Level 3 Data management software (DMS 7574-318)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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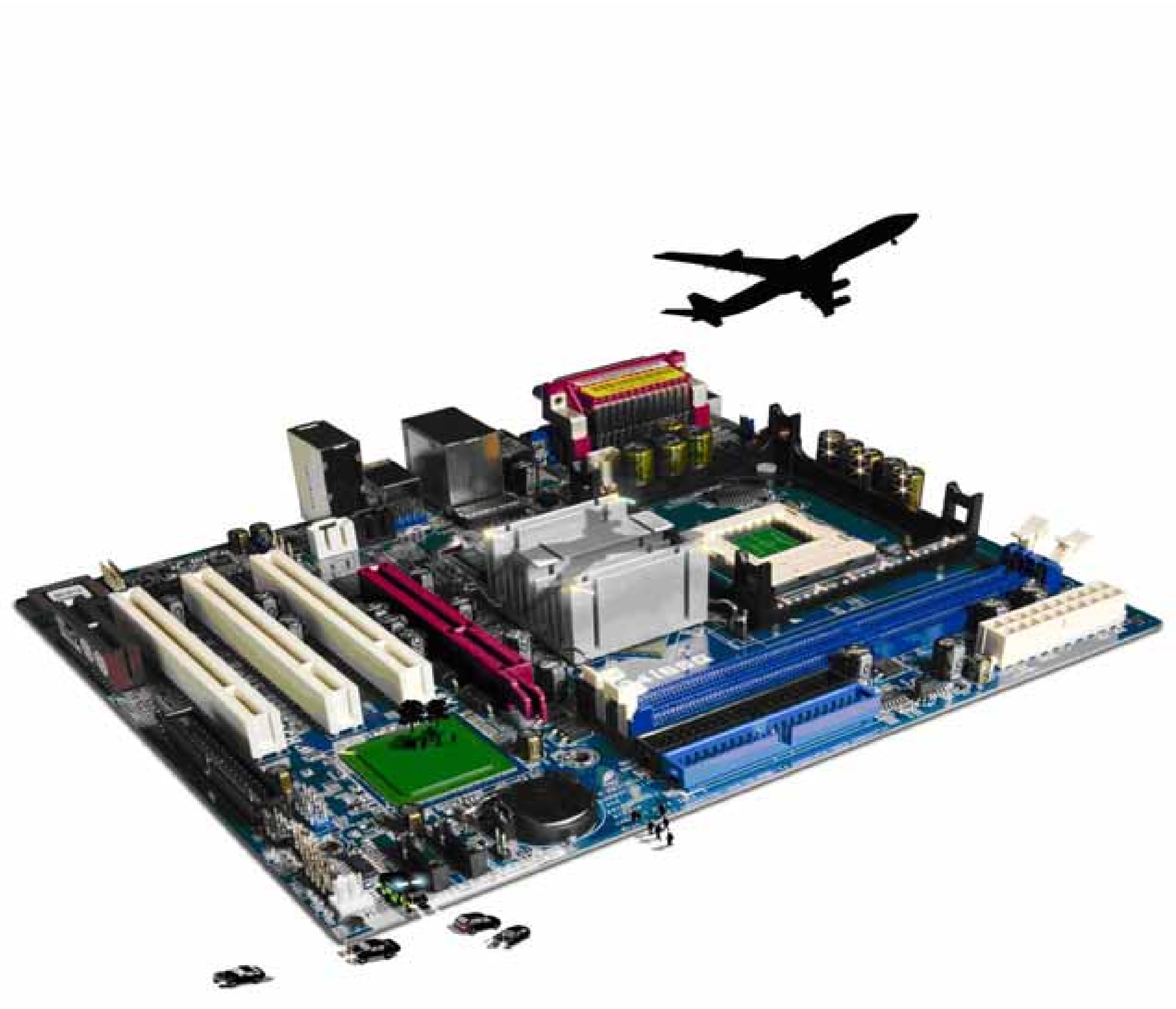

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Level 3 Data management software (DMS 7574-318)
Assignment B
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Data management software (DMS 7574-318).

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**.

Level 3 Data management software (DMS 7574-318)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

This assignment is made up of **four** tasks

- Task A - Creating a back up
- Task B - Accessing data management software
- Task C - Inputting data
- Task D - Reviewing and improving forms

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 – Creating a back up

1 Create a back up of the file **ITQL3dms**, provided by your assessor.

Save it to your removable storage media or network drive using the file name:

ITQdmsL3backup

Continued over…

Task B – Accessing data management software

1 Open your database software.

2 Open the file **ITQdmsL3**.

Add a new Organisation with the following details:

Organisation	Cold Touch Media
NumberStreet	15
District	Oregon
Town	Lancaster
County	Hampshire
Post Code	HA3 9LM
TelephoneNumber	01628 500692

Check the accuracy of the entered data. Save the record and close the form.

3 Using the Organisation Lists form, locate and edit Blue Hearing plc.

Blue Hearing have changed their telephone number, amend the telephone number to:
01486 722354
Save the record

4 A member of staff at Blue Hearing plc has changed their name following a marriage.
Use the appropriate tab to locate and edit Charlotte Ward.
Charlotte's new Family name is Crane
Amend the Family Name as required and the appropriate title.

Save the record and close the form, returning to the main menu.

5 Locate and edit the Organisation 'TRQ Training Charity'

A new person has joined the company, using the appropriate tab, enter their details as follows: (responding to any error messages)

Title	Ms
First Name	Freya
Middle Name	
Family Name	Cotton
Date of Birth	19.04.2075
Job Title	Administration Supervisor
Direct Dial Phone No:	02286 741699
Extension	2305
Email address	cottonf@trq.coz

Leave all other fields blank

Save the record, close the form and return to the main menu.

Task C – Inputting data

1 **The Organisation Properties** form contains several sub-forms and fields, such as:

- Sales
- Receipts
- Account Balance

To improve the form design it has been suggested that the above sub-forms and fields should be consolidated into the main form.

Using your **Answers 318 B** document, provided by your assessor, explain some requirements detailing the new design of the Organisation edit form. Consider:

- fields/headings to be included
- Sub-form/section headings
- entering and editing data.
- Position
- Size

2 Close the **Organisation Edit**, **Organisation List** and **Main Menu** forms.

Task D – Reviewing and improving forms

The partners have purchased a file of sales leads from a marketing company and want you to import the details into the database.
This file includes both Organisations and People. The partners' ideal solution would be to have the data imported into both the relevant tables, but have accepted that it may be practical for the Organisation data and people data to be imported into new temporary tables first.

1 Using your **Answers 318 B** document, provided by your assessor, record the actions you may take to minimise the risk to data.

Document your processes towards importing the new data into new temporary tables.

Make a note of any data and application error messages that may occur and any actions that should be taken to remedy them.

Ensure a note is made of the current number of organisations.

2 Import the SalesLeads data into a new table called **SalesLeads**

3 Create an Append query to add the new **Organisation** data into the **Organisation** table.
Save your query as **qryAppendOrgs**.

4 Take suitable measures to add the **Organisation ID** of the new Organisations back in to the data imported at D2 (SalesLeads). Using this field and the previously imported fields, create an Append query to add the new **People** data into the **People** table

Name the query **qryAppendPeople**.

5 Create a query that identifies all new Organisation and the linked people:

qrySalesLeadsImports

Run a report based on your new query **qrySalesLeadsImports** to show all of the imported **Organisations** and linked **People only**. Use a suitable layout and format to ensure all your data is visble.

Save your report as **Sales Leads Imports**.

6 Close your database application.

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

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