

Form Descriptions

Product Distribution Database Development Project

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July 12, 2002

Purpose

This document presents descriptions of forms designs for the project. .

Overview

In all cases where the foreign key of a table is entered to indicate a value, the form will display a combo box that hides the key value of the referenced table and instead displays a minimal set of information about the referenced record that allows the user to readily select the appropriate entry.

All text boxes used to display “read only” values will use the “flat” effect, and will be displayed in a bordered text box with background color set to match the form field color.

Blue-colored text is used to display items which are questionable, or which need input.

Form Descriptions

Forms to be used in the database are listed in alphabetical order below.

CONTACT METHOD

This form will be used primarily during system setup and will only be accessed to establish the set of valid values for the variable “contact method”. When it is accessed, the user will typically be an administrator. As a result, there may be little need for an intricately designed form – a simple datasheet style form showing all columns in the CONTACT_METHOD table may suffice.

CONTACT REPORT PREVIEW

This form is used to review or generate reports summarizing selected subsets of the contact records stored within the system (represented by a row in the PERSON_CONTACT table, together with select information from related tables)..

The form will provide:

Information/function	Control Type	Details
“generate mailing labels”	command button	??needed/useful??
“generate report preview”	command button	
brief contact records display	list box	
client name	multi-select list box	values from CLIENT view
contact interest areas	multi-select list box	
employee name	multi-select list box	values from EMPLOYEE view

Information/function	Control Type	Details
end date	text box	
start date	text box	

DATA REVIEWS

This form provides an entry point into the review/reporting functions of the system. The form will provide a brief explanation of the types of reviews/reports than may be generated, and provides command buttons to move user to the following forms:

Information/function	Control Type	Details
“open CONTACT_REPORT_PREVIEW form”	command button	
“open PRODUCT_REPORT_PREVIEW preview form”	command button	
“open REQUEST_REPORT_PREVIEW form”	command button	
“open RESPONSE_REPORT_PREVIEW form”	command button	

INTEREST_AREA

This form will be used primarily during system setup and will be seldom accessed. When it is accessed, the user will typically be an administrator. As a result, there may be little need for an intricately designed form – a simple datasheet style form displaying all columns from the INTEREST_AREA table may suffice.

LOCTN_TYPE

This form will be used primarily during system setup and will be seldom accessed. When it is accessed, the user will typically be an administrator. As a result, there may be little need for an intricately designed form – a simple datasheet style form displaying all columns from the LOCTN_TYPE table may suffice.

MAIN

This form is displayed at opening of database. It will contain a display that clearly indicates to the user the name of the system and which provides a very brief explanation of the purposes for which the system is designed.

This will form provide:

Information/function	Control Type	Details
“open PERSON_CONTACT form”	command button	
“open PERSON form”	command button	
“open PRODUCT form”	command button	
“open PRODUCT_REQUEST form”	command button	
“open RESPONSE form”	command button	
“open REVIEWS form”	command button	
“open SURVEY form”	command button	

PERSON

This form displays stored information about how to contact an individual (represented by a row in the PERSON table, together with select information from related tables)..

The form will provide the following:

Information/function	Control Type	Details
“set update date” function	command button	
date of last update	text box	
email addresses	subform	EMAIL_ADDRESS_SUBFORM
employee yes/no	check box	
first name	text box	
group affiliations	subform	GROUP_AFFILIATION_SUBFORM
last name	text box	
middle name	text box	
person contacts	subform	PERSON_CONTACT_SUBFORM
person id	text box	primary key, for display only
personal interest areas	subform	PERSON_INTEREST_AREA_SUBFORM
physical addresses	subform	PHYSICAL_ADDRESS_SUBFORM
preferred title	text box	

The larger subforms will be located on “tabbed” portions of the layout for ready access.

PERSON_CONTACT

Used to display and modify information about a client contact (represented by a row in the PERSON_CONTACT table, together with select information from related tables)..

This form provides:

Information/function	Control Type	Details
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Information/function	Control Type	Details
“move to PRODUCT_ACQUISITION form”	command button	
“move to PRODUCT_MAKER form”	command button	
client name	combo box	values from CLIENT view
contact date	text box	
contact description	text box	
contact id	text box	primary key, for display only
contact interest areas	subform	CONTACT_INTEREST_AREA subform
contact method	combo box	
employee name	combo box	
ending time	text box	
starting time	text box	

PERSON_CONTACT_INTEREST_SUBFORM

This form will provide a datasheet type display of the following columns in the PERSON_CONTACT_INTEREST_AREA table:

Information/function	Control Type	Details
contact interest area id	text box	primary key, for display only
interest_area_id	combo box	lists rows from INTEREST_AREA table
person_contact_id	text box	

PERSON_CONTACT_SUBFORM

This form is used to display abbreviated summary information about contacts with a specific client. A simple datasheet style form displaying all columns in the PERSON_CONTACT_QRY view may be sufficient.

