



Projects:
Primary Transport
Newsletter Project
BP LPG UK intranet

Francisca Sobrinho Simões de Sousa Magalhães

Tutors:

Laura Irvine –BP LPG UK Marketing Manager

Prof. José António Sarsfield Cabral - FEUP

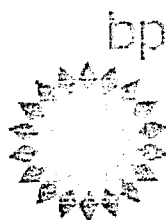
Final Report



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Licenciatura em Gestão e Engenharia Industrial
Faculdade de Engenharia da Universidade do Porto

2001-10-29



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O estágio realizado em Bristol na BP LPG UK foi dividido em três fases/projectos. O primeiro e o segundo projecto foram desenvolvidos pela Sílvia e por mim igualmente, enquanto que no terceiro foram divididas tarefas.

Este relatório apresenta uma descrição em inglês dos três projectos, incluindo, também, como anexos o Manual Técnico e o Manual do Utilizador da base de dados à frente explicada.

Na primeira página, antes do sumário, está anexado o parecer da Laura Irvine (orientadora na BP) relativamente ao estágio.

A primeira fase do estágio compreendeu um trabalho na área da Logística (Transporte Primário). O projecto consistiu numa análise de custos/benefícios no aumento da capacidade de transporte de gás (camiões de 38 toneladas ou 44). Para minimizar os custos foram estudados as várias possibilidades de turnos e por fim decididos quantos camiões comprar. Depois do estudo, as conclusões foram: 1ª-A BP LPG UK pode diminuir o número de camiões em actividade no Verão. 2ª-A BP LPG UK necessita, urgentemente de adquirir camiões novos (os em actividade têm pelo menos 25 anos). 3ª-A BP LPG UK Avonmouth fornece em média 14 clientes no Inverno quando tem a possibilidade de fornecer 26 (se o gás for suficiente). 4ª-Numa análise custo/semana a diferença entre os camiões de 38 toneladas e os de 44 é de £1.31. Assim, numa análise anual a diferença de custos poderá ser de - £3,047.82.

No ponto de vista financeiro a melhor solução será a compra de novos camiões de 44 T. No entanto, no ponto de vista de investimento a compra pode não ser o mais rentável visto poderem existir outros negócios mais lucráveis.

O segundo projecto foi escrever e estruturar uma "Newsletter" sobre problemas ambientais que era parte integrante de uma campanha de sensibilização interna (BP LPG UK). Os resultados não podiam ter sido melhores, ou seja, a maioria dos empregados da BP LPG UK respondeu às questões inseridas na "Newsletter" e toda a informação captada revelou uma tentativa de mudança nos hábitos dos funcionários.

O terceiro e último projecto baseou-se na construção de um site para a Intranet da BP LPG UK. A arquitectura do site foi desenhado e os menus foram criados pela Sílvia e por mim. Após estas fases o projecto prosseguiu em duas áreas diferentes: criação do site (interfaces e “links”) e construção de uma base de dados.

O meu trabalho específico foi construir a base de dados que compreende informação sobre: empregados, escritórios, departamentos e reuniões. Os objectivos da construção da base de dados foram: organizar a informação, criar facilidades na introdução e na pesquisa de informação, construir um calendário dinâmico e criar um processo de marcação de reuniões “on line”.

O programa de apoio foi o Access e as linguagens de programação utilizadas foram o SQL e o Visual Basic.

Os resultados foram óptimos pois os objectivos principais foram atingidos e o “feedback” foi muito positivo.



Laura Irvine

Marketing Manager
BP LPG UK

Direct: +44 117 988 7153
Main: +44 117 988 7100
Mobile: 07747 760569
Fax: +44 117 988 7105
irvine.lj@bp.com

To Whom It May Concern,

Francisca Magalhaes

Francisca has taken on a challenging task in creating an interactive database for BP LPG and has delivered a solution that is technically complex but essentially simple for the users. Francisca has shown strong commitment to the project and has developed her skills extensively through self-learning and intelligent questioning. It has been a pleasure to work with Francisca as she responds well to comments and works with diligence and accuracy.

Laura Irvine
5th September 2001

Summary

The traineeship at BP LPG in Avonmouth was divided in three projects. Sílvia and I developed the first and the second projects equally. The third one comprehended several parts and it was divided in different activities.

The first one involved a small project about primary transport. The project consisted on a costs/benefits analysis where transportation fleet's size could increase from 38 to 44 Tonne. In order to minimize total delivery costs were optimised number of shifts and ultimately decided on how many trailers to buy. After the study the conclusions were: 1st BP LPG UK can decrease the numbers of trailers working in Summer months; 2nd BP LPG UK needs to buy new trailers (the old ones are 25 years old); 3rd BP LPG in Avonmouth has 14 customers but could increase to 26 if should there be enough gas in winter months; 4th in a cost/week analyse the difference between 38 and 44T is £1.31. Therefore on a yearly basis, the overall financial savings would be £3,047.82 should BP buy 44Tonne trailers. Thus, from a financial point of view buying 44T trailers is the best choice, however from a business point of view is better to rent it.

The second project was creating a newsletter about environment's protection. This project was part of an awareness campaign (BP has developing regarding energy saving) and the results couldn't be better, that is, most of BP LPG UK employees answered the questions inside the newsletter and that data collected revealed that employees would try to change their habits.

The third project was building a BP LPG UK intranet. The site's architecture was designed and menus were created. This project was divided in two different parts: creating the site (interfaces and links) and building a database.

My specific job was building the database. This base comprehended BP LPG UK employees, depots, departments and data about meetings. The objectives of this project (database) were: organising data, creating facilities for

data introduction and data consulting, construing a dynamic calendar and creating a process to book meetings dynamically.

Access Programme was used to create the database and Visual Basic and SQL were the programming languages used.

The result was very good because all main objectives were reached and feedback couldn't be better.

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Project- Primary Transport

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Project-BP LPG UK Intranet

Attachment 5	Code from dynamic Calendar
Attachment 6	Technical Manual
Attachment 7	User's Manual

0 General Introduction

0.1 Company

BP

BP is the holding company of one of the world's largest petroleum and petrochemicals groups. Their main activities are exploration and production of crude oil and natural gas; refining, marketing, supply and transportation; and manufacturing and marketing of petrochemicals. BP has a growing activity in gas and power and in solar power generation. BP has well-established operations in Europe, North and South America, Australasia and Africa.

BP brand

Over the past few years, BP has changed and grown by bringing together several great companies. Consequently, the question arose: What do we call new company? The group chose to use the letters "bp". It's a simple, straightforward name and is easy to remember. Above all, it can stand for new company's aspirations: bold people, better products, big picture, beyond petroleum. What more could describe Gas and Power.

Company has also created a new mark that's bright, bold and different. This is intentional. It's important for all of us, and for the world, to recognize that company is not going about business as usual. BP mark reflects determination to create products and services that respect human rights and the natural environment. In dynamic shades of green and yellow, BP mark represents growth. Its interlocking parts form one vibrant whole, symbolizing the collective power of our individual efforts. It also resembles the sun, a priority in our search for new sources of energy.

The new mark sets company apart from their competitors. This is deliberate. Now is the time for company to step of traditional roles and thinking, to be a catalyst for change. New mark is a daily reminder of this-a challenge to the world.

BP LPG UK

BP LPG UK has a large and varied national customer base including domestic, commercial, industrial and agricultural users of bulk or bottled LPG and autogas totalling nearly 20,000 direct customers and 100,000 users of bottled gas. BP has long been the largest supplier of liquefied petroleum gas into the UK market from its supply bases at Grangemouth, Coryton and Avonmouth and provides for 25% of the UK LPG consumption. BP now rivals Shell Gas for the Number 2 position in the UK LPG retail market having grown through acquisition and natural expansion to provide an integrated service across the whole of the UK. Key national accounts include the MOD, Bernard Matthews and the Corus group. BP also supplies LPG wholesale to major players such as Calor, Shell and British Gas.

BP bottled supplies of butane and propane are available through an extensive national dealer network which trades under the local names of Macgas, Border Gas and Handygas. BP supports this network with business planning specific to each dealer, which will include customer and cylinder management programmes to control growth.

For all BP LPG UK customers BP offer a service differentiated by customer responsiveness, which includes a top-up guarantee to ensure continuous supplies. BP works within the LPG Association to set and maintain safety levels throughout the industry. BP is also pioneering the use of e-commerce in the selling and administration of LPG supplies.

BP LPG UK-Avonmouth

There are 15 branches of BP LPG distributed throughout United Kingdom. The traineeship took place in Avonmouth, a small village near Bristol, on Wessex County (about 180 km west from London).

In Avonmouth BP LPG consists of Head Office and Terminal.

The Head Office has about 30 employees in Administration, Finance, Marketing, Technical and Operational departments.

The Terminal is 1 km away from Head Office in Avonmouth Docks where lorries get the gas, Butane and Propane, from the spheres. The majority of Terminal employees belong to Operational Department.

LPG

L.P.G. Liquified Petroleum Gas

L.P.G. can very often be miss quoted as:

-LOW PRESSURE GAS

-LIQUIFIED PETROLEUM GAS

LPG is a fuel that is obtained during the manufacture of petrol from crude oil or direct from the North Sea. It has a big advantage over mains gas in that it can be stored as a liquid in special containers and transported to almost anywhere to be used. At atmospheric pressure liquefied petroleum gases revert to the gaseous state. Liquid butane and propane or a mixture of the two is used extensively in areas where there is no natural gas service. When the valve on the "bottle" or small tank of butane, for example, is opened, releasing the pressure on the liquid, a small quantity of liquid "boils" or turns to a gas and can then be used just as natural gas for cooking or heating.

LPG is a very efficient and environmentally friendly fuel with high calorific value and negligible sulphur or metal pollutants. It is therefore well suited to processes that require high purity. LPG provides a convenient means to power heating, cooking, and other processes regardless of location. However the major growth area in the LPG market is automotive use of LPG - commonly referred to as autogas. BP is the UK market leader in autogas with the largest retail forecourt presence and also a network of reseller and homebased autogas refuelling points.

0.2 Project

The traineeship at BP LPG in Avonmouth was divided in three projects. Sílvia and I developed the first and the second projects equally. The third one comprehended several parts and it was divided in different activities such as database and interfaces.

The three different projects are:

Primary Transport Project (Distribution)

Newsletter Project (Communication)

BP LPG UK intranet Project (Communication)

1 Primary Transport Project

1.1 Introduction

This project consisted on a study in order to analyse costs and benefits should Transportation Fleet's size at BP Gas in Avonmouth increase from 38 to 44 Tonne.

1.2 Objectives

The objective of this study was to minimise total delivery costs, therefore:

- Optimising number of shifts;
- Deciding on whether to buy new trailers or lease them;
- Deciding on how many trailers to buy.

1.3 Assumptions

- Demand will be the same for the next years
- BP gas in Avonmouth has 27 fixed customers
- All customers' sites can receive 44 T lorries
- In winter, there is no shortage of gas to delivery

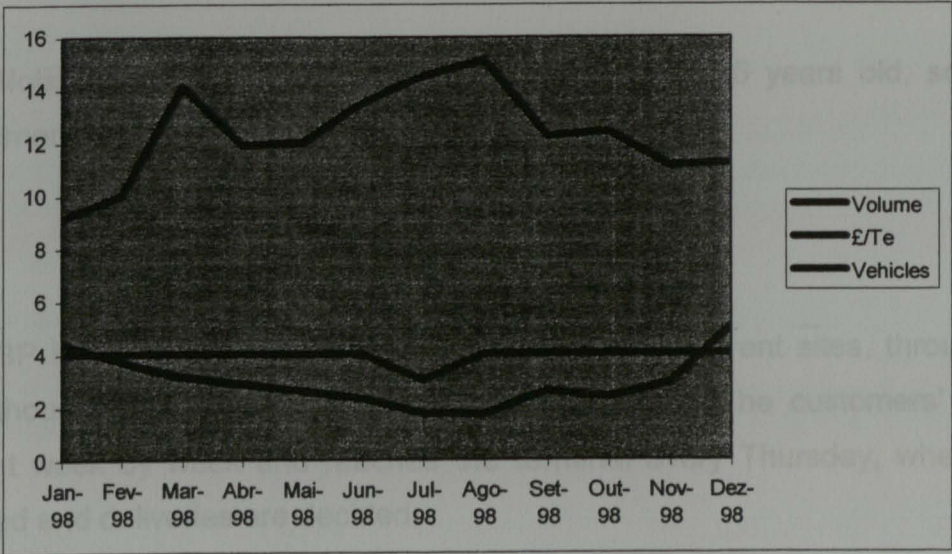
1.4 Report

The present situation

1.4.1 Seasonality Analysis

Month	Volume	£/Te	Vehicles
Jan-98	4.377	9.1	4
Feb-98	3.698	10	4
Mar-98	3.119	14.1	4
Apr-98	2.859	11.9	4
May-98	2.6	12	4
Jun-98	2.299	13.5	4
Jul-98	1.745	14.5	3
Aug-98	1.717	15.1	4
Sep-98	2.592	12.2	4
Oct-98	2.363	12.4	4
Nov-98	2.888	11.1	4
Dec-98	4.992	11.2	4

Table 1



Graphic 1

From graphic 1 reading, July and August are selected months regarding gas distribution volume thus BP works with minus one vehicle in July. The introduction of the new law, a bigger capacity is allowed, that is 44 T vehicles means that in Summer months BP could stop leasing Wincanton more than just one vehicle, consequently costs would be lower.

As already stated, the placement started with a logistic project. Decision had to be taken: BP should buy new trailers or BP should rent extra ones. From the given data, graphic and table, at present BP rents all trailers from Wincanton. In UK a new law stating that Gas lorries can transport 44 T instead 38 T. If BP rents new lorries from Wincanton or another company BP will have to pay more than proportionally as the leaser company will have to invest in new lorries.

1.4.1.1 Current Fleet Size

Today, BP Gas has in Avonmouth five big lorries for the deliveries:

- 3 x 38 Tonne GVW
- 1 x 41 Tonne GVW
- 1 x 44 Tonne GVW.

Notice that the 3 x 38 lorries are already over 35 years old, so their replacement is urgent.

1.4.1.2 The Customers

BP LPG in Avonmouth has 27 customers at different sites, throughout UK, although most of them are not supplied weekly. The customers' list is different week by week and reaches the terminal every Thursday, when it is analysed and deliveries are decided,

An example of this list is in attachment 1

1.4.1.3 The Rental Company

Wincanton is a rental company that works with BP Avonmouth, and BP rents from them the units and the drivers, as well as their managing services.
Invoice from Wincanton is in attachment 2

1.4.2 Costs And Solutions Analyses

1.4.2.1 BP Gas Perspective

For BP, buy/lease new Trl 203 it's not an option, but a need. The main questions are:

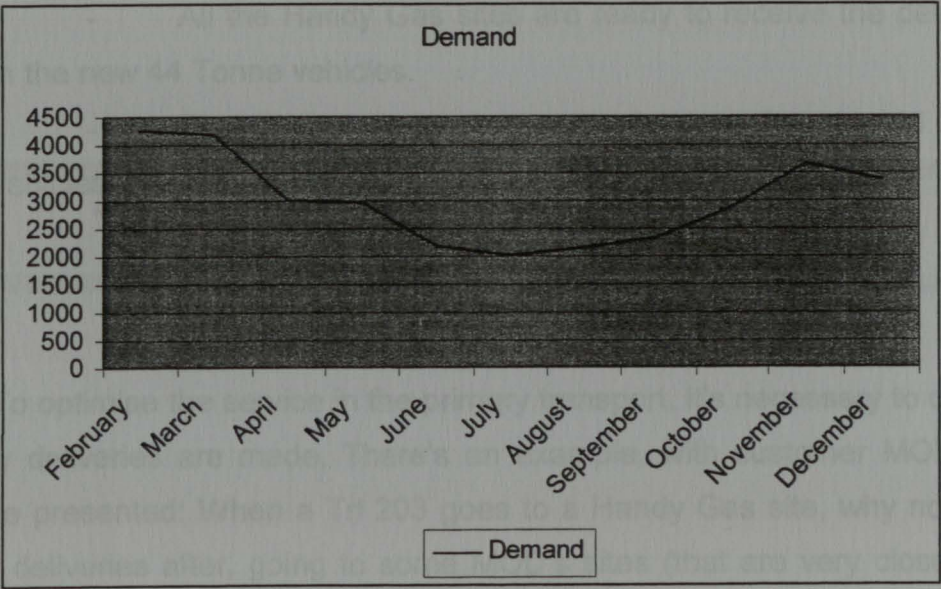
- How to do it (buy/lease)?
- If buying, how many (two or three)?

This change can help the service in primary transport to become more efficient, but deliveries that BP are doing today have to change.

1.4.2.2 Customer Base

	Demand
February	4249
March	4173
April	3000
May	2950
June	2162
July	1991
August	2133
September	2311
October	2846
November	3635
December	3370
Total	32820

Table 2



Graphic 2

	Tonne payload	Number of Trips	Reduce/Increase
Current Capacity	92	357	
Capacity Solution A	113	290	Decrease 19%
Capacity Solution B	90	365	Increase 2%

Table 3

On observing table 3 Solution A presents a decrease in 19% in the number of trips to major clients and Solution B presents an increase of 2%. Although Solution A appears to be better, at this stage were considering both alternatives (A and B).

1.4.2.3 Customers Sites

One of the main issues about changing the 3 x 38T to 44T was the customers' site, that is, whither they could receive 44T. The studies carried out revealed that there are no major problems:

- All the Handy Gas sites are ready to receive the deliveries in the new 44 Tonne vehicles.
- The other customers can receive too, the new 44 Tonne vehicles.

1.4.2.4 Changing The Routings

To optimise the service in the primary transport, it's necessary to change the way deliveries are made. There's an example, with customer MOD, that could be presented: When a Trl 203 goes to a Handy Gas site, why not keep making deliveries after, going to some MOD's sites (that are very close), and there come back to the station.

This question was presented to Derek Marshall, and his answer was that most of the MOD's sites aren't able to receive a 44 Tonne vehicle an exception in the study carried out. However, other possibilities could be measured.

1.4.2.5 Number Of Shifts

At present, there are single and double shifts. Why not making three shifts possible?

If BP worked 24 hours a day, seven days a week, it would, certainly have bigger profits; but there are some barriers:

- There's not enough gas to deliver;
- BP would have to contract more drivers;
- The sites would have to be open 24 hours a day;

The last constraint could be overcome:

- If BP created a security system for all costumers' sites, such as surveillance central system and cameras in all sites. This solution would not bring additional costs to clients enabling BP to function 24 hours a day.

Some combinations are represented in attachment 3.

1.4.2.6 Leasing Vs Buying The Trailers

The cost of leasing/renting from Wincanton the Trl 203 (44 Tonne GVW), is near £100,000, which would be paid throughout the contract with 2% year increase. This number is not exact, because for Wincanton, buying the Trl 203 for gas deliveries is a completely new situation.

