

OJT Training Module Cover Sheet

Title: Add or Modify a Query

Type: Skill Knowledge

Performance Objective:

Trainee will be able to modify an existing query in Analysis PC or add a query to the drop down list on the Analysis Form by the end of the module.

Trainer Preparation:

Make sure the participants have machines on which they have write permission to the C drive.

Special Requirements:

CCE configuration to ensure that Microsoft Access is compatible with Analysis PC.

Prerequisite Modules:

Setup Analysis PC prior to this module.

Procedure:

Trainer will use as a job aid to help prepare for this task.

Trainer can then use this job aid as a training module to accomplish the task.

Notes/Purpose:

The purpose is to give the user of Analysis PC some flexibility in use of the Analysis Form.

Authors:

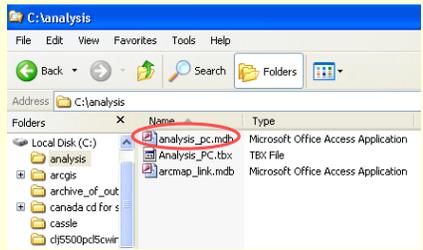
Henry Ferguson

Approved by:

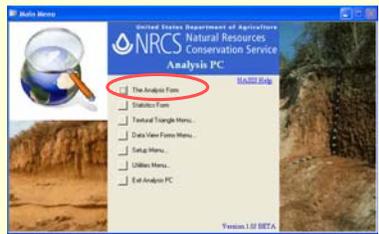
Analysis Tools – Add or Modify a Query

- A. The objective of this module is to modify an existing query or add a new query to the Analysis form
- B. The pedon horizon table has many fields
 - 1. Modifying the queries for the pedon horizon table can make the fields easier to view
- C. Users may share queries so that individual users do not have to create new queries themselves.

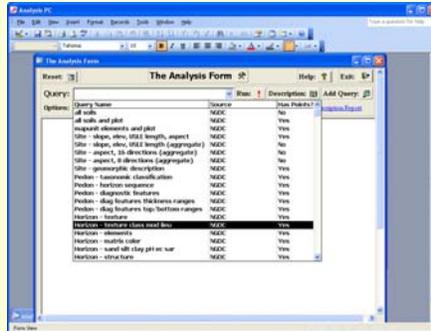
Step 1. Start the Analysis_PC application by double clicking on the analysis_pc.mdb file



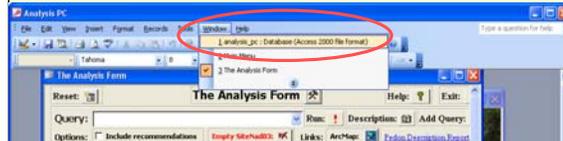
Step 2. Select the Analysis Form



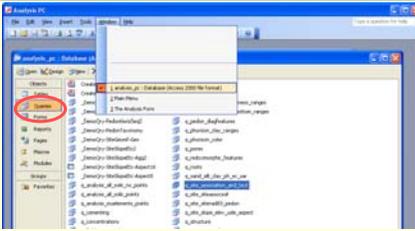
Step 3. Review the available queries. If you can identify a query that has information similar to what you need, you can modify it, rather than making a new one.



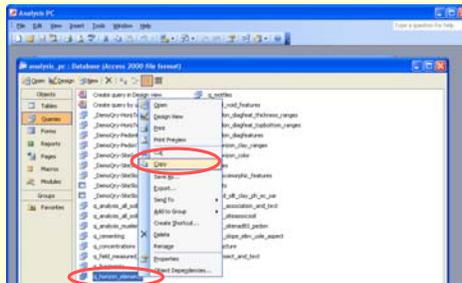
Step 4. Change the view to the “analysis_pc :Database (Access 2000 file format)” view under the Window Menu.



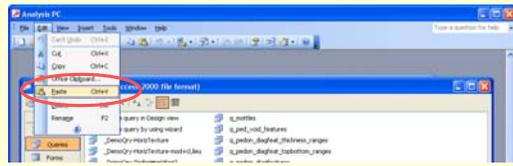
Step 5. Switch to the Queries View in the “analysis_pc : Database (Access 2000 file format)” window



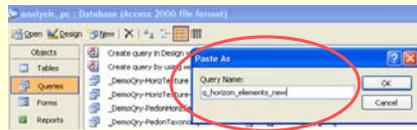
Step 6. Choose a query to copy and right click to open the menu that includes the copy feature.



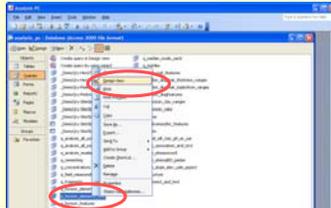
Step 6. Choose “Edit” – “Paste” to paste the copy that you made of the query.



Step 7. Name the copy of the query that you just pasted.

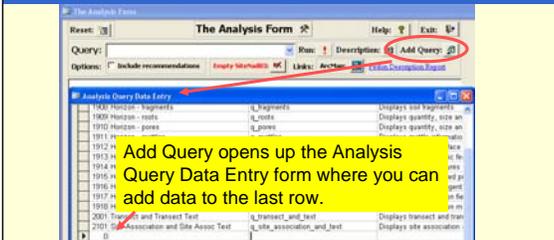


Step 8a. Right click on the new query and select “Design View” to view the new query in the design view.

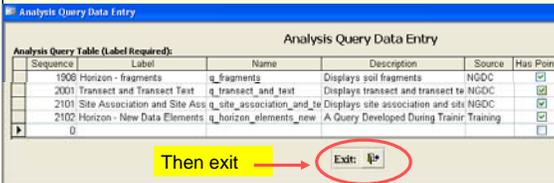


Step 11. Once your query has been developed, add it to the Analysis form.

Step 11a. View the analysis Form and Choose “Add Query”.



Step 11b. Enter a sequence number, a “Label”/Name for your query, field, the query name exactly as it is spelled, a description, the source of the query, and check the box if the query includes latitude and longitude (Location information).



Step 12. You can now chose your query from the dropdown menu, and run it using the run button..

