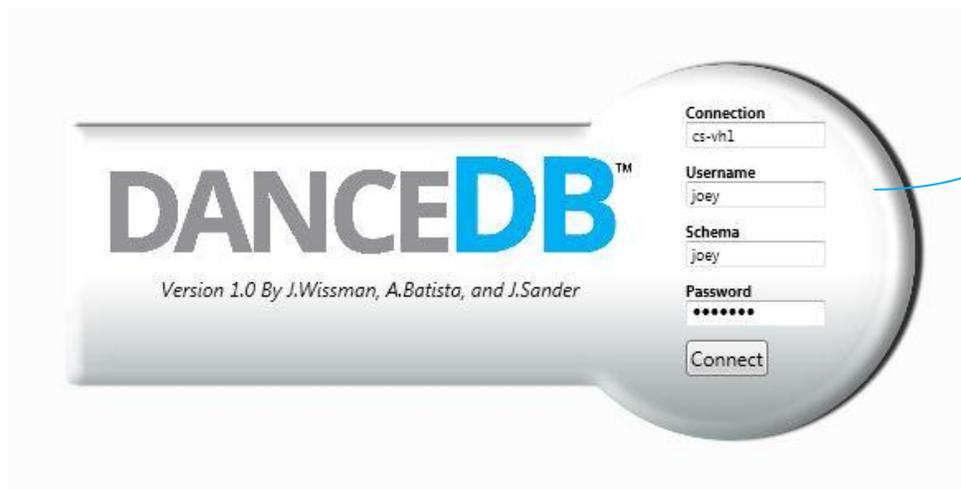# DANCEDB
User's Guide

PRODUCT SUMMARY

DanceDB is a tool designed for Principia College's Dance Department to store details about dancers and routines. The purpose of this piece of software is to help those involved with dance productions to keep all data about the dancers, routines, and choreographers in one place that can be easily accessed. *DanceDB* requires no technical background beyond basic knowledge of computers. *DanceDB* allows its users to perform various functions, including:

- **Create, read, update and delete dance profiles**
- **Create, read, and delete dance routines**
- **Cast dancers into routines**
- **Edit routines' casting**
- **Search for existing dancers and/or routines within the database**
- **Filter by dancers or routines**
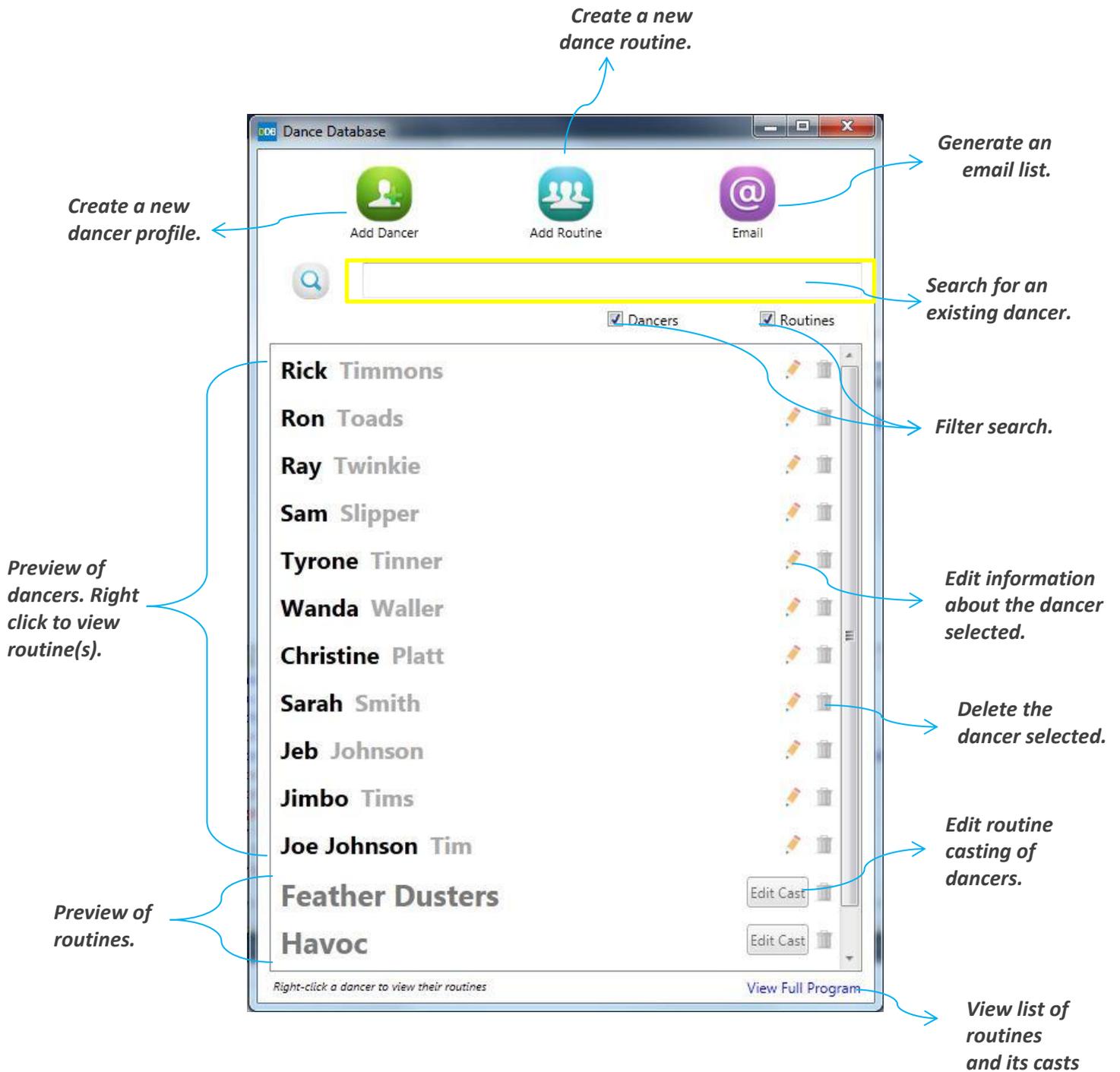- **Conveniently generate an emailing list**

