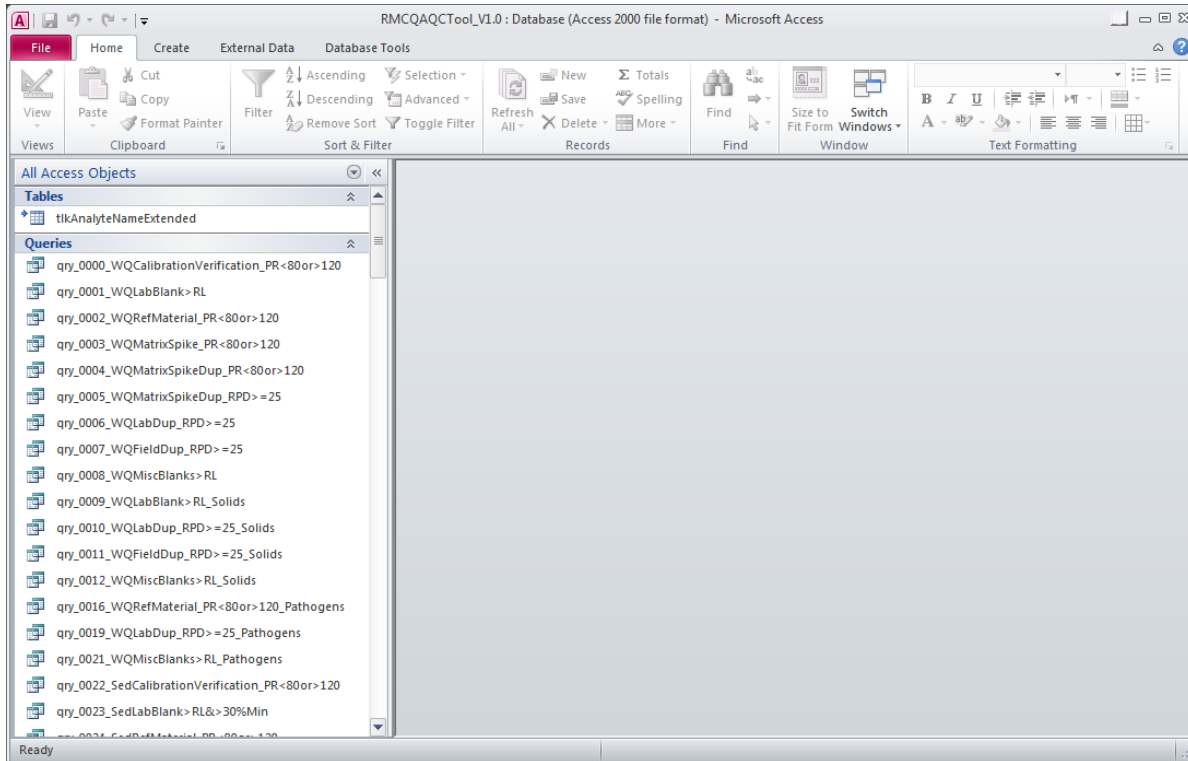


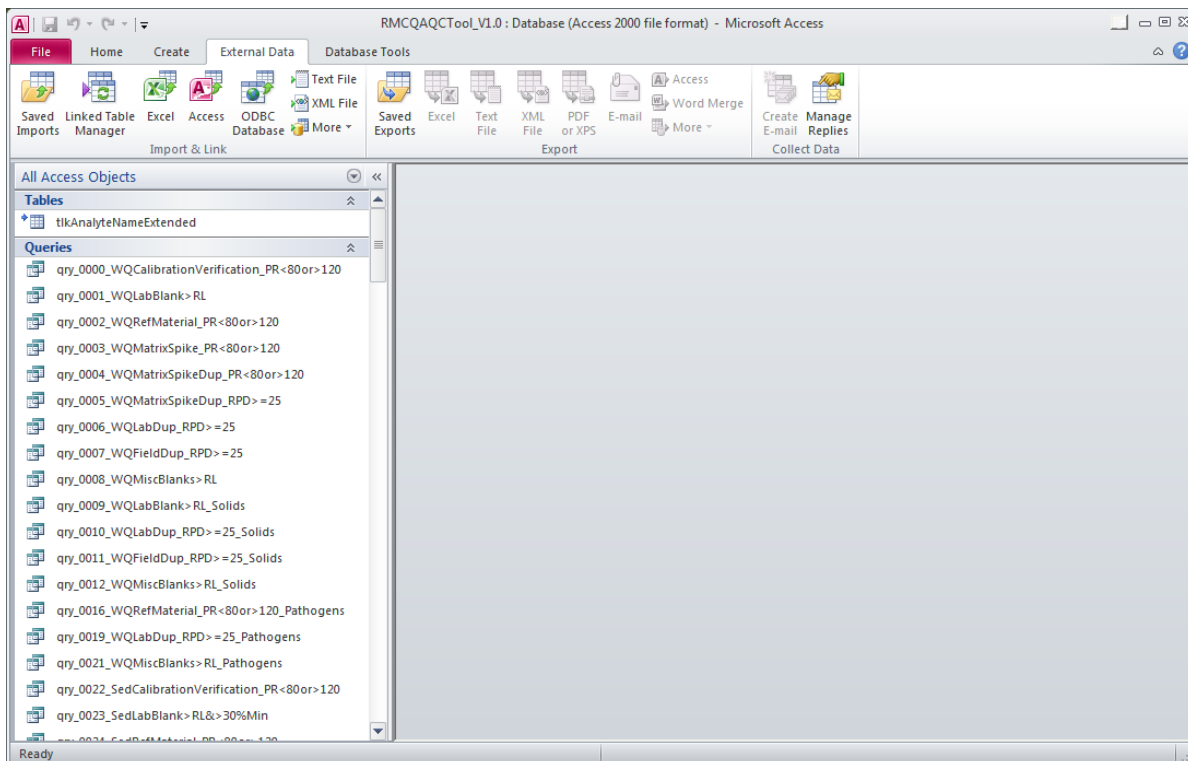
How to Link Tables in the RMC Creek Monitoring Database with the QA/QC Tool

0) Make a backup copy of your database and the QA/QC tool file. Do not