



# CMAT Job Aids

Designed for Anita Glicken



# Copy and Paste Append

1. Click the **record selector** for record(s) you want duplicated.
2. Click the **Copy** button on the toolbar.
3. Choose **Edit: Paste Append**. *A copy of the entire record is pasted to the end of the table.*
4. Modify the new record.
5. Press the **down arrow**. *The record is saved.*



# Copy and Paste Append

Click Record Selector

FollowUpID	FollowUpName	CaseID
5	Antepartum Care	1
6	Exercise Therapy	1
12	Recheck in 1 month	16
13	None	
14	None	
15	Recheck in 2 weeks	
16	Appointment in 1 week	
21	Recheck in 2 weeks	
22	Appointment in 1 week	
23	PRN	
24	Preventative health care	
25	Recheck in 1 year	
26	After procedure	
27	If symptoms persist	
28	Recheck in 1 to 2 week	
*	{AutoNumber}	

Click Copy button

Microsoft Access - [FollowUp : Table]

File Edit View Insert Format Records Tools Win

Can't Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste Append

Delete

Delete Record

Delete Column

Go To

Choose Edit: Paste Append

FollowUpID	FollowUpName	CaseID
5	Antepartum Care	1
6	Exercise Therapy	1
12	Recheck in 1 month	16
13	None	
14	None	
15	Recheck in 2 weeks	
16	Appointment in 1 week	
21	Recheck in 2 weeks	
22	Appointment in 1 week	
23	PRN	
24	Preventative health care	
25	Recheck in 1 year	
26	After procedure	
27	If symptoms persist	
28	Recheck in 1 to 2 week	
29	Recheck in 1 year	7
30	After procedure	7
*	{AutoNumber}	0

Modify new record



# Create a New Query

1. Click **Queries** on the Objects bar.
2. Click **New** in the Database window.
3. Select **Design View** in the New Query dialog box, and click **OK**.
4. Select a table or tables.
5. Click **Add**.
6. When finished adding tables, click **Close**.
7. Drag fields to QBE grid.
8. Save **Query**.
9. Run **Query**.



# Create a New Query

The screenshot shows the Microsoft Access interface with three overlapping windows. The top window is the main application, the middle is the 'PASAT : Database' window, and the bottom is the 'New Query' dialog box. Callout bubbles provide instructions for each step.

**Click New**: A callout bubble points to the 'New' button in the 'PASAT : Database' window's toolbar.

**Select Design View**: A callout bubble points to the 'Design View' option in the 'New Query' dialog box.

**Click OK**: A callout bubble points to the 'OK' button at the bottom of the 'New Query' dialog box.

**Click Queries on Object bar**: A callout bubble points to the 'Queries' option in the 'Objects' pane of the 'PASAT : Database' window.

The 'New Query' dialog box lists the following options:

- Design View
- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard



# Create a New Query (cont.)

Microsoft Access

File Edit View Insert Query Tools Window Help

SQL

Query1 : Select Query

Cases

*
CaseID
CaseName
ExamDate

Students

*
StudentID
StudentFirstN
StudentLastN
StudentNum

Education

*
EducationID
EducationName
CaseID

Field: Table: Sort: Show: Criteria:

Show Table

Tables Queries Both

Add

Close

AbstractValidity

Cases

Education

Employees

FollowUp

InitDiag

InitTreat

LabsProcedures

Medications

RandomAbstract

Referrals

ResearchQuest

RevDiag

Microsoft Access

File Edit View Insert Query Tools Window Help

Query1 : Select Query

Cases

*
CaseID
CaseName
ExamDate

Students

*
StudentID
StudentFirstN
StudentLastN
StudentNum

Education

*
EducationID
EducationName
CaseID

Field: StudentFirstName StudentLastName CaseName EducationName

Table: Students Students Cases Education

Sort:

Show:

Criteria:

or:

Select Table(s)

Click Add

Click Close

Drag fields to QBE grid

QBE grid



# Create a Select Query Using Multiple Tables

1. Click **Queries** on the Objects bar.
2. Click **New** in the Database window.
3. Select **Design View** in the New Query dialog box, and click **OK**.
4. Select the tables.
5. Click **Add**.
6. Verify that the tables are joined by common fields.
7. Add fields to the QBE grid.



# Create a Select Query Using Multiple Tables

Microsoft Access

File Edit View Insert Tools Window Help

PASAT : Data Microsoft Access

Open Design File Edit View Insert Tools Window Help

Objects

- Tables
- Queries
- Forms
- Reports

Groups

PASAT : Database

Open Design New File Edit View Insert Tools Window Help

Objects

- Tables
- Queries
- Forms
- Reports

Groups

MedicationbyCaseNameAndStude

MedicationRevisedbyCaseNameA

ReferralsbyCaseNameAndStude

ReferralsRevisedbyCaseNameAr

ResearchableQuestionByCaseNa

StudentEducationByAbstract

StudentEducationByCaseName

New Query

Create a new query without using a wizard.

