Level 2 Data management software (DMS 7574-218)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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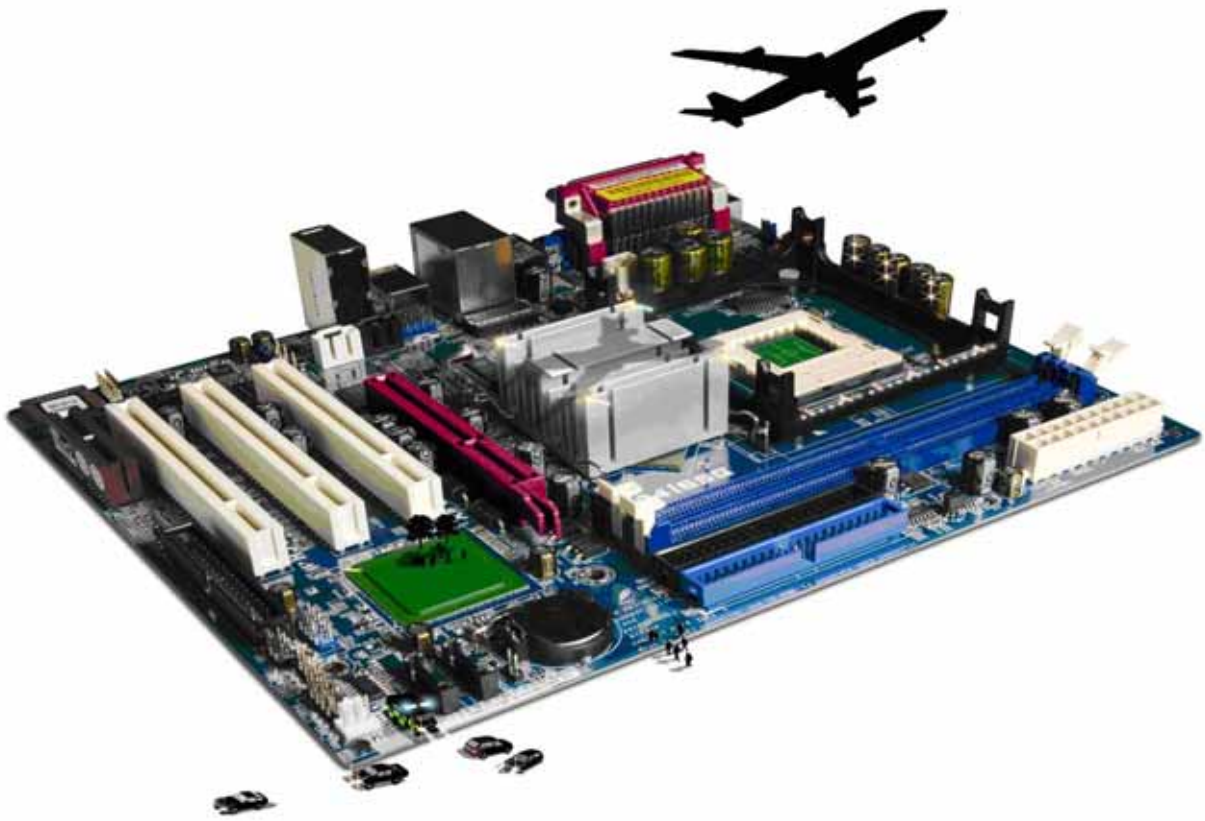

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Level 2 Data management software (7574-218)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Data management software (DMS 7574-218).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **two hours**.

Level 2 Data management software (DMS 7574-218)
Candidate instructions

Time allowance: Two hours

The assignment:

This assignment is made up of **five** tasks

- Task A - Creating a backup
- Task B - Adding new records
- Task C - Amending records
- Task D - Creating queries and reports
- Task E - Security measures

Scenario

You have just been appointed to the post of Administrator for a small consultancy firm, Late Hour Partnership.

Your work as Administrator includes maintaining a small invoicing database system set up, by your predecessor, to track sales, check that bills are being paid etc,. This database has also started to be used as a Contacts and Marketing database.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Creating a backup

1 Create a back up of the file **ITQL2dms**, provided by your assessor.

Save it to your removable storage media or network drive using the file name:

ITQL2dmsbackup

Continued over…

Task B – Adding new records

1 Open your database software.

2 Open the file **ITQL2dms**.

When asked for a user name and password:

user name is: **ITQL2dms**
password is: **ITQL2dms**

Note: both are case sensitive.

3 Add a new Organisation with the following details:

Organisation	Cold Touch Media
NumberStreet	15
District	Oregon
Town	Lancaster
County	Hampshire
Post Code	HA3 9LM
TelephoneNumber	01628 500692

4 Check the accuracy of the entered data.

5 Save the record and close the form.

Task C – Amending records

1 Using the **Organisation Lists** form, locate and edit **Blue Hearing plc**.

Blue Hearing have changed their telephone number, amend the telephone number to: 01486 722354

Make the change and save the record.

2 A member of staff at Blue Hearing plc has changed their name following a marriage.

Use the **People** tab to locate and edit **Charlotte Ward**.
Charlotte's new Family name is **Crane**.
Amend the Family Name as required and the appropriate title.

Make the changes and close the Edit form.

3 Save the record, close the Organisation Properties List form and close the Organisation List form.

Task D – Creating queries and reports

1 Using the Main Menu select Invoices List and click on the Edit Query button at the bottom of the form.

Enter criteria into the query to select all the invoices where the Gross Total is worth £2,500 or more.

Save the Query as **qryInvoicesList2500**.
Do not close this query.

2 Use this new query (**qryInvoicesList2500**) to create another query called **qryInvoicesList2500Sorted** which sorts the list in ascending order of Gross Value.

Note: It is **essential** that the **qryInvoicesList2500** query is **not** overwritten.

3 Using the Report Wizard create the report as follows:
(**Note**: You may need to close any open forms or queries before you access the navigation panel, to complete this task)

- base the report on the query **qryInvoicesList2500**
- use all fields
- group on **Organisation**
- shows totals for the **Net, VAT and Gross** fields
- use landscape orientation
- title the report as High Value Invoices.

4 Modify the report by:

- formatting the Transaction Date to display as Medium Date
- formatting totals as currency
- creating a label within the report footer with your name.
- ensure all data can be seen.

5 Save and close the report, exit the Main Menu and close the database.

Task E – Security measures

1 This application has been developed for a small office and does not contain any security measures. However, as it already contains some commercial information and could potentially contain even more, identify **two** security measures that you may want to consider.

Using your **Answers 218 B** document, provided by your assessor, record your **two** security measures.

2 Close all open applications.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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