

MICROSOFT ACCESS DATABASE FOR USDA-ARS FORM 182A/B AND MEDICAL MATRIX DETERMINATION

Information Sheet

System Requirements:

- Microsoft Windows 2000 (or later: XP, etc.)
- Microsoft Access 2000 or later (part of Professional Office Suite)
- CD – ROM drive (to install) or Internet Access for ARS Website download
- Note: If you have earlier versions of the Matrix, they will need to be converted to Access version 2000 or higher, in order to import their data

Installing database file onto Hard Disk Drive from CD-ROM/ARS Website – and – Preparing Your Computer for Importing Last Year's Matrix Data

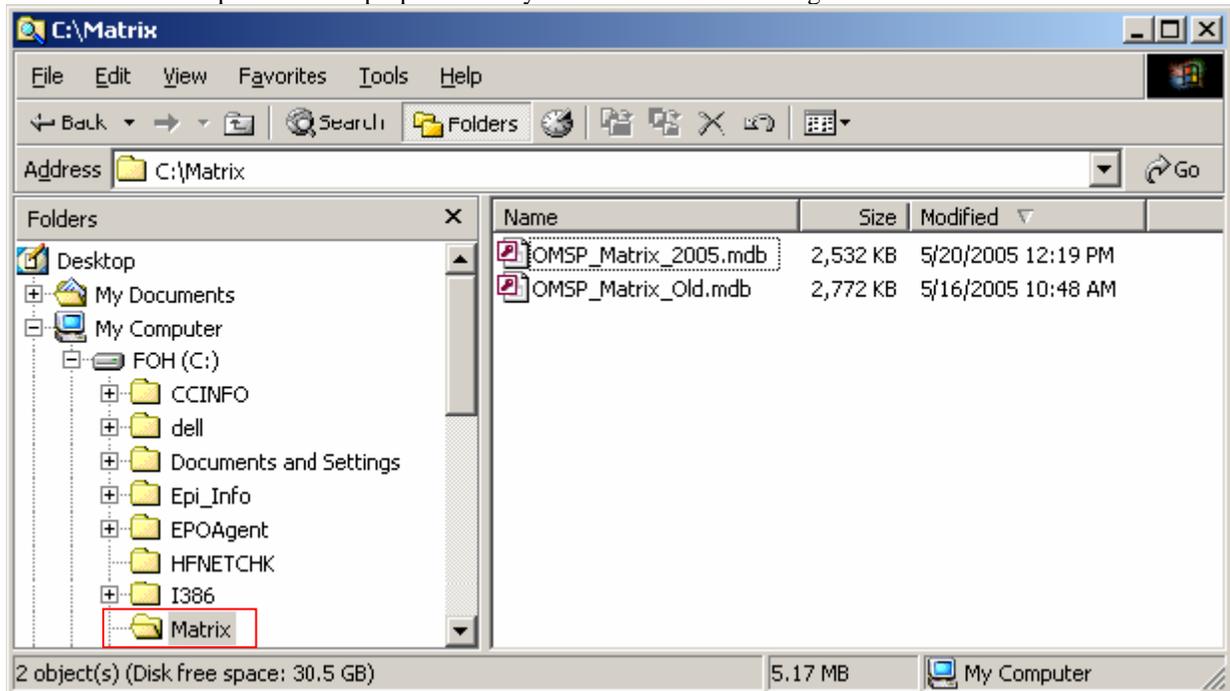
1. Insert CD into CD – ROM Drive or go to the designated ARS Website where the Matrix can be downloaded
2. Open Windows Explorer
3. Create a Folder on your hard disk drive, named 'Matrix'. The directory should look like this: C:\Matrix\ **This step is mandatory only if you plan to import data entered from the prior version of the Matrix. You CANNOT put the folder Matrix into a subdirectory, e.g. C:\Databases\Matrix. It MUST have the directory C:\Matrix\.** If you do not plan to import data, then you can place OMSP_Matrix_2005.mdb anywhere on your hard disk drive, i.e. you do not have to create a new folder. *N.B. The time to import data is at the start, before other data is entered. Once you start entering data in the new database, you will not be able to import additional data successfully.*
4. Open Drive letter which represents your CD – ROM (usually D: but can be any letter) or go to ARS Website where database can be downloaded
5. Highlight/choose file labeled "OMSP_Matrix_2005". If Explorer's default allows you to view extensions, the extension of this file is ".mdb"
6. Drag file from CD, or download file from Website into an appropriate folder/section of your computer (C:\Matrix\ if you plan to import data). You may wish to create a shortcut of the database and place this on your desktop.
7. After the file has completed copying, select the newly copied program with the RIGHT¹ Mouse button. You will see a menu drop down. Select the 'Properties' item (usually at the bottom).
8. When the 'Properties' window appears, make sure that under 'Attributes', the box next to 'Read-only' is UNCHECKED. If it has a check mark in it, click the box to UNCHECK it. 'Hidden' should also be blank (UNCHECKED).
9. Click OK. You are now ready to run the program.