proceed with the following steps until you have done so.

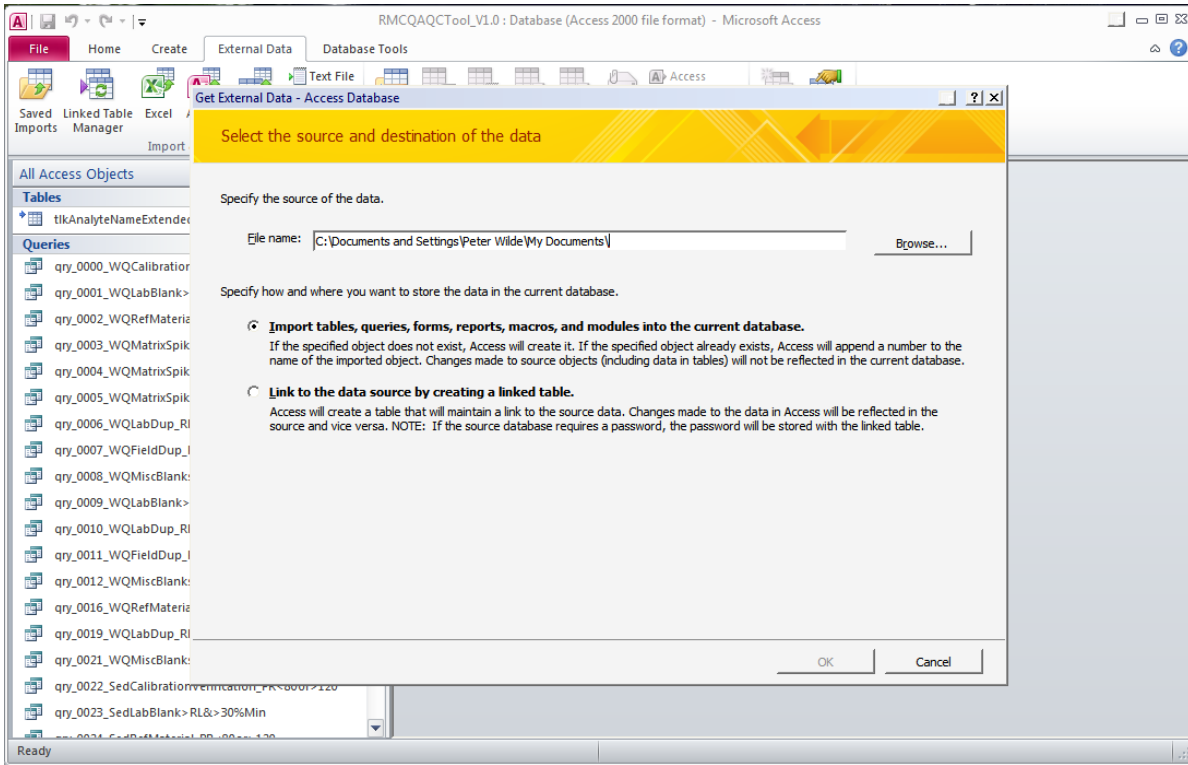
1) Open the QA/QC Tool V1.0 (filename **RMCQAQCTool_V1.0.mdb**). You should see the following:



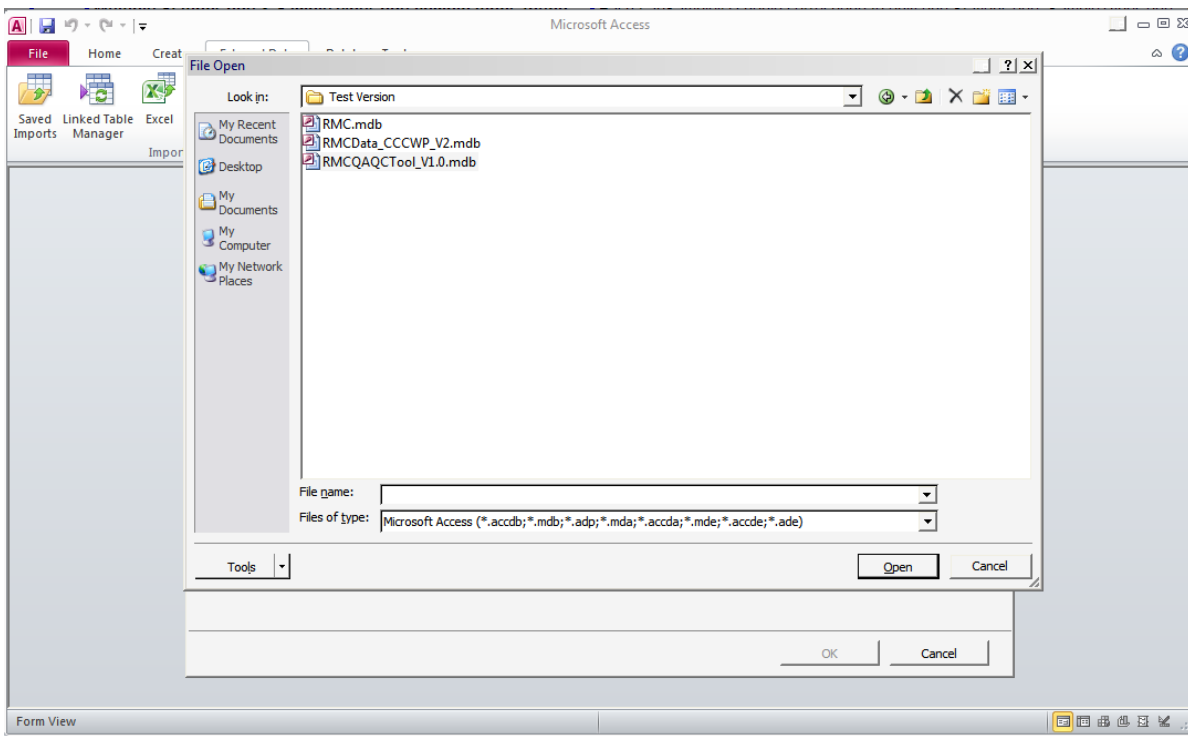
