

Summary: This simple database illustrates what can be built with only a few days of work using raw data from a customer. It also illustrates the formats and some of the conventions used in typical databases developed by PC Possibilities, Inc.

Database Name: Baptism Records

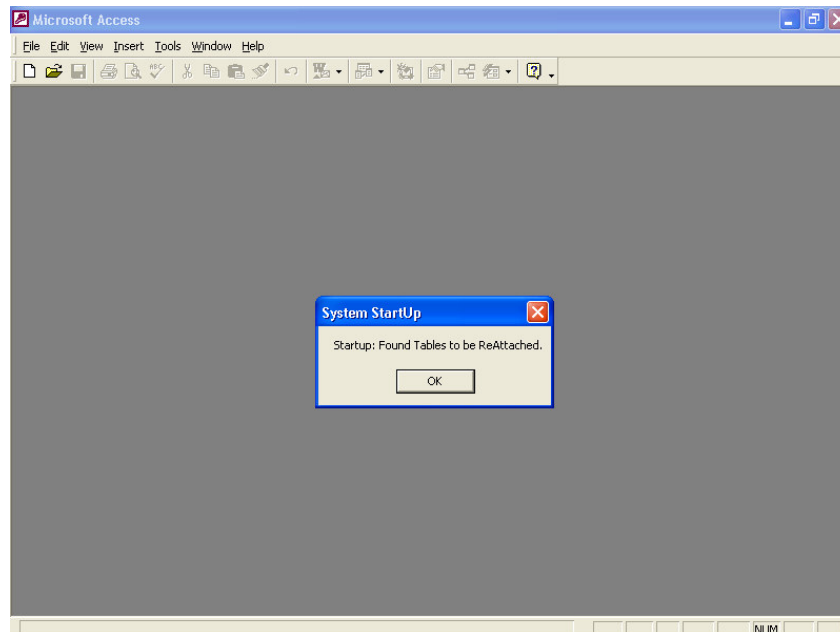
Office Size: 12 administration staff in a church of approximately 3000 families

Business Objective: Enable quick and accurate ad hoc inquiries of Baptism data for subsequent records and mailings to parents for follow on programs.

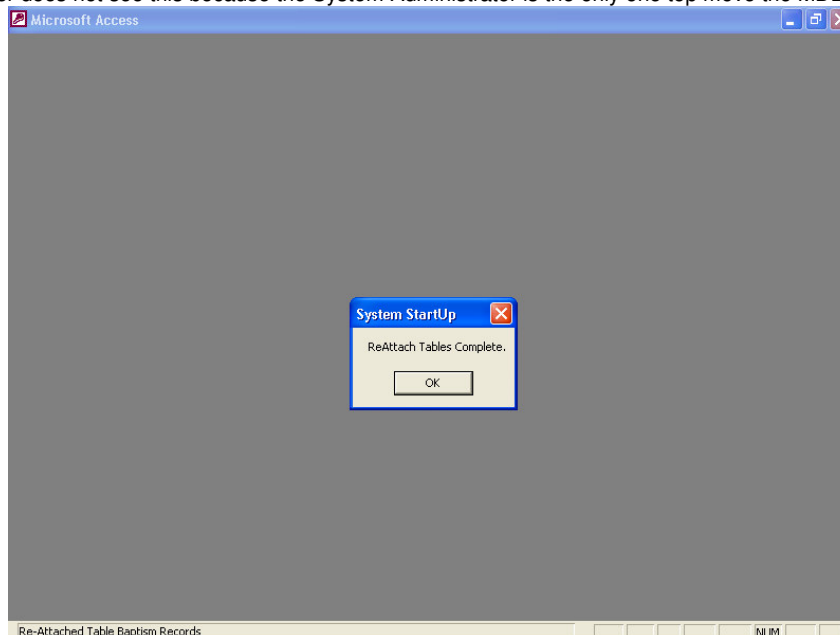
History: This database was started by the office manager creating one table and a simple form for data entry. A staff person entered the data. This was expanded into the simple database shown here.