Importing Data (skip this section if you know for certain you do not have data to import)

1. Before running OMSP_Matrix_2005.mdb, **YOU MUST PLACE THE DATABASE YOU ARE IMPORTING DATA FROM INTO THE 'MATRIX' FOLDER AND RE-NAME THE OLDER DATABASE TO: 'OMSP_Matrix_Old.mdb'**, and place it into the 'Matrix' folder which results in the following directory address: **C:\Matrix\OMSP_Matrix_Old.mdb.** N.B. it is critical that you rename your prior database to 'OMSP_Matrix_Old.mdb'. **Importing data will not be successful unless the old database has the exact title as shown.**

¹ Individuals that use the computer mouse with their LEFT hand may have these buttons reversed.

2. Check Windows Explorer for the proper directory. It should look something like this:



3. Of course, the size of files may vary, as well as the date modified. As long as you have these two files in the same directory on your local hard disk (C:) drive named C:\Matrix, you should be set.
4. Launch the new database, 'OMSP_Matrix_2005.mdb' in Access. Enter the appropriate password when prompted. You can customize your password later. Read section below entitled, 'Changing Password'.
5. Click the button labeled 'Prepare Data for Import'.
6. Read the Importing Data Instructions Screen. If all three conditions have been met, click 'Proceed'. Clicking the 'Print Instructions' button will only print out the screen form. Click 'Cancel' if you still need more preparing to do.
7. Once you have clicked 'Proceed', you will be given one last chance before committing to the process. The older database will be changed in ways to allow importation of data. After this, you can still use the older database, but *I would recommend strongly against that* for multiple reasons: forms, mode codes, hazards lists have been updated in the new database, therefore your output from OMSP_Matrix_Old.mdb can be incomplete and possibly incorrect.
8. Throughout the process, you will be prompted for Passwords. This is normal. Password for the new database was set exactly to what the password was in the older version. Later you can customize your password in the newer version.
9. If you are ready to proceed, click the button. Read the NOTE WELL screen and then click 'OK'.
10. You will get messages asking if you want to replace existing objects in the database, such as 'ExportTables' and 'MainForm'. The default button is 'No', however you must click 'Yes'.
11. Access will quit when this has been completed. Now launch the old database, 'OMSP_Matrix_Old.mdb'
12. On the Main Menu, you should now see a button with bold Red/Pink type entitled, '**Export to OMSP_Matrix_2005**'. Click this button. Access will quit when the process is complete.
13. Now launch 'OMSP_Matrix_2005.mdb' again.
14. Find the button entitled 'Import Data' and click on it.
15. You will be given one last chance to back out, although if everything has worked smoothly to this point, there should be no reason to. GO FOR IT!
16. Now click 'Edit 182B Entries' to confirm your data has been successfully imported.

REMEMBER:

the NEW database is titled: **OMSP_Matrix_2005.mdb**
the OLD database must be renamed to: **OMSP_Matrix_Old.mdb**

Spelling must be exact with no spaces separating text, just a single underscore character.

Getting Started

It is STRONGLY RECOMMENDED that someone tutor you on this program. While I have tried to make it user friendly and intuitive, I am not a software program engineer. If you are having problems, ask someone who has had some experience using it first.

1. Since some of the information that will be entered is confidential, ie. birthdays and social security numbers, the database has a password to protect it from unauthorized users. This is not fool proof in any way, and I strongly encourage you not to have this on a server where others can easily access it. Treat this as you would a hand printed ARS Form 182A/B.
2. Open the database by either: 1) Launching Microsoft Access first, then choosing 'Open Database' from the File Menu; or 2) Double clicking (left button) the file from Windows Explorer or on your desktop.
3. Enter the Database Password at the prompt. Obtain the Password from the individual who provided you with the CD or contact your ASHEM. The password can be customized later. See 'Changing Password' below.
4. You are now ready to start entering information for creating the ARS Form 182A/B.