In this situation, BP costs (standing charges, vehicle excise duty costs) would remain the same, except for the management costs that would increase and, of course the monthly payment that BP would have to pay for the tank.

BP has to notice that:

- This is a new situation for Wincanton, so if there would be a contract it could have to be discussed, and maybe Wincanton would have a different opinion about costs;
- The contract would be too risky for Wincanton, because BP is the only client with gas deliveries. However, if BP broke the contract with Wincanton at any time would have to support tank costs.

On the other hand:

- In summer months BP could keep the tanks stopped at Wincanton with no additional costs (the tanks need no maintenance);
- The depreciation of the tank wouldn't be a BP problem, and over the years as the tank depreciate, BP would pay less to Wincanton.

During the conversation with Wincanton, they said that it's easier if BP keeps buying their own tanks, because they feel that it's not a good business for Wincanton to buy a tank that has only use for one client.

1.4.2.7 Buy or Lease/Rental from Contractor

The cost of buying Trl 203 is £90,000, and lease/rent from Wincanton would be £100,000. The main difference between the two options is:

- For BP, to buy the Trl 203 it means investing in this direction therefore losing other investment opportunities.
- To lease from Wincanton, through expenses would be higher, there would be no need for direct investment.

1.5 Comments

Along the conversations that we had with most of the people involved in the business, the better option from an accounting point of view would be buying the Trl 203 instead of renting it. However the main question remains, wouldn't it be more profitable for BP, to invest in other areas?

1.6 Conclusions

- Seasonal use of vehicles: with the Trl 203 the number of vehicles stopped, during lower demand months, can be increased at least by one unit.
- Vehicles in use: since the average age of a 38 Tonne is 25 years, it is urgent to replace them.
- The list of customers is now 14 customers. Through there are 26 recorded clients only an average of 14 can be supplied permanently owing to insufficient gas at the terminal during winter time.
- The cost/week difference between a 38 tonne (BP owned) and a 44 tonne (contract) is £1.31 (£7.57 for the 38 and £6.26 for the 44).

- In terms of capacity is possible to replace the 3 x 38 for 2 x 44, and reducing in cost/week would be £1,099.41.
- There are no major problems from our customers (primary transport) to receive deliveries from the Trl 203.
- Working 24 hours per day is possible if BP creates it's own security system for deliveries, like for example security video cameras and surveillance.
- On a yearly basis, if the fleet went to 44 Tonne, the overall financial savings would be £3,047.82.
- From a financial point of view, buying the Trl 203 is a better choice, through from a business point of view is better to rent it.

2 Newsletter Project

2.1 Introduction and Objectives

The newsletter project is part of a BP campaign and its objective is to alert all employees to environmental problems.

2.2 Main Part

The first step was to understand the meaning of this awareness campaign. The design and the text within were the second step. Some employees gave their opinion about newsletter and some things were changed. On the newsletter a prize competition was introduced for the more original idea about awareness campaign.

After, the prototype was sent to the office for reproduction and finally the newsletter was delivered.

The newsletter is in attachment 4

2.3 Feedback

The feedback couldn't be better because everybody said that the idea was very good and that they would try to change their habits. We also received some good ideas from the prize competition.

2.4 Conclusion

- A new edition had to be printed;
- We received good ideas for the next edition;
- BP employees said that they would try to change their habits.

As you can see the main objective was reached: "to alert all employees to environmental problems". So, the campaign was a success!

3 BP LPG UK Intranet Project

3.1 Introduction

BP LPG UK has been improving internal communication. As a consequence of its geographical units spread, the intranet is the best way to develop this project.

Depots divide BP LPG UK and the contact between different staff is commune. To minimize "distance" BP LPG UK intranet pages were created regarding staff, depots, and meetings information.

This project consisted in creating BP LPG UK intranet where all BP employees can search for anything related with communication and human resources.

3.2 Objectives of BP LPG UK Intranet

- Studding BP LPG UK personal main necessities;
- Organising BP LPG UK information and show it on BP LPG UK intranet;
- Creating one database within staff, meetings, depots and departments information of BP LPG UK;
- Drawing site's architecture;
- Building BP LPG UK intranet using bp.com parameters;
- Doing a project that anyone can continue on future.

3.3 Activities

In communication area my job was based on building a database to BP human resources. First, our team (Silvia and I) started designing intranet site's architecture, having in mind relevant and interesting information. My next step was creating an intranet database that could be useful to BP staff. This database is essentially supported by staff, depots', departments' and meetings' information.

Any web site needs to have a database that can be updated at anytime and every time you are working on it. BP LPG UK intranet isn't an exception. I tried to put there all relevant information like BP employees' profiles, depots' and departments' information and management meetings.

BP database has as main objective to manage all data and display it on line. Database was built with Access Programme and the computer's languages used were Visual Basic and SQL.

3.3.1 Objectives of Database

- Organising all employees, depots and departments data
- Creating facilities for data introduction
- Creating facilities for data consulting
- Doing a dynamic calendar
- Creating a process to book meetings dynamically

3.3.2 Organisation

The first step to do a database is deciding what to put there. Several objects had to be created and related when using "Access" such as: tables, queries, forms and modules.

The information within the different objects is about:

- employees
- departments
- depots
- meetings

Tables

BP database (LPGstud2) has 5 tables: T_employee, T_depot, T_department, T_meeting and T_room.

T_employee's fields are:

Employee code
Employee first name
Employee last name
Employee birth date
Employee address
Employee postcode
Employee phone
Employee e-mail
Employee insurance number
Employee job title
Employee curriculum vitae
Employee first day at job
Employee department code
Employee depot code
Employee photo

T_depot's fields are:

Depot code
Depot name
Depot address
Depot city
Depot postcode
Depot country
Depot phone
Depot fax
Depot map
Depot activity
Depot news
Depot timetable
Depot equipment

T_department's fields are:

Department code

Department name

Department goals

Department news

Department projects and initiatives

T_meeting's fields are:

Meeting code

Meeting name

Meeting date

Meeting am or pm

Meeting beginning time

Meeting ending time

Meeting room name

Meeting equipment

Meeting logon

Meeting password

T_room's fields are:

Room code

Room name

Room capacity

Room depot code

Room comments

Tables' Relationships:

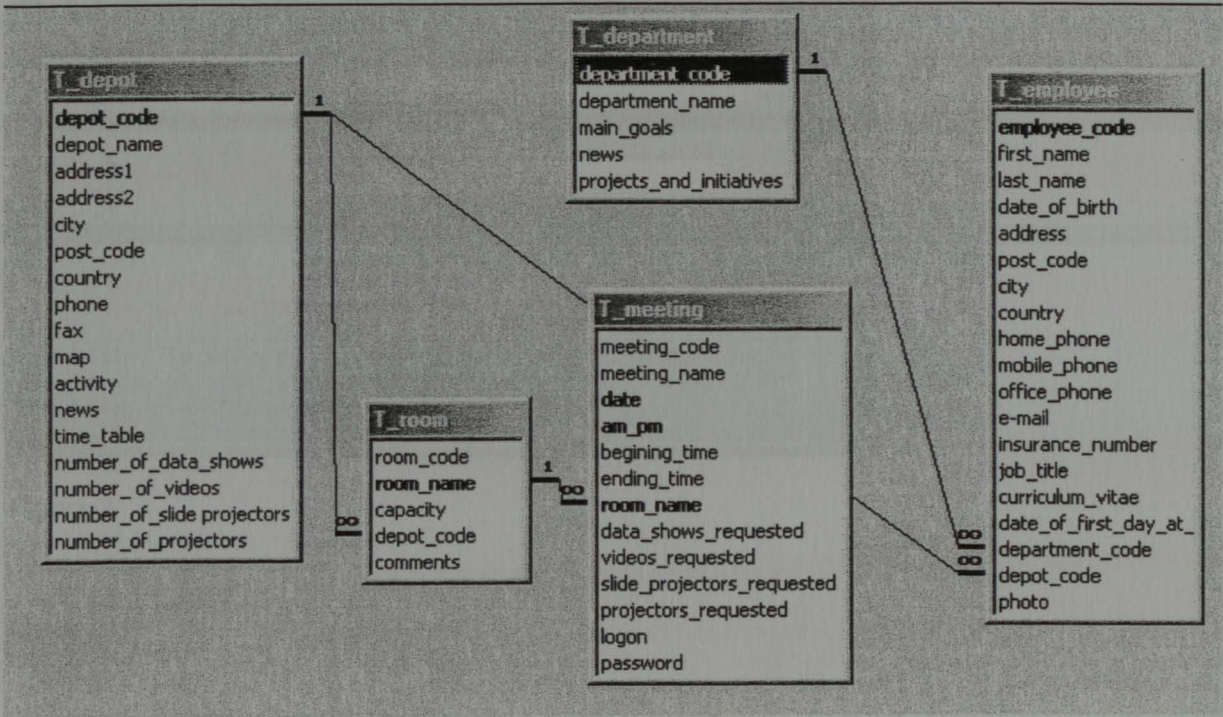


Figure 1

Queries

Queries were created to support most forms and combo boxes. An example is:

To search for any meeting you can fill one or more fields of a questionnaire. Those fields are related with a query (figure 2 and 3).

Forms

Forms are utilized as interfaces. Forms support all pages that you can open.

Figure 2 and 3 are an example of a form when it was being built.

BP LPG UK



meeting's name

AND

date (DD/MM/YYYY)

AND

depot's name



OK

Note: To search for a string in the middle of a name or depot, start your search text with an asterisk. For example: *mouth

Figure 2

Query:

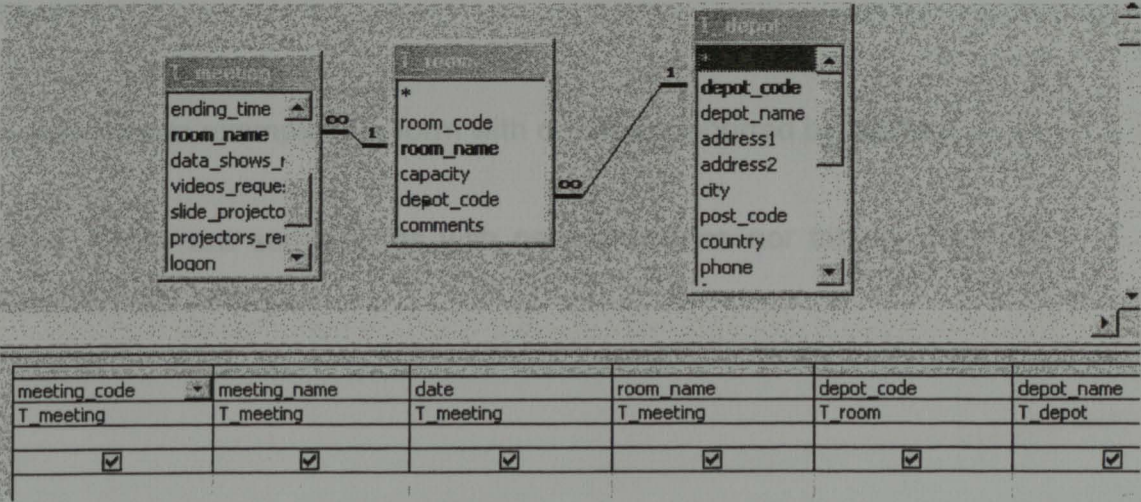


Figure 3

Forms

Forms are utilised as interfaces. Forms support all pages that you can open.

Figure 2 and 3 are an example of a form when it was being built.

Figure 4

Figure 4 is an example of a form with queries supported by tables.

Note: There are some forms with neither queries nor tables: calendar form (figure 5) is an example:

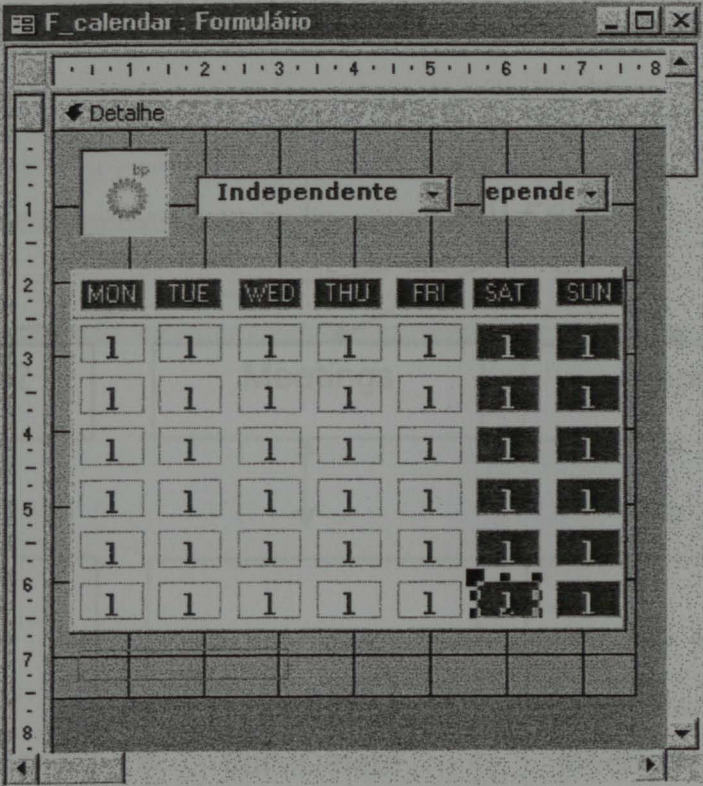


Figure 5

As you can see, F_calendar fields are independent; it means that there is not support for any object.

This is a dynamic calendar and its body is written on visual basic language in Access.

See code in attachment 5

All forms are related with visual basic code. This project is essentially a programming project.

BP LPG UK database is divided in four modules

Tree Menus

Employees

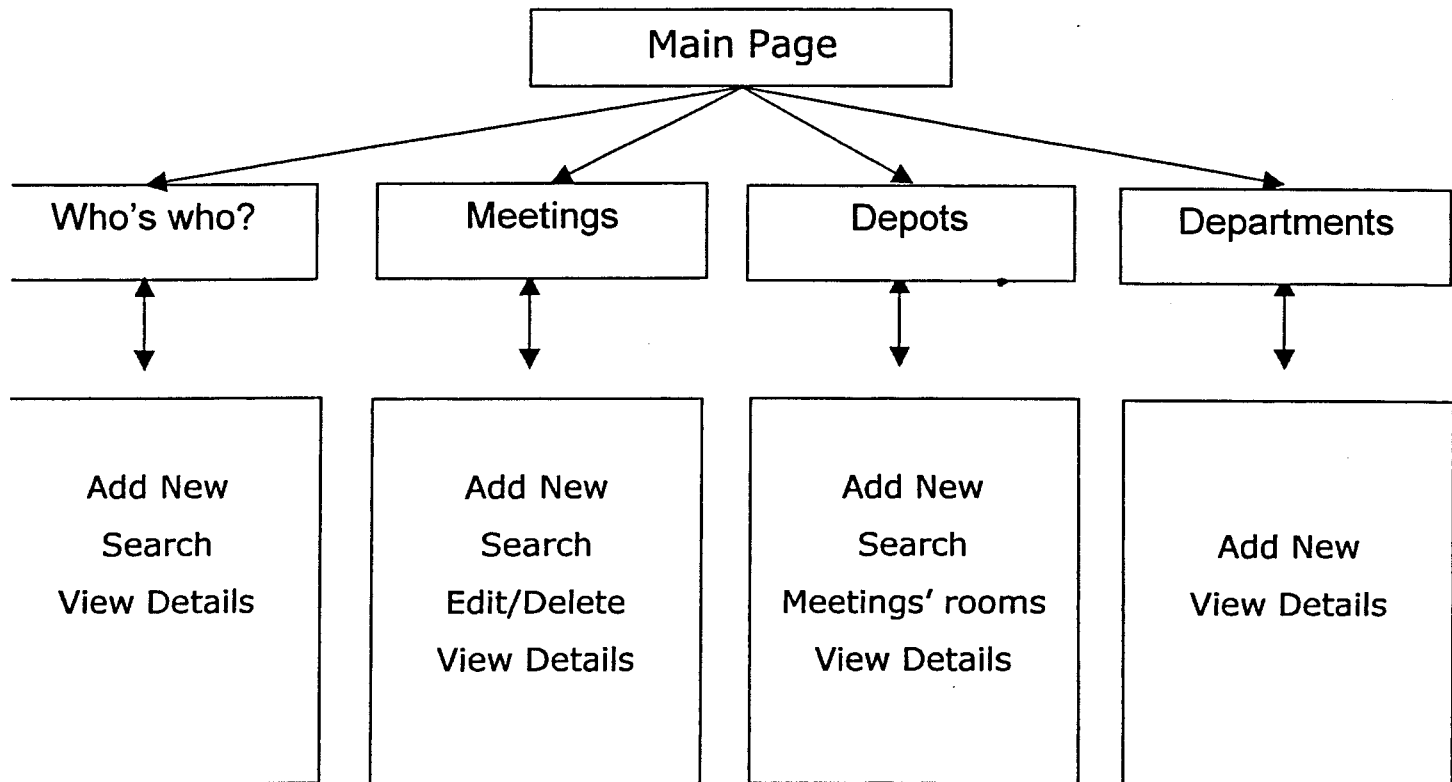
When database is opened we have to choose a menu.

Employee's profile

Search for an employee by first name, last

name, job title, dept and department.

Menus' representation

***BP LPG UK database Modules***

BP LPG UK database is divided in four modules:

Employees

- Add/Edit/Delete employees
- Employee's profile
- Search for an employee by first name, last name, job title, depot and department.

Meetings

- Book new meetings (associating one username and one password)
- Edit/Delete meetings (with one username and one password)
- Rooms' affecting
- Meeting's details
- Search for a meeting by meeting's name, date or depot.

Depots

- Add/Edit/Delete depots
- Equipments' affecting
- Rooms' distribution
- Depot's staff
- Depot's details
- Search for depot's details by depot's name, depot's activity, city or country.

Departments

- Add/Edit/Delete departments
- Department's Staff
- Department's details

3.3.3 Conclusions of Database Project

The objectives were reached: Data was organised in tables, facilities for data introduction and consulting were created throughout the forms. A dynamic calendar was built and meetings can be booked dynamically at any moment.

Feedback couldn't be better, employees were very happy with the new system because bureaucracy was reduced.

Before this project employees had to phone to book any meeting and had to ask if a room was available. Now, booking a meeting is very easy and quick. The programme is dynamic, that is, at the same moment someone is booking, in another part of United Kingdom, some other employee knows that this specific room is busy.

At present it is also possible to know employees', depots or departments' details with just a few clicks! This is very important because as employees have to meet their colleagues they can know, before a meeting, the person they will face (security reasons).

This database is the first step for BP to update employees in new high technologies as those kind of programmes are easy to manipulate by the user.

Hope some day, someone will work with this database and develop and improve it.