2) Select the **“External Data”** tab, and then click **Access** under **“Import & Link”**:



3) A “Get External Data – Access Database” window should open:

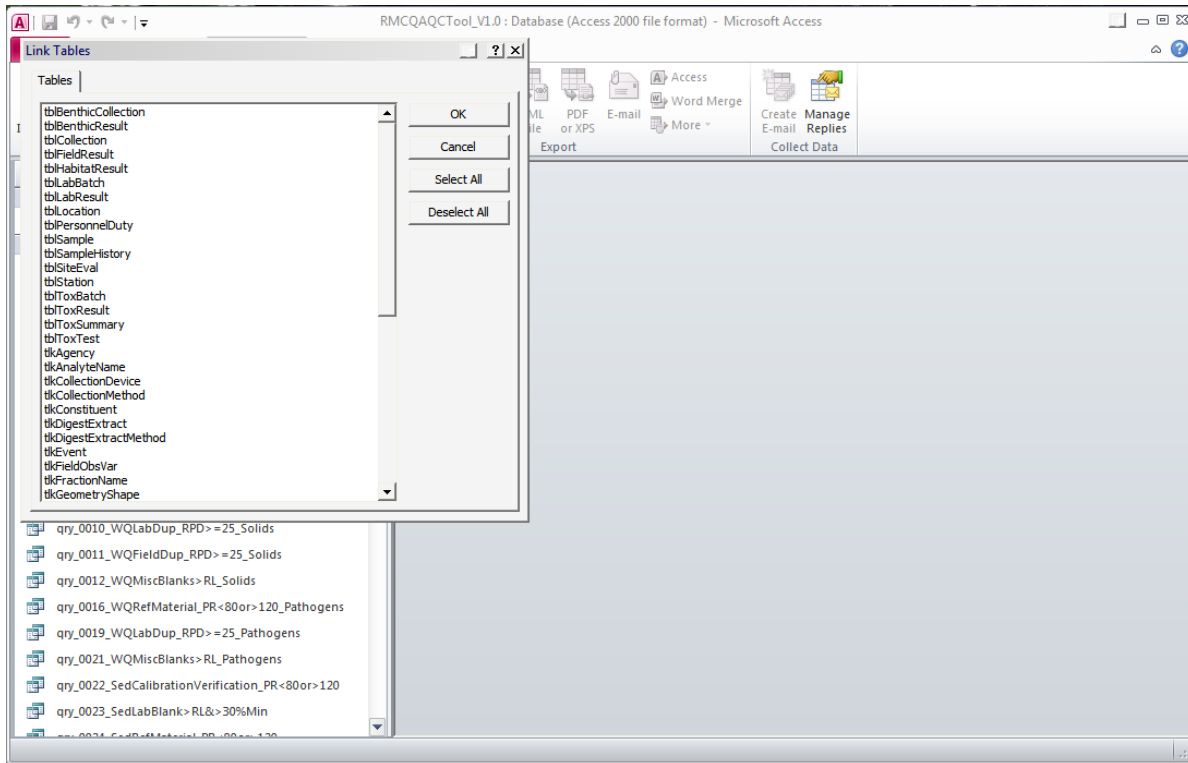


