Instructor's Access Solutions for Solve it! 5.0

Instructor's Answer to Database Case 2 Using Access

File: WSDK.mdb

1.   Open the Solveit_5 database, select Tables in the database view, and double click on the WSDK table. Browse the records.

2.   **TASK 1:**   Use the Design View button on the Table Datasheet toolbar or select View/Table Design from the menu to switch to Table Design View. Amend the structure of the WSDK table by adding two new fields, a Text field for the simple rating system (the Description field should explain the rating system (e.g. "excellent", "good", "ok", or "poor")), and a Memo field for comments. Save the changes.

3   **TASK 2:**   Add four Number fields to record the hours worked in each quarter of 2001 by each freelancer. Switch to Datasheet View using the toolbar button or selecting View/Datasheet from the menu. Enter data for the new fields to complete the existing records. Now enter three new records.

4.   **TASK 3:**   Print the table using File/Print from the menu, or by clicking the Print button on the Table Datasheet toolbar. Create a query in Design View based on the WSDK table. Select the Skill, Rating, and Last_Name fields, and then drag the multiple fields symbol to the first Field cell in the design grid. Save (you can call it TASK3), run, and print the query.

5.   **TASK 4:**   Create a new query based on the WSDK. Select both the Last_Name and Hrly_Rate fields, and then drag the multiple fields symbol to the first Field cell in the design grid. In the design grid, click in the next blank Field cell (i.e.: next to Hrly_Rate), and enter the following expression (required syntax is *exactly* as shown below, and you may find it useful to right-click and select Zoom to give yourself more room while entering this expression):

**TOTAL HOURS: [Q1_2003]+[Q2_2003]+[Q3_2003]+[Q4_2003]**

This expression will create a new calculated field (TOTAL HOURS), which adds together the four quarterly hours worked fields for 2003. Save as TASK4, and run the query. Close the query.

Create a report. Click Reports on the Objects bar and then click New. In the New Report dialog box, select Report Wizard. In the Choose the table or query where the object's data comes from list box, choose the TASK4 query and click the OK button. Make these choices as you proceed through the Report wizard dialog boxes:

1)   Include all the fields in the query in the report using the >> button. Click Next.
2)   Do not set any grouping options. Click Next.
3)   Sort by Last_Name. Click Next.
4)   Select the Tabular layout if necessary. Click Next.

5) Select any style of your choice. Click Next.
6) Give your report a name (e.g.: Casual Staff Report).
7) Click Finish. (Access generates the report and displays it in Print Preview mode.)

Change to Report Design View by clicking the Close button. Make any design changes you choose, such as resizing labels and text boxes, save the changes, and close the report.

6. **TASK 5:** Open the TASK4 query. Use File/Save As from the menu to save the query with a new name (eg: TASK5). In Query Design View, enter >100 in the Criteria cell for the Hrly_Rate field. Select and drag the Skill field to the next available Field cell in the design grid. In the Criteria cell for the Skill field, enter PS (Process Server). Save the changes, run the query, and close it.

Use the Report Wizard to create a new report based on the TASK5 query. Make the following choices:

1) Include all fields
2) Sort by Last_Name
3) Use the Tabular layout
4) Give the report an appropriate name

7. **TASK 6:** Enhancements suggested by students usually involve using Access functions not yet covered in class. Possible extensions include:

- Sorting the table by skill and then by hourly rate

- Extending the notation used in the Skill field for Expert Witnesses; At the moment, it is not possible to determine in the areas in which these people have expertise. Implement a simple code (e.g.: EWP for Psychologists, EWM for Medical, EWE for Engineering, etc).

- Grouping the report by skill

- Devising a numerical scoring system for each contract staffer based on an assessment of their work by the partner who employed them

- Producing a summary report of WSDK's use of contract staff for each skill, showing the total number of hours the firm employed freelancers in each field or the range of hourly rates. This report could also contain the percentage of total contractor expense accounted for by each skill type.

8.   **TASK 7:**   This task could be easily implemented by independently assessing the abilities of each contract staffer and placing the score in a separate, non-memo field. Use a standardized score to enable searching and sorting.

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