NOTE: The routine 182A/B printout from this program DOES NOT include sections concerning the Privacy Act, which can be found on the INFORMS electronic version of ARS Form 182A/B, or hard copy of the form itself. There is a Word document on the CD ROM, which is a scanned version of this material, entitled: "182ABBack.doc". You can print out multiple copies if you wish.

Individual employees must have easy access to the information contained in the section entitled "Privacy Act Notification" before signing the 182A/B report generated from this program.

Important Points

Changing Password

Microsoft Access will only allow you to modify the Password if the database has been opened 'Exclusively'. For help on how to do this, get information from the MS Access help menu. Once the database has been opened exclusively, go to the Report Menu by clicking the 'Reports' button and then click the 'Change Password' button. You will first be prompted to unset the database password. Enter the old password and click 'OK'. The database is now NO LONGER PASSWORD PROTECTED. You must now click the 'Change Password' button again to enter your new password. Enter it again to confirm and then click 'OK'. Your database is NOW PASSWORD PROTECTED.

Work Locations

When entering a new individual, you must enter their work location. The files in the Work Location table are comprised of items from: 1) Federal Occupational Health experience with processing examinations; and 2) information obtained from the ARS Web site regarding Mode Codes. There are some records which do not have a Mode Code (Levels 4-6) assigned. This is because the work location entered previously does not exactly match the Mode Code listings.

You can find the work location by either using the first pull down list, which orders work sites by State, City, and Laboratory/Office Name. To facilitate your search, type in the two letter Postal abbreviation for the State, then scroll through the list to find the correct site. Alternatively, the second pull down list is sorted by Mode Code (Levels 4-6). Just type in the first few numbers and then scroll down the list to find your selection.

Feel free to modify addresses of the locations listed. The Mode Code field has been deactivated, ie. you cannot change it. If you feel that there is an error in the Mode Code entry, the Federal Occupational Health ARS Surveillance Team needs to be informed. Your Area Safety Representative will know how to contact FOH in San Francisco.

If you cannot find the work location needed after checking both lists, FOH needs to be appraised of this. For the sake of efficiency however, select either 'USDA/ARS – "Work Location Not Specified"' (at top of Name pull down list – State designation is ##) or choosing '0000-00-00' from the Mode Code pull down list.

Entering Hazards

You MUST enter at least one hazard, *in order for you to print out a 182A/B, or exam instruction sheet*. If the employee reports no hazard or if you wish to enter information before the employee completes his or her list, (and wish to print

this out), select ‘ “None Reported” ’ from the Hazards List. You must use the double quotes (“ ”) because that is how it is listed in the database. You do not need to do this step if you are not going to print any reports however. That is, if you just want to enter employee demographics before you get lists of hazards reported, you can do so without choosing the “None Reported” item [NO DATA ENTERED will be the only thing seen in the Hazards List]. You can then go back at a later time to enter the Hazards, as the demographic information will be saved in the database. While NO DATA ENTERED remains on the Hazards List after making entries, this will not print out on the 182A/B Report.

Reports

In the Report Menu, ‘Report of Employees by Location’ [second top button from the left] will produce a report of all employees entered, grouped by Location and sorted alphabetically by last name. It includes job title, respirator and pesticide use information. Each Location prints on a separate page.

‘Export Report to Excel’ button produces an Excel Spreadsheet which lists employee demographics (name, title, location, supervisor, phone number, and information found on the 182A/B report). The spreadsheet allows you to sort by any field, ie. supervisor, individual hazard, respirator type, etc. This was the most efficient method available to respond to requests for multiple types of reports.

Tips

Hitting the ‘Escape Key’ will remove entries to a record before it has been saved (eg. employee demographics before entering Work Location; one line of the Hazards List). Otherwise, corrections can be made by highlighting the field and typing over the incorrect entry.

Microsoft Access automatically saves records as soon as you enter a new record (ie. new hazard; new employee). If your computer crashes, you run the risk of only losing the most recently entered info.

If Access says you cannot save any information to the database, make sure that the box labeled ‘Read Only’ in the Properties menu is not checked (see first page). If all else fails, print the .PDF file and enter info the old fashioned way!