4) Click the browse button, and navigate to the location of your database file. In this example, it is **RMCDData_CCCWP_V2.mdb**. Select the file and click **Open**:

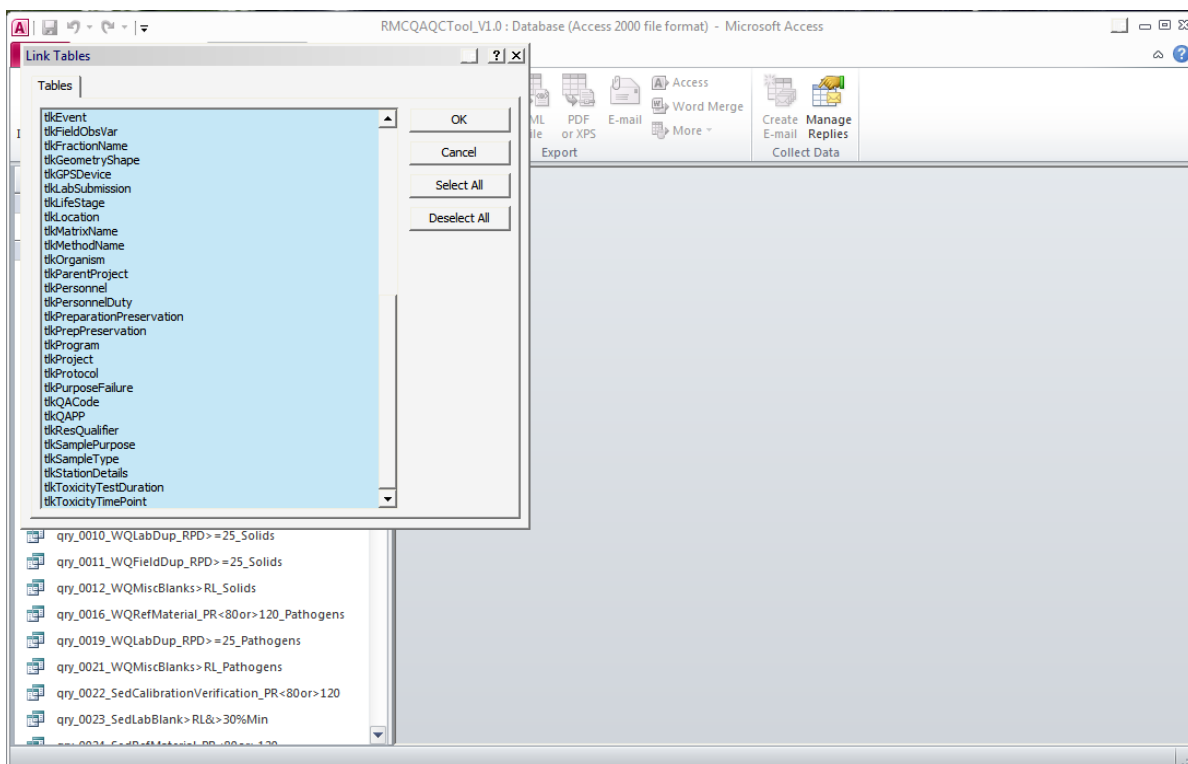


5) You will be returned to the “**Get External