

# Work Tracking Database Application for Drakenology Inc.

This Access database application was an internal database created and used by me to keep track of all my work hours for the projects I worked on that were hourly. Work details such as the job task description, date, start time, and end time were saved to the database for each project. The system was then able to generate invoice reports showing the hours worked, task descriptions, and the invoice final total for a project. These invoices were then sent to the client so that they would then pay my business, Drakenology Inc.

Select page to navigate to:

## Track Work Hours

Select Employee

**Vendor: Brandon Drake of Drakenology Inc.**  
**Customer: Southern California Edison, O&QA**

**Employee Work Summary**

Work Summaries to View/Edit:

Employee	WeekStartDate	WeekEndDate	Employee_Signat	Supervisor_Signat	Date_Signed	CheckReceivedDate
Brandon Drake	11/22/2009	12/8/2009	Y	Y	12/8/2009	12/18/2009
Brandon Drake	11/8/2009	11/21/2009	Y	Y	11/21/2009	12/16/2009
Brandon Drake	11/1/2009	11/7/2009	Y	Y	11/7/2009	11/30/2009
Brandon Drake	10/25/2009	10/31/2009	Y	Y	10/31/2009	11/18/2009

**Work Summary Record**

Week Start Date:  T + - Client (Read Only)

Week End Date:  T + -

Employee Sig:

Supervisor Sig:

Date Signed:  T + - Same as Week End Date

Check Rcvd Date:  T + -

Service Provider:

Invoice Date:

Project Name:  or Add or Update Project

Invoice Number:

Public Notes:

Private Notes:

**Read Only**

Cust	Project	Invoice	WeekEnd
Outward Bound Adv	O&A Web Site Phase 0001		1/9/2010
Shape 2 Tone	Shape 2 Tone Webs! 0001		11/14/2009
Southern California I	Field Observation D: 0018		2/5/2010
Southern California I	Field Observation D: 0017		1/29/2010
Southern California I	Field Observation D: 0016		12/8/2009
Southern California I	Field Observation D: 0015		11/21/2009
Southern California I	Field Observation D: 0014		11/7/2009

Customer:

Project Name:

Invoice:

Invoice Date:

Start Date:

End Date:

Private Notes:

**Employee Work Details**

Work Details to View/Edit:

Employee	Assignment	AssignmentNotes	date	startTime	endTime
Brandon Drake	Meeting	Meeting with Lisa Bloch to move all the updated changes from	12/8/2009	1:00:00 PM	4:51:20 PM
Brandon Drake	VBA and Database Programming	Figure out the following issue with the database the Lisa Bloch	12/1/2009	2:17:44 PM	3:46:05 PM
Brandon Drake	VBA and Database Programming	Continue to fix the following reports within the field observatio	11/30/2009	8:15:03 AM	10:08:35 AM
Brandon Drake	VBA and Database Programming	Fix the following reports within the field observation database.	11/25/2009	12:43:30 PM	4:06:10 PM
Brandon Drake	VBA and Database Programming	Update the reports so that the groups for all the reports are ki	11/20/2009	12:56:47 AM	1:44:35 AM
Brandon Drake	VBA and Database Programming	Check to make sure that each of the reports below are calcula	11/19/2009	3:44:28 PM	5:16:29 PM
Brandon Drake	VBA and Database Programming	Implement the new job counts into each of the reports below:	11/19/2009	12:30:37 AM	4:03:18 AM
Brandon Drake	VBA and Database Programming	Create queries that count the number of job titles per group (I	11/17/2009	2:15:45 PM	3:15:30 PM
Brandon Drake	Requirements Gathering	Cover the field observation questions I had for Lisa over the	11/17/2009	12:14:00 PM	1:16:53 PM

General Notes

9/1 - 10/30 = 62.92  
 10/25 - 10/31 = 1.1  
 11/1 - 11/7 = 8.25  
 Total Hours = 72.27 Hours total up to 11/6/2009  
 =====  
 Work on additional requirements that aren't billable because these additional requests are not in the business proposal.  
 11/3/2009 3:31:56 AM - 4:40:00 AM

**Total Employee Detail Work Hours** **40.20**

**Enter Hourly Rate \***

**Total Cost of Work Hours** **\$1,966.00**

\* Changing the hourly rate will automatically save the hourly rate to the database for the specific customer/vendor combination below:

**Vendor: Brandon Drake of Drakenology Inc.**  
**Customer: Southern California Edison, O&QA**

**All Work Assignment Hours are Billable**

or

Existing Work Assignment:  Start Time:  T + -

Work Summary:  End Time:  T + -

Date:  T + -

Notes:

This form continues onto the next page.

