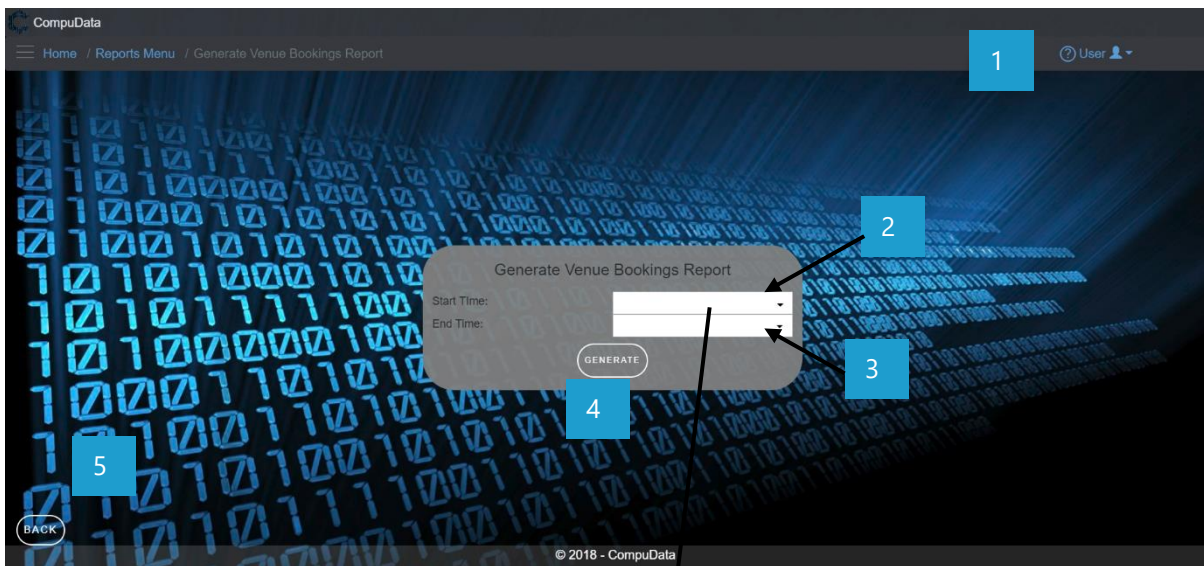


11.6 Generate Venue Bookings Report

DESCRIPTIONS

- This form displays the required details to successfully generate a Venue Bookings Report from the CompuData system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Reports</i> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report.



		<ul style="list-style-type: none">- The DateTime Picker can cycle by month and day, as shown in the screenshot.
4	Generate Button	<ul style="list-style-type: none">- The system verifies the start and end date.- The report is converted into a .PDF file, and downloaded to the user's pc.
5	Back Button	<ul style="list-style-type: none">- Takes the User back to the <i>Reports Menu</i> form
6		

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.

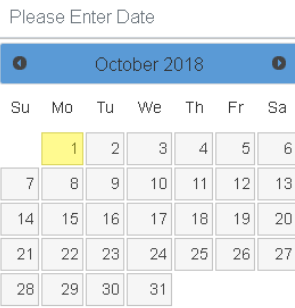
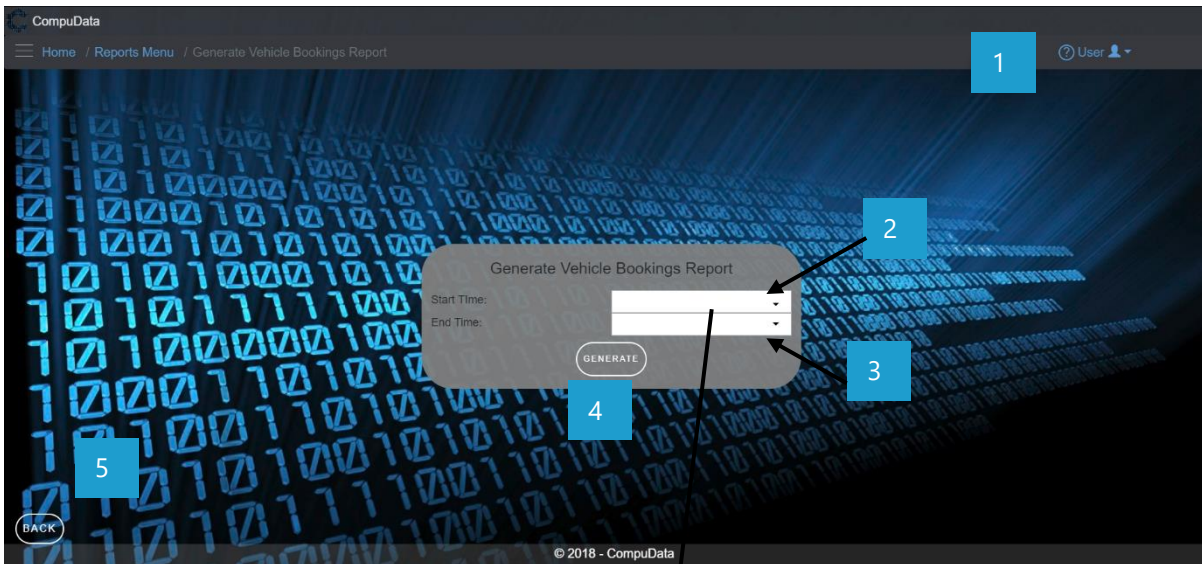