Data – Access Database**”. If the “**Link to the data source by creating a linked table**” checkbox is not selected, please do so. Typically, it is not by default. Click **OK**.

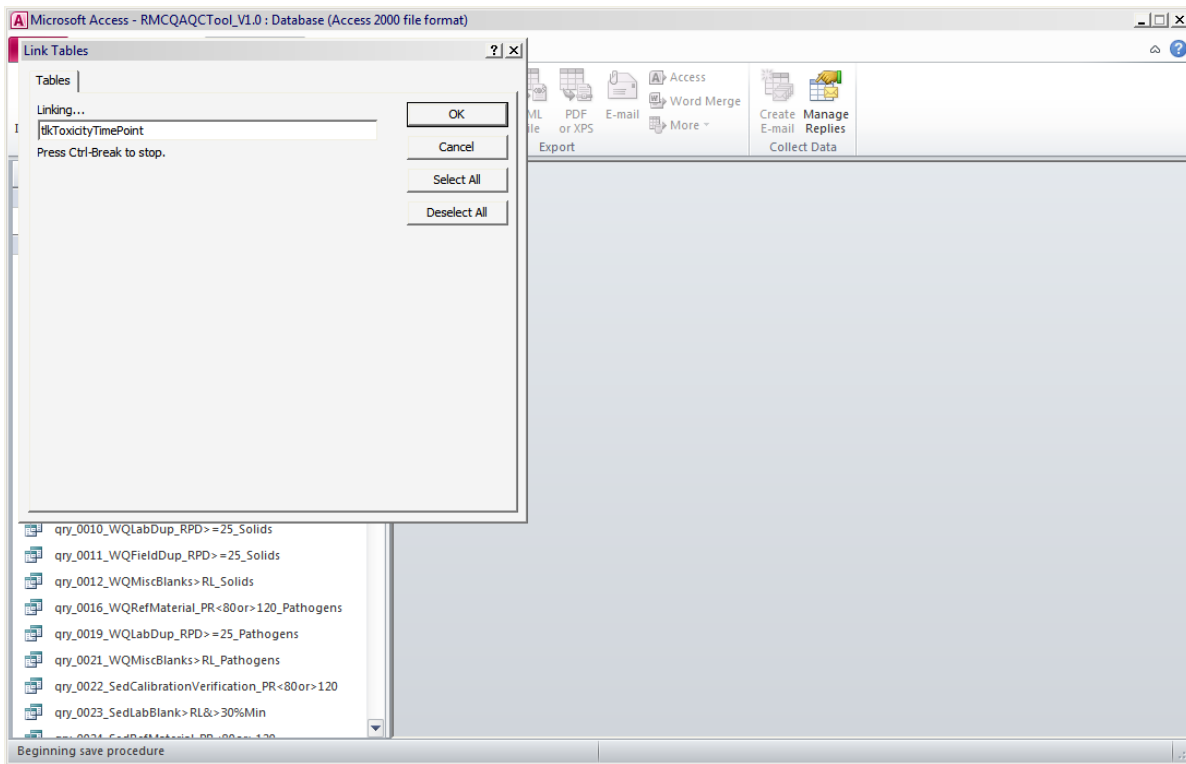