**Business Trip**

Existing Work Detail:  Trip Date:

Miles:  Billable:

Business Trips to View/Edit:

tripID	billed	tripDate	tripMiles	workAssignmentName	workAssignmentNotes

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**Expenses**

Existing Work Detail:  Date:

Dollar Amount:  Purpose:  Billable:

Business Trips to View/Edit:

expenseID	expenseDate	expenseAmount	expensePurpose	workAssignmentName	workAssignmentNotes

Figure 1: Form that is used to keep track of all the work details for every project that is hourly. I used this form to save and update work task details.

Select page to navigate to:

## Reports

**Invoice Report**

Employee:

Work Summary:

**Assignment Details Report**

Employee:

From Date:

To Date:

Figure 2: Invoice Reporting form that will generate an invoice report for Drakenology Inc.'s customer. The invoice report form is located on the left hand side.

**Drakenology Inc.**  
Providing quality technical consulting services to meet your needs

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**Invoice # 0015**

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Vendor # 10068499  
Drakenology Inc.  
1236 E. Thackery St.  
West Covina, CA 91790

Invoice Date: 11/23/2009  
Work Date Range: 11/8/2009 - 11/21/2009  
Project Name: Field Observation Database Enhancements Project  
Project Summary: Need to reprogram existing reports and forms and program new reports and forms within the Field Observation Database.  
Bill To: Southern California Edison  
Notes: N/A  
Total Hours: 20.24 hours\*

Figure 3: This is a partial screen shot of the first page of an invoice report generated to my client Southern California Edison. Invoice price has been cut out of screen shot for privacy purposes.

## Details for Field Observation Database Enhancements Project

### Requirements Gathering

11/14/2009 4:15:45 PM 5:17:34 PM 1.03 hours

Work on word document called 2009\_10\_14\_AdditionalEnhancementQuestions.doc. That lists my questions about the additional requirements. Create screen shots and detailed questions so that the SMS, Lisa Bloch, can answer the questions. Send out the email to her on the weekday, Monday, and follow up with her to ensure she answers the questions so that I can move on in programming the additional field observation enhancements.

11/17/2009 12:14:00 PM 1:16:52 PM 1.03 hours

Go over the field observation questions I had for Lisa over the phone. Used the document called "2009\_11\_14\_AdditionalEnhancementQuestions.doc" to ask my questions. Lisa gave me answers to my questions and I took note of her answers on the word document.

Clarify my notes to ensure they all make sense in my word document so that I can program the requirements within the system correctly.

First task that I must do is create queries that count the number of job titles per group (DC&M, SC&M, Transmission, and Grid Operations). After I get done with the query job counts I need to send the database to Lisa to correct. Perform this first priority task later.

Summary for 'workAssignmentName' = Requirements Gathering (2 detail records)

Sum of Hours for Requirements Gathering 2.06 hours

Figure 4: 2<sup>nd</sup> page of invoice report with supporting work details for the Field Observation Database Project.

### VBA and Database Programming

11/13/2009 12:10:04 PM 3:35:48 PM 3.42 hours

Work on requirement 1 in the list of additional requirements:  
Field Observation Per Month Report changes made for DC&M, SC&M, Grid Operations and Transmission. Make sure observation per year shows up in each of the 4 reports.  
Field Observation Per Month Summary report changes made for DC&M, SC&M, Grid Operations, and Transmission. Correct and recode the annual values for each of the 4 reports.

Need to Ask Lisa the following question:  
Requirement 1: Why not instead make the observation per year field and replace with with an observations per month field instead? Well there is a target per year that is 52 but when the report divides by 12 the value is really 4.33333, but it rounds to 4. Should I make it the exact value of 4.333 on the report? And when it sums 4 up 12 times it equals to 48 per year. This is incorrect. Well what do you want to do for this situation? Keep it as is or change it? This is in reference to any of the Field Observation Per month reports for any group.

11/13/2009 4:00:21 PM 4:45:56 PM 0.75 hours

Figure out if requirement 1 is done correctly. Look at the report named Field Observations Per Month for DC&M, SC&M, Transmission, and Grid Ops. Next need to look at the Field Observations Per Month summary report for DC&M, SC&M, Transmission, and Grid Ops. A review of all 8 reports is done to ensure that the additional field named Observations Per Year is being retrieved properly from the database.

