

## Database Design, Consulting and Support Services

- Database designed in Microsoft Access
- Existing MS Access database analyzed
- Spreadsheet data converted into a relational database
- Forms, queries and reports created
- Data integrated with MS Word, Publisher, Excel
- Consultation available
- Staff support and follow-up provided
- Call or e-mail for a free quote.



*"I find Kitty to be very helpful and her work to be really high caliber. In previous jobs I had been trying to create a tracking system for revenue generation...I was amazed at what Kitty had created...It was exactly what I was envisioning."*

– Foundation Executive Director

*"The database was very easy to use...the special data entry forms...We especially liked the booklet listing all the delegates to the convention. It helped all the campaign volunteers keep track of who they had talked to and made it much easier for them to report to the campaign leaders."*

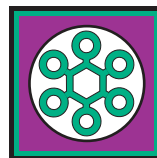
– Campaign Consultant

*"Kitty is great to work with. She is friendly and knowledgeable. She has always been willing to answer questions that come up along the way, and she obviously wants our organization to have exactly what we need. I would definitely recommend that others use her database design service."*

– Nonprofit Staff

*"She was able to help us understand the capabilities of databases that allowed us to design one that will grow along with the organization instead of keeping it so basic that it would need to be redesigned in the near future."*

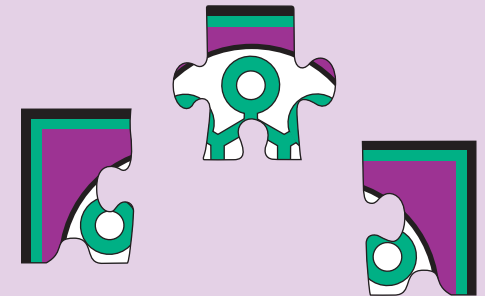
– Nonprofit Executive Director



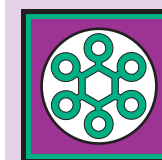
Schneider  
Database Design

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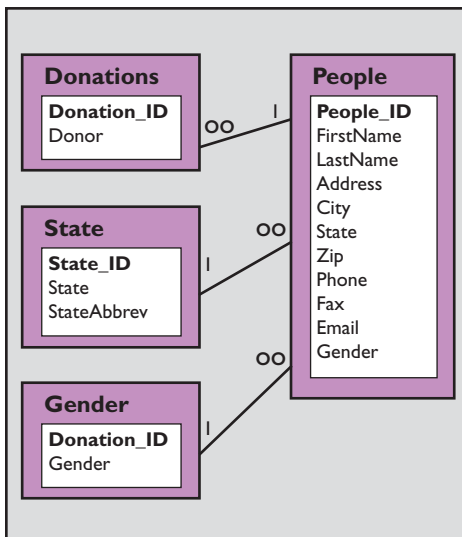
**A database  
brings the pieces  
together**



Schneider  
Database Design

## A well-designed database

- Organizes and keeps track of vital information and allows you to focus on your business
- Allows quick access to information
- Stores and updates data in only one place
- Prevents duplicate and inconsistent data
- Is easily navigated
- Simplifies data entry
- Defines relationships
- Stores data in the proper format
- Has enormous capacity
- Grows with your organization
- Is secure
- Accommodates a wealth of informational needs



## A few database examples

### Customers

Client name, address, phone, fax, email, products purchased

### Elections – Campaigns

Political races and election results by district, PAC donations, delegates, voting preferences and projected vote totals

### Equipment

Serial number, cost, manufacturer, purchase date, model #, repairs

### Fundraising

Funds raised, appeals made, response, donors

### Grants

Grant applications, dollars awarded, project status

### Membership

Name and contact info, date joined, dues paid

### Programs

Programs, facilitator, location, date, participants

### Sales

Products, product sales, customers

### Silent Auction

Donated auction items, donors and funds raised

### Training

Training title, date, location, instructor, participants, feedback

## A sampling of reports

- Funds raised
- Grants awarded
- Program attendance
- Invoices
- Sales
- Contact lists by district
- E-mail lists and personalized E-mails
- Address labels and nametags
- Personalized letters
- Training rosters
- Bid sheets with auction item descriptions and minimum bid
- Word/PDF documents for posting to the web

```
SELECT QUERY:  
SELECT OrganizationName, DonationDate,  
DonationAmount  
FROM Organizations  
ORDER BY OrganizationName
```

## Access

- Microsoft Access is one of the top desktop database management solutions available
- Access is perfect for small to medium sized businesses or for any business with a specific data handling task