6) A “**Link Tables**” window will open. The **Tables** tab should be open, with the table **tblBenthicCollection** showing:



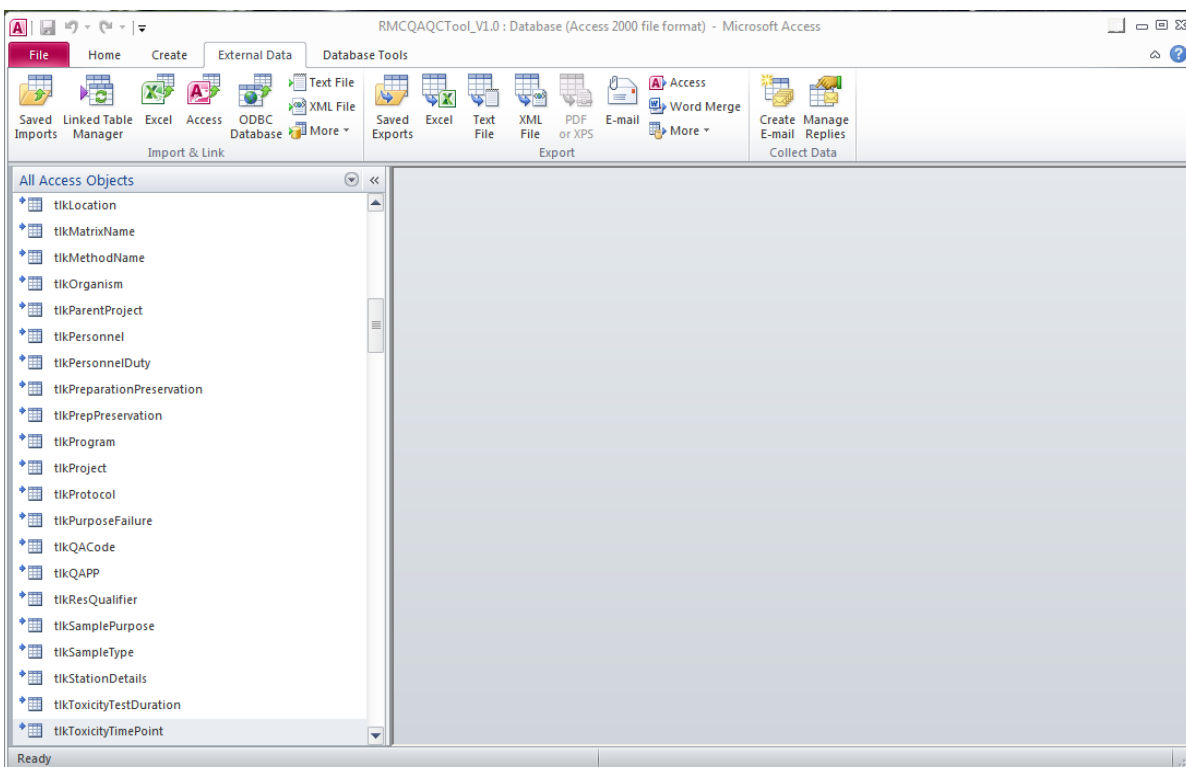
7) Click **Select All**. All the table names should be high-lighted.



