**DATABASE DAREDEVILS**

**Tables**

**Jobs Table**

Primary Key Invoice # Text

Job Type Text (This would be Residential or Business)

Service Provided Text (light cleaning, deep cleaning, floors, carpet cleaning,)

Rate per Hour Currency (Rates would vary for residential or commercial)

Date Started Text

Date Completed Text

Total Hours Billed Number

Amount Due Currency

Foreign Key Employee # Text

Job Table (Invoice#, Service Provided, Rate per Hour, Date Started, Date Completed, Total Hours Billed, Amount Due, Employee #)

**Validation rules and field properties for Jobs Table**

# Invoice Number- Data Type: Text

#### Field Properties

Field Size: 4

Caption: Invoice #

# Job Type- Data Type: Text

#### Field Properties

Field Size: 3

Look up:

Display Control: Combo Box

Row Source Type: Value List

Row Source: “BUS” or “RES”

Validation Rule: = “BUS” or “RES”

Validation Text: Must be “BUS” or “RES”

Limit to List: Yes

Allow Multiple Values: No

# Service Provided- Data Type: Text

#### Field Properties

Field Size: 14

Look up:

Display Control: Combo Box

Row Source Type: Value List

Row Source: “Lt. Clean”; “Detail Clean”; “Windows”; “Floors”; “Carpets”

Limit to List: Yes

Allow Multiple Values: Yes

# Rate per Hour – Data Type: Currency

#### Field Properties

Format: Currency

Decimal Places: 2

# Date Started - Data Type: Date/Time

#### Field Properties

Format: Short Date

**Date Completed – Data Type: Date/Time**

#### Field Properties

Format: Short Date

**Total Hours Billed – Data Type: Number**

***Field Properties***

Field Size: Single

Format: Fixed

Decimal Places: 2

**Amount Due- Data Type: Calculated**

#### Field Properties

Expression: [Rate per Hour] \* [Total Hours Billed]

Result Type: Currency

Format: Currency

Decimal Places: 2

**Employee Number- Data Type: Text (Text Description: Foreign Key: matches primary key of Employee Table)**

#### Field Properties

Field Size: 4

Caption: Employee

**Client Table:**

Primary Key Client ID #: Text

Name: Text

Street: Text

City: Text

State: Text

Postal Code: Text

Telephone: Text

Total Hours: Number

Amount Paid: Currency

Foreign Key Invoice # Text

Client Table (Client ID #, Name, Street, City, State, Postal Code, Telephone, Total Hours, Amount Paid, Invoice #)

**Validation rules and field properties for Clients Table**

**Client ID Number*-*** **Data Type: Text**

***Field Properties***

Field Size: 4

Caption: Client ID #

**Name-Data Type: Text**

***Field Properties***

Field Size: 35

**Street-Data Type: Text**

***Field Properties***

Field Size: 15

**State**-**Data Type: Text**

***Field Properties***

Field Size: 2

**Postal Code-Data Type: Text**

***Field Properties***

Field Size: 6

**Total Hours-Data Type: Number**

***Field Properties***

Field Size: 2

Format: Number

**Amount Paid-Data Type: Currency**

***Field Properties***

Format: Currency

Decimal Places: 2

# Invoice Number- Data Type: Text

#### Field Properties

Field Size: 4

Caption: Invoice #

**Employee Table**

Primary Key Employee # Text

Last Name: Text

First Name: Text

Street: Text

City: Text

Postal Code: Text

Hourly Pay Rate: Currency

Hours Worked Text

Driver Yes/No

Foreign Key Vehicle ID #: Text

Employee Table (Employee #, Last Name, First Name, Street, City, Postal Code, Hourly Ray Rate, Hours Worked, Driver, Vehicle ID#)