3.4 Conclusions of Intranet Project

The site was built and all main objectives were reached: site's architecture was designed, BP LPG UK intranet was built using bp.com parameters, database was created so the project can be developed in the future.

We didn't see the real feedback, as when we left United Kingdom the site wasn't working at the server yet. However we ask some employees their opinion and they were unanimous that the idea was great and that site will simplify their professional life.

With this project, we left all the tools needed for someone to continue our work: the site, the database, the technical manual and the users manual.

4 Bibliography

Books:

- Running Access 97
- FrontPage
- Visual Basic in Easy Steps

Information kept from:

- Several sites in Internet and BP Intranet like www.bp.com or bp.lpg.uk.co.
- S:\ common server.
- McGas newsletter (LPG properties).

Thanks to BP LPG UK staff and specially:

Laura Irvine

Martin Evans

Martin Welsh

Lynn Smith

Dave Hilman

Duncan Smith

Jude Payne

Nick Borek

Darren Clements

Pauline House

Stephen Carter

Dave Axford

Nicole Andrieu



Attachments

Project:
Primary Transport

Attachment 1

Customers' list

Costumer	Location	Vehicle Size	Total Trip
BOC LTD	Brinsworth	41	10.16
		44	10.24
BOC LTD	Liverpool	41	9.72
		44	9.8
BOC LTD	Margam	41	6.08
		44	6.16
BOC LTD	Wolverhampton	41	7.46
		44	7.54
BOWATER	Newport	41	4.26
		44	4.34
British Gas	Birmingham	41	7
		44	7.08
British Gas	Buckfastleigh	41	6.8
		44	6.88
British Gas	St. Austell	41	9.52
		44	9.6
British Gas	Witney	41	6
		44	6.08
BSC LTD	Port Talbot	41	5.6
		44	5.68
Callow Gas	Droitwich	41	5.56
		44	5.64
Carver Gas	Wolverhampton	41	7.46
		44	7.54
Civil Marine	Newport	41	4.1
		44	4.18
Countrywide	Defford	41	5.26
		44	5.34
Gomaster	Bridgwater	41	4.19
		44	4.27
Gomaster	Bridgwater	41	4.19
		44	4.27
Gomaster	Yeovil	41	5.36
		44	5.44
Gomaster	Yeovil	41	5.36
		44	5.44
Gomaster	Yeovil/B'water	41	5.53
		44	5.61
Handy Gas	Launceston	41	8.02
		44	8.1
Handy Gas	Llandow	41	5.51
		44	5.59
Handy Gas	Purton	41	5.46
		44	5.54
Handy Gas	Purton	41	5.46
		44	5.54
Midshire Farm	Presteigne	41	8.22
		44	8.3
Warrier Gases	Camborne	41	10.92
		44	11
WBB LTD	Cornwood	41	8.19
		44	8.36
Maximum total trip: 13.5			

Attachment 2

Invoice from Wincanton

Item No.	Item Description	Price (£)					Additional Comments/Clarification
		Tractor Unit (6 x 2 44T)	Tractor Unit (6 x 2 41T)	Tractor Unit (6 x 2 38T)	Loan Tractor	Loan Trailer	
1	Standing Charge Including:						Annual Cost
	Capital & Funding		10,286	8,927			
	Licences		1,542	2,757			
	Insurance		2,368	2,368			
	Maintenance		2,800	3,000			
	Mobile Phones		500	500			
	Vehicle Washing		1,040	1,040			
	Management Fee		6,907	6,907			
	Management Structure		3,985	3,985			
	Total		29,428	29,479			
2	Running Charge Including:						Pence Per Kilometre
	Fuel cost		24.30			1.36	
	Tyres		1.15			3.60	
	Maintenance & Repair		0.68			4.96	
	Lubricants		0.10				
	Total		26.23				
3	Drivers Hourly Rate Including:						£ Per Hour
	Basic	8.43					
	Holiday/Absence	1.23					
	Pension/NIC	1.39					
	Training/Clothing/Insurance	0.58					
	Management Fee	0.80					
	Management Structure	0.46					
	Total	12.89					
4	Drivers Over Night Rate Including:						Per Occasion
	Night Out Cost	27.00					

Double Shift
41 T

41 T

Costumer	Location	Total trip	10,2	9,72	6,08	7,46	4,26	7	6,8	9,52	6	5,6	5,56	7,46	4,1	5,26	4,19	4,19	5,36	5,36	5,53	8,02	5,51	5,46	5,46	8,22	10,9	8,19
1	BOC LTD	Brinsworth	10,16	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
2	BOC LTD	Liverpool	9,72	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
3	BOC LTD	Margam	6,08	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
4	BOC LTD	Wolverhampton	7,46	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
5	BOWATER	Newport	4,26	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
6	British Gas	Birmingham	7	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
7	British Gas	Buckfastleigh	6,8	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
8	British Gas	St. Austell	9,52	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
9	British Gas	Witney	6	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
10	BSC LTD	Port Talbot	5,6	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
11	Callow Gas	Droitwich	5,56	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
12	Carver Gas	Wolverhampton	7,46	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
13	Civil Marine	Newport	4,1	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
14	Countrywide	Defford	5,26	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
15	Gomaster	Bridgwater	4,19	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
16	Gomaster	Bridgwater	4,19	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
17	Gomaster	Yeovil	5,36	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
18	Gomaster	Yeovil	5,36	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
19	Gomaster	Yeovil/B'water	5,53	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
20	Handy Gas	Launceston	8,02	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
21	Handy Gas	Llandow	5,51	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
22	Handy Gas	Purton	5,46	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
23	Handy Gas	Purton	5,46	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
24	Midshire Farm	Presteigne	8,22	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
25	Warner Gases	Camborne	10,92	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
26	WBB LTD	Cornwood	8,19	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO

means that double shift is possible
means that double shift is not possible

Maximum total trip: 13.5

Double Shift
44 T

44 T

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

Costumer	Location	Total trip	10,2	9,8	6,16	7,54	4,34	7,08	6,88	9,6	6,08	5,68	5,64	7,54	4,18	5,34	4,27	4,27	5,44	5,44	8,1	5,59	5,54	5,54	8,3	11	8,36
1	BOC LTD	Brinsworth	10,24	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
2	BOC LTD	Liverpool	9,8	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
3	BOC LTD	Margam	6,16	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
4	BOC LTD	Wolverhampton	7,54	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
5	BOWATER	Newport	4,34	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
6	British Gas	Birmingham	7,08	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
7	British Gas	Buckfastleigh	6,88	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
8	British Gas	St. Austell	9,6	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
9	British Gas	Witney	6,08	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
10	BSC LTD	Port Talbot	5,68	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
11	Callow Gas	Droitwich	5,64	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
12	Carver Gas	Wolverhampton	7,54	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
13	Civil Marine	Newport	4,18	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
14	Countrywide	Defford	5,34	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
15	Gomaster	Bridgwater	4,27	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
16	Gomaster	Bridgwater	4,27	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
17	Gomaster	Yeovil	5,44	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
18	Gomaster	Yeovil	5,44	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
19	Gomaster	Yeovil/B'water	5,61	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
20	Handy Gas	Launceston	8,1	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
21	Handy Gas	Llاندow	5,59	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
22	Handy Gas	Purton	5,54	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
23	Handy Gas	Purton	5,54	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
24	Midshire Farm	Presteigne	8,3	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
25	Warrier Gases	Camborne	11	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO
26	WBB LTD	Cornwood	8,36	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO	FALSO

Tonne payload
Current Capacity 92
Capacity Solution A 113
Capacity Solution B 90

FALSO means that double shift is possible
FALSO means that double shift is not possible

Maximum total trip: 13.5

Triple Shift
41 T

41 T

number (n)	Costumer	Location	Total trip
1	BOC LTD	Brinsworth	10,16
2	BOC LTD	Liverpool	9,72
3	BOC LTD	Margam	6,08
4	BOC LTD	Wolverhampton	7,46
5	BOWATER	Newport	4,26
6	British Gas	Birmingham	7
7	British Gas	Buckfastleigh	6,8
8	British Gas	St. Austell	9,52
9	British Gas	Witney	6
10	BSC LTD	Port Talbot	5,6
11	Callow Gas	Droitwich	5,56
12	Carver Gas	Wolverhampton	7,46
13	Civil Marine	Newport	4,1
14	Countrywide	Delford	5,26
15	Gomaster	Bridgwater	4,19
16	Gomaster	Bridgwater	4,19
17	Gomaster	Yeovil	5,36
18	Gomaster	Yeovil	5,36
19	Gomaster	Yeovil/B'water	5,53
20	Handy Gas	Launceston	8,02
21	Handy Gas	Llandow	5,51
22	Handy Gas	Purton	5,46
23	Handy Gas	Purton	5,46
24	Midshire Farm	Presteigne	8,22
25	Warrier Gases	Camborne	10,92
26	WBB LTD	Cornwood	8,19

distance		8,52	8,2	10,52	8,38	8,38	8,36	9,52	8,45	9,36	8,29	9,45
n		5+5	13+13	14+14	15+15	16+16	5+13	5+14	5+15	13+14	13+15	14+15
4,26	5	#####	#####	FALSO	#####	#####						
4,1	13	#####	#####	FALSO	#####	#####						
5,26	14	FALSO	#####	FALSO	FALSO	FALSO	FALSO					
4,19	15	#####	#####	FALSO	#####	#####	#####	FALSO		FALSO		
4,19	16	#####	#####	FALSO	#####	#####	#####	FALSO	#####	FALSO	#####	FALSO

FALSO

is redundant
means that triple shift is possible
means that triple shift is not possible

is redound
means that triple shift is possible
FALSO means that triple shift is not possible

Maximum total trip: 13.5

Triple Shift
44 T

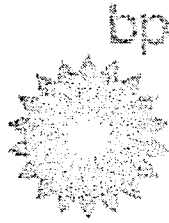
44 T

number (n)	Costumer	Location	Total trip
1	BOC LTD	Brinsworth	10,24
2	BOC LTD	Liverpool	9,8
3	BOC LTD	Margam	6,16
4	BOC LTD	Wolverhampton	7,54
5	BOWATER	Newport	4,34
6	British Gas	Birmingham	7,08
7	British Gas	Buckfastleigh	6,88
8	British Gas	St. Austell	9,6
9	British Gas	Witney	6,08
10	BSC LTD	Port Talbot	5,68
11	Callow Gas	Droitwich	5,64
12	Carver Gas	Wolverhampton	7,54
13	Civil Marine	Newport	4,18
14	Countrywide	Defford	5,34
15	Gomaster	Bridgwater	4,27
16	Gomaster	Bndgwater	4,27
17	Gomaster	Yeovil	5,44
18	Gomaster	Yeovil	5,44
19	Gomaster	Yeovil/B'water	5,61
20	Handy Gas	Launceston	8,1
21	Handy Gas	Llandow	5,59
22	Handy Gas	Purton	5,54
23	Handy Gas	Purton	5,54
24	Midshire Farm	Presteigne	8,3
25	Warrier Gases	Camborne	11
26	WBB LTD	Cornwood	8,36

distance	5+5	13+13	8,68	8,36	8,54	8,54	8,52	8,61	8,45
4,34	#####	#####	#####	#####	#####	#####	#####	#####	#####
4,18	#####	#####	#####	#####	#####	#####	#####	#####	#####
4,27	#####	#####	#####	#####	#####	#####	#####	#####	#####
4,27	#####	#####	#####	#####	#####	#####	#####	#####	#####

is redound
means that the triple shift is possible

Maximum total trip: 13.5



Attachment 4

**Project:
Newsletter**

BP LPG Energy



**Save Your
Energy
Competition**
Win a
**Freeplay Wind
Up Radio**

See back page
for details



Image Copyright © Inc

Totally committed to curbing energy use

MESSAGE FROM REGIONAL MANAGER:

NO ACCIDENTS

NO HARM TO PEOPLE

NO DAMAGE TO THE ENVIRONMENT

BP LPG UK Objectives:

- Buy fuels at most economic cost and use them as efficiently as possible.
- Reduce the amount of pollution, particularly CO₂ emissions, caused by energy consumption.
- Reduce, wherever possible, the dependence on fossil fuels to move towards our common future of sustainable development.
- Identify other sources of energy where economically and environmentally acceptable.



Plan to cut energy spend by BP



BP LPG UK ENERGY TARGET:

- Gain control over energy consumption by reviewing and improving our purchasing, operating, motivation and training practises.
- Invest in energy saving measures which will maximise returns on investment which can be re-invested, at least in part, in further energy management activities.
- To carry out energy audits to our major energy consuming sites.

Benefits to BP LPG UK

- a reduction in Energy Costs.
- a greener public image

Benefits to staff

- a better environment for our children
- better working conditions

Benefit to customers

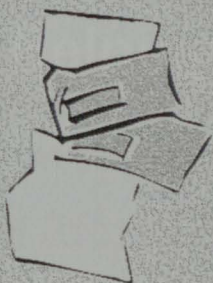
- a better environment

Benefits to the environment

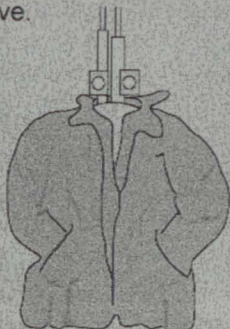
- reduced CO₂ emissions
- fossil fuels conserved



Image Copyright © 1996 PhotoDisc, Inc



It's easy to make real savings on your home fuel bills by following a few simple dos and don'ts. Even little things, like making sure your heating isn't on too high, will make a big difference to how much energy you use and to how much money you save.



An insulating jacket for your hot water tank costs only £5-£10 (DIY) and will pay for itself in lower fuel bills in less than 12 months.



Taking a shower instead of a bath uses only two-fifths of the amount of hot water and can save you £5-£10 a year.

It's official global warming is here!

Global warming, sometimes called the greenhouse effect, is now official. Greenhouse gases such as carbon dioxide are produced by human activities, especially those involving energy consumption.

They are building up in the atmosphere and trapping solar radiation so raising the global temperature. Global warming has been on the international agenda since 1988 when the Intergovernmental Panel on Climate Change was set up. The top scientists on the Panel agree that man-made global warming is now detectable.

Panel members agree that, "The balance of evidence suggests a discernible influence on global climate". Sir John Houghton, former head of the UK's Meteorological Office and co-chairman of the Panel said, "We have reached a consensus about what we know and what we don't know. We believe we are beginning to

This century global temperatures have risen by 0.5°C and in the next century they could rise by 1.5°C to 4°C. "It is the most rapid rate of change we will have seen for 10,000 years", said Sir John.

A rise of 4°C by 2100 would mean sea levels rising half a metre. Diseases carried by insects and mites, such as malaria, could move out of the Tropics into temperate regions like North Europe as temperatures rise. But if CO₂ emissions can be cut by 50%, global warming could be held to only 2°C.

Image Copyright © PhotoDisk, Inc.

Key roles



As part of our campaign to eliminate waste in all aspects of our operations:

Darren Clements is in charge of developing energy awareness at our Avonmouth office.

Willy Anderson is responsible for developing energy awareness at our Rutherglen office.

Graham Wiltshire is advising on energy monitoring and management.

These staff members need your help if we are going to help achieve a *Sustainable* future for our children and future generations.

Energy facts



Cost of energy 2000	£	Kwh
<u>Avonmouth Depot</u>		
Electricity	5,226	81922
<u>Rutherglen Depot</u>		
Metre 1	12,377	148152
Metre 2	1,242	14028

In brief

An open office window loses enough energy in a day to produce 250 fleece jackets.

A photocopier left on overnight wastes enough energy to make 800 A4 copies.

A PC monitor left on overnight wastes enough energy to print 800 A4 pages.

Lighting an empty office overnight wastes enough energy to heat enough water for 1000 cups of tea.

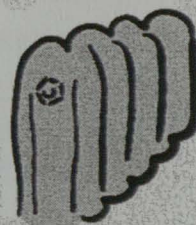
Helping the earth begins at home



Carbon dioxide (CO₂) is the biggest contributor to global warming and CO₂ is mainly emitted as a result of energy consumption. So every time you turn on your heating, switch on lights, heat water, cook, or use any gas or electrical appliance in your home, you are adding to the threat of global warming. Most of us are using much more energy than we need to and

producing unnecessary CO₂ emissions. The average home uses enough energy to create 7.5 tonnes of CO₂ a year. Over a quarter of the CO₂ produced in the UK comes from energy used in the home. This figure increases to around 40% if you include the use of cars. If we cut energy use in our homes and cars, we reduce the CO₂ emissions that increase the risk of global warming.

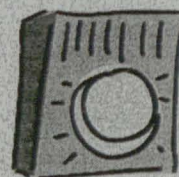
Image Copyright © PhotoDisk Inc.



Put aluminium foil behind any radiators fitted against outside walls to stop their heat going straight through the walls. Ordinary kitchen foil will do but you can buy specially designed foil from DIY stores. This will cost you less than £10 and could save you this much in the first year alone.



Most people with lofts have some form of loft insulation but often it isn't thick enough. Six inches is the depth you need. It's worth topping up your insulation if you have two inches (50mm) or less. This will cost you £110-£160 and could reduce your fuel bills by £60-£70 a year.



Turning your thermostat down by just 1°C can knock 10% off your heating bills and you'll be unlikely to notice any difference in comfort. This won't cost you anything and could save you £15-£40 a year.

Plans to cut heating costs

What we plan to do

- Switch off all unnecessary lighting inside and outside all our sites.
- Control office temperatures.
- Control hot / cold water systems.
- Put ALL pc's and screens on timed shut down.
- Eliminate air conditioning costs.
- A simple information system to monitor use, and measure and report progress.

How you can help

- If you are too hot in the winter, telephone Darren or Willy, don't open the window
 - If you are last to leave your area switch off lights and pc's.
- switch off toilet light and extract fans they have 10 minute run on timers.

Action

Close any windows left open during the heating season

Close any factory and office external doors left open during heating season

Turn off any tap left trickling

Reason

Increased heating cost due to an open window (3ft x 2ft) during heating season

Increased heating cost due to an open door (12ft x 12ft) during heating season

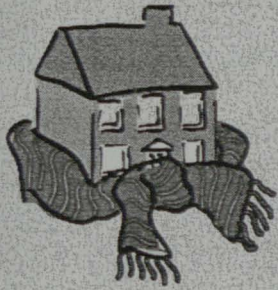
Wasted water consumption from 1/2" tap

Result

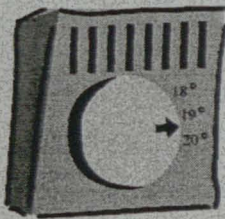
+£14/day

+£344/day

+£1.17/day



More heat is lost through the walls than any other part of the house. Yet only 20% of homes with cavity walls have cavity wall insulation. This costs between £300-£500 and could save you £60-£70 a year.



Fitting a thermostat on your water heating system can reduce your bills by around £10-£20 a year. This will cost you £80-£100 (or about half this if you fit it yourself).