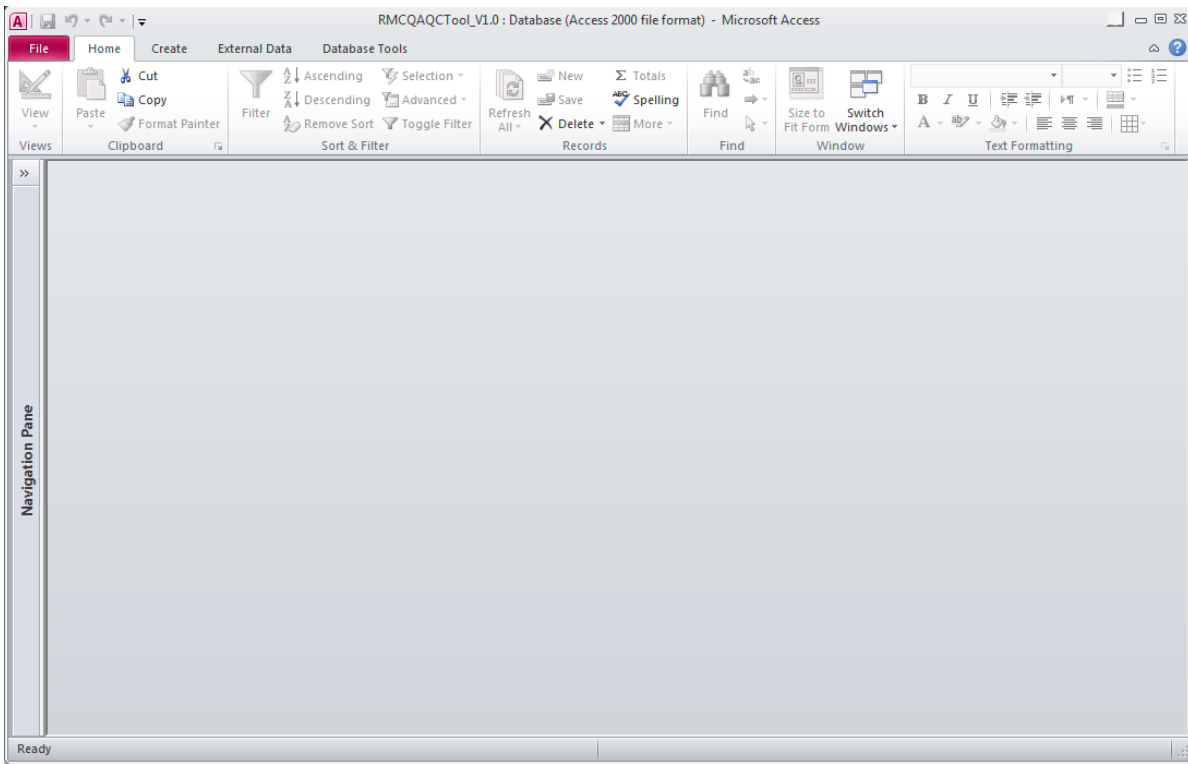
9) Click **OK** in the “**Link Tables**” window to begin linking the database tables to the QA/QC tool. This may take a few minutes, and your cursor will most likely display as an hourglass (or whatever icon your system uses to indicate a busy process). You should see each table listed as it is imported:




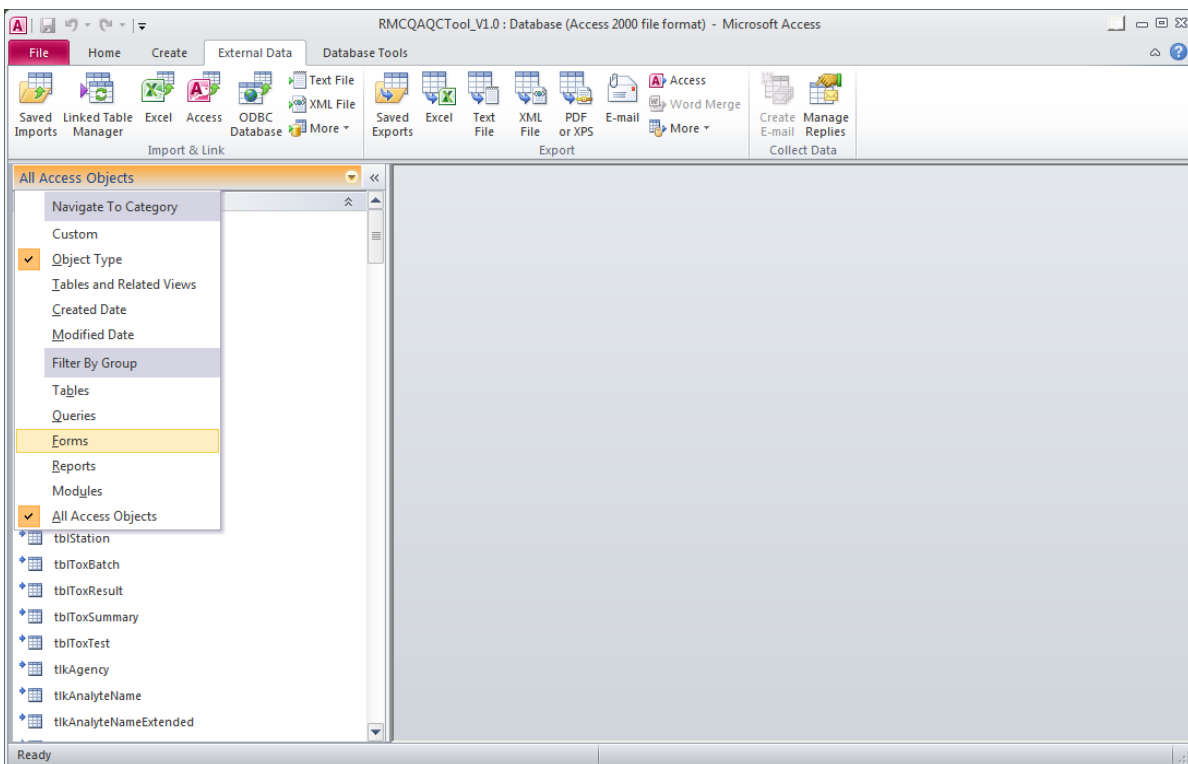
10) If the process is successful, you should be returned to the QA/QC tool database window. If you do not see something resembling the screen shown below, please contact Peter Wilde at pwilde@adhenvironmental.com, or call ADH Environmental at 831-477-2003 and ask for him. There are many possible errors at this step, and it is not feasible to anticipate of all the outcomes in this document.



