



Corporate Documents & Information Specialists  
91-590 Farrington Highway, Suite 210-184  
Kapolei, Hawaii 96707-2009

**VISIT US ON THE WEB!**

<http://www.cdis-now.com> or contact us **TODAY**  
at [cdis@hawaii.rr.com](mailto:cdis@hawaii.rr.com) or (808) 672-8865

## WHY DO YOU NEED A DATABASE?

If you find yourself answering **yes** to at least **three** of the below questions, you **definitely** should investigate the use of a database to better organize and report your information.

1. Do you find yourself entering the same values of information into multiple spreadsheets/reports/documents?
2. When you make the changes in your spreadsheet/reports/documents, are you forced to make the same changes in others?
3. Do you have a large amount of data that is becoming larger and unmanageable?
4. Do several people in your organization have the need to view your data at the same time?
5. Are you tracking related information in several spreadsheets – such as separate sheets for sales for different departments or different geographical locations?
6. When viewing your information, are you constantly scrolling on your screen to view it all? Or do you have a difficult time viewing the specific sets of data that you want?

## USE A DATABASE IF...

- ~~Yes~~ the information is a large amount that would become unmanageable in spreadsheet form and is related to a particular subject.
- ~~Yes~~ you want to maintain records for ongoing use.
- ~~Yes~~ the information is subject to many changes (change of address, pricing changes, etc.).
- ~~Yes~~ you want to generate reports based on the information.

## USE A SPREADSHEET IF...

- ~~Yes~~ you want to crunch numbers and perform automatic calculations.
- ~~Yes~~ you want to track a simple list of data.
- ~~Yes~~ you want to easily create charts and graphs of your data.
- ~~Yes~~ you want to create "What-if" scenarios



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## EXAMPLE OF HOW **NOT** TO USE A SPREADSHEET – PUT IT INTO A DATABASE INSTEAD!

As an example, you have a spreadsheet, which contains a number of products that you order from several suppliers.

- ~~✍~~ In this spreadsheet, you include the supplier telephone numbers, invoice information, and product information.
- ~~✍~~ Imagine that you are adding add a new product from an existing supplier; it is the fifth product you purchase from this supplier.
- ~~✍~~ In order to ensure that you know who the supplier is, and the supplier contact information (due to filtering and sorting your spreadsheet data) you must repeat the suppliers' contact information next to that new product.
- ~~✍~~ **You have just repeated the supplier's contact information FIVE times in the spreadsheet!**
- ? **WHAT HAPPENS IF THE SUPPLIER HAS MOVED?** You will have to make changes in each of the spreadsheet cells as well as the various other spreadsheet and word-processed files that contain the supplier's address.
- ~~✍~~ **In a database, you make this change once; all reports generated from the database will contain the correct supplier address.**

## WHAT IS A DATABASE?

A **database** is a collection of data that is related to a particular topic or purpose. As an example, employee records in a filing cabinet, a collection of sales leads in a notebook, are examples of collections of data or databases.

A **database management system** (DBMS) is a system that stores and retrieves information in a database. It is used to help you organize your data according to a subject, so that it is easy to track and verify your data, and you can store information about how different subjects are related, so that it makes it easy to bring related data together.



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Most financial managers and management accountants possess strong spreadsheet skills, **but database design differs from spreadsheet design.**

~~☞~~ **Spreadsheet design** carries very few rules, and, as a result, spreadsheets are easy to create. But not all spreadsheets are clear and logical, and most lack data integrity controls. When spreadsheets lack clarity and logic, the data and formulas are difficult to modify, and errors typically result.

~~☞~~ **Database design** is more formal and has rules of structure. Errors are less likely to occur with a properly designed database, and it is easier to extract data and obtain reports from a properly designed database.

LET THE STAFF OF CDIS DETERMINE YOUR  
DATABASE NEEDS. FILL OUT THE BELOW  
QUESTIONNAIRE AND E-MAIL TO:  
[CDIS@HAWAII.RR.COM](mailto:CDIS@HAWAII.RR.COM)





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## DATABASE QUESTIONNAIRE:

Please answer the following questions in as much detail as possible. This will allow us to provide you with a quote that best matches your needs.

1. What specific activities do you want for this project? Check all that apply:

- Create database from scratch
- Upgrade an existing database to another database or later version database
- Modify existing database
- Modify or create screens for entering or displaying information
- Modify or create reports
- Optimize/tune an existing database
- Ongoing database development support
- Ongoing database administration support
- Other (please specify):

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2. What database software will you be using for this project?

- Don't have specific requirements
- Access
- Filemaker Pro
- Informix
- dBase
- DB2
- Oracle
- SQL Server
- Sybase
- Paradox
- MySQL
- FoxPro
- Other (please specify):

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3. How many simultaneous users of the database will there be?

\_\_\_\_\_

4. What operating system(s) will be used in this project?

- Not sure
- Windows 2000
- Windows 95/98
- Mac
- Sun-Solaris
- IBM-AS400
- IBM-AIX
- Other
- Windows NT
- Windows XP
- Linux
- HP-UX

5. If the project includes work on screens or reports, indicate the programming language that needs to be used to build these interfaces.

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6. What additional requirements do you have and what will this database be used for? Please

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\_\_\_\_\_



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be as detailed as possible.

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**7.** What is your estimated project budget?

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**8.** Please let us know if you would like to be quoted for another IT project. Please list the details of this project.

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