

Updating the Data Entry Application

NOTE: These steps apply only to those users who have already entered data, as part of the pilot.

1. Copy only two files to the same folder where your DataEntry and Storage files currently reside:
 - a. The xxx**DataEntry**yyyyy.MDB file (e.g. CounselingDataEntry2000.MDB)
 - b. The xxx**Merged.MDB** file (ex: CounselingMerged.MDB)
2. Respond “Yes” when prompted to Replace the existing DataEntry file. Do **not** copy the xxxStorage.MDB file. Doing so will wipe out all the data you’ve already entered. If you accidentally copy that file, respond “No” when prompted to Replace.
3. You are ready to use the application. Before entering new data, you must update the values for some existing data, switching around the values for the “Strongly Agree/Disagree” questions. To do this:
 - a. Open the DataEntry file as usual.
 - b. After the form appears, close it using the close “X” in the upper right corner of the window. If you accidentally close the whole application (the blue title bar will disappear), just re-open it.
 - c. To run the update code, hold down the <Ctrl> key and simultaneously tap the number <1> key on the keyboard one time. A message will appear telling you that you’ve succeeded (or failed) in the updating. If you failed, please contact your administrator, who will contact us. Otherwise, just close the application, re-open it and begin entering data as usual.