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Unit 319 – Database Software

Assignment A

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About this document
This assignment comprises all of the assessment for Level 3 Database software (DB 7574-319).

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 and a half hours.
Time allowance: Two and a half hours

The assignment:

This assignment is made up of one task

- Task A - Using database software

Scenario

You have just been appointed to the post of Administrator for a small consultancy firm, Late Hour Partnership, which began trading in 2007.

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 – Using database software

1. Open the database ITQdbL3 provided by your assessor.

2. It has been noticed that the word ‘Warehousing’ has been misspelled as ‘Wharehousing’.

   Use a suitable method to correct this.

3. The report InvoiceTemp is missing some vital information. Create a new report, named Invoice, based on the InvoiceTemp report.

   Add the following address details to the right hand side of the report header:

   Late Hour Partnership
   555 Rayleigh Arcade
   Southend on Sea
   SA40 2YK
4 In the InvoiceId footer, to the right of VAT Total field, add a function to calculate the Gross Total. Check that the total is correct and that the formatting is consistent with the rest of the report.

Save the updated report as Invoice.

5 Create a query called qryTelephoneListing based on the People and Organisation tables which returns:

- FamilyName
- FirstName
- Organisation
- TelephoneNumber
- DirectDial
- Ext.
- Mobile.

Include all records from Organisation and only those records from People where the joined fields are equal. Do not select your own staff employees.

6 Create a report called rptTelephoneDirectory, based on your qryTelephoneListing query, which is grouped by Organisation and sorted by the person’s FamilyName and then FirstName. Make sure all grouping and sorting is in ascending order.

Modify the report so that the FamilyName and FirstName fields are in bold and that all data and labels are clearly shown.

7 Create a CrossTab query called qryBySales that summarises NetTotal sales by Year and by Service, using the tables Invoices, Invoiceltems and Services.

For Year use Year:Year([TransactionDate]).

8 Create a Notes Table that will allow the partners to have a general purpose, simple Notes facility which is able to capture at least 500 characters and can be used to record details of phone conversations, proposed meetings and so on.

You will need:

- a field which allows the Notes table to be linked to Organisations. (Each Note should belong to one and only one Organisation, but an Organisation may have many Notes)
- a field which acts as a unique identifier
- a date field which defaults to today
- a number field that enables the note to be associated to a given person at another organisation
- a number field that enables the note to be associated to the member of staff recording the information.

Continued over...
9. Add the Notes table to the Relationships diagram.

Create a one-to-many relationship between the Organisation table and the Notes table, make sure that data integrity is maintained in all instances.

Save the relationships diagram.

10. Create a query called qryGetOrgPeople that displays the fields PeopleId, Organisation and Person.

The Person field should be a concatenation of FirstName and FamilyName, with a space between the two, sort the list by FamilyName, FirstName.

Do not list members of staff.

11. Using the query qryGetOrgPeople, modify the criteria so that the query only lists members of staff.

Save the query as qryGetStaff.

12. Create a form called frmNotes that displays all data input fields from your Notes table and use a Combo Box to select data from your saved query qryGetOrgPeople for the name of the person being contacted. The PersonId number should not be visible in the Combo Box.

Use a Combo Box to select data from your saved query qryGetStaff to select the staff member (person) making the notes.

13. Add a new page to the existing Tabbed Notebook in the frmOrganisationEdit form and call it Notes.

Add frmNotes to that new page as a subform. Give the subform the name Contacts.

14. Test the system by adding a note linked to Blue Hearing plc. The Member of Staff is Millie Clark the contact is Aimee Bell. The note should read that:

Aimee was not available. Call back in one month.

15. Create a backup of your database using a suitable name. Using the backup set a password to prevent unauthorised access (password should be: cityandguilds).

Reopen the backup to ensure that the password has been set correctly.


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