Image Copyright: PhotoDisk, Inc.

Every year in the UK we consume 8% of our oil resources and 4% of our natural gas reserves. But fuel prices aren't keeping pace with other price rises. The cost of domestic fuel has increased by just 11% in real terms since 1970 – mainly as a result of VAT at 8% in April 1994 – while real per capita incomes have increased by 65%. Transport fuel prices have only increased by 2%.

Energy consumption in the UK has remained fairly constant since 1970, despite a 60% increase in Gross Domestic Product. This has been attributed in part to the increase of world oil prices in the 1970s and 1980s. Most of the improvement has been in the manufacturing sector where energy consumption has fallen by

40%. The commercial sector is growing fastest in the UK and here consumption has risen by 15%.

Energy consumption in UK homes has risen by 20% since 1970, mainly because of the increase in the number of households. Fuel consumed by road transport has risen even more – up 90% since 1970. There has been no improvement in fuel efficiency over the past twenty years for passenger or freight transport, despite increases in the fuel efficiency of individual vehicles.

In the longer term, as existing energy resources become scarcer, we can expect energy prices to rise, encouraging us to greater energy efficiency and boosting incentives to develop alternative sources.

BE ENERGY SMART FOR A BRIGHTER TOMORROW

Save Your Energy Competition

Look out for a competition, which will be circulated later in June to test your knowledge of energy saving at home and work. All correct entries will be put forward for a prize draw and winner will receive a:

FreePlay Wind Up Radio.



Good ideas protect the planet – spread them

Please send any comments, contributions or suggestions for articles to: **Darren Clements** for Avonmouth, **Willie Anderson** for Rutherglen and **Graham Wiltshire** for the other UK sites.



Attachments

Project:
BP LPG UK Intranet

Attachment 5

```
Option Compare Database
Option Explicit
Dim matrix_YEARS(11, 2) As Long
Dim matrix_MONTHS(12) As String
Dim matrix_MODELS(14, 3) As Byte
Dim matrix_SELECTED_YEAR(365, 31, 2) As String
```

```
Dim var_year As Long
Dim var_month As Byte
Dim var_day As Byte
Dim var_model As Byte
Dim var_february As Byte
Dim var_initial As Byte
Dim month_days As Byte
Dim week_day As Byte
Dim total_days As Long
```

```
Private Sub Form_open(cancel As Integer)
```

```
On Error GoTo Err_Form_Open
```

```
var_year = year(date)
var_month = month(date)
var_day = Day(date)
```

```
Label_day.Caption = date
```

```
' MODELS LOADING
```

```
' matrix_MODELS(0, 1) = MODEL
' matrix_MODELS(0, 2) = WEEK DAY OF THE FIRST DAY YEAR
' matrix_MODELS(0, 3) = FEBRUARY DAYS
```

```
matrix_MODELS(0, 0) = 1
matrix_MODELS(0, 1) = 7
matrix_MODELS(0, 2) = 28
```

```
matrix_MODELS(1, 0) = 2
matrix_MODELS(1, 1) = 1
matrix_MODELS(1, 2) = 28
```

```
matrix_MODELS(2, 0) = 3
matrix_MODELS(2, 1) = 2
matrix_MODELS(2, 2) = 28
```

```
matrix_MODELS(3, 0) = 4
matrix_MODELS(3, 1) = 3
matrix_MODELS(3, 2) = 28
```

Attachment 5

matrix_MODELS(4, 0) = 5
matrix_MODELS(4, 1) = 4
matrix_MODELS(4, 2) = 28

matrix_MODELS(5, 0) = 6
matrix_MODELS(5, 1) = 5
matrix_MODELS(5, 2) = 28

matrix_MODELS(6, 0) = 7
matrix_MODELS(6, 1) = 6
matrix_MODELS(6, 2) = 28

matrix_MODELS(7, 0) = 8
matrix_MODELS(7, 1) = 7
matrix_MODELS(7, 2) = 29

matrix_MODELS(8, 0) = 9
matrix_MODELS(8, 1) = 1
matrix_MODELS(8, 2) = 29

matrix_MODELS(9, 0) = 10
matrix_MODELS(9, 1) = 2
matrix_MODELS(9, 2) = 29

matrix_MODELS(10, 0) = 11
matrix_MODELS(10, 1) = 3
matrix_MODELS(10, 2) = 29

matrix_MODELS(11, 0) = 12
matrix_MODELS(11, 1) = 4
matrix_MODELS(11, 2) = 29

matrix_MODELS(12, 0) = 13
matrix_MODELS(12, 1) = 5
matrix_MODELS(12, 2) = 29

matrix_MODELS(13, 0) = 14
matrix_MODELS(13, 1) = 6
matrix_MODELS(13, 2) = 29

' YEARS LOADING

matrix_YEARS(0, 0) = 2000
matrix_YEARS(0, 1) = 14
matrix_YEARS(1, 0) = 2001
matrix_YEARS(1, 1) = 2
matrix_YEARS(2, 0) = 2002
matrix_YEARS(2, 1) = 3
matrix_YEARS(3, 0) = 2003

Attachment 5

```
matrix_YEARS(3, 1) = 4
matrix_YEARS(4, 0) = 2004
matrix_YEARS(4, 1) = 12
matrix_YEARS(5, 0) = 2005
matrix_YEARS(5, 1) = 7
matrix_YEARS(6, 0) = 2006
matrix_YEARS(6, 1) = 1
matrix_YEARS(7, 0) = 2007
matrix_YEARS(7, 1) = 2
matrix_YEARS(8, 0) = 2008
matrix_YEARS(8, 1) = 10
matrix_YEARS(9, 0) = 2009
matrix_YEARS(9, 1) = 5
matrix_YEARS(10, 0) = 2010
matrix_YEARS(10, 1) = 6
```

' MONTHS LOADING

```
matrix_MONTHS(0) = "JANUARY"
matrix_MONTHS(1) = "FEBRUARY"
matrix_MONTHS(2) = "MARCH"
matrix_MONTHS(3) = "APRIL"
matrix_MONTHS(4) = "MAY"
matrix_MONTHS(5) = "JUNE"
matrix_MONTHS(6) = "JULY"
matrix_MONTHS(7) = "AUGUST"
matrix_MONTHS(8) = "SEPTEMBER"
matrix_MONTHS(9) = "OCTOBER"
matrix_MONTHS(10) = "NOVEMBER"
matrix_MONTHS(11) = "DECEMBER"
```

```
Combo_year = var_year
```

```
Combo_month = matrix_MONTHS(var_month - 1)
```

```
loading_matrix_year (var_year)
```

```
month_display (var_month)
```

```
Exit_Form_Open:
```

```
Exit Sub
```

```
Err_Form_Open:
```

```
MsgBox Err.Description
```

```
Resume Exit_Form_Open
```

```
End Sub
```

```
Private Sub Combo_month_Change()
```

Attachment 5

On Error GoTo Err_Combo_month_Change

month_display (Combo_month.Column(1))

Exit_Combo_month_Change:

Exit Sub

Err_Combo_month_Change:

MsgBox Err.Description

Resume Exit_Combo_month_Change

End Sub

Private Sub Combo_year_Change()

On Error GoTo Err_Combo_year_Change

loading_matrix_year (Combo_year)

month_display (Combo_month.Column(1))

Exit_Combo_year_Change:

Exit Sub

Err_Combo_year_Change:

MsgBox Err.Description

Resume Exit_Combo_year_Change

End Sub

Function month_display(month As Byte)

On Error GoTo Err_month_display

Dim Cx, Dx As Long

Dim Control As Boolean

Dim label_position As Byte

Select Case month

Case 1

month_days = 31

Case 2

month_days = var_february

Case 3

month_days = 31

Case 4

month_days = 30

Case 5

month_days = 31

Case 6

month_days = 30

Case 7

month_days = 31

Case 8

Attachment 5

```
        month_days = 31
    Case 9
        month_days = 30
    Case 10
        month_days = 31
    Case 11
        month_days = 30
    Case 12
        month_days = 31
End Select

'matrix_SELECTED_YEAR(MONTH,WEEK DAY,MONTH DAY)

For Dx = 1 To 42
    Forms("F_calendar").Controls("label" & Dx).Caption = ""
Next

Control = True

For Dx = 1 To month_days

    If Control = True Then
        Forms("F_calendar").Controls("label" &
matrix_SELECTED_YEAR(month - 1, Dx - 1, 0)).Caption =
matrix_SELECTED_YEAR(month - 1, Dx - 1, 1)
        label_position = matrix_SELECTED_YEAR(month - 1, Dx - 1, 0)
        Control = False
    Else
        Forms("F_calendar").Controls("label" & label_position).Caption =
matrix_SELECTED_YEAR(month - 1, Dx - 1, 1)
    End If

    label_position = label_position + 1

Next

Exit_month_display:
Exit Function
Err_month_display:
MsgBox Err.Description
Resume Exit_month_display

End Function

Function loading_matrix_year(year As Long)

DoCmd.Hourglass True

Dim ax, Bx As Byte
total_days = 0
```

Attachment 5

' FIND THE MODEL - matrix_YEARS(X,Y) - YEARS vs MODELS

For ax = 1 To 12

 If year = matrix_YEARS(ax - 1, 0) Then
 var_model = matrix_YEARS(ax - 1, 1)
 End If

Next

' MODEL ATTRIBUTES - matrix_MODELS(X,Y)- MODELS vs (WEEK DAY
' OF THE FIRST DAY YEAR - FEBRUARY DAYS)

For ax = 1 To 14

 If var_model = matrix_MODELS(ax - 1, 0) Then
 var_initial = matrix_MODELS(ax - 1, 1)
 var_february = matrix_MODELS(ax - 1, 2)
 End If

Next

week_day = var_initial

For ax = 1 To 12

 Select Case ax
 Case 1
 month_days = 31
 Case 2
 month_days = var_february
 Case 3
 month_days = 31
 Case 4
 month_days = 30
 Case 5
 month_days = 31
 Case 6
 month_days = 30
 Case 7
 month_days = 31
 Case 8
 month_days = 31
 Case 9
 month_days = 30
 Case 10
 month_days = 31
 Case 11

Attachment 5

```
    month_days = 30
Case 12
    month_days = 31
End Select
```

```
For Bx = 1 To month_days
```

```
    If ax = 1 And Bx = 1 Then
        week_day = var_initial
    End If
```

```
    If week_day > 7 Then
        week_day = 1
    End If
```

```
    matrix_SELECTED_YEAR(ax - 1, Bx - 1, 0) = week_day
    matrix_SELECTED_YEAR(ax - 1, Bx - 1, 1) = Bx
```

```
    week_day = week_day + 1
    total_days = total_days + 1
Next
```

```
Next
```

```
DoCmd.Hourglass False
```

```
End Function
```

Attachment 6

Technical Manual

Project:
BP LPG UK Intranet



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1 Introduction

The objective of this manual is to guarantee understanding and facility on database system implementation.

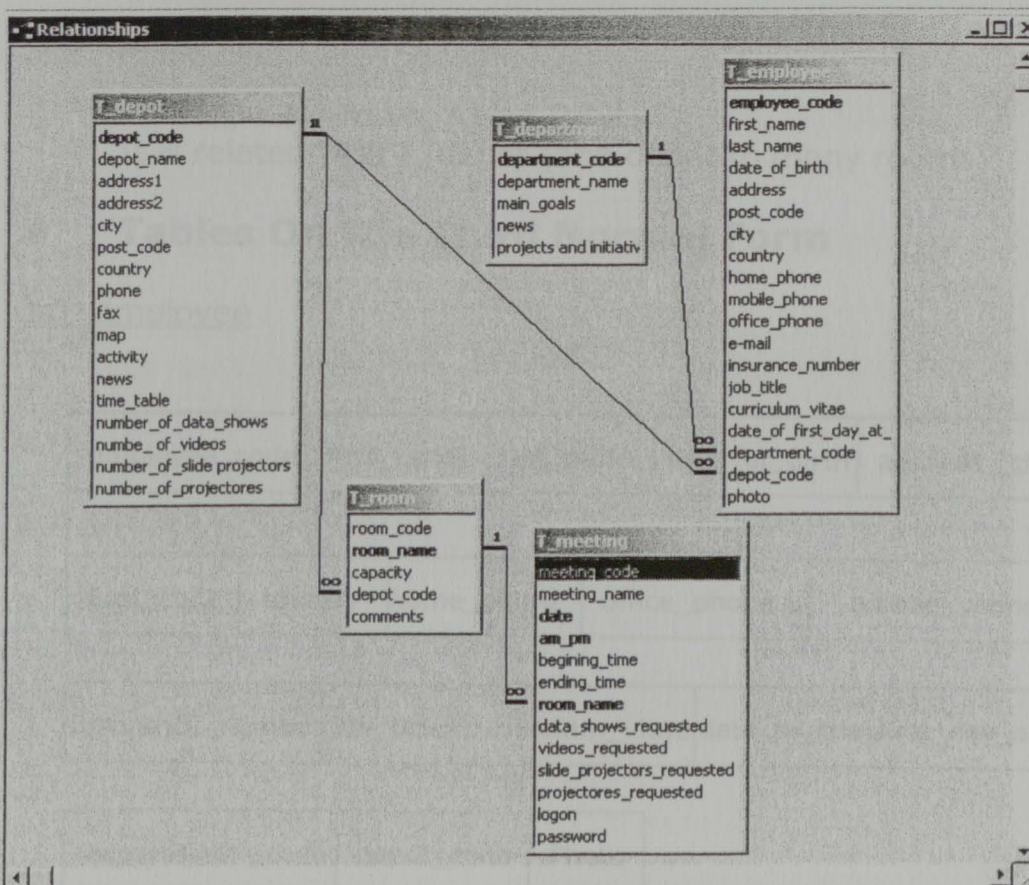
The main target of the handbook is any professional that will work on BP LPG UK database.

2 Database's Content

BP LPG UK has been improving internal communications. As a consequence of geographical units spread in UK, the intranet is the best way to develop this project.

BP LPG UK is divided by depots and the contact between different staff is commune. To minimize the "distance" will be created in the BP LPG UK intranet pages about staff, depots, meetings, etc. This database is based essentially in staff information, depots' information, departments' information and meetings' information.

3 Tables' Relationships





1.T employee

Primary Key: employee_code (auto number)

It is related with T_department (one department to many employees) and T_depot (one depot to many employees)

2.T department

Primary Key: department_code (auto number)

It is related with T_employee

3.T depot

Primary Key: depot_code (auto number)

It is related with T_employee and T_rooms (one depot to many rooms)

4.T meeting

Primary key: date (date/time), am_pm (text) and room_name (text)

It is related with T_rooms (one room to many meetings)

5.T room

Primary Key: room_name (text)

It is related with T_depot (one depot to many rooms)

4 Tables On The Third Normal Form

1.T employee

employee_code	first_name	last_name	date_of_birth	address	city
---------------	------------	-----------	---------------	---------	------

Post_code	country	home_phone	office_phone	mobile_phone
-----------	---------	------------	--------------	--------------

Insurance_number	job_title	curriculum_vitae	date_of_the_first_day_at_job
------------------	-----------	------------------	------------------------------

department_code	depot_code	Photo
-----------------	------------	-------

2.T department

department_code	department_name	main_goals	news	projects_and_initiatives
-----------------	-----------------	------------	------	--------------------------

3.T depot

depot_code	depot_name	address1	address2	city	post code	country	phone
------------	------------	----------	----------	------	-----------	---------	-------

fax	map	activity	news	timetable	number_of_data_shows	number_of_videos
-----	-----	----------	------	-----------	----------------------	------------------

number_of_slide_projectors	number_of_projectors
----------------------------	----------------------

4.T meeting

room_name	date	am_pm	meeting_code	meeting_name	beginning_time
-----------	------	-------	--------------	--------------	----------------

ending_time	data_shows_requested	videos_requested	slide_projectors_requestesd
-------------	----------------------	------------------	-----------------------------

projectors_requestesd	logon	password
-----------------------	-------	----------

5.T room

room_name	room_code	capacity	depot_code	comments
-----------	-----------	----------	------------	----------

5 BP LPG UK database Modules

BP LPG UK database is divided in four modules:

Employees

- Add/Edit/Delete employees
- Employee's profile
- Search for an employee by first name, last name, job title, depot and department.

Meetings

- Book new meetings (associating one username and one password)
- Edit/Delete meetings (with one username and one password)
- Rooms' affecting
- Meeting's details
- Search for a meeting by meeting's name, date or depot.

Depots

- Add/Edit/Delete depots
- Equipments' affecting
- Rooms' distribution
- Depot's staff
- Depot's details
- Search for depot's details by depot's name, depot's activity, city or country.