This form will provide:

Information/function	Control Type	Details
contact_date	text_box	
contact_method	combo box	
employee_name	text box	
person_contact_id	text box	primary key, for display only
person_id	text box	foreign key, for display only
start_time	text box	

PERSON_EMAIL_ADDRESS_SUBFORM

This form provides a datasheet style display of columns and rows from the PERSON_EMAIL_ADDRESS table.

The form will provide:

Information/function	Control Type	Details
email address	text box	lists email address values entered
location type	combo box	lists rows from LOCTN_TYPE table
person_email_address_id	text box	primary key, for display only
person_id	text box	foreign key, for display only

PERSON_GROUP_SUBFORM

This form provides a datasheet style display of columns and rows from the PERSON GROUP table.

The form will provide:

Information/function	Control Type	Details
group_id	combo box	lists rows from GROUP table
person_id	text box	foreign key, for display only
person_group_id	text box	primary key, for display only

PERSON_INTEREST_AREA_SUBFORM

This form provides a datasheet style display of columns and rows from the PERSON_INTEREST_AREA table.

The form will provide:

Information/function	Control Type	Details
interest_area_id	combo box	lists rows from INTEREST_AREA table
person_id	text box	foreign key, for display only
person interest area id	text box	primary key, for display only

PERSON_PHONE_SUBFORM

This form is used to display and modify information about phone numbers associated with a specific physical location. A simple datasheet style form displaying all columns in the PERSON_PHONE table may be sufficient.

This form will provide:

Information/function	Control Type	Details
area code	text box	
extension	text box	

Information/function	Control Type	Details
number	text box	
person_phone_id	text box	primary key, for display only
phone type	combo box	lists rows from the PHONE_TYPE table
physical_address_id	combo box	foreign key, for display only

PHONE TYPE

This form will be used primarily during system setup and will only be accessed to establish the set of valid values for the variable “phone type”. When it is accessed, the user will typically be an administrator. As a result, there may be little need for an intricately designed form – a simple datasheet style form showing all columns in the PHONE_TYPE table may suffice.

PHYSICAL_ADDRESS_SUBFORM

This form is used to display and modify information characterizing a physical location for which the system maintains information. A standard form (*not* a datasheet-style form) designed to be suitable for use as a subform is the preferred form design. The displayed data is located in the PERSON_PHYSICAL_ADDRESS table and related tables.

The form will provide the following:

Information/function	Control Type	Details
city	text box	
country	text box	
location type	combo box	values from LOCTN_TYPE table
mailstop	text box	
person_id	text box	foreign key, for display only
physical address id	text box	primary key, for display only
postal code	text box	
state	text box	
street address 1	text box	
street address 2	text box	

PRODUCT

This form displays and allows modification of information characterizing a product tracked by the system (represented by a row in the PRODUCT table, together with select information from related tables)..

This form will provide:

Information/function	Control Type	Details
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Information/function	Control Type	Details
descriptive text	text box	
id for product superceded	combo box	
name	text box	
product acquisitions	subform	PRODUCT_ACQUISITION_SUBFORM
product id	text box	primary key, for display only
product maker	combo box	values from PRODUCT_MAKER table
product type	combo box	values from PRODUCT_TYPE table
release date	text box	
targeted interest areas	subform	PRODUCT_INTEREST_AREA_SUBFORM

PRODUCT_ACQUISITION_SUBFORM

This form is used to display and modify information about product acquisitions associated with a specific product. A simple datasheet style form displaying all columns in the PRODUCT_ACQUISITION table may be sufficient.

This form will provide:

Information/function	Control Type	Details
acquisition_date	text box	
product_acquisition_id	text box	primary key, for display only
product_id	text box	foreign key, for display only
quantity	text box	

PRODUCT_INTEREST_AREA_SUBFORM

This form is used to display and modify information about interest areas targeted by a specific product. A simple datasheet style form displaying all columns in the PRODUCT_INTEREST_AREA table may be sufficient.

This form will provide:

Information/function	Control Type	Details
product_interest_area_id	text box	primary key, for display only
product_id	text box	foreign key, for display only
interest_area_id	combo box	values from INTEREST_AREA table

PRODUCT_MAKER

This form will be used to display and modify information about makers/producers involved in provision of a specific product.

A simple datasheet style form displaying all columns in the PRODUCT_INTEREST_AREA table may be sufficient.

This form will provide:

Information/function	Control Type	Details
product_maker_id	text box	primary key, for display only
product_id	text box	foreign key, for display only
maker_id	combo box	values from MAKER table

PRODUCT REPORT PREVIEW

This form is used to review and generate summary reports on products records entered into the system.

This form will provide:

Information/function	Control Type	Details
"generate mailing labels"	command button	??needed/useful??
"generate report preview"	command button	
brief product records display	list box	
end date for release date range	text box	
product interest areas	multi-select list box	distinct values from PRODUCT_INTEREST_AREA table rows for products with release date within user-selected date range
product maker	multi-select list box	distinct value from PRODUCT table rows for release dates within user-selected date range
product name	multi-select list box	distinct values from PRODUCT table rows for release date within user-selected date range
product type	multi-select list box	distinct values from PRODUCT table rows for release date within user-selected date range
start date for release date range	text box	

PRODUCT_REQUEST

This form is used to display and modify information characterizing a product request (represented by a row in the PRODUCT_REQUEST table, together with select information from related tables)..