**Validation rules and field properties for Employee Table**

**Employee Number- Data Type: Text (Text Description: Foreign Key: matches primary key of Employee Table)**

#### Field Properties

Field Size: 4

Caption: Employee #

**Last Name-Data Type: Text**

***Field Properties***

Field Size: 35

**First Name-Data Type: Text**

***Field Properties***

Field Size: 35

**Street-Data Type: Text**

***Field Properties***

Field Size: 15

**State**-**Data Type: Text**

***Field Properties***

Field Size: 2

**Postal Code-Data Type: Text**

***Field Properties***

Field Size: 6

**Hours Worked-Data Type: Text**

***Field Properties***

Field Size: Single

Format: Number

Decimal Places: 2

**Hourly Rate-Data Type: Text**

***Field Properties***

Field Size: Single

Format: Number

Decimal Places: 2

**Driver-Data Type: Text**

***Field Properties***

Field Size: Single

Format: Yes/No

**Vehicle ID Number-Data Type Text**

***Field Properties***

Field Size: 4

Look up:

Display Control: Text Box

Row Source Type: Field List

Row Source: “Employee Number”

Limit to List: Yes

Allow Multiple Values: No

**Company Vehicle Table**

Primary Key Vehicle ID #: Text

Beginning Mileage: Number

Ending Mileage: Number

Total Mileage: Number

Foreign Key Employee # Text

Company Vehicle Table (Vehicle ID #, Beginning Mileage, Ending Mileage, Total Miles, Employee #)

**Validation rules and field properties for Company Vehicle Table**

**Vehicle ID Number-Data Type Text**

***Field Properties***

Field Size: 4

Look up:

Display Control: Text Box

Row Source Type: Field List

Row Source: “Employee Number”; “Vehicle ID Number”

Limit to List: Yes

Allow Multiple Values: No

Caption: Vehicle ID #

**Beginning Mileage-Data Type Number**

***Field Properties***

Field Size: 3

**Ending Mileage-Data Type Number**

***Field Properties***

Field Size: 3

**Total Mileage-Data Type Number**

***Field Properties***

Field Size: 3

Expression: [Beginning Mileage] – [Ending Mileage]

Result Type: Number

Format: Number

**Employee Number- Data Type: Text (Text Description: Foreign Key: matches primary key of Employee Table)**

#### Field Properties

Field Size: 4

Caption: Employee #

**The following changes were made to the tables:**

1. **Change Job or Invoice # to just Invoice #.**
2. **Took all the underlining away from the Foreign Keys.**
3. **Made Vehicle ID # as the foreign key in Employee Table**
4. **Took Invoice # away from Vehicle Table.**
5. **Add Amount Paid to Client Table**
6. **Add Total Hours to Client Table.**
7. **Add Total Miles to Company Vehicle Table**
8. **Add Hours Worked and Driver to Employee Table**
9. **Took away Amount Due and Balance Paid from Client Table.**
10. **Took away Last Name and First Name in Client Table and add instead just Name.**

**Client Query**

Client number, Client Name, Balance due, Amount Paid, Employee #.

This query gives a quick financial reference to the employee and attaches financial date to the client and employee.

Brain Jones

Job by Employee Query

Virginia Huddleston

This query is a crosstab query that will show which employee is doing a specific job and the type of job it is (Business or Residential) and the amount due. This could be used to tell which employee did a specific job if there are problems or praise has been given. It could also be used to in scheduling employees; it would tell which employee could do another job or what type of job they usually perform. I will use the Job Table and Employee Table. From the Job Table I will use; Job #, Job Type, and Amount Due; from the Employee Table I will use Employee First Name, and Last Name.

## Vehicle for Employee to Client Query

Rebecca Tucker

This query would be used to help decide which employee is using which vehicle. It would show which job the employee is going to and on which what date the vehicle was used. It would also be used to show how many miles an employee has gone in a vehicle. The tables that would be use are Job Table, Company Vehicle Table, and Employee Table. The fields from the Job Table would be Invoice #, Date Started, and Date Completed. The fields from Company Vehicle Table would be Vehicle ID Number, and Total Mileage. The fields from Employee Table would be Employee number, Last Name, and First Name.

Client amount due by employee query

*Klay Hampton*

This query shows the amount due by a client and which employee has that particular client. It contains the client name and amount due from the client table and the employee first name, employee last name and client number from the employee’s table. It could be used if a client had an outstanding balance and would be able to show which employee needs to take care of it, or if praise was to be given to an employee for having all their clients caught up on their payments.