Departments

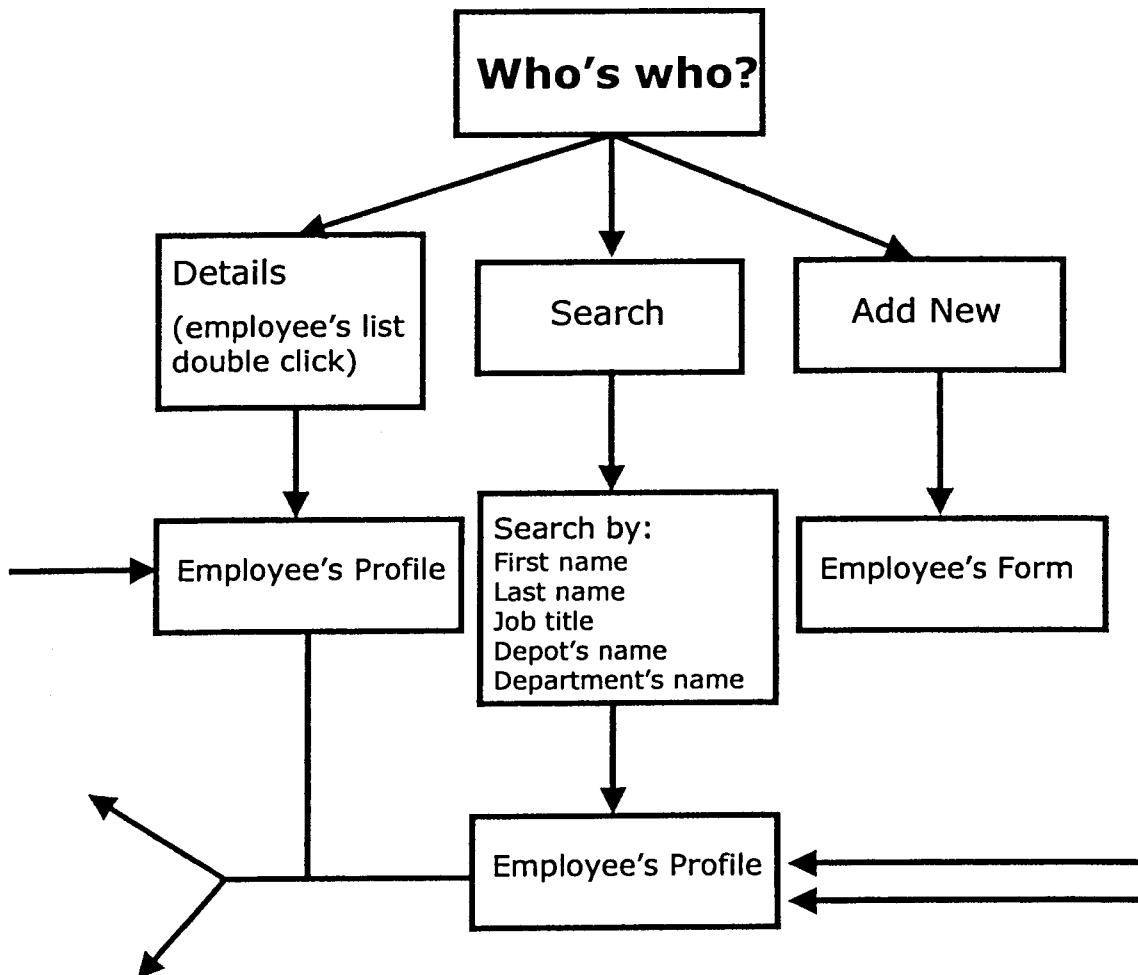
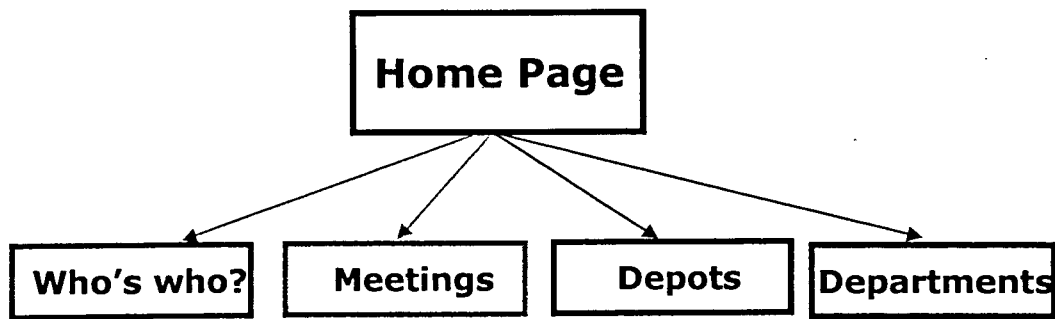
- Add/Edit/Delete departments
- Department's Staff
- Department's details

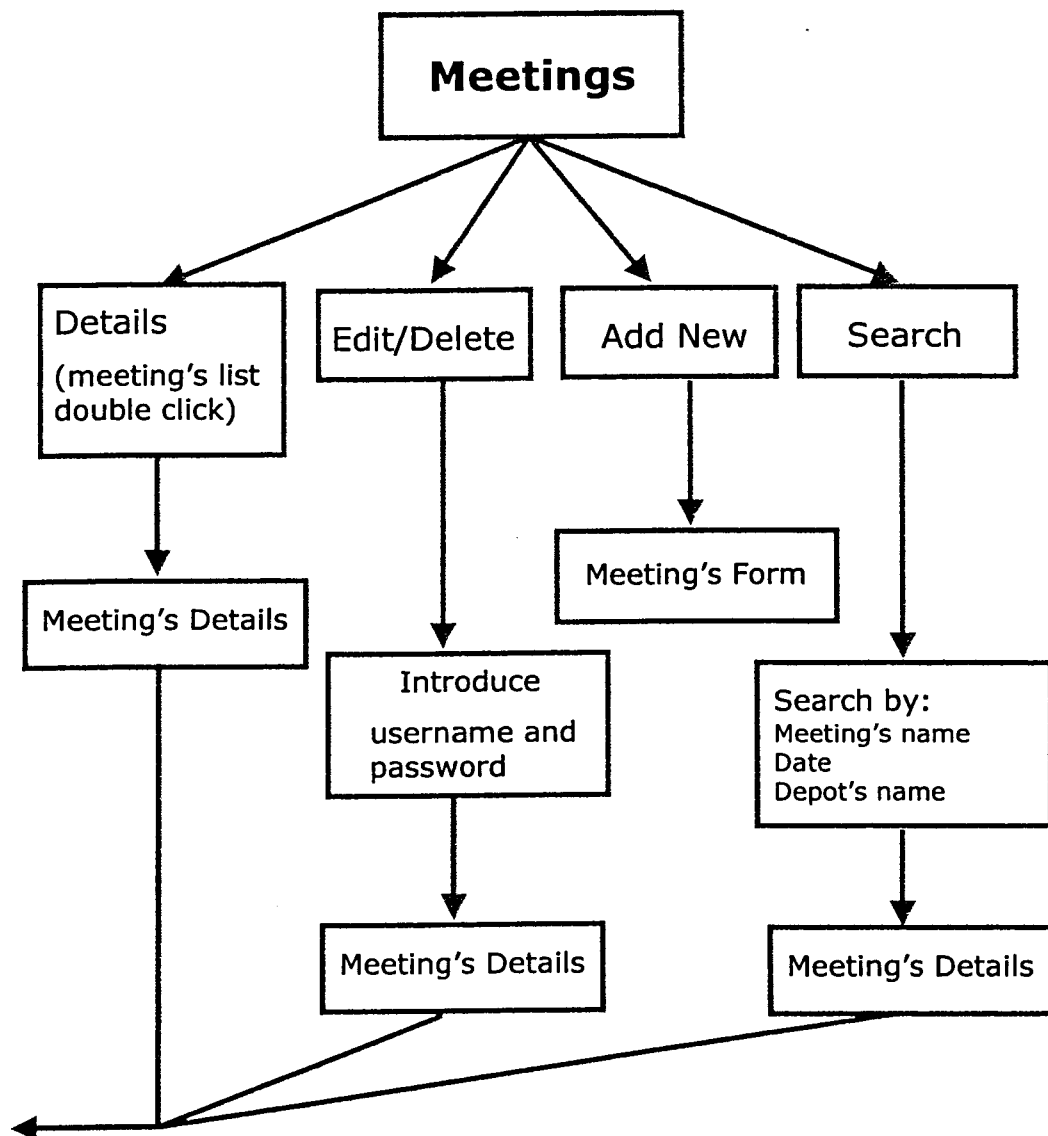
6 User's graphic connection

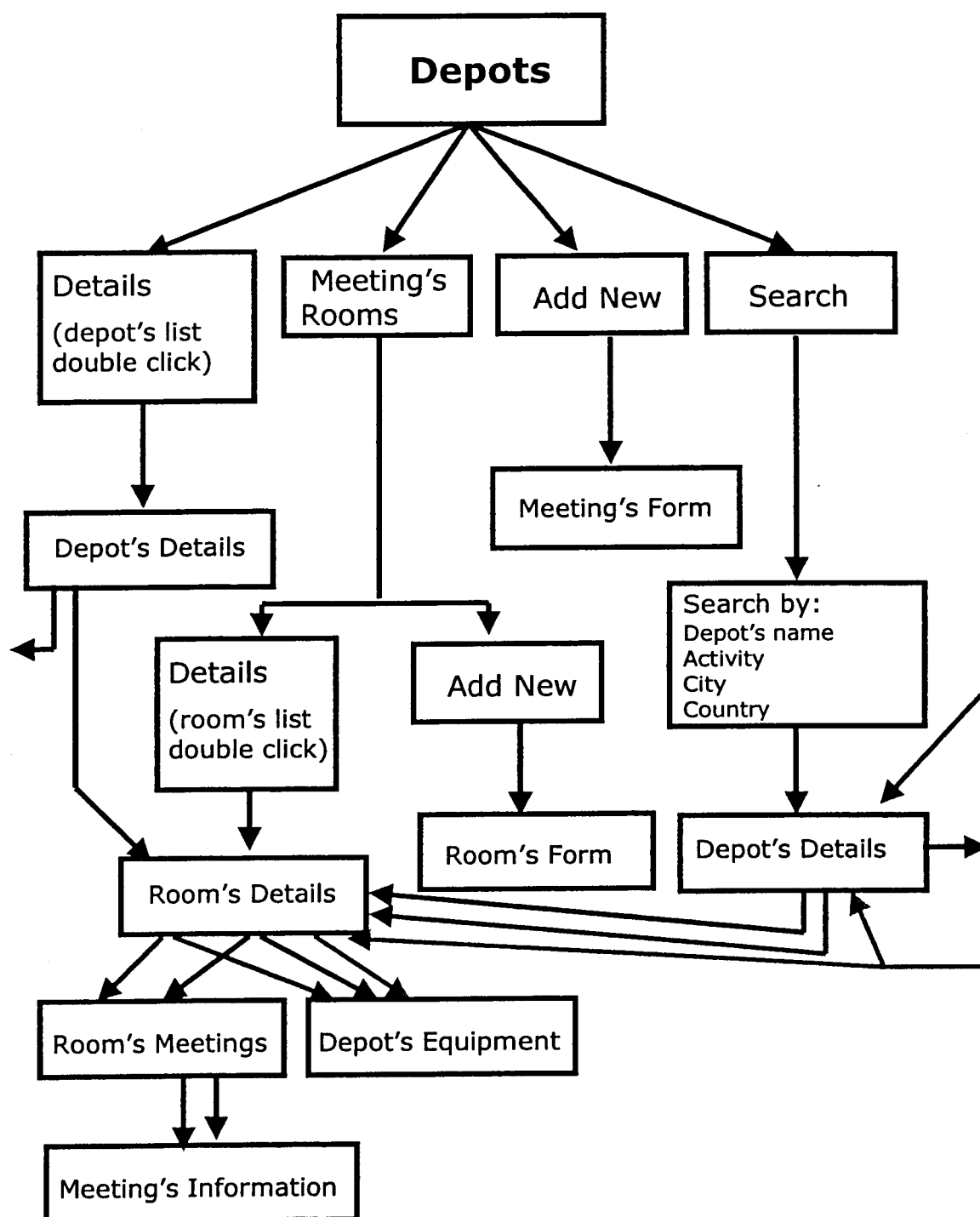
Tree Menus

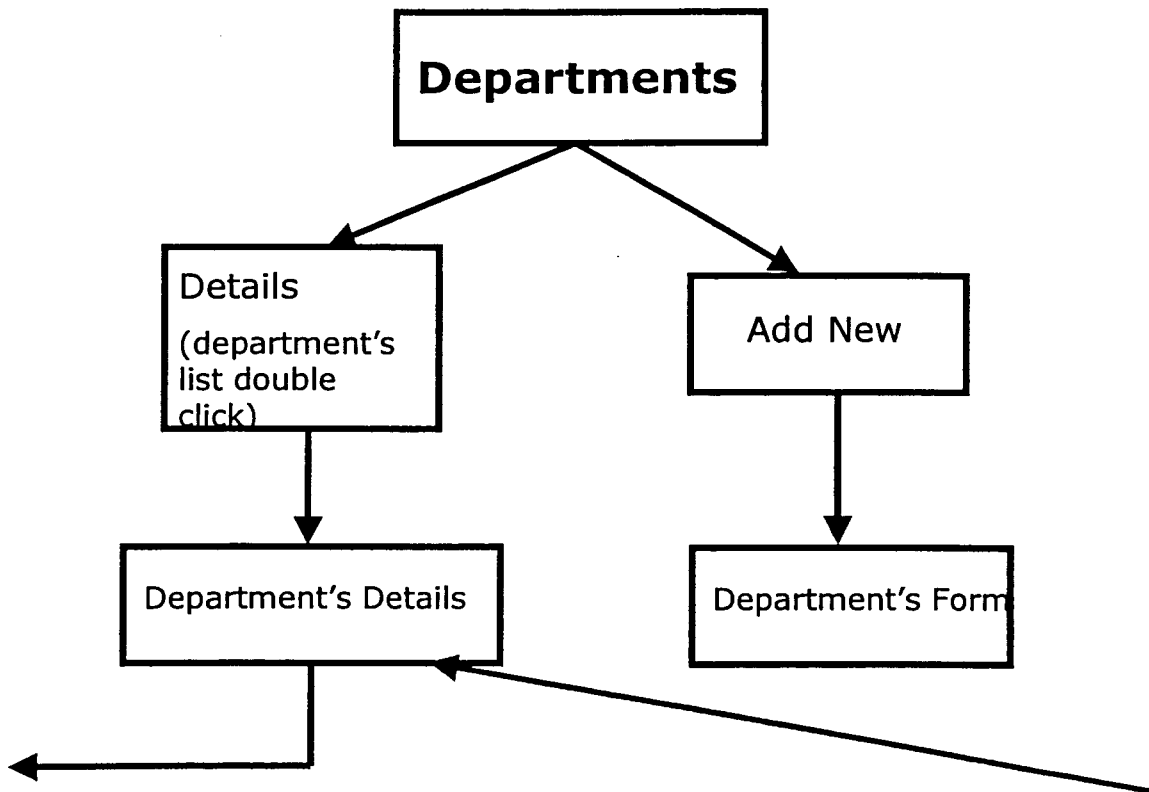
Once opened you can choose four different ways:

- 1 Who's who?
- 2 Meetings
- 3 Depots
- 4 Departments

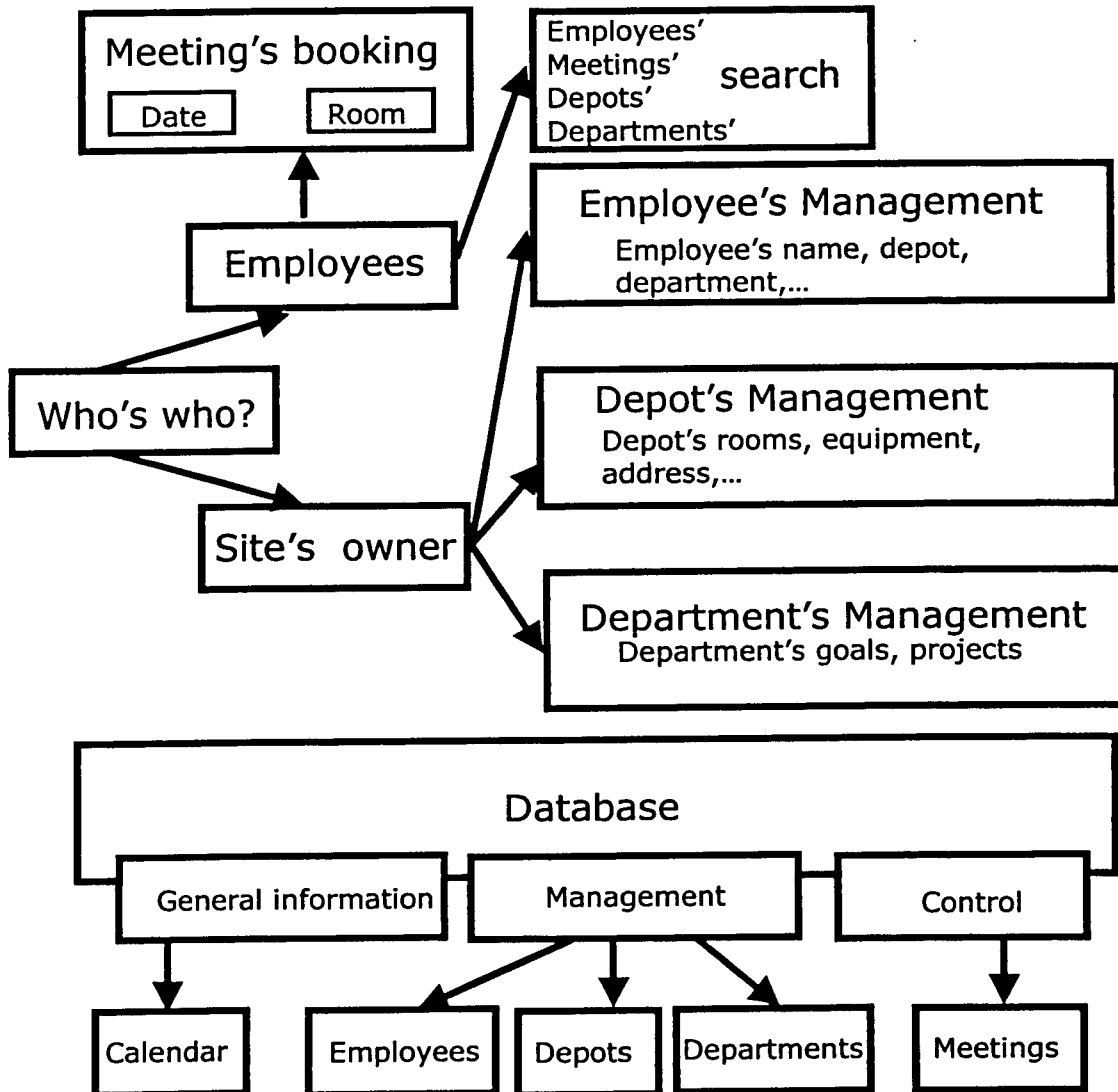








7 Access Architecture



Scheme's main objective is help understanding how menu's links work. However, the access architecture presented doesn't explain the dynamic database.

8 Interfaces

Interfaces, principal buttons and objects used are explained in this chapter.

8.1 Objects

- Tables
- Queries
- Forms

8.2 General Buttons



one click-back to the home page



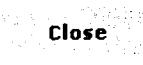
one click-back to the previous page



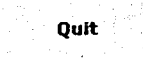
one click-open several search forms



one click-open several blank forms



one click-close current form



quit the programme



one click-show all the records



delete current record



edit current record

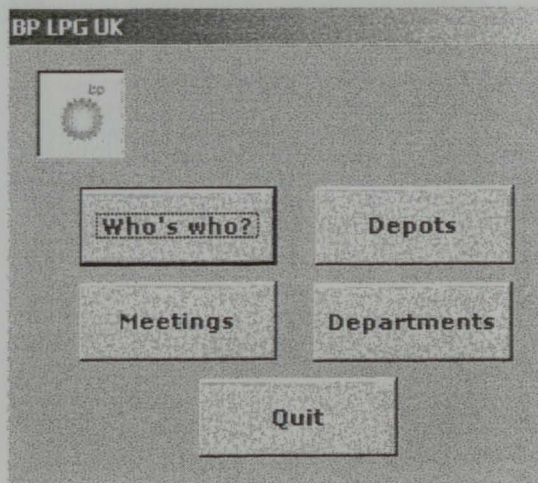


one click-erase all fields

8.3 Forms & Specific Buttons

8.3.1 Home page

"F_main_page"



Who's who?

one click-open form F_employee

Depots

one click-open form F_depot

Departments

one click-open form F_department

Meetings

one click-open form F_meeting

In this form it isn't associated any table and F_main_page is directly related only with the forms above. However all forms are connected through the button .



8.3.2 Who's who?

"F_employee"

BP LPG UK

Who's Who?