11.7 Generate Vehicle Bookings Report

DESCRIPTIONS

- This form displays the required details to successfully generate a Vehicle Bookings Report from the CompuData system.

DETAILED SCREEN LAYOUT



DETAILED LAYOUT DESCRIPTION & EXPLANATION

No.	Control	Description
1	Help Button	<ul style="list-style-type: none"> - This button serves as a help function for the <i>Reports</i> screen. - It shows a detailed process on how to progress.
2	Start Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the start date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
3	End Date DateTime Picker	<ul style="list-style-type: none"> - This DateTime picker allows the user to select the end date of the report. - The DateTime Picker can cycle by month and day, as shown in the screenshot.
4	Generate Button	<ul style="list-style-type: none"> - The system verifies the start and end date. - The report is converted into a .PDF file, and downloaded to the user's pc.



5	Back Button	- Takes the User back to the <i>Reports Menu</i> form
---	--------------------	---

POSSIBLE ERRORS, NOTIFICATIONS & ALERTS

VALIDATION ERROR MESSAGES

- **Warning:** Any errors concerning validation in DateTime fields (Input format, conflicting dates) will display a relevant error message.



Conclusion

The above-mentioned explanations will show a detailed processes that govern the functionality of the system. All these processes assist the user in getting the output desired from the system. Additionally, all relevant screen processes, error/notification messages have been added for further clarity.

