



# Systems Analysis and design - 2

**Slide Adapted from:**

Jeffrey A. Hoffer , Joey F. George, Joseph S. Valacich  
( **Modern Systems Analysis and Design**, 7<sup>th</sup> Edition, Pearson Prentice Hall )

## **Chapter 10**

### **Designing Forms and Reports**



# Learning Objectives

- ✓ Explain the process of designing forms and reports and the deliverables for their creation.
- ✓ Apply the general guidelines for formatting forms and reports.
- ✓ Use color and know when color improves the usability of information.
- ✓ Format text, tables, and lists effectively.

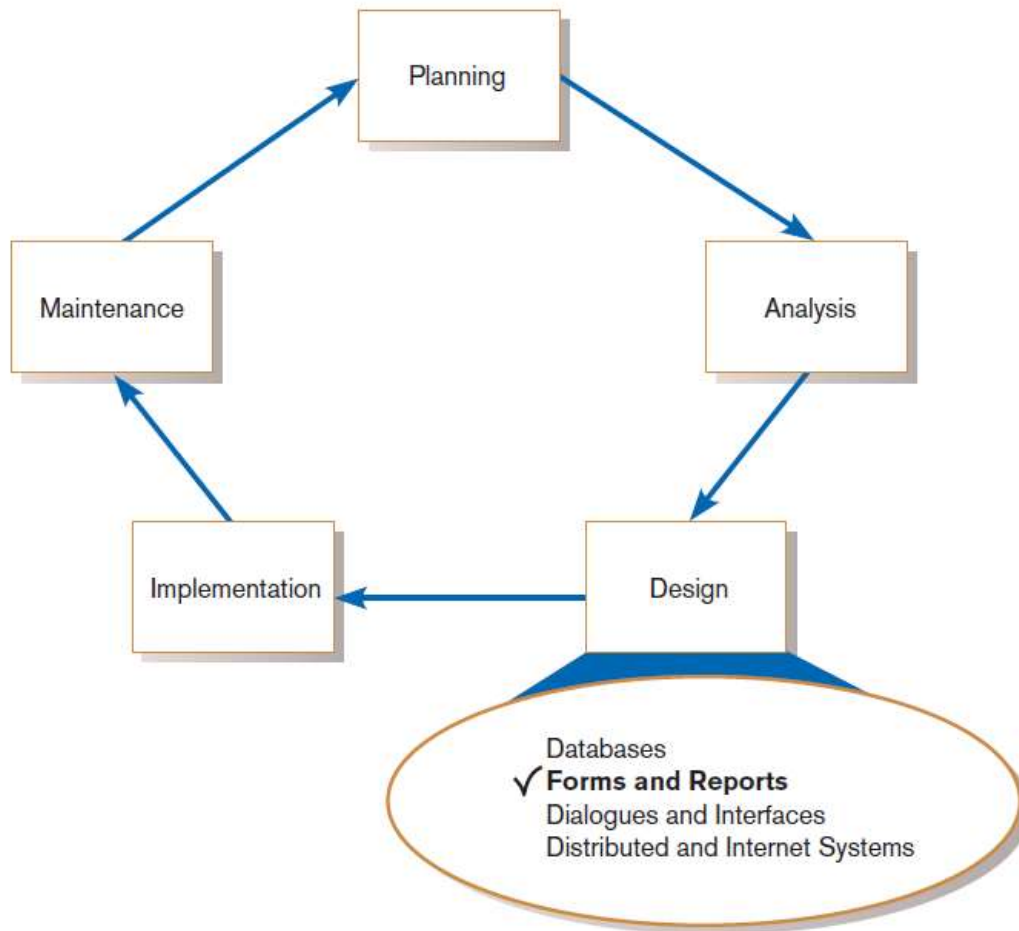


# Learning Objectives (Cont.)

- ✓ Explain how to assess usability and describe how variations in users, tasks, technology, and environmental characteristics influence the usability of forms and reports.
- ✓ Discuss guidelines for the design of forms and reports for Internet-based electronic commerce systems.



# Designing Forms and Reports



**FIGURE 10-1**  
Systems development life cycle with logical design phase highlighted



# Designing Forms and Reports (Cont.)

- **Form:** a business document that contains some predefined data and may include some areas where additional data are to be filled in
  - An instance of a form is typically based on one database record.



# Designing Forms and Reports (Cont.)

- **Report:** a business document that contains only predefined data
  - It is a passive document used solely for reading or viewing data.
- A report typically contains data from many unrelated records or transactions.



# Designing Forms and Reports (Cont.)

## ■ Common Types of Reports:

- *Scheduled*: produced at predefined time intervals for routine information needs
- *Key-indicator*: provides summary of critical information on regular basis
- *Exception*: highlights data outside of normal operating ranges
- *Drill-down*: provides details behind summary of key-indicator or exception reports
- *Ad-hoc*: responds to unplanned requests for non-routine information needs



# The Process of Designing Forms and Reports

- Is a user-focused activity.
- Follows a prototyping approach.
  - First steps are to gain an understanding of the intended user and task objectives by collecting initial requirements during requirements determination.





# The Process of Designing Forms and Reports

- Requirements determination:
  - Who will use the form or report?
  - What is the purpose of the form or report?
  - When is the report needed or used?
  - Where does the form or report need to be delivered and used?
  - How many people need to use or view the form or report?



# The Process of Designing Forms and Reports (Cont.)

## ■ Prototyping

- Initial prototype is designed from requirements.
- Users review prototype design and either accept the design or request changes.
- If changes are requested, the construction-evaluation-refinement cycle is repeated until the design is accepted.



## Summary (Cont.)

- ✓ Format text, tables, and lists effectively.
- ✓ Explain how to assess usability and describe how variations in users, tasks, technology, and environmental characteristics influence the usability of forms and reports.
- ✓ Discuss guidelines for the design of forms and reports for Internet-based electronic commerce systems.