First Name	Last Name
Sunil	Kakar
Lynn	Smith
Laura	Irvine
Barbara	Mowatt
Martin	Welsh
Monica	Legg
Brandon	Deleury

Search

Add New

Quit

Q_employee_last_name supports list box (employeeelist).

Sunil	Kakar
Lynn	Smith
Laura	Irvine
Barbara	Mowatt
Martin	Welsh
Monica	Legg
Brandon	Deleury

Double click-open form F_employee_field on the specific employee



8.3.2.1 Search

"F_employee_search"

BP LPG UK

first name And

last name And

job title And

depot's name And

department's name And

Note: To search for a string in the middle of a name or department, start your search text with an asterisk. For example: *aul

Q_employee_search supports this form.

one click-allows searching

8.3.2.2 Employee's Profile

"F_employee_fields"

BP LPG UK

first name

last name

date of birth

address

post code

city

country

home phone

mobile phone

office phone

e-mail

insurance number

job title

curriculum vitae

date of first day at job

department's name

depot's name

Record: 1 of 1 (Filtered)



This form is based in three tables:

T_employee
T_depot
T_department

Department's Information

This button connects F_employee_fields with F_department_fields

Depot's Information

This button connects F_employee_fields with F_depot_fields

8.3.3 Depots

"F_depot"

Q_depot_name_code query supports list box (depotlist).

Meeting's Rooms

one click-open form F_room



Avonmouth (HO)	▲
Avonmouth Terminal	
Launceston	
Carlisle	
Evanton	
Grangemouth	
London	▼

Double click-open form F_depot_field on the specific depot page.

8.3.3.1 Search

"F_depot_search"

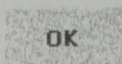
BP LPG UK



depot's name		And
activity		And
city		And
country		

Note: To search for a string in the middle of a name or activity, start your search text with an asterisk.
For example: *mouth

This form is based in T_depot table.



one click-allows searching

8.3.3.2 Depot's details

"F_depot_fields"

F_dpot_fields is supported by T_depot (table).

**Room's
Information**

F_room_fields.

This button connects F_depot_fields with

**Staff
Information**

F_employee_fields.

This button connects F_depot_fields with



8.3.3.3 Meeting's rooms

"F_room"

BP LPG UK

Meeting's Rooms

room's name	depot's name
avonmouth (ground floor)	Avonmouth (HO)
avonmouth (first floor)	Avonmouth (HO)
Avonmouth terminal room	Avonmouth Terminal
Lanceston	Launceston
Carlisle	Carlisle
Evanton	Evanton

Add New

This form is not supported by any objects, only list box (roomlist) is based in Q_room_list (query).

avonmouth (ground floor)	Avonmouth (HO)
avonmouth (first floor)	Avonmouth (HO)
Avonmouth terminal room	Avonmouth Terminal
Lanceston	Launceston
Carlisle	Carlisle
Evanton	Evanton

Double click-open form F_room_field on the specific room page.



8.3.3.3.1 Room's Details

"F_room_fields"

BP LPG UK

room's name: avonmouth (ground floor)

depot's name: Avonmouth (H0)

capacity: 15 people

comments:

Room's Meetings

Depot's Equipment

Edit

Show All

Delete

Record: 1 of 1 (Filtered)

Two tables support this form:

T_room

T_dpot

Room's Meetings one click-open form "F_room_meeting"

Depot's Equipment one click-open form "F_depot_rooms"

T_depot supports this form.



8.3.3.3.1.1 Room's Meetings

"F_room_meeting"

room's name	meeting's name	date	beginning time	ending time
Perth	marketing	10/12/2005	02:00 PM	05:00 PM

Close

Two tables support this form:

T_meeting

T_room

8.3.3.3.1.2 Depot's Equipment

"F_depot_rooms"

This form is not supported by any objects, only experimental (list box) is based in Q_department_name_code (query).

depot's name	
Avonmouth (H0)	

Equipment

number of data shows	1
number of videos	1
number of slide projectors	2
number of projectors	1

Close

T_depot supports this form.



8.3.4 Departments

"F_department"

BP LPG UK

Departments

department's name

- Finance
- Operations
- Supply
- IT
- Customer Service
- Personnel
- Sales
- Technical
- Administration

Add New

Quit

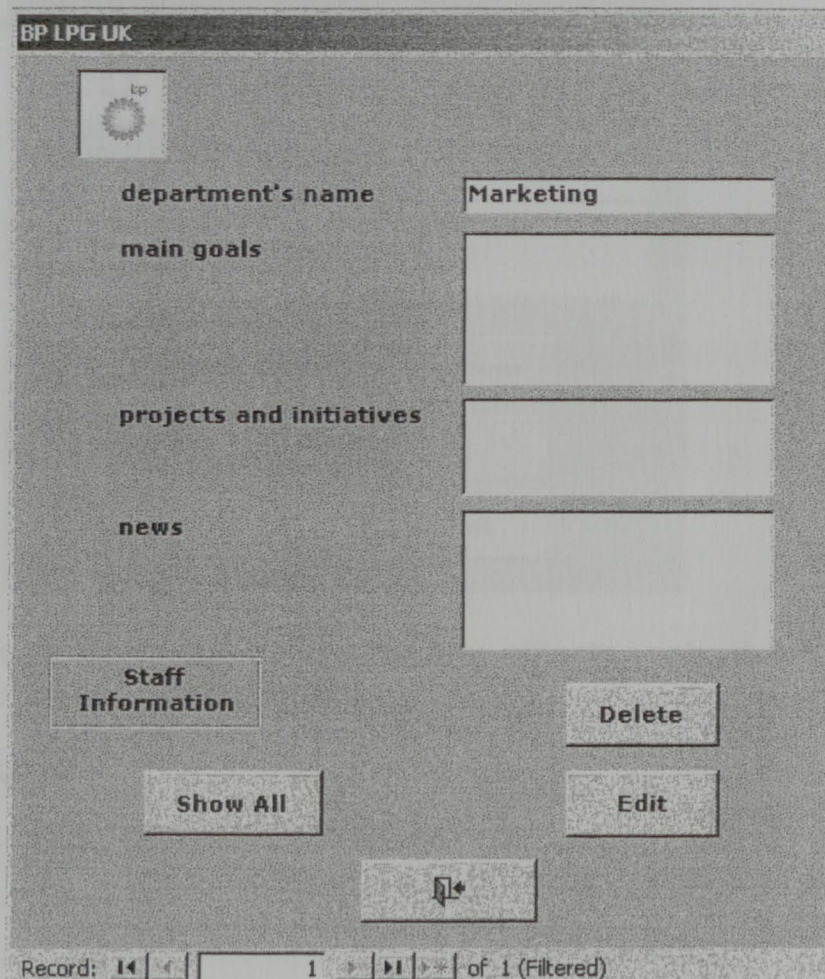
This form is not supported by any objects, only departmentlist (list box) is based in Q_department_name_code (query).

- Finance
- Operations
- Supply
- IT
- Customer Service
- Personnel
- Sales
- Technical
- Administration

Double click-open form F_department_field on the specific department page.

8.3.4.1 Department's Details

"F_department_fields"



BP LPG UK

department's name Marketing

main goals

projects and initiatives

news

Staff Information

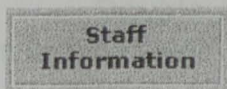
Delete

Edit

Show All

Record: 1 of 1 (Filtered)

T_department (table) supports this form.



one click-open form F_employee_fields



8.3.5 Meetings

"F_meeting"

BP LPG UK

Meetings

meeting's name

gmt
HSSE
hsse
marketing

Edit/Delete Add New

Search

Quit

This form is not supported by any objects, only meetinglist is based in Q_meeting_code_name (query).

Edit/Delete one click-open form
F_introduce_user_password_change.

gmt
HSSE
hsse
marketing

Double click-open form F_meeting_field on the specific meeting page.



8.3.5.1 Username and Password

"F_introduce_user_password_change"

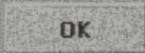
BP LPG UK



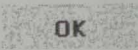
username

password

meeting's name

Q_password_username_search (query) supports this form.

 one click-allows F_meeting_fields_change connection.

8.3.5.2 Search

"F_meeting_search"

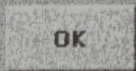
BP LPG UK



meeting's name AND

date (DD/MM/YYYY) AND

depot's name

Note: To search for a string in the middle of a name or depot, start your search text with an asterisk. For example: *mouth



Q_meeting_search (query) supports this form.

OK

one click-allows searching.

8.3.5.3 Add New

"F_meeting_add"

BP LPG UK

username

password

confirmation

meeting's name

date (DD/MM/YYYY)

am/pm

begining time (HH:MM)

ending time (HH:MM)

room name

depot's name

See a Calendar

Room's Information

Room's Information (All)

Depot's Information

Equipment's Information

Requested Equipment

data shows ☐

videos ☐

slide projectors ☐

projectors ☐

OK

Clear

Three tables support this form:

T_meeting

T_depot

T_room

OK

one click-allows F_meeting connection.

[See a Calendar](#)

one click-open form F_calendar

[Room's Information](#)

one click-open form F_room_fields

[Room's Information \(All\)](#)

one click-open form F_room_summary

[Depot's Information](#)

one click-open form F_depot_fields

[Equipment's Information](#)

one click-open form F_depot_rooms

8.3.5.4 Meeting's Details

"F_meeting_fields"

BP LPG UK



meeting's name

marketing

date (DD/MM/YYYY)

10/12/2005

am/pm

pm

begining time (HH:MM)

14:00

ending time (HH:MM)

17:00

room's name

Perth

depot's name

Perth

Requested Equipment

data shows

0

videos

0

slide projectors

0

projectors

0

See a Calendar

Depot Information

Room's Information

Show All

Edit/Delete

Record: 1 of 1 (Filtered)

Three tables support this form:

T_meeting

T_depot

T_room

See a Calendar

one click-open form F_calendar

Depot's Information

one click-open form F_depot_fields

Equipment's Information

one click-open form F_depot_rooms

8.3.5.5 Calendar

"F_calendar"

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

30/08/2001

Any object does not support this form.

AUGUST

month can be chosen

2001

year can be chosen



9 Passwords

Some actions like change, add or delete (meetings are exception) are security kept by one internal password.

That password was written on Visual Basic Code.

Each action has one different password, however to simplify process all of them are equal at this moment. It can be changed at any time, you only have to open Visual Basic Code and change "883099" to "any password".

Note: if you want to change all passwords don't forget that you have to change Visual Basic Code in each action.

10 Installing Database

10.1 Minimum Requirements

Suitable System:

A Pentium PC running Windows 95, Windows 98 or Windows NT

Other requirements:

MsAccess Programme
200 MB of free disk space
Cd-Rom drive

10.2 How to install

check if your computer has 200 MB memory free
save LPGstud2 in your computer C drive

10.3 How to open

double click	to open as a user
shift+double click	to open as a site's manager

Attachment 7

User's Manual

Project:
BP LPG UK Intranet



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1 Introduction

Manual's objective is to guarantee understanding and facility database's handling.

The main target of the handbook is any employee where working on Access database as user.

2 Database meaning and functions

The word "database" means "keep information".

BP LPG UK Database was built to simplify searching, adding, editing or deleting data.

Database construction was not an easy work. Several steps were crossed to reach final objective. Tables, forms and queries were built and Visual Basic language was developed. Visual Basic for Access has its own visual programming environment.

3 Installing Database

3.1 Minimum Requirements

Suitable System:

A Pentium PC running Windows 95, Windows 98 or Windows NT

Other requirements:

MsAccess programme
200 MB of free disk space
Cd-Rom drive

3.2 How to install

check if your computer has 200 MB memory free
save LPGstud2 in your computer C drive

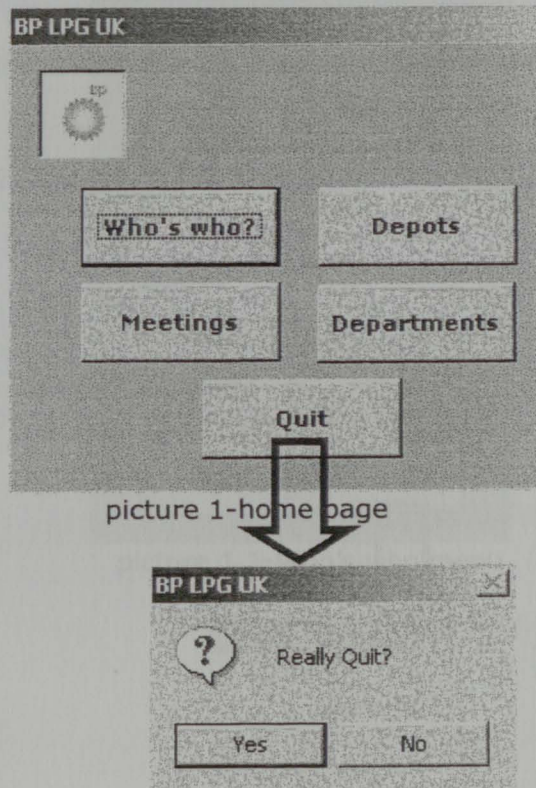
3.3 How to open

LPGstud2 double click



4 Working with BP LPG UK database...

Double clicking LPGstud2:



To switch off database you only have to click "Quit" as showed in picture above.

If you click on "who's who?" button you are opening employees' menu (paragraph 4.1).

If you click on "Depots" button you are opening depots' menu (paragraph 4.2).

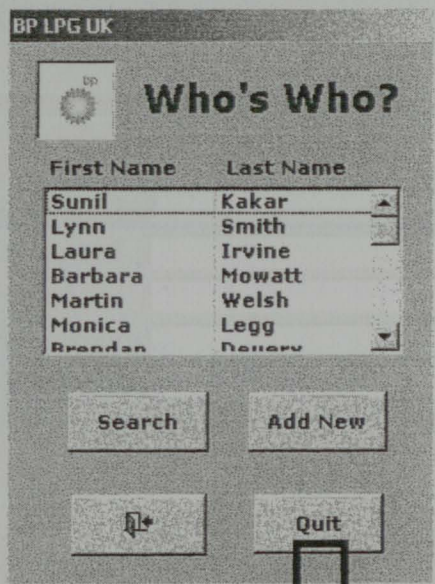
If you click on "Departments" button you are opening departments' menu (paragraph 4.3).

If you click on "Meetings" button you are opening meetings' menu (paragraph 4.4).

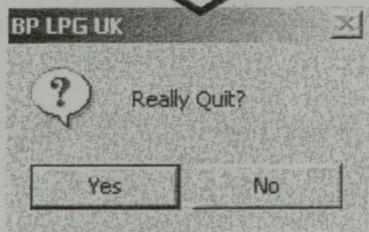
[click here to return page before \(picture 1\)](#)



4.1 Who's who?' Menu



picture 1.1-Who's who menu



picture 1.2-Message box

Search

click here to search for any employee (paragraph 4.1.1)

Add New

click here to add new employee (paragraph 4.1.2)

Sunil	Kakar
Lynn	Smith
Laura	Irvine
Barbara	Mowatt
Martin	Welsh
Monica	Legg
Brendan	Devereux

picture 1.3-employee's list

Double click to see employee's details (paragraph 4.1.1.3)



click here to return page before (picture 1)



4.1.1 Search

BP LPG UK

first name

And

last name

And

job title

And

depot's name

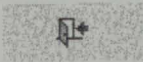
And

department's name

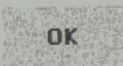
OK

Note: To search for a string in the middle of a name or department, start your search text with an asterisk. For example: *aul

picture 1.4-searching for an employee

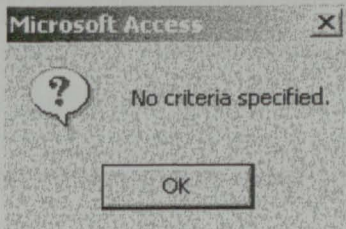


click here to return previous page (picture 1.1)



clicking OK:

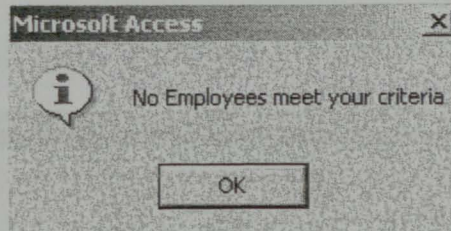
4.1.1.1 Before filling any field:
message box (picture 1.5) alerting you will appear.



picture 1.5-Alerting message box



4.1.1.2 No employees meet your search:
one message box (picture 1.6) will be showed to you



picture 1.6-Informing message box

4.1.1.3 one employee meet your search:
employee's details' form (picture 1.7) will be open

BP LPG UK

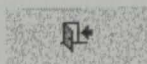
Employee Details:

first name	Pauline	
last name	House	
date of Birth		
address		
post code	0	
city		
country	UK	
home phone		
mobile phone		
office phone	01179887131	
e-mail	housepe@bp.com	
Insurance number		
job title	Customer Services Unit Assistant	
curriculum vitae		
date of first day at job		
department's name	Sales	
Department's Information		
depot's name	Avonmouth (HD)	
Depot's Information		

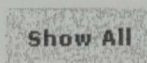
Actions: Delete Show All Edit

Record: 1 of 1 (Filtered)

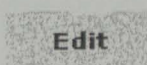
picture 1.7-employee's details



click here to return previous page(picture 1.2)



click here to see all BP LPG UK's employees (picture 1.7)



click here to edit employee's details (paragraph 4.1.1.3.1)



Delete click here to delete employee's details (paragraph 4.1.1.3.1)

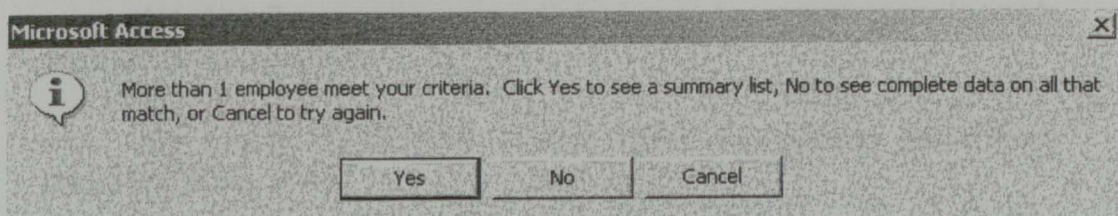
4.1.1.3.1 Access's Password



picture 1.8-message box asking for a password

- If you are not authorized to edit, delete or add employee's/depot's/department's/room's details you have to click "Cancel".
- If you are authorized to change employee's/depot's/department's/room's details you can introduce correct password and click OK. Now your form is ready to be changed.

4.1.1.4 More than one employee meet your search: message box will be open asking if you want a summary list, employee's details or cancel the action (picture 1.9):



Picture 1.9-Message box

4.1.1.4.1 **Yes** click here to open employee's names' form (picture 1.10).