IT Environment: A peer-to-peer network in 3 buildings connected by fiber optic. Internet access is provided on the network via a DSL line. There are 12 IBM compatible PCs on the network. There is also an Apple network of approximately 20 Macs also running off the DSL modem.

Development Time: Total PC Possibilities time was 18.5 hours, including data cleanup for consistency based on Validation Codes tables.



These two figures show the one-time “ReAttach” that occurs whenever the two MDB files have been moved to another folder. The User does not see this because the System Administrator is the only one to move the MDB files.



Microsoft Access

File Edit Insert Records Window Help

User Login

Church of Sample

Baptism Records

Enter your UserID and Password:

UserID: OK

Password: Exit

Change Password

Form View

NUM

This is the normal User signon (above) and Main Menu for a SuperUser (all functions) (below).

Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Help

Church of Sample

Baptism Records

MAIN MENU

UserID: toms Change to a different UserID

1. Make Selections (if any):

Select a Persons Ad Hoc Query:

Edit Clear

OR

Minister:

All

Births:

thru: Clear

Baptisms:

thru: Clear

2. Choose Action:

Select a Person:

All

Add New Change Delete

Sort by: ☒ Name ☐ Number

3. Choose Output:

Select a Report:

Validation Codes

UserIDs/PWs

Exit

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Exit from ChiMe5

NUM

Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Help

Church of Sample

Baptism Records

MAIN MENU

UserID:

1. Make Selections (if any): 2. Choose Action: 3. Choose Output:

Select a Persons Ad Hoc Query:

OR

Minister:

Births:

thru:

Baptisms:

thru:

Select a Person:

Baptism Name	Minister	Baptism Number	Birth Date	Baptism Date
Adamsun, Celina Marie	Rev. Jon Jackson	8121	8/17/2001	6/2/2002
Alesandra, Jamie Ann	Rev. Paul Kezimour	8017	12/12/1972	4/14/2001
Alison, Avery Jane	Rev. Robert Malwith, Jr.	8040	5/5/2001	7/15/2001
Allegra, Paul Timothy	Rev. Larry Pinot	7719	8/13/1997	10/11/1997
Allegra, Emily Maria	Rev. Robert Malwith, Jr.	8128	11/14/2001	6/16/2002
Allegra, Maria Monica	Rev. Robert Malwith, Jr.	8129	11/14/2001	6/16/2002
Allionton, Allissa Lynn	Rev. Paul Kezimour	7746	6/25/1990	1/7/1998
Amberton, Anna Tina	Rev. Jon Jackson	8055	6/13/2001	9/16/2001
Anderson, Bradley James	Rev. Roger Blainer	7916	9/29/1999	2/19/2000
Anderson, Kaitlin Marie	Rev. Brian Cassion	7800	7/23/1998	9/20/1998
Anneroni, Robert Anthony	Rev. Johnny Ressler	7987	9/12/2000	10/15/2000

Select a Report:

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The figure above illustrates the Person Name pull-down. The figure below illustrates the (Validation) Codes Menu.

Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Help

Church of Sample - Baptism Records

Validation Codes

Codes Name	Codes TableName
Cities	Cities
Minister Titles	Minister Titles
Ministers	Ministers
States	States

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Return to the System Admin Menu.

Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Menu Codes : Form

Ministers

Print Add New

Last Name	First Name	Title	No. Baptisms	
Albertson	Robert	Rev. Mr.	1	Delete
Rev. Mr. Robert Albertson				
Blainer	Roger	Rev.	88	Delete
Rev. Roger Blainer				
Bostoner	Bill	Rev.	1	Delete
Rev. Bill Bostoner				
Carson	Joseph	Rev.	55	Delete
Rev. Joseph Carson				
Casson	Brian	Rev.	1	Delete
Rev. Brian Casson				
Elmwood	George	Rev.	18	Delete
Rev. George Elmwood				
Faston	Tom	Rev.	4	Delete
Rev. Tom Faston				

Record: 1 of 26

Return to the Main Menu

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Form View

Specific Validation Codes are maintained in dialog forms as shown above and below.

Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Help

Church of Sample

Baptism Records

UserIDPWs

UserID	PW	Super User	View Only	Add New	
Barb	frontsec	<input type="checkbox"/>	<input type="checkbox"/>	Delete	
Erin	worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	
Fr.J	next	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	
Fr.K	boss	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	
Gail	entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	
TomS	tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete	
View	Only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	

Codes

UserIDs/PWs

Exit

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Form View

Baptism Records - Change

Baptism Number: 8121 Adamsun, Celina Marie SeqNo: 507

Last Name: Adamsun

Middle Name: Marie

First Name: Celina

Father: Joseph Adamsun

Mother: Cynthia Mather

Address: 6473 Sycamore Drive #5

City: Munson OH

Zip: 44070 Telephone: (216) 333-5412

Note: the Orig fields below will be deleted once the Date have been verified.

Birth Date: 8/17/2001 Orig: 81701 Birth City: Cleveland

Baptism Date: 6/ 2/2002 Orig: 60202 Minister: Rev. Jon Jackson

Sponsor #1: Barbara Houseman

Sponsor #2: Roger Houseman

Record: 1 of 566

Exit

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The figure above illustrates the main data maintenance form; users move through the records using the Navigation Buttons at the bottom left corner of the window. The Main Menu selection criteria determines which records are displayed. The figure below illustrates maintenance of Ad Hoc Queries; these Ad Hoc Queries are part of the Main Menu selection criteria for both the maintenance form above and the various reports.

Church of Sample

Ad Hoc Query Specifications

Print Add New

Query Name: Baptisms in Year 2001

Usage: Select all Baptisms performed in 2001

SQL Spec: Year([Baptism Date]) = 2001

Last Change DateTime: 3/6/2003 12:17:24 PM ByWho: toms Delete

Query Name: Baptisms in Year 2002

Usage: Select all Baptisms performed in 2002

SQL Spec: Year([Baptism Date]) = 2002

Last Change DateTime: 3/6/2003 12:17:52 PM ByWho: toms Delete

UserIDs/PWs

Exit

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Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Help

Church of Sample

Baptism Records

MAIN MENU

UserID: Change to a different UserID

1. Make Selections (if any):

Select a Persons Ad Hoc Query:

Edit Clear

OR

Minister:

All

Births:

thru: Clear

Baptisms:

thru: Clear

2. Choose Action:

Select a Person:

All Add New Change

Sort by: ☒ Name ☐

Validation Codes

UserIDs/PWs

Exit

3. Choose Output:

Select a Report:

Report Name	Uses Menu Sp
List by Baptism Name	Yes
List by Baptism Name All Information	Yes
List by Baptism Number	Yes
List by Baptism Number All Information	Yes
ParentsGuardian Mailing Labels by Baptism Name	Yes

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Ready NUM

The above figure illustrates the method of report selection. The figure below illustrates how this list is maintained.

Microsoft Access - [A MAIN MENU]