11/14/2009 9:45:22 AM 11:27:15 AM 1.70 hours

Work on Requirement 2 in the list of additional requirements:  
Need to regroup each of the reports in the field observation per month report. The reports that were regrouped are DC&M, SC&M, Transmission, and Grid Operations. Also needed to recode the reporting tables so that the tblRptJobTitleID value is saved to each of the tables for every record so that the report can be grouped properly by each job title id.  
Also fix the field observation summary report to add the grouping of rpt job title id instead of the job title. Had to fix each report of DC&M, SC&M, Transmission, and Grid Operations.

Need to work on the field obs per month summary report. Completed the dCM report named rptObsSummaryDom, but need to use that report as a model template to complete SC&M, Transmission, and Grid Operations.

11/14/2009 12:20:09 PM 2:23:48 PM 2.05 hours

Fix the monthly summary reports for DC&M, Transmission, and Grid Operations. Need to change the queries for each one. Then needed to change the formulas within the report. Then needed to change the cosmetics and grouping of each of the reports.

11/14/2009 2:46:04 PM 3:45:52 PM 0.98 hours

Figure out if requirement 2 is done correctly. Look at the report named Field Observations Per Month for DC&M, SC&M, Transmission, and Grid Ops. Next need to look at the Field Observations Per Month summary report for DC&M, SC&M, Transmission, and Grid Ops. A review of all 8 reports is done to ensure that the additional field named Observations Per Year is being retrieved properly from the database.

11/16/2009 9:57:43 AM 12:21:44 PM 2.40 hours

Go through the requirements listing to figure to ensure that programming was done correctly for each requirement.

After going through each report run queries to check that some of the data in each report is generating the correct information.

Reports that whose code and data was verified are the following:

- 1) Observations per month for DC&M
- 2) Observations per month for Grid Operations
- 3) Observations per month for SC&M
- 4) Observations per month for Transmission
- 5) Observations per month summary for DC&M
- 6) Observations per month summary for Grid Operations
- 7) Observations per month summary for SC&M
- 8) Observations per month summary for Transmission

Other checks being made to the reports:

- 1) Make sure that for all the 8 reports above that the observation per year has been added to reports.
- 2) Checked the annual target and the count of job title values that are calculated on each of the 8 reports mentioned above. Waiting for Lisa to answer my list of questions to finalize this requirement. This will impact the field observations per month report for DC&M, Grid Operations, SC&M, and Transmission.
- 3) Checked to ensure that target per month values are showing for even inactive months. Checked code for each of the 4 tables named ObservationSummaryDom, ObservationSummaryGridOps, ObservationSummarySom, and ObservationSummaryTrans are being coded correctly so that the inactive months are being saved to each respective table.

Later need Lisa to respond to my list of questions in word document entitled "2009\_11\_14\_AdditionalEnhancementQuestions.doc" so that I go make sure all the programming and the report data is correct. If additional changes are requested from Lisa in her response to the questions listing then additional coding will be taken to meet her requirements.

Figure 5: 3<sup>rd</sup> page of invoice report with supporting work details.

11/20/2009 12:56:47 AM 1:44:35 AM 0.80 hours

Update the reports so that the groups for all the reports are kept together on a page and not split to a different page.

Upload the field observation database to the web server so that Lisa can download it and review the reports. Ask Lisa what I should name the column headings within the report.

Send Lisa the following email below:

I updated/decoded the following reports below. Please review the reports and let me know if any changes need to be made. Also, let me know what I should name the column headings in the report. The data that is in red colored font is temporary and is only used for me to check data. I will be removing it later.

- 1) Field Observation Per Month Report for DCSM
- 2) Field Observation Per Month Report for SC&M
- 3) Field Observation Per Month Report for Grid Operations
- 4) Field Observation Per Month Report for Transmission
  
- 5) Field Observation Per Month Report Summary for DCSM
- 6) Field Observation Per Month Report Summary for SC&M
- 7) Field Observation Per Month Report Summary for Grid Operations
- 8) Field Observation Per Month Report Summary for Transmission

You can download the latest development database at the following URL below:

[http://www.drakenology.com/FieldObservation/FieldObservation\\_Development.zip](http://www.drakenology.com/FieldObservation/FieldObservation_Development.zip)

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*Summary for 'workAssignmentName' = VBA and Database Programming (10 detail records)*

*Sum of Hours for VBA and Database Programming 18.18 hours*

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***Grand Total Work Hours 20.24 hours***

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Figure 6: This is the last page of the invoice report submitted to client Southern California Edison.