

Data entry

Enter the details for a new property and the owner (such as details of property number PG4 in Glasgow owned by Tina Murphy).

Enter the details of a new client (such as details of Mike Ritchie).

Enter the details of a client viewing a property (such as client Mike Ritchie viewing property number PG4 in Glasgow on the 06-May-00).

Enter the details of a lease between a client and property (such as client Mike Ritchie renting out property number PG4 from the 10-May-00 to 9-May-01).

Data update/deletion

Update/delete the details of a property.

Update/delete the details of a property owner.

Update/delete the details of a client.

Update/delete the details of a property viewing by a client.

Update/delete the details of a lease.

Data queries

Examples of queries required by the Staff view:

- (a) List details of staff supervised by a named Supervisor at the branch.
- (b) List details of all Assistants, alphabetically by name at the branch.
- (c) List the details of property (including the rental deposit) available for rent at the branch, along with the owner's details.
- (d) List the details of properties managed by a named member of staff at the branch.
- (e) List the clients registering at the branch and the names of the members of staff who registered the clients.

- (f) Identify properties located in Glasgow with rents no higher than £450.
- (g) Identify the name and telephone number of an owner of a given property.
- (h) List the details of comments made by clients viewing a given property.
- (i) Display the names and phone numbers of clients who have viewed a given property but not supplied comments.
- (j) Display the details of a lease between a named client and a given property.
- (k) Identify the leases due to expire next month at the branch.
- (l) List the details of properties that have not been rented out for more than three months.
- (m) Produce a list of clients whose preferences match a particular property.