BP LPG UK

first name	last name	job title	depot	department
Monica	Legg	Finance Manager	Avonmouth (H0)	Finance
Clive	Cater	Account (Management)	Avonmouth (H0)	Finance
Roger	Jarrett	Account (Financial)	Avonmouth (H0)	Finance
Roy	Jennings	Accounts Administration (Financial)	Avonmouth (H0)	Finance
Sandra	Trckey	Purchase Ledger Administrator	Avonmouth (H0)	Finance

picture 1.10-employee's list

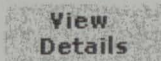
Monica	Legg	Finance Manager	Avonmouth (H0)	Finance
--------	------	-----------------	----------------	---------

picture 1.11-form fields

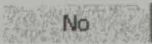
double clicking in any field (picture 1.11) to open employee's details' form (picture 1.7).



click here to return previous page (picture 1.4)



click here to see employee's details (picture 1.7)

4.1.1.4.2  click here to open employee's details' form (picture 1.7)

4.1.1.4.3  click here to return searching page (picture 1.4)

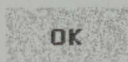
4.1.2 Add New

Please read paragraph 4.1.1.3.1 before this one.

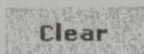
Clicking "add new" button will open a blank employee's form (picture 1.9)



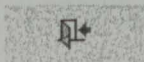
picture 1.9-blank form



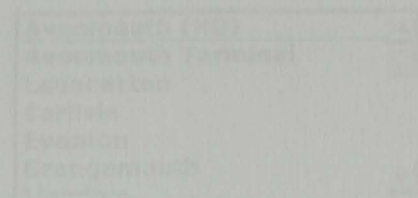
click here after fill all required fields and Who's who menu (picture 1.1) will be open.



click here to erase all filled fields.



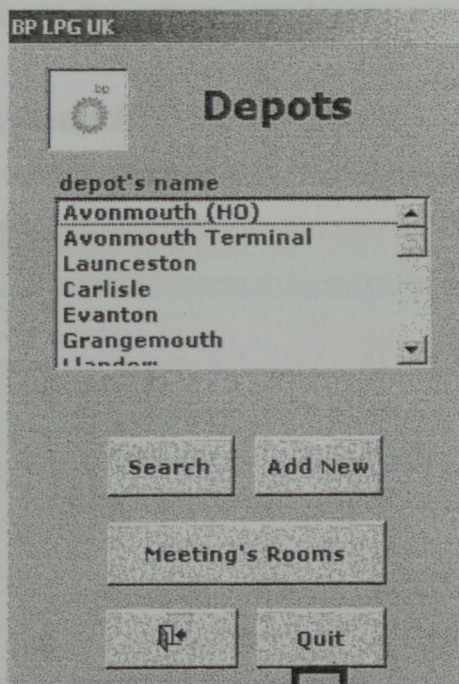
click here to give up and to return page before (picture 1.1).



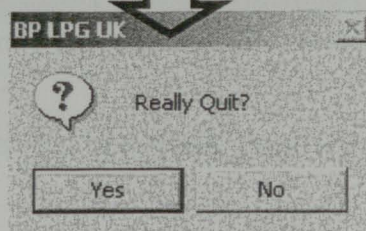
picture 2.3-depot's list



4.2 Depots' Menu



picture 2.1-Depots' menu



picture 2.2-Message box

Search

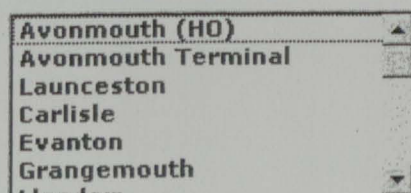
click here to search for any depot (paragraph 4.2.1)

Add New

click here to add new depot (paragraph 4.2.2)

Meeting's Rooms

click here to see meeting's rooms' menu
(paragraph 4.2.3)



picture 2.3-depots' list

Double click to see depot's details
(paragraph 4.2.1.3)



click here to return previous page (picture 1)

4.2.1 Search

BP LPG UK

depot's name And

activity And

city And

country

Note: To search for a string in the middle of a name or activity, start your search text with an asterisk. For example: *mouth

picture 2.4-searching for a depot



click here to return previous page (picture 2.1)

OK

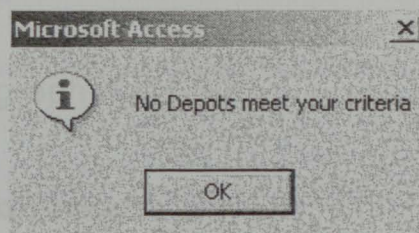
clicking OK:

- a) before filling any field:

message box (picture 1.5) alerting you will appear on screen.

- b) No depots meet your search :

one message box (picture 2.5) will be opened



picture 2.5-Informing message box

- c) One (at least) depot meet your search:
depot's details' form (picture 2.6) will be open

picture 2.6-depot's details



click here to return previous page (picture 2.1)

Show All

click here to see all BP LPG UK's depots (picture 2.6)

Edit

click here to edit depot's details (paragraph 4.1.1.3.1)

Delete

click here to delete depot's details (paragraph 4.1.1.3.1)

Room's
Information

paragraph 4.2.3.1

**Staff
Information**

paragraph 4.1.1.3

4.2.2 Add New

Please read paragraph 4.1.1.3.1 before this one.

Clicking "add new" button will open a blank depot's details' form (picture 2.7)

BP LPG UK

depot's name
address1
address2
city
post code
country
phone
fax
time table
activity
news

OK Cancel
Clear

Depot's Equipment
data shows 0
videos 0
slide projectors 0
projectors 0

Record: 14 of 1

picture 2.7-blank form

OK

click here after filling all required fields and Depots' menu (picture 2.1) will be open.

Clear

click here to erase all filled fields.

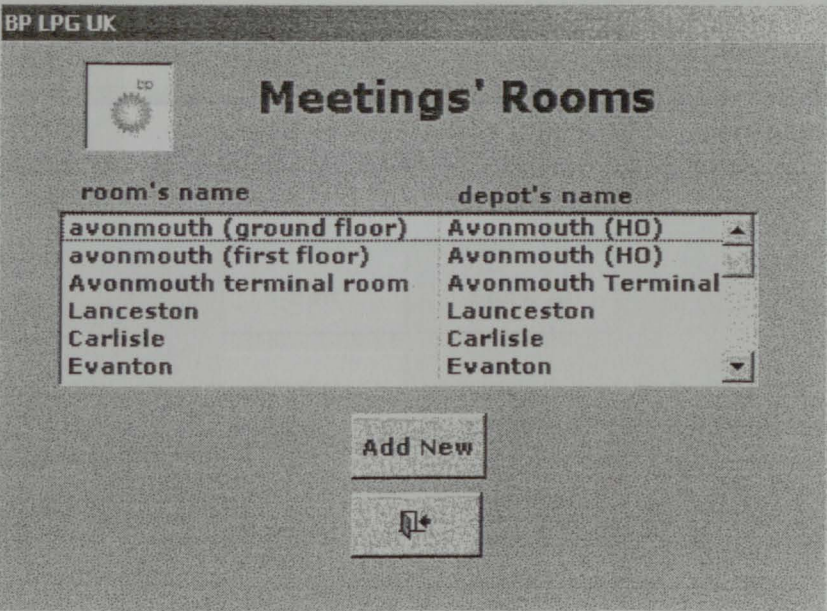


2.1).

click here to give up and return page before (picture

4.2.3 Meetings' Rooms

Clicking meetings' room button to open Meetings' rooms' menu's form (picture 2.8):



room's name	depot's name
avonmouth (ground floor)	Avonmouth (HO)
avonmouth (first floor)	Avonmouth (HO)
Avonmouth terminal room	Avonmouth Terminal
Lanceston	Launceston
Carlisle	Carlisle
Evanton	Evanton

Add New

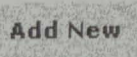
←

picture 2.8-Meetings' rooms menu

avonmouth (ground floor)	Avonmouth (HO)
avonmouth (first floor)	Avonmouth (HO)
Avonmouth terminal room	Avonmouth Terminal
Lanceston	Launceston
Carlisle	Carlisle
Evanton	Evanton

picture 2.9-meetings' rooms list

double click to see meetings' rooms' details (paragraph 4.2.3.1)

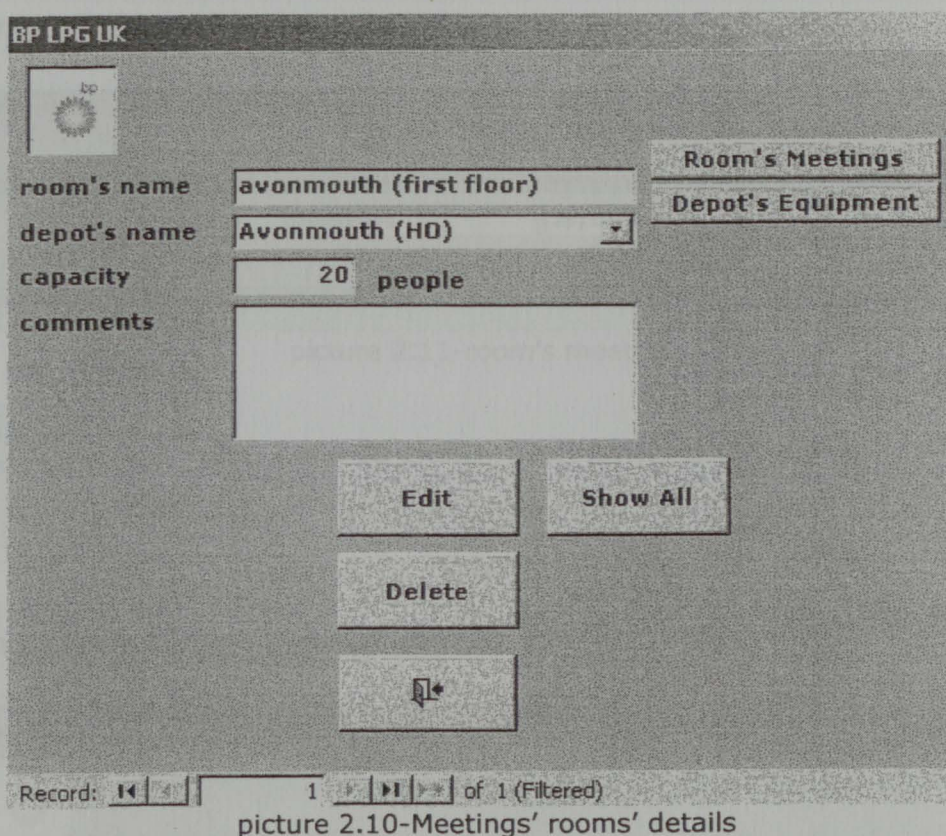


click here to add new meeting room (paragraph 4.2.3.2)



click here to return previous page (picture 2.1)

4.2.3.1 Meetings' rooms details



BP LPG UK

room's name: avonmouth (first floor)

depot's name: Avonmouth (HQ)

capacity: 20 people

comments:

Room's Meetings

Depot's Equipment

Edit

Show All

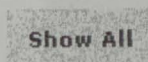
Delete

Record: 1 of 1 (Filtered)

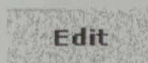
picture 2.10-Meetings' rooms' details



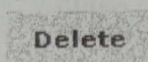
click here to return previous page (picture 2.8)



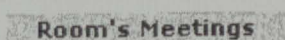
click here to see all BP LPG UK Meetings' rooms (picture 2.10)



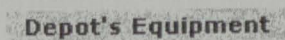
click here to edit room's details (paragraph 4.1.1.3.1)



click here to delete room's details (paragraph 4.1.1.3.1)



click here to see which meetings are already booked for that room (paragraph 4.2.3.1.1)



click here and to know which equipments each depot has (paragraph 4.2.3.1.2)



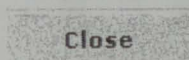
4.2.3.1.1 Room's Meetings

Meetings already booked (picture 2.11):

room's name	meeting's name	date	beginning time	ending time
avonmouth (first floor)	marketing	20/12/2001	02:00 PM	

Close

picture 2.11-room's meetings



click here to close room's meetings' form

4.2.3.1.2 Depot's Equipment

Clicking depot's equipment (picture 2.12):

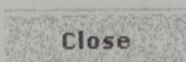
depot's name
Avonmouth (H0)

Equipment

number of data shows	1
number of videos	1
number of slide projectors	2
number of projectors	1

Close

picture 2.12-depot's equipment



click here to close depot's equipment's.



4.2.3.2 Add New

Please read paragraph 4.1.1.3.1 before this one.

Clicking "add new" button will open a blank meeting's room's form (picture 2.13)

BP LPG UK

room's name

depot's name

capacity people

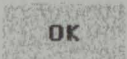
comments

OK

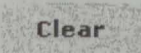
Clear

Record: 1 of 1

picture 2.13-blank meeting's room's form



click here after fill all required fields and Meetings' rooms' menu (picture 2.8) will be open.

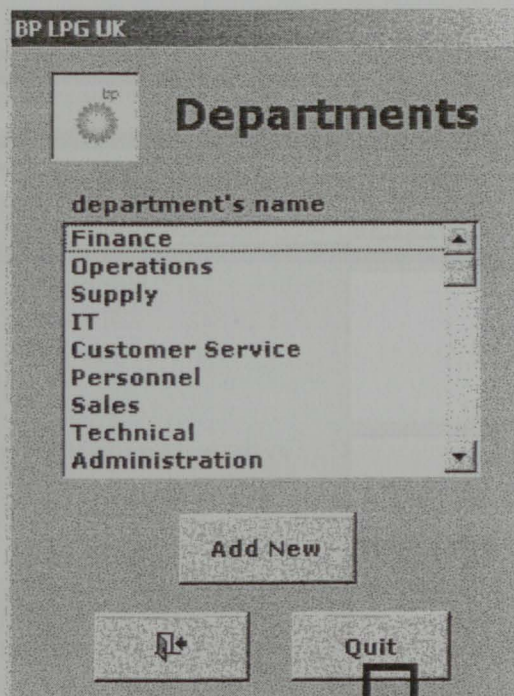


click here to erase all filled fields.

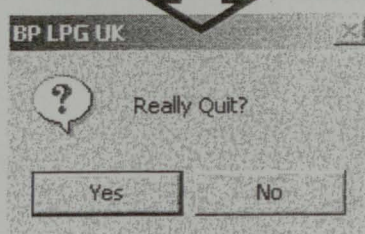


click here to give up and to return previous page (picture 2.8).

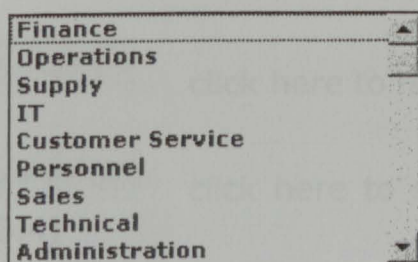
4.3 Departments' Menu



picture 3.1-Department's Menu



picture 3.2-Message box



picture 3.3-departments' list

double click to see department's details' form (paragraph 4.3.1)

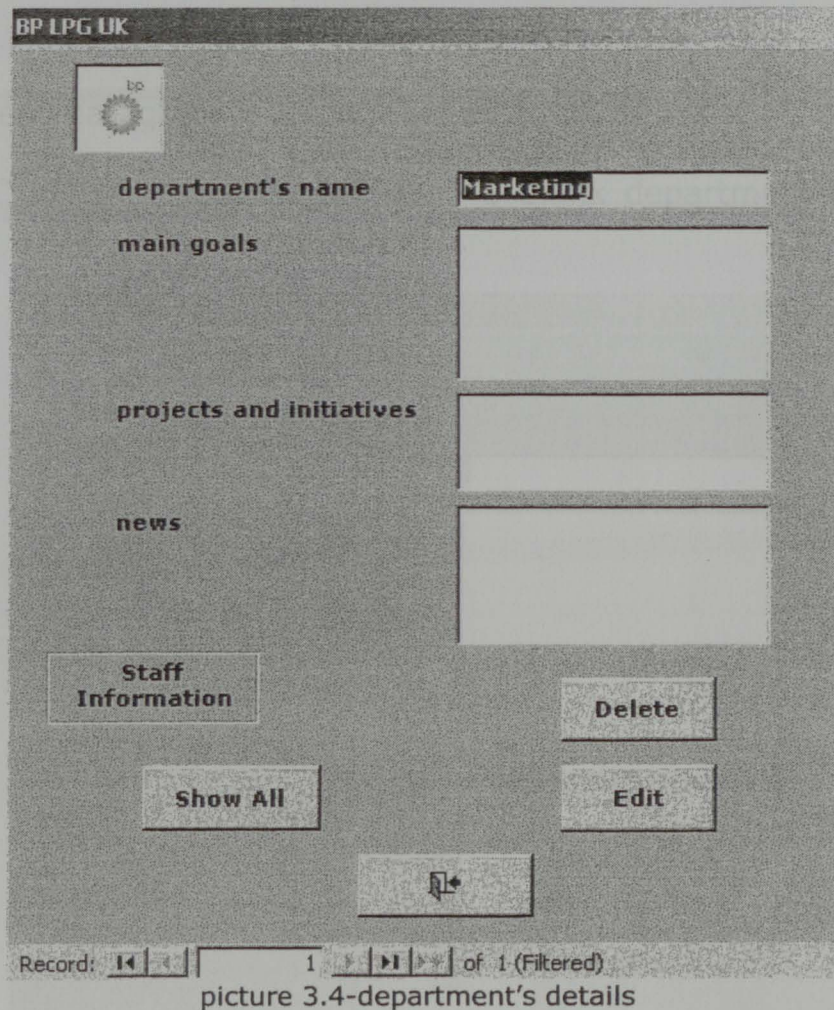
Add New

click here to add new department (paragraph 4.3.2)



click here to return previous page (picture 1)

4.3.1 Department's details



BP LPG UK

department's name **Marketing**

main goals

projects and initiatives

news

Staff Information

Delete

Show All

Edit

Record: 1 of 1 (Filtered)

picture 3.4-department's details



click here to return previous page (picture 3.1)

Show All

3.4)

click here to see all BP LPG UK's departments (picture

Edit

4.1.1.3.1)

click here to edit department's details (paragraph

Delete

4.1.1.3.1)

click here to delete department's details (paragraph

**Staff
Information**

click here to know who's working in each department (picture 1.7)

4.3.2 Add New

Please read paragraph 4.1.1.3.1 before this one.

clicking "add new" button will open a blank department's form (picture 3.5)

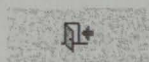
picture 3.5-blank department's form

OK

click here after filling all required fields and Department's menu (picture 3.1) will be open.

