

Data Entry Tips for Using the NEMS Access Database

Below are some tips on using the NEMS Access database that can be found on the CD.

- Always make sure you are entering data on a NEW BLANK data entry screen!
- Use the *right arrow asterisk* button (located in the bottom left corner of the data entry screen) to advance from the record you just entered to a NEW BLANK record!
- Do **not** use the rolling scroll button on the mouse to move down the page! (In Access, this button will advance you to an entirely new data entry screen - not down the same page as it normally would in other programs.)
- The date field will always default to today's date. Be sure to change the default date to the date that data was collected (the date on the form).
- When entering the date, use the MM/DD/YY format as instructed by the data entry screen. In other words, you do NOT need to type "2006" for the year – just type "06".
- On new blank records, all number fields will have a default zero in them when you first open the screen. You do not have to delete all these zeros. By using the tab key to advance to the next data entry field, you will highlight the zero, and by typing in the appropriate number value, the zero will be replaced by whatever number you type in. If you want to keep the zero in a particular field, however, you can just tab right through it and the default zero will remain in place.