Design View

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

OK Cancel

Click New

Click Queries on Object bar

Select Design View

Click OK



# Create a Select Query Using Multiple Tables (cont.)

Click Add

Click Close

Select Table(s)

Verify tables are joined

Drag fields to QBE grid

Microsoft Access

File Edit View Insert Query Tools Window Help

SQL

Query1 : Select Query

Cases

Students

Education

CaseID  
CaseName  
ExamDate

StudentID  
StudentFirstN  
StudentLastN  
StudentNumb

EducationID  
EducationName  
CaseID

Field:

Table:

Sort:

Show:

Criteria:

or:

Show Table

Tables Queries Both

Add

Close

Microsoft Access

File Edit View Insert Query Tools Window Help

Query1 : Select Query

Cases

Students

Education

CaseID  
CaseName

StudentID  
StudentFirstN  
StudentLastN  
StudentNumb

EducationID  
EducationName  
CaseID

Field:	StudentFirstName	StudentLastName	CaseName	EducationName
Table:	Students	Students	Cases	Education
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				



# Add a Table to a Query

1. Switch to **Design View**.
2. Click the **Show Table** button.
3. Select the table to query, and click **Add**.
4. Verify tables are joined.



# Add a Table to a Query

Design View button

Microsoft Access - [Abstracts : Select Query]

AbstractID	AbstractName	AbstractDescri	AbstractText	ValidityDescri	Importance	AbstractValidi	AbstractImpo
8	Gall Bladder	Gall Bladder Dis	Number One. Lc	Gall Bladder Dis	Gall Bladder	1	
10	Computed tomo	New England Jc	BACKGROUND	Level of evidenc	Signific	7	2

Microsoft Access - [Abstracts : Select Query]

Abstract

- ValidityDescrip
- ImportanceDe
- CaseID
- AbstractValidi
- AbstractImpo

Show Table

Tables | Queries | Both

- Abstract
- AbstractImportance
- AbstractValidity
- Cases
- Education
- Employees

Abstract

- ValidityDescrip
- ImportanceDe
- CaseID
- AbstractValidi
- AbstractImpo

Cases

- \* CaseID
- CaseName
- ExamDate

Verify tables are joined

Show Table button

Click Add

Click Close

Select Table(s)

Verify tables are joined



# Create a Query using AND/OR Criteria

1. Click **Queries** on the Objects bar.
2. Click **New** in the Database window.
3. Select **Design View** in the New Query dialog box, and click **OK**.
4. Select the tables.
5. Click **Add**.
6. Verify that the tables are joined by common fields.
7. Add fields to the QBE grid.
8. Set two or more pieces of criteria.
9. Click the **Run** button.





# Create a Grouped Report

1. Click **Reports** on the Objects bar.
2. Click **New** in the Database window, and select **Report Wizard**.
3. Click the **Tables/Queries** down arrow, and choose a table or query.
4. Add fields to the report.
5. Select fields to group the report by, and set the sort order.
6. Select a layout and style for the report.
7. Name the report, and click **Finish**.



# Create a Grouped Report

Click Reports

Click New

Click Report Wizard

Microsoft Access - [PASAT : Database]

File Edit View Insert Tools Window Help

Open Design New

Objects

- Tables
- Queries
- Forms
- Reports
- Pages
- Macros

Create table in Design view Students

Create table by using wizard

Create table by entering data

Abstract

AbstractImportance

AbstractValidity

Cases

Education

Employees

New Report

Design View

Report Wizard

AutoReport: Columnar

AutoReport: Tabular

Chart Wizard

Label Wizard

Create a new report without using a wizard.

Choose the table or query where the object's data comes from:

OK Cancel

Microsoft Access - [PASAT : Database]

File Edit View Insert Tools Window Help

Preview Design New

Objects

- Tables
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules
- Groups
- Favorites

Create report in Design view

Create report by using wizard

EducationbyCaseNameAndStudent

EducationRevisedByCaseNameAndStudent

FollowUpByCaseNameAndStudent

FollowUpRevisedByCaseNameAndStudent

Initial\_DiagnosisByStudent

Initial\_Diff\_Diagnosis\_Case

KeywordByCaseName

LabsProceduresbyCaseNameAndStudent

LabsProceduresRevisedbyCaseNameAndStudent

MedicationbyCaseNameAndStudent

MedicationRevisedbyCaseNameAndStudent

ReferralsbyCaseNameAndStudent

ReferralsRevisedbyCaseNameAndStudent

StudentMedicationsByAbstract

StudentMedicationsByCaseName

StudentMedicationsByCaseNameAndAbstract

StudentMedicationsRevisedByAbstract

StudentMedicationsRevisedByCaseName

StudentMedicationsRevisedByCaseName/Abstract

StudentReferralsByAbstract

StudentReferralsByCaseName

StudentReferralsRevisedByAbstract

StudentReferralsRevisedByCaseName

StudentReferralsRevisedByCaseNameAndAbstract

Student\_Initial\_Primary\_Diagnosis\_Conf

Student\_Revised\_Primary\_Diagnosis\_Conf



# Create a Grouped Report

**Report Wizard**  
Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Query: StudentMedicationsByAt

Available Fields:  
AbstractName  
Medication

Click Tables/Query down arrow

**Report Wizard**  
Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Query: StudentMedicationsByAt

Available Fields:  
AbstractName  
Medication

Selected Fields:  
AbstractName  
Medication

Add fields to the report

**Report Wizard**  
To remove a grouping level that you added, click on it, then click <.

AbstractName  
Medication

Select a group to report by

**Report Wizard**  
How would you like to lay out your report?

Layout  
 Stepped  
 Block  
 Outline 1  
 Outline 2  
 Align Left 1  
 Align Left 2

Orientation  
 Portrait  
 Landscape

Adjust the field width so all fields fit on a page.