## ICT @ Brooke Weston Academy

Unit 06 (AO6) – Advanced Databases

**Produce User Documentation and Technical Information**

**Scenario**

Cube Systems need help handling the sales of their customised computers and software.

* Based on the scenario provided within AO1 and the database system implemented within AO2, you now need to produce a range of documentations that can be used by the users (Call Centre). This will need to be split into User documentation and technical documentation.
  + Here are a **few key points identified** within the AO1 Scenario:
    - Cube systems would like a ***fully functional and automated database*** system which could incorporate:
      * A **system selection page** – where the user selects what the customer requires.
      * An **order page** - Customers choose the configuration of computer based on multiple choices such as the speed of the processor, size of the RAM, monitor or hard drive and software they want.
      * Certain options do attract discounts and customers have delivery options such as next day, 2 day or 4 day which all have different price points – if the customer spends over a certain price point they will get free delivery.
      * An **invoice page** – where all of the customers information can be printed out from.
      * A **price page** – this could include analysis of how many has been bought of a particular product, how much profit is made on each part or any other information you can justify.
      * Although not essential they said a ***record page of all customers*** and their ***purchases*** would also be nice so that totals could be worked out and customers traced.

Focusing on the designs created for a database system to manage the sales/orders of Cube Systems, you need to provide evidence for the system implemented based on the:

* 1. User Guide for Database System
  2. Technical Specification for Database System

Basically, you need to:

**Documentation for the System**

**User Guide**

1. ***(Task 1)* -** Create a **step-by-step** guide illustrating **how** the system is used. **Briefly explain how your database operates**, with the use of screenshots illustrating the functionality of the database system.
   1. ***‘How to start the database’*** section, illustrating how your program should be loaded.
   2. ***‘Navigation of the system’*** section, which shows the user how they move around through your system. ***‘***
   3. ***‘How to input data’*** section, illustrating how users input data into your system.
   4. ***‘Storing information’***section, which describes how the system stores data input.
   5. ***‘Searching information’*** section, which describes how the system searches / filters the information stored.
   6. ***‘How to respond to error messages’***, in which you describe how to handle the error messages the users may see.
   7. ***‘Generating Invoices’*** section, in which it explains the breakdown of information presented
   8. ***‘Reports*** section, which describes the information represented
   9. ***‘Analysing Data’*** section, which explains how to use this function to the analyse the information stored
   10. Any ***other section of you system not already covered***.

**NO TECHNICAL INFORMATION / REFERENCES SHOULD BE MADE WITHIN THIS DOCUMENT**

**See “Unit 06 – AO6 - User Guide Template” for a guideline of what is expected for this documentation**

**Technical Specification**

1. ***(Task 2)* - Explain in detail *how***your **database operates**, with the use of screenshots clearly annotated and show exactly how the database operates.
   1. ***‘Hardware and Software Requirements’*** section, illustrating how your system run - Remember you should put minimum and recommended detailed specifications.
   2. ***‘How to open the system and configure’*** section, which shows the user ***how start the system*, *enabling the macros*, *changing the viewing size***for the intended user and ***viewing the formulas***
   3. Create a ***section for every TABLE, RELATIONSHIP, FORM and REPORT created*** within the database system, explain the following areas: (provide screenshot evidence – explaining what they do)
      1. Macros used (show the macro code generated)
      2. Validation and Verification processes **(relationships, *drop down values, data ranges, etc...)***
   4. ***‘*’Input and Output’** section, ensure you cover how you print, change the settings and preview.

**See “Unit 06 – AO6 - Technical Specification Template” for a guideline of what is expected for this documentation**