The form provides:

Information/function	Control Type	Details
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Information/function	Control Type	Details
“open RESPONSE form”	command button	
contact id	combo box	lists rows from CONTACT table
descriptive text	text box	
handler name	combo box	values from EMPLOYEE view
provide updates if available	text box	
request date	text box	
request id	text box	primary key, for display only
requester name	combo box	values from CLIENT view

PRODUCT TYPE

This form will be used primarily during system setup and will only be accessed to establish the set of valid values for the variable “product type”. When it is accessed, the user will typically be an administrator. As a result, there may be little need for an intricately designed form – a simple datasheet style form showing all columns in the PRODUCT_TYPE table may suffice.

REQUEST REPORT PREVIEW

This form is used to review and generate summary reports of product request records stored in the system.

This form will provide:

Information/function	Control Type	Details
“create responses”	command button	?Creates response records for each displayed REQUEST record?
“generate mailing labels”	command button	
“generate report preview”	command button	
brief request records display	list box	
employee name	multi-select list box	values from EMPLOYEE view
end date for request date range	text box	
request status	multi-select list box	
requester name	multi-select list box	values from CLIENT view
start date for request date range	text box	

RESPONSE

This form is used to modify information characterizing a response to a product request (represented by a row in the RESPONSE table, together with select information from related tables)..

The form will provide:

Information/function	Control Type	Details
descriptive text	text box	
handler name	combo box	values from EMPLOYEE view
requester name	combo box	?? really needed ?? (link to CONTACT instead??)
response date	text box	
response id	text box	primary key, for display only
response type	combo box	lists rows from RESPONSE_TYPE table

RESPONSE REPORT PREVIEW

This form is used to review and generate summary reports of response records stored in the system.

This form will provide:

Information/function	Control Type	Details
"generate mailing labels"	command button	??needed/useful??
"generate report preview"	command button	
brief response records display	list box	
client name	multi-select list box	values from CLIENT view
contact interest areas	multi-select list box	distinct values from rows of PERSON_CONTACT_INTEREST_AREA associated with responses falling within user-specified date range
end date of date range	text box	
handler name	multi-select list box	distinct values from rows of RESPONSE table with response date within user-specified date range
start date of date range	text box	

RESPONSE TYPE

This form will be used primarily during system setup and will only be accessed to establish the set of valid values for the variable "response type". When it is accessed, the user will typically be an administrator. As a result, there may be little need for an intricately designed form – a simple datasheet style form showing all columns in the RESPONSE_TYPE table may suffice.

SETUP

This form will not be used by the general user, but typically (and rarely) by administrators who wish to alter the sets of valid values offered to the user for several coded variables.

This form will provide::

Information/function	Control Type	Details
"open CONTACT_METHOD form"	command button	
"open INTEREST_AREA form"	command button	
"open LOCTN_TYPE form"	command button	
"open PHONE_TYPE form"	command button	
"open PRODUCT_TYPE form"	command button	
"open RESPONSE_TYPE form"	command button	

SURVEY

This form is used to modify information characterizing a survey (represented by a row in the SURVEY table, together with select information from related tables).

This form will provide:

Information/function	Control Type	Details
"open SURVEY_ITEM form"	command button	
"open SURVEY_RESPONSE form"	command button	
completion date	text box	
descriptive text	text box	
id of targeted product	combo box	lists rows of PRODUCT table
initiation date	text box	
questionnaire count	text box	
survey id	text box	primary key, for display only

SURVEY ITEM

This form is used to modify information characterizing a survey item (represented by a row in the SURVEY_ITEM table, together with select information from related tables).

This form will provide:

Information/function	Control Type	Details
descriptive text	text box	
short description	text box	
survey id	combo box	lists rows of SURVEY table

Information/function	Control Type	Details
survey item id	text box	primary key, for display only

SURVEY_ITEM_RESPONSE_SUBFORM

This form is used to present rows of the SURVEY_ITEM_RESPONSE table for review/editing on the SURVEY_RESPONSE form. A simple datasheet view of most of the columns of the SURVEY_ITEM_RESPONSE table will suffice.

This form will provide:

Information/function	Control Type	Details
descriptive text	text box	
short description	text box	
survey id	combo box	lists rows of SURVEY table
survey item id	text box	primary key, for display only

SURVEY_RESPONSE

This form is used to modify information characterizing a survey response (represented by a row in the SURVEY_RESPONSE table, together with associated rows from the SURVEY_ITEM_RESPONSE table).

This form will provide:

Information/function	Control Type	Details
"open SURVEY_ITEM_RESPONSE form"	command button	
questionnaire id	text box	
receipt date	text box	
survey id	combo box	lists rows of SURVEY table
survey response id	text box	primary key, for display only
survey response item	Subform	List related rows of SURVEY_ITEM_RESPONSE TABLE