

E&E Fund project 278 – Baseline Data Gathering for Multi Residential Buildings in Essex Windsor

Welcome to the Multi-Residential Recycling Database

Upon opening the Multi-Residential Recycling Database you will be greeted with the **Multi-Residential Recycling Database Menu**. This will be your base of operations. From here you will have three main options.

You can:

1. enter new data into the main Form by selecting the **“Input new data”** button
2. run one of the preprogrammed **“Quick Search”** queries
3. open individual information tabs to run a **“Filter Search”** within the respective Form

1. Input new data

Any change or alteration of data within the **“Input new data”** window or the **“Filter Search Forms”** windows will act as a saved change to the database.

New data can be entered in the **“Input new data”** Form. Changes made to this Form will appear in all subsequent Forms after entry.

Upon selecting the **“Input new data”** Form you will be directed to a window for basic information including an **“Apartment ID”** number (which is assigned automatically when entering new information and remains constant throughout the database for that entry). The Apartment ID number will act as a locating address for each specific entry no matter where you are in the database and can be used to correlate information (see Filter Search Forms). You will also see nine tabs on the lower half of the screen. Each of those nine tabs contains information (or a place to input new information) that corresponds to the specific entry identified by the **“Apartment ID”** number displayed at the top of the page. When entering the information, select the appropriate tab to enter the corresponding information.

Once information is added here, the other options on the Menu home page will begin to function according to the information provided.

2. Quick Search

The “**Quick Search**” buttons can be used to acquire prompt and convenient reports of preprogrammed queries. These Quick Searches were created to provide information on some of the most commonly asked questions related to Multi – Residential Recycling.

Simply select the “**Quick Search**” button that relates best to your query and follow the prompts that ensue. A Report will be generated that reflects all the relevant information pertaining to that query along with some standard elements. At the top of every Report page generated you will find a number at the top LEFT. That number refers to the total number of entries displayed in that Report. At the top RIGHT of the Report you will find another number that represents the total number of building/apartment Units displayed on that specific Report. Each of the Reports that display Multi - Residential information, also display a corresponding Apartment ID number that can be used to track that specific entry throughout the database.

3. Filter Search Forms

Using Microsoft Access’s filter search option:

The Microsoft Access filter search option will prove most useful in this database when searching for data not provided via a “**Quick Search**” option.

Simply select a Form that contains the desired information or category, then using the cursor, highlight the field in question. Once the field you wish to search is highlighted click on the “filter by selection” icon located at the top of the screen in the Microsoft Access Tool bar. The data base will then search all the available fields for one(s) that matches your highlighted criteria. The number of matching entries will be displayed at the bottom left of the computer screen (also indicating which entry you are currently on). You may then scroll through those matching entries using the arrows next to the search total numbers. If you wish to view more information on those specific entries, take note of the Apartment ID number displayed on the page and simply return to the Menu page, select the “**Input new data**” page and search for that specific Apartment ID number to see all the entered data specific to that ID number.

When you are finished with a filter, click the “remove filter” icon to be able to scroll through all the database entries in that Form again.

The “**Input new data**” page can also be used to run a filter search if the searched field needs to be matched up with more than just the Apartment ID number. Please be advised that filter searches conducted on the “**Input new data**” page will only result in a true filter of the entire database if the field in question is

located in the top window (i.e. No search in the tabs below will result in a true answer as they are not directly linked with the rest of the database).

If you are attempting to perform a filter search of information stored in one of the information tabs, please return to the Menu and select the appropriate Form under "**Filter Search Forms**" and apply the filter search.

Exiting Pages or Database

To close a page you no longer wish to display, click the sub X located at the top RIGHT of the computer screen. If you wish to exit the database all together then please select the "**Exit Database**" button on the Menu page.