File Edit Insert Records Window Menu Codes : Form

Report Names

Print Add New

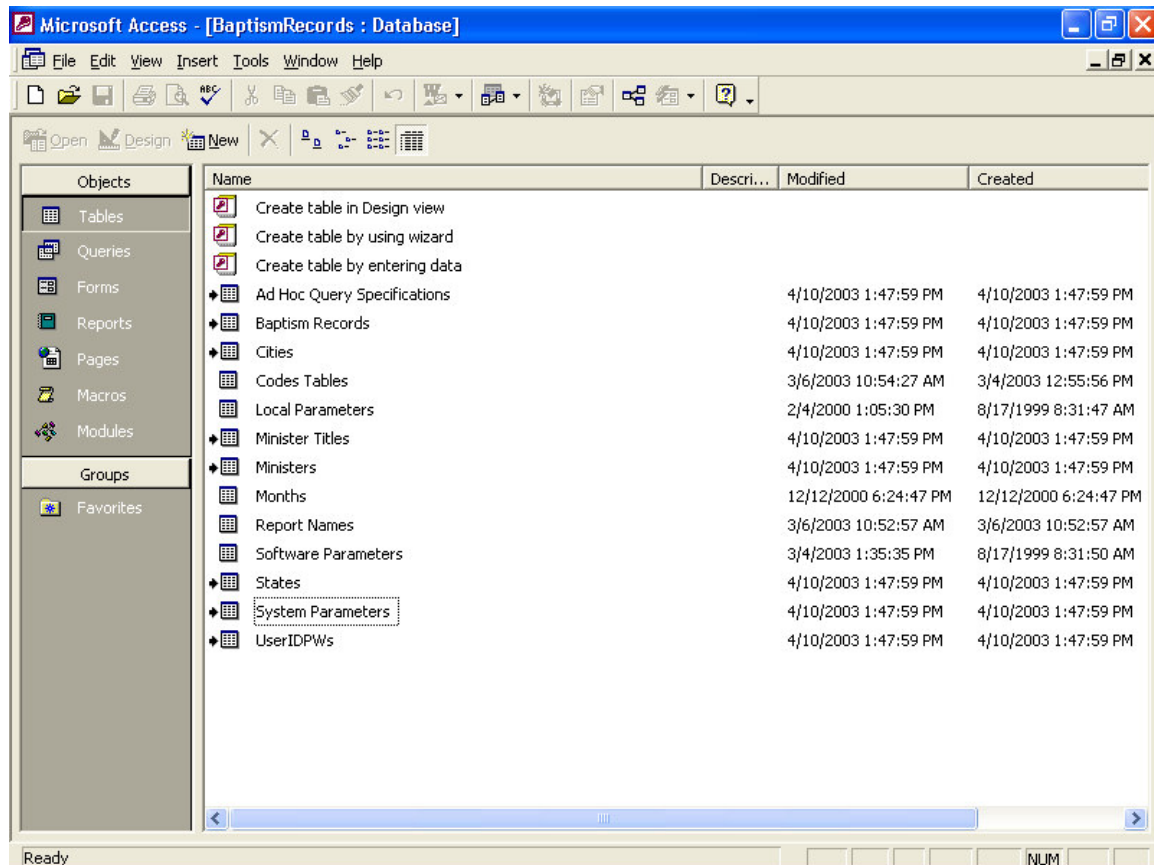
Report Name: <input type="text" value="List by Baptism Name"/>	<input checked="" type="checkbox"/> Uses Menu Specs	Delete
Comment: <input type="text"/>		
Report Name: <input type="text" value="List by Baptism Name All Information"/>	<input checked="" type="checkbox"/> Uses Menu Specs	Delete
Comment: <input type="text"/>		
Report Name: <input type="text" value="List by Baptism Number"/>	<input checked="" type="checkbox"/> Uses Menu Specs	Delete
Comment: <input type="text"/>		
Report Name: <input type="text" value="List by Baptism Number All Information"/>	<input checked="" type="checkbox"/> Uses Menu Specs	Delete
Comment: <input type="text"/>		
Report Name: <input type="text" value="ParentsGuardian Mailing Labels by Baptism Name"/>	<input checked="" type="checkbox"/> Uses Menu Specs	Delete
Comment: <input type="text"/>		