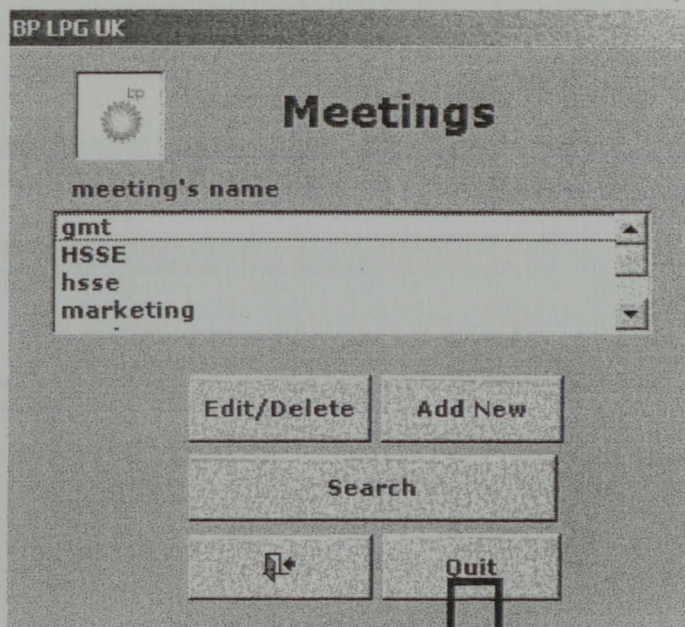
Clear

click here to erase all filled fields.

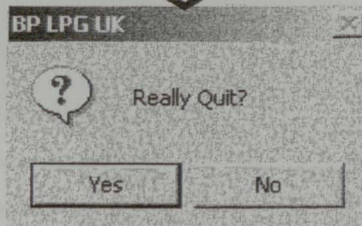


click here to give up and to return previous page (picture 3.1).

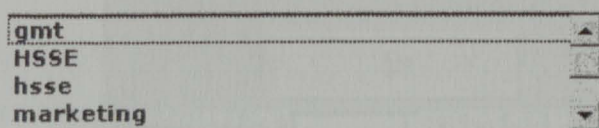
4.4 Meetings' Menu



picture 4.1-Meeting's menu

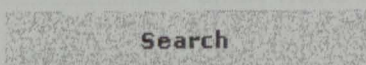


picture 4.2-Message box

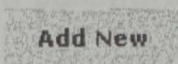


picture 4.3-meetings' list

double click to see meeting's details' form (paragraph 4.4.1)



click here to search for any meeting (paragraph 4.4.2)



click here to add new meeting (paragraph 4.4.3)

**Edit/Delete**

click here to edit or to delete any meeting (paragraph 4.4.1.1)



click here to give up and return previous page (picture 1).

4.4.1 Meeting's details

Double clicking on meetings' list:

BP LPG UK

meeting's name: marketing

date (DD/MM/YYYY): 20/12/2001

am/pm: pm

begining time (HH:MM): 14:00

ending time (HH:MM):

room's name: avonmouth (first floor)

depot's name: Avonmouth (HO)

Requested Equipment

data shows: 0

videos: 0

slide projectors: 0

projectors: 0

Buttons: See a Calendar, Depot Information, Room's Information, Show All, Edit/Delete

Record: 1 of 1 (Filtered)

picture 4.4-meeting's Details

Show All

click here and all meetings will be showed (picture 4.4)

Edit/Delete

click here to open one form asking for a username and a password (4.4.1.1 paragraph)



click here to give up and return previous page (picture 4.1).

**See a Calendar**

click here to see the dynamic calendar (paragraph 4.4.1.2)

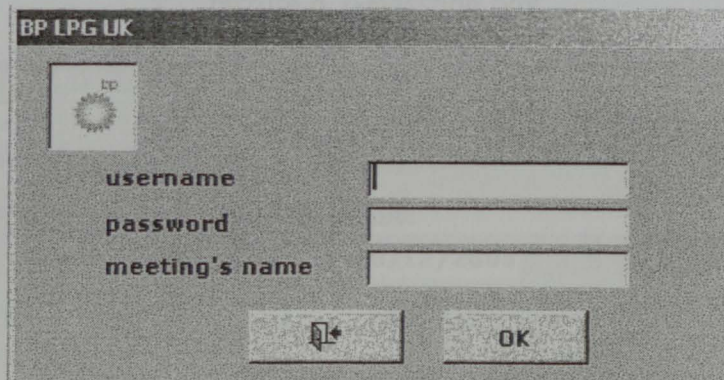
Depot Information

click here to see depot's meeting information (picture 2.6)

Room's Information

click here to see room's meeting information (picture 2.10)

4.4.1.1 Asking username and password



picture 4.5-asking username and password

You have to write a username and password before clicking OK. Meeting's name is not required.



click here to give up and return previous page (picture 4.1).

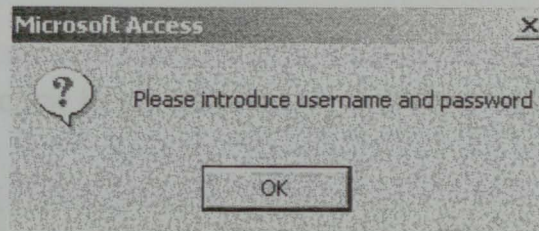
OK

click here to open a changing form (paragraph 4.4.1.1.1)

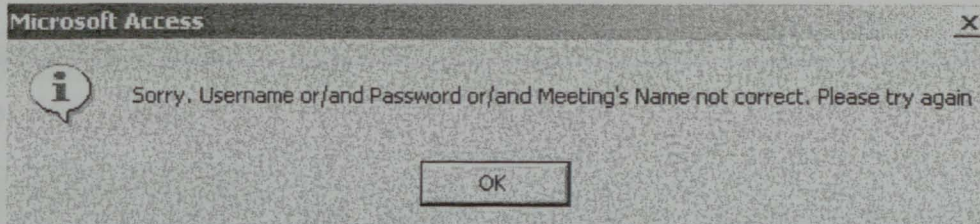
4.4.1.1.1 Clicking OK results

Clicking OK:

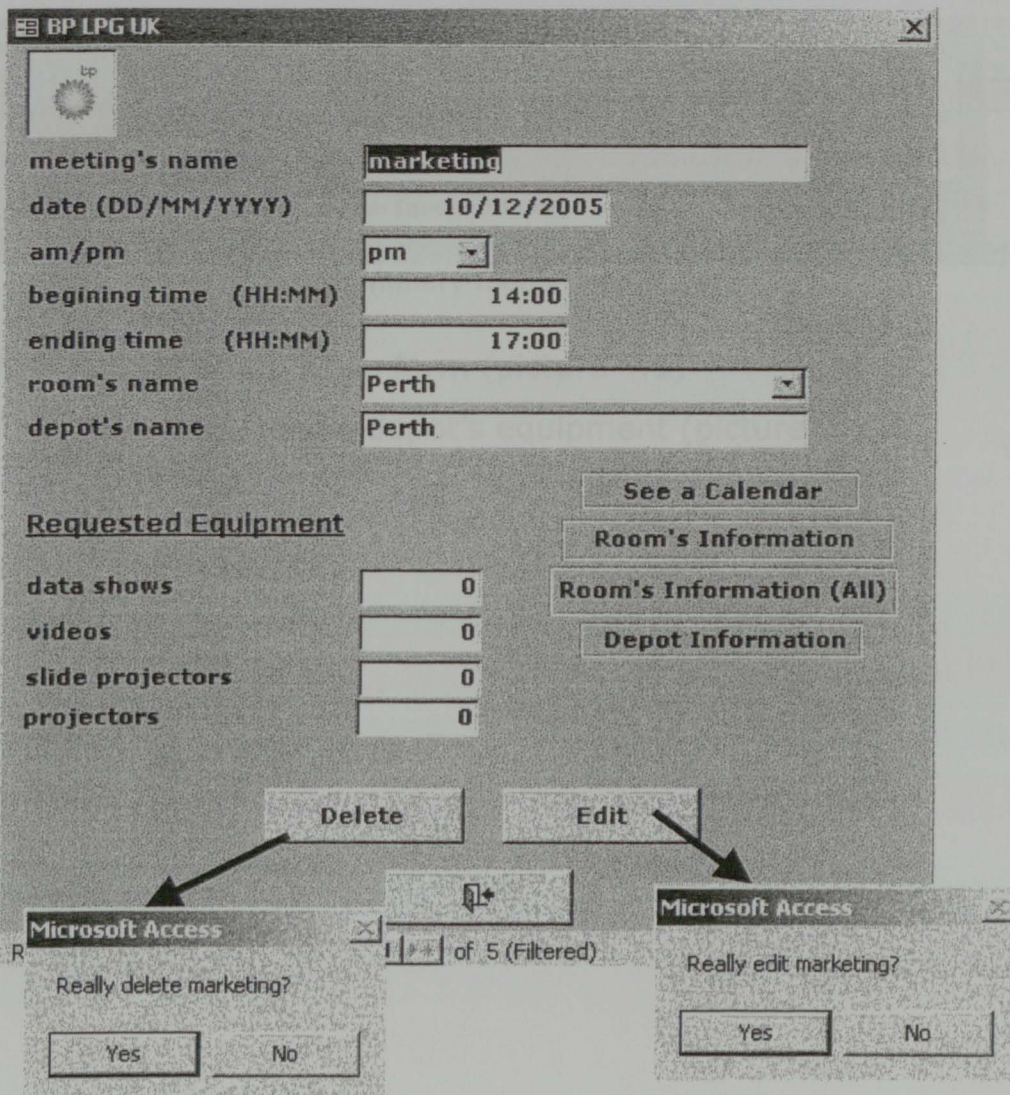
- Message box (picture 4.6) asking for a username and a password/asking for a username/asking for a password
- Message box (picture 4.7) alerting you that username or password are not correct
- New form (picture 4.8) is opened showing you meeting's details that you can edit or delete.



picture 4.6-Message box



picture 4.7-Message box



Picture 4.8-Meeting's details changing form



4.4.1.2 Dynamic Calendar

See a Calendar

click here to see the dynamic calendar (paragraph 4.4.1.2)

Depot Information

click here to see depot's meeting information (picture 2.6)

Room's Information

click here to see room's meeting information (picture 2.10)

Room's Information (All)

click here to see rooms' summary information (picture 4.9)

depot's name	room's name	capacity
Avonmouth (HO)	avonmouth (ground floor)	15

picture 4.9-all summary rooms' information

Close

click here to close form (picture 4.9)

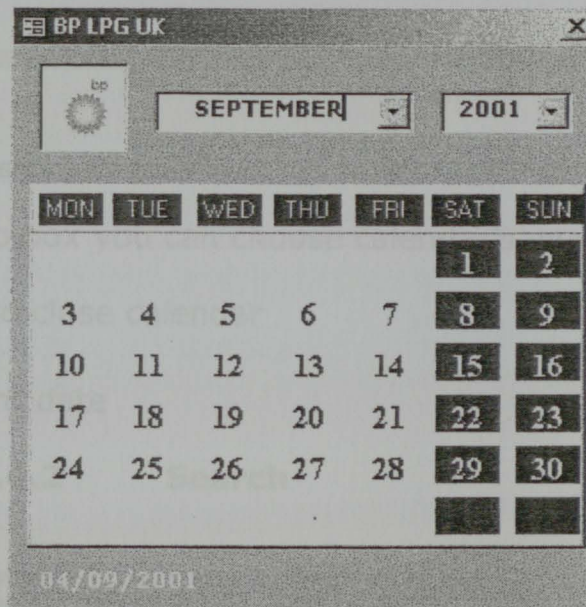
Equipment

click here to see depot's equipment (picture 2.12)



4.4.1.2 Dynamic Calendar

Clicking "calendar" button will show you the dynamic calendar (picture 4.10)

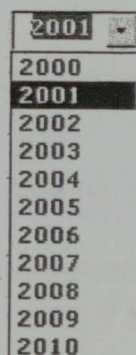


picture 4.10-Dynamic Calendar



picture 4.11-months' list

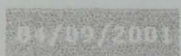
Clicking on combo box you can choose calendar's month



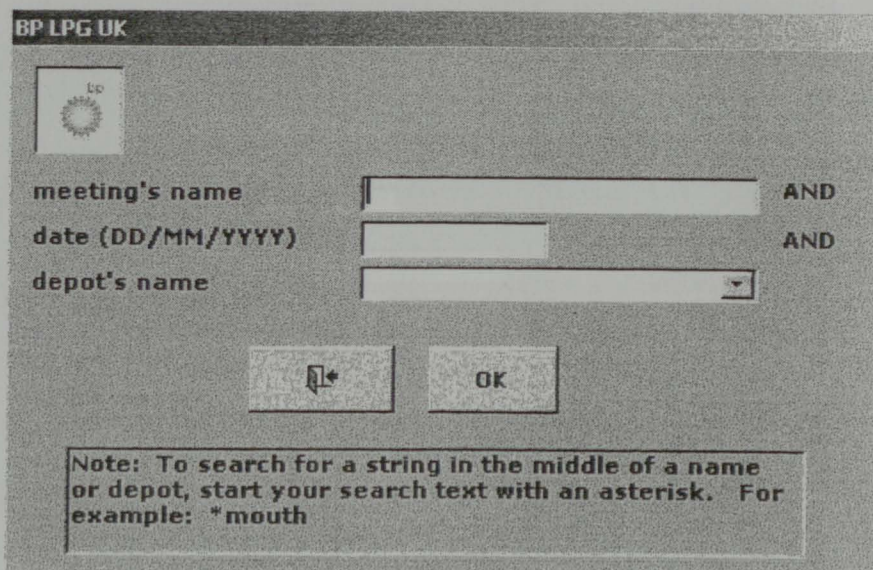
picture 4.12-years' list

Clicking on combo box you can choose calendar's year

 click cross to close calendar

 current date

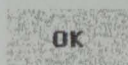
4.4.2 Search



picture 4.13



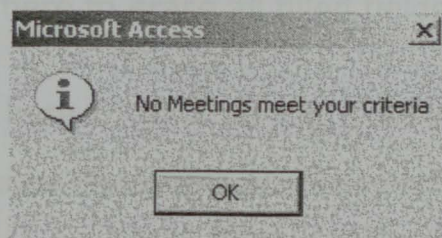
click here to return previous page (picture 4.1)



clicking OK:

a) before filling any field:
one message box (picture 1.5) alerting you will be appear.

b) No meeting found in your search:
one message box (picture 4.14) will be showed to you



picture 4.14-Informing message box

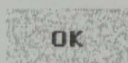
- c) One depot (at least) meet your criteria:
meeting's details' form (picture 4.4) will be open

4.4.3 Add New

Clicking "Add New" button will open a blank meeting's form (picture 4.15)

The screenshot shows a web form titled "BP LPG UK" with a logo in the top left. The form contains several input fields and buttons. On the left, there are fields for "username", "password", and "confirmation". Below these are fields for "meeting's name", "date (DD/MM/YYYY)", "am/pm" (with a dropdown arrow), "begining time (HH:MM)", "ending time (HH:MM)", "room name" (with a dropdown arrow), and "depot's name". To the right of these fields are five buttons: "See a Calendar", "Room's Information", "Room's Information (All)", "Depot's Information", and "Equipment's Information". At the bottom left, there is a section titled "Requested Equipment" with four rows: "data shows", "videos", "slide projectors", and "projectors", each with a corresponding input field. To the right of these fields are two buttons: "OK" and "Clear".

picture 4.14-Blank Meeting's form



click here after filling all required fields. Meetings' menu (picture 4.1) will be open.

 **Clear**

click here to erase all filled fields.



4.1).

click here to give up and return previous page (picture

 **See a Calendar**

(4.4.1.2 paragraph)

click here to see the dynamic calendar

 **Depot Information**

information (picture 2.6)

click here to see depot's meeting

 **Room's Information**

information (picture 2.10)

click here to see room's meeting

 **Room's Information (All)**

information (picture 4.9)

click here to see rooms' summary

 **Equipment's Information**

(paragraph 4.2.3.1.2)

click here to see depot's equipment



5 Dealing with Errors

What happens if you try to introduce non valid data?

BP LPG UK database was built thinking that all of us make mistakes. The way to reduce occurring errors probabilities is to introduce alerting message boxes. Obviously, access to next field will only take place when errors are corrected.

Some examples:

Booking a meeting:

The screenshot shows the 'BP LPG UK' application window. It contains a form for booking a meeting. The form fields are as follows:

Field	Value
username	lpgstud
password	*****
confirmation	****
meeting's name	Markreting meeting
date (DD/MM/YYYY)	15/01/2002
am/pm	am
begining time (HH:MM)	09:00 AM
ending time (HH:MM)	01:00 PM
room name	Aberdeen
depot's name	Chainhill

On the right side of the form, there are several buttons: 'See a Calendar', 'Room's Information', 'Room's Information (All)', 'Depot's Information', and 'Equipment's Information'.

Below the form, there is a section titled 'Requested Equipment' with the following data:

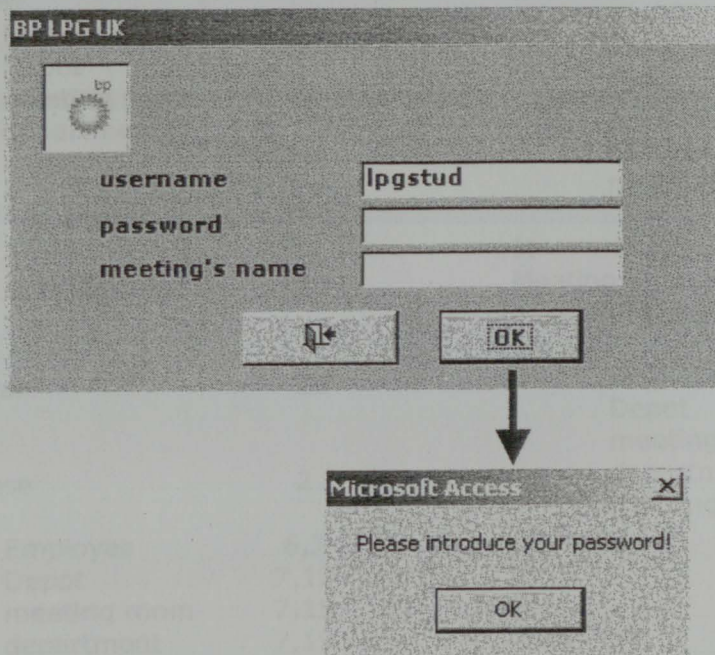
Equipment	Value
data shows	1
videos	0
slide projectors	0
projectors	0

At the bottom of the form, there are two buttons: 'OK' and 'Clear'. An arrow points from the 'OK' button to a Microsoft Access error dialog box.

The error dialog box is titled 'Microsoft Access' and contains the message: 'Attention! Your password and confirmation are different!'. It has an 'OK' button.



Introducing username and password:





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A

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department	20
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B

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C

Calendar	26
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D

Database	2
----------	---

Delete

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Depot	7,12
meeting room	7,15
department	7,19
meeting	22,23

Department	18
------------	----

Depot	10
-------	----

Details

Employee	6
Depot	12
meeting room	15
department	19
meeting	22

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E

Edit

Employee	6,7
Depot	7,12
meeting room	7,15
department	7,19
meeting	22,23

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----------	--------------

Equipment	16
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L

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meeting room	14
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---------	----

Meeting Room	14
--------------	----

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-------	--------------

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---------	-----

T

Target	2
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