OPENING SCREEN (MAIN)

Insert database connection details or login to the default database.

WELCOME WINDOW (MAIN)

The main window serves as a place for the user to choose what to do. It allows for searching, sorting, and selecting a function. Here's a preview of the main window and its uses:

Create a new dance routine.

Create a new dancer profile.

Generate an email list.

Search for an existing dancer.

Filter search.

Preview of dancers. Right click to view routine(s).

Edit information about the dancer selected.

Delete the dancer selected.

Edit routine casting of dancers.

Preview of routines.

View list of routines and its casts

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SEARCHING

DanceDB features dynamic search, which means that the user can see the results as he/she types in the search box.

To search for a dancer:

1. Type the first, last, or both names of the dancer that you are looking for. As long as the dancer exists in the database, the result will show.

Dynamic search

Simply type the name of the dancer you are looking for and it will dynamically filter the list of dancers showing only those that contain the values you type.

ADD A NEW DANCER

To add a new dancer to the database, choose "Add Dancer" from the main window and fill the following window. when you're ready to submit, click on the submit icon (✔). If you'd like to cancel, click on the cancel icon (✖) to go back to the main window.

Required fields:
- *First Name*
- *Last Name*

Selecting Grade:
- *Choose from "FRESHMAN" to "SENIOR"*

Phone number format:
- *Type the numbers only, without any dashes '-', parenthesis '()', slashes'/\', or anything other than integers*

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ADD A NEW ROUTINE

To add a new dance routine, select "Add Routine" from the main window and fill the fields in the following window. when you're ready to submit, click on the submit icon (✔). If you'd like to cancel, click on the cancel icon (✖) to go back to the main window.

Required fields:
- *Routine Name*
- *Lead choreographer*

Type the name(s) and the program will validate it dynamically.

Selecting the choreographer(s):

To select choreographer(s), type the individual's First and Last name in the box provided and the program will show whether or not the person exists in the database.

Person was found in the database.

Person was NOT FOUND in the database.

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CASTING ROUTINES

Bellow the preview of the dancers in the database in the main window, is a list of all the routines with an option to "Edit Cast". Clicking on this button takes you to a new window

Select the desired dance routine from the dropdown menu.

Click the 'X' to delete a dancer from cast.

To cast a dancer to the selected routine, type the dancer name in the textbox and then hit submit.

GENERATE EMAIL LIST

To send dancers an email, click on the "Email Dancers" icon. A new window opens (see sample below). Select whether to compile a list of all dancers or just the choreographers and the list will show in the box for copying and pasting into emails.

DANCE**DB**

SUGGESTIONS, COMMENTS, OR FEEDBACK?

The DanceDB team welcomes your feedback, suggestions, and ideas on how to improve DanceDB. Please send suggestions to any project member:

Jason Wissman
jason.wissman@principia.edu

Alice Batista
alice.batista@prin.edu

Joey Sander
joey.sander@prin.edu