Record: 1 of 5

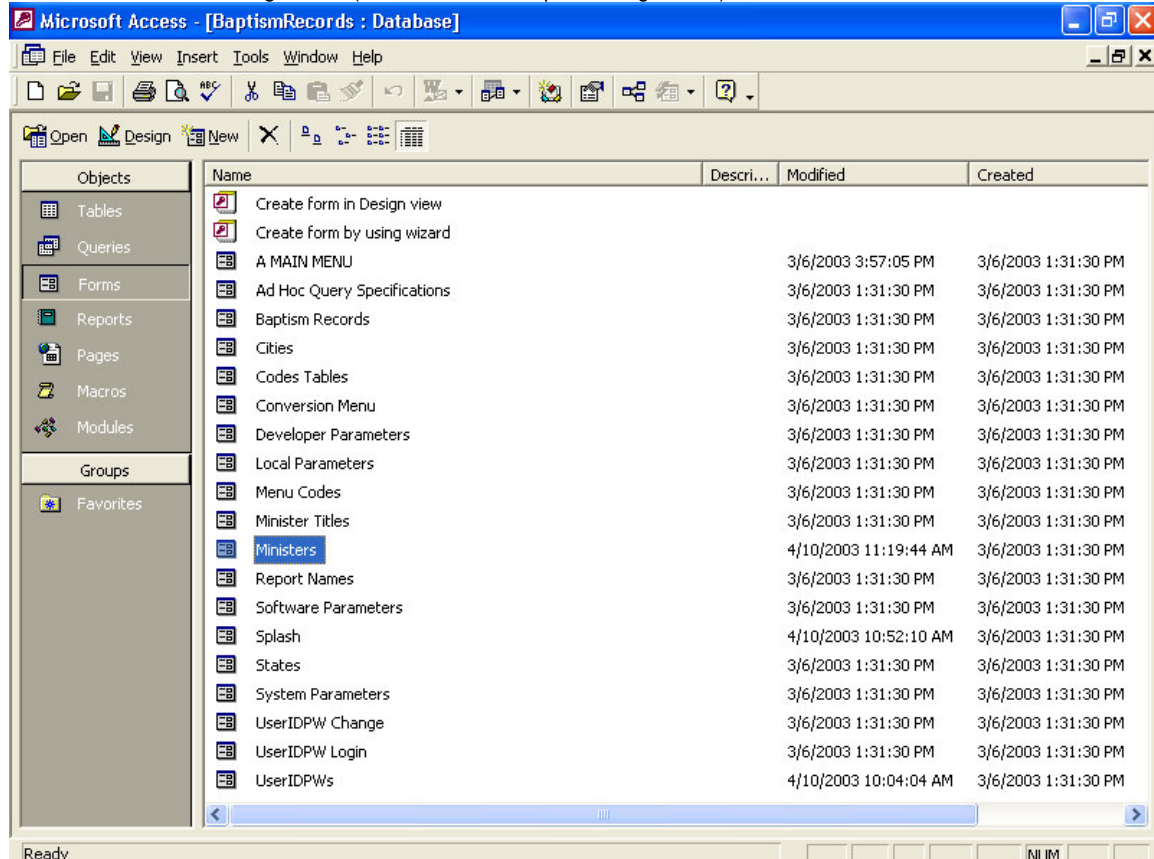
Return to the Main Menu

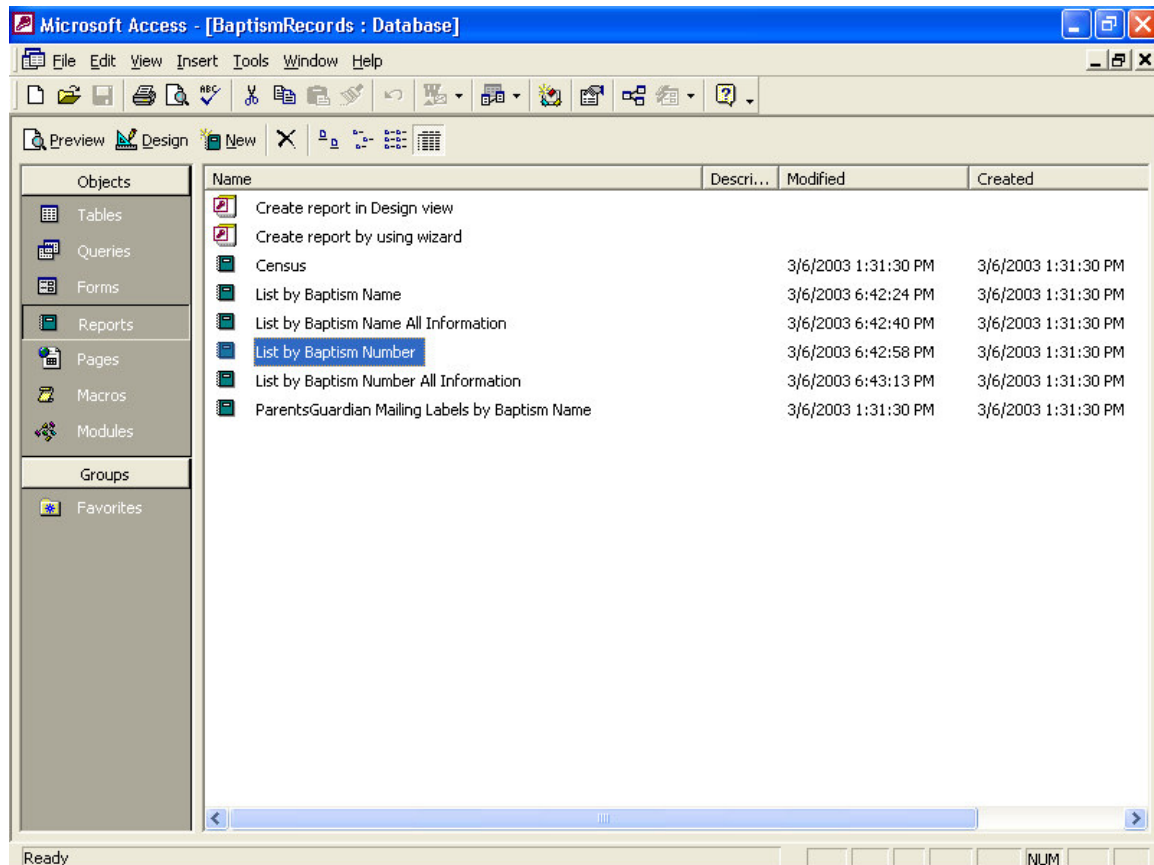
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Form View NUM

