Databases Made Simple

The Problem

The pressure of today's business to gather, process and store information is increasing all the time, especially in a climate where "tomorrow won't do!" This issue used to be the worry of the larger business however now it makes no difference regardless of the size of the business.

Increasingly we must be able to "pull up" -

- Contact details
- Notes
- Costings
- Quotes
- Job histories
- Profits and losses

and all at the click of a button.

The Solution

In a nutshell the simple solution is a **database**. Databases store information that can instantly be organised and presented back to us. The information from the database is presented to us in whatever way we designed it to be and which best fits with our business needs.

After a database has been designed and built there is very little computer knowledge required to operate it, as it does all the organising and we simply click the buttons.

Sometimes a database is best illustrated in a simple example demonstrated below.

Example**:** Last year we put John Smiths details into the database, along with his **phone number**, **postcode** and **notes**. Over the last year we have carried out 4 **jobs** for John all of which we detailed the **worksheets** in the database including parts and labour, making sure to update his **notes** as we go along.

Scenario 1 –

At the end of year one it is necessary to report on all the jobs done for John.

Action:

- Carry out a **search** for John Smith to return a summary and his notes. (Approx 5-10 seconds)
- Click Report Button which instantly accrues all the **jobs** on to one **report** document ready for printing, emailing or simply reading. (Approx 1-5 seconds)

Total time (approx) = 6 – 15 seconds.

Scenario 2: -

John Smith has called to query job number 3 so we need to get our hands on the worksheet now while he is on the phone.

Action:

- Carry out a **search** for John Smith to return a summary and his notes. (Approx 5-10 seconds)
- Click on **jobs** which returns all the jobs carried out for John (Approx 1–5 seconds)
- Click on Job number three to view the **worksheet** (Approx 1-5 seconds)

Total time (approx) = 7 – 20 seconds.

Important: When designing a database it is important to allow for new areas needing bolted on in the future as well as the capability to expand areas which already exist. A wrong foundation can sometimes be responsible for a waste of time and money.

Handheld technologies can also be integrated with databases now and this allows users to walk around freely and wirelessly while still having the information to hand.

If you have any queries please give us a call on 028 2563 8888