TRINITY COLLEGE FOR WOMEN NAMAKKAL

Department of Computer Science

STRUCTURED SYSTEM ANALYSIS AND DESIGN

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Design of Input and Control

What concerns Guide input Design?

"The input design is the link that the information system into the world of its users. Some aspects of the design vary, depending on whether the system is batch-oriented or online"

Objective of Input Design:

Input design consists of development specifications and procedures for data preparation, those steps necessary to put transaction data into a usable from for processing, and data entry, the activity of putting the data into the computer for processing.

Objective of Input Design:

a)Controlling Amount of Input

b) Avoiding Delay

c) Avoiding Errors in data

d) Avoiding Extra Steps

e) Keeping the process simple

Computing Data for Input

- Data capture, Design of source documents, and Validation of Input data.

I)Data Capture Guidelines

1.Variable data

Data items that changes for each transaction handled or decision made.

2.Identification data

The Element of data that uniquely identifies the item being processed.

Input procedures should not require entry of the following:

- Constant data
- Details that the system can retrieve
- Details that the system can calculate

Computing Data for Input

II) Design of Source Document

The source document is the form on which data are initially captured, i.e., recorded.

- **Layout**
- **Caption and Data Capture**
- **Coding Methods Classification Codes**
- **Function Codes**
- **Sequence Codes**
- **Significant-Digit Subset Codes**
- **Mnemonic Codes**
- **Methods of Data Capture**

Computing Data for Input

Layout

- The layout organizes the document by placing important information where it will be noticed and establishing the appropriate sequence of items.
- Most people fill in document from left to right and top to bottom, and the source document layout should be designed for use in the same way.

Computing Data for Input

Caption and Data Capture

1. Caption on source document tell the user what data to provide and where they should be entered.

2. The caption should be brief but easily understood, with standard terms that all persons using the form should know.

3. Abbreviations should generally be avoided.

Computing Data for Input

Coding Methods

Information system projects are designed with space, time, and cost savings in mind, coding methods, in which conditions, words, ideas, or relationships are expressed by a code, are developed to reduce input, control errors, and speed the entire process.

Computing Data for Input

Classification Codes

Classification codes place separate entities, such as events, people or Objects, into distinct groups, called classes.

A code is used to distinguish one class from another.

Function Codes

Function codes states the activities or work to be performed without spelling out all of the details in narrative statements.

Computing Data for Input

Sequence Codes

Sequence codes are either numbers or letters assigned in series. They tell the order in which events have occurred.

Significant-Digit Subset Codes

A well-conceived coding scheme, using significant-digit subset codes, can provide a wealth of information to users and management.

Computing Data for Input

Mnemonic Codes

Mnemonic codes use letters and symbols from the product to describe it in a way that communication visually.

Methods of Data Capture

The method in which the data are captured from transactions markedly affects the analyst's ability to meet the objectives.

- **Source Data Capture with keypunching**
- **Source Data Capture with Key-to-Storage**
- **Direct Entry through Intelligent Terminals**

THANK YOU

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