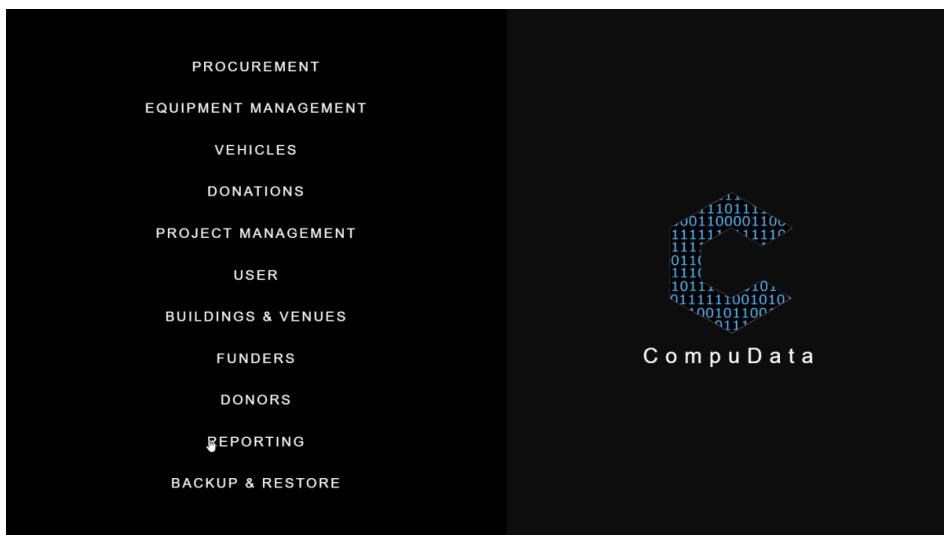
D. BACKUP AND RESTORE

Introduction

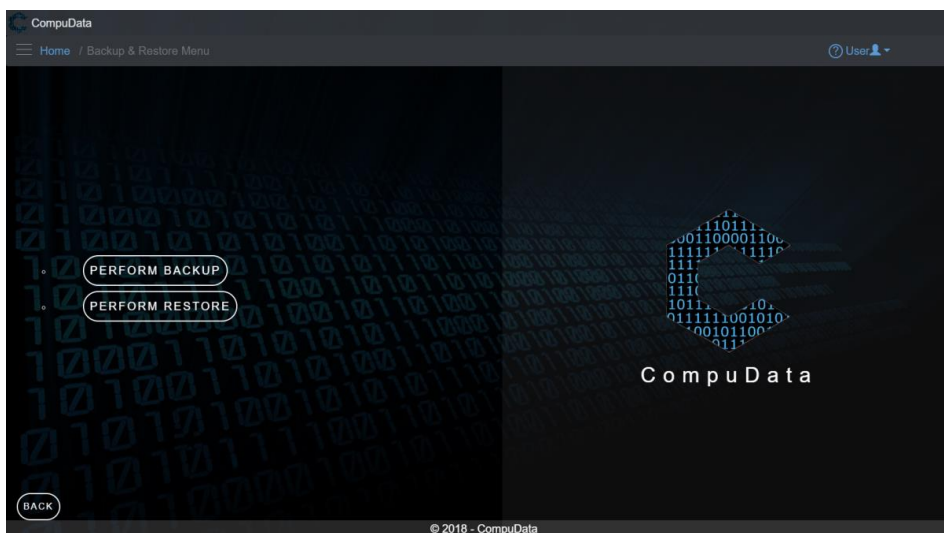
The following section will give a step-by-step process and corresponding explanations as to how the backup and restore procedure is going to function in the CompuData system. This will be done through the use of an internal backup file (.bak). This file will download on request, and implant itself into the appdata of the CompuData program. On requested retrieval, the system will retrieve that .bak file and implement it into the current system – overriding any current irregularities.

User Process

Step 1: *The user selects the "Reporting" tab from the main menu*



Step 2: *The user selects the "Perform Backup" tab from the main menu*



From this form view, the user can select the "Perform Backup" function. The system will backup the current systems data in the form of a backup file (.bak). This file is then stored in the appdata of CompuData for future use.

ALT Step 2: *The user selects the "Perform Restore" tab from the main men*

Alternatively, the user can select the "Perform Restore" function. This will retrieve the backup (.bak) file from the appdata of CompuData, and restore it into the current system.

Conclusion

The above mentioned processes and functions explain and display the backup and restore function of CompuData – as conducted by a user.



E. GLOSSARY

A

Add/Assign Requisition – 41, 42

Approve – 24, 27, 33, 37, 56

Assign – 13, 41, 42, 70, 178,

B

Backup – 1, 8, 238, 239, 243,

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Complete – 16, 56, 70, 74, 110, 111, 243,

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190, 191, 203, 204, 205,

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F. SIGN-OFF BY CLIENT

Introduction

This section serves as an official statement that indicates that the client has accepted the project development as per due, and all deliverable documentation is accepted.



Wayne Renkin

Programme Coordinator in
representation of Tshwane Leadership
Foundation

Email Proof From Client:

Conclusion

The above mentioned sections displays that the client is fully satisfied with the project team's presented performance in the current deliverable.



G. SIGN-OFF BY PROJECT TEAM MEMBERS

Introduction

This section contains the final team sign-off procedure – in which each team member signs the document as an indication that the work presented is complete, and no plagiarism was conducted.



Grant Geldenhuys

Head of
Communications &
Marketing



Muaaz Cassim

Head of Process
Modelling &
Documentation



Lian Bezuidenhout

Senior Developer &
Legal Officer



Erik Grassman

Team Leader & Lead
Developer



Ruan Bezuidenhout

Head of Design & Data
Transformation

Conclusion

The above mentioned document provides a user manual to the user in light that it will enable a deeper understanding of the CompuData functional systems and designs. It includes a detailed explanation of the purpose of all the system functions, all error messages, an explanation of how to get help, a detailed reports explanation, a system implementation procedure, a backup and restore procedure, an on-line help function, a glossary with all main terms, and a client sign off.