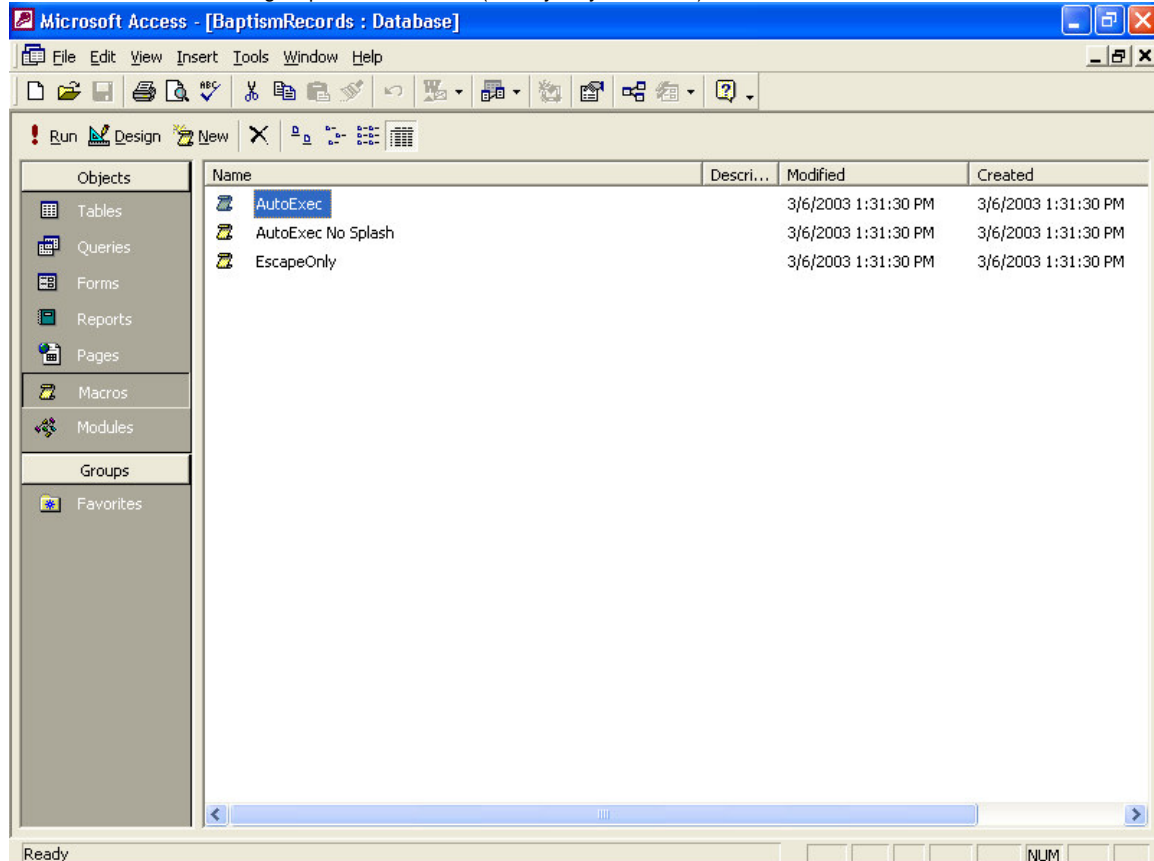


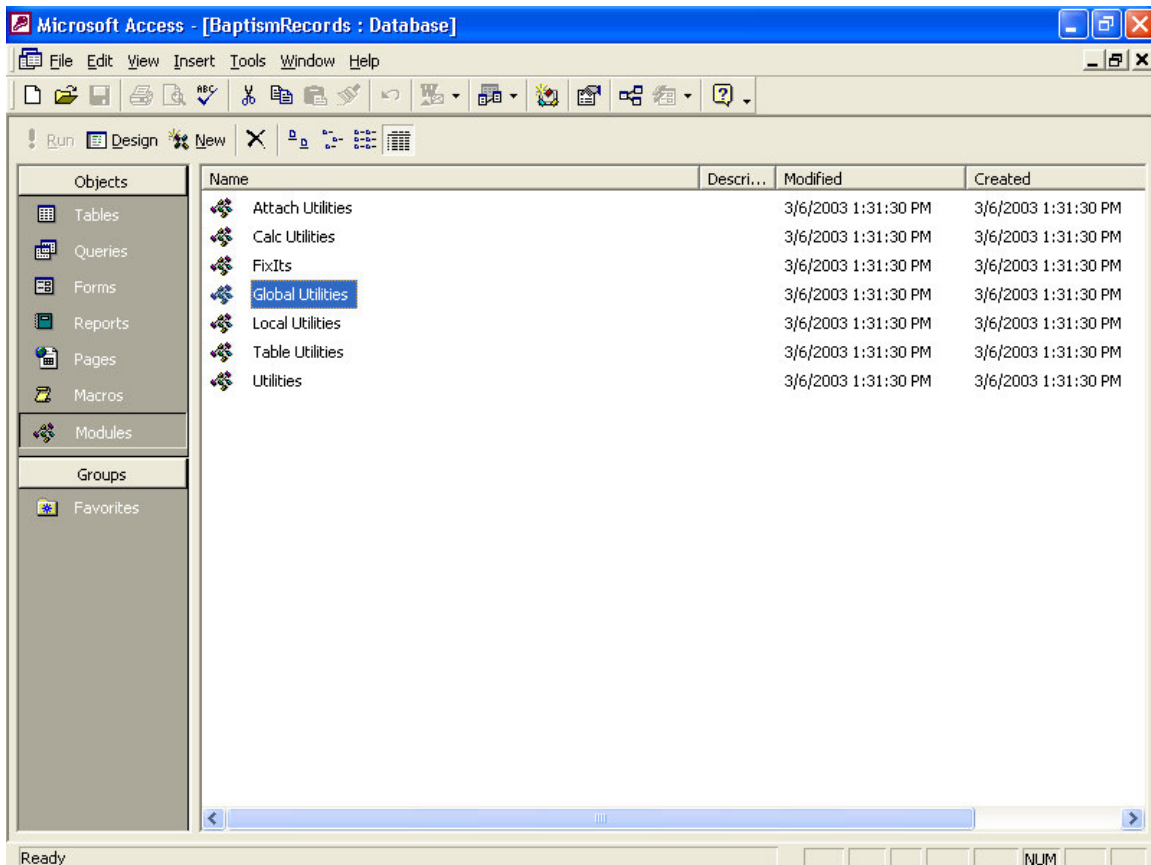
The Database view showing Tables (linked Tables have preceeding arrows) and Forms. There are no Queries in this DB.





The Database view showing Reports and Macros (usually only AutoExec).





The Database view showing Modules of VBA code (above) and Table Relationships (below).

