

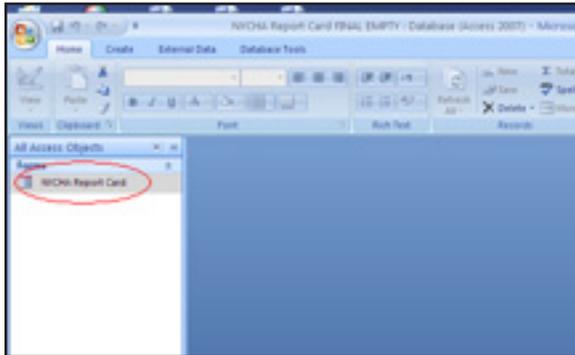
Tool 4.3: ACCESS How to and Tips

You will enter your survey data via an “ACCESS form”, which is designed to match the paper surveys. The form is a way to see and enter information that is stored in a table. When you enter information into the form, it automatically gets entered into the underlying table. You do not need to worry about the table and should ONLY OPEN THE FORM (don’t open the table for any reason; any changes to the table could be very bad).



When you open the database....

- You will be prompted by a Security Warning that reads “certain content in this database has been disabled.” Click “Options...” In the window that pops up (see picture to the right), select “Enable this content” and Click OK.
- On the left side of the screen under “ACCESS Objects,” double click on the form named “NYCHA Report Card” (see picture to the left).
- Make sure the screen is in “Form View” NOT “Layout View” or “Design View”. You can tell by looking at the bottom right hand corner of the screen (see picture to the right).



When you enter survey data....

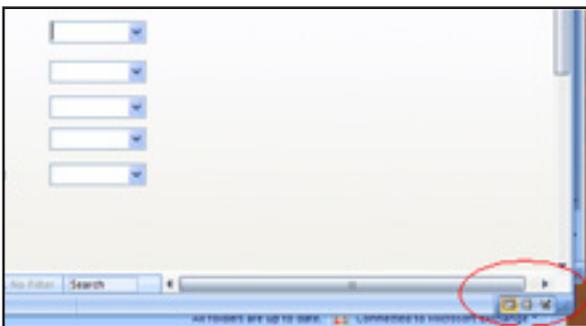
- Leave the survey number box blank. Start entering data into any other field and ACCESS will automatically fill in a survey number (see picture to the left).
- Each “Tab” at the top of the white section corresponds to a section of the report card. Click on the Tab name (“Repairs”) to navigate to the next tab. Be careful not to miss any tabs.

When you’re done entering each survey...

- Write the survey number that ACCESS assigned (see above) on the front page of the survey (so we can match the electronic record with the corresponding paper survey).
- Write your initials on the front page of the paper survey.

When you are ready to enter the next survey...

- Use the navigation Tool at the bottom left to move to the next survey.



NOTE: Whenever you click one of the below arrows, it will take you to a different record, but on the same tab. Be sure to navigate back to the first tab when you start entering a new survey.

This arrow will take you to the next record.

This arrow will take you to the previous record.

This arrow will take you to the first record.

This arrow will take you to the last record.

The screenshot shows the 'NYCHA Report Card' form. The 'Survey Num:' field is circled in red. Below it are fields for 'Development Name:', 'Surveyor Name:', 'Development Address:', and 'Date of Survey:'. A tabbed interface below includes 'Management Staff', 'CCC', 'Repairs', 'Building/Development', 'Eviction', 'Jobs', and 'General'. The 'CCC' tab is active, showing dropdown menus for 'Availability/Accessibility', 'Responsiveness/Timeliness', 'Kindness', 'Accountability', and 'Overall Grade, Management:'.

This screenshot shows the same 'NYCHA Report Card' form. At the bottom, the navigation bar is circled in red, displaying 'Page 1 of 1' and navigation icons for back, forward, and search.

- If you do need to edit an existing form, BE VERY CAREFUL to avoid overwriting the wrong form. Double check the number written on the paper survey matches the survey number on the electronic form. On some computers, when you scroll down ACCESS will automatically scroll ahead to the next form.

Tips for Entering Data:

- Keep the answers as they are on the survey, even if you don't think they make sense.
- Leave blank answers blank in the form.
- If 'other' is selected in any question, be sure to write in the response in the text box provided.
- Paraphrase the response if an answer is too long to fit into the text boxes (the character limit is 255). If you think the full quote would be useful for the report, save the full quote for later reference in a separate Word document.
- Double check your work.
- Ask if you have any questions or are unclear about how to input something.
- Back up your work on either a network drive, a USB drive or by emailing it to yourself.