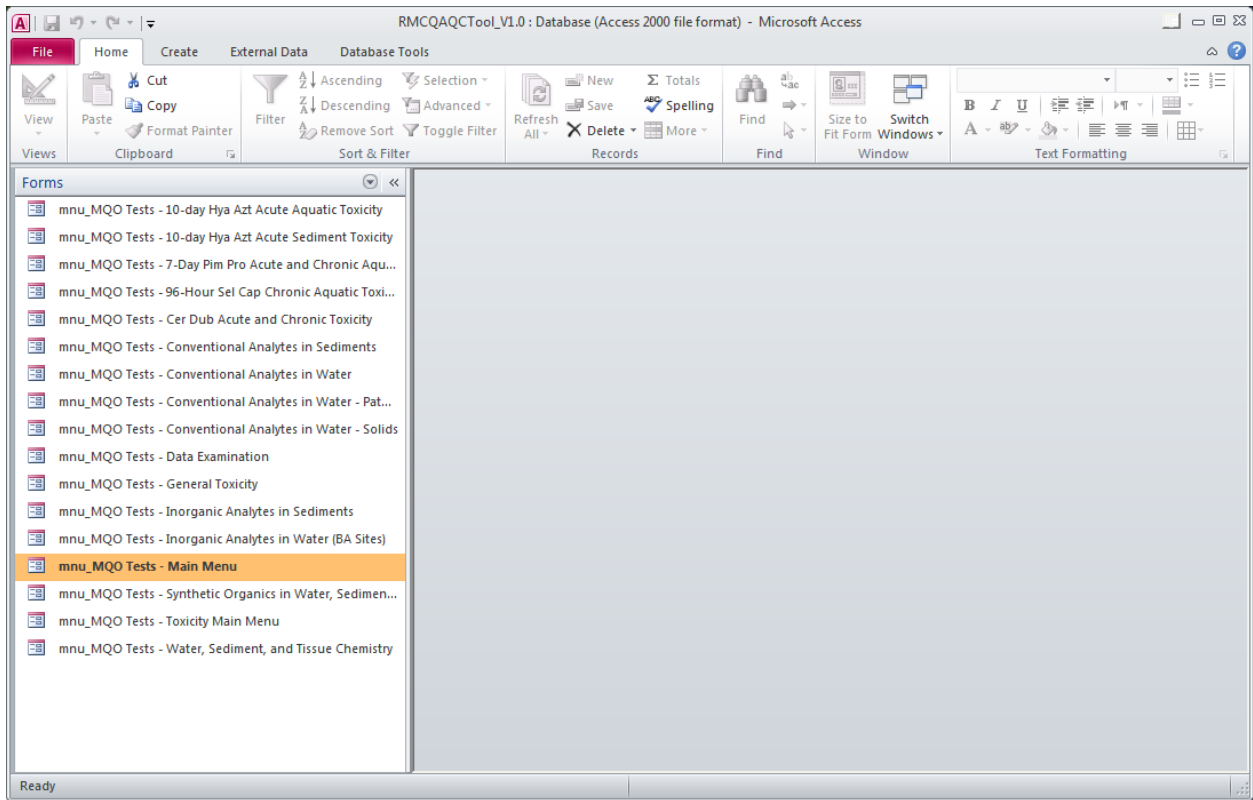
11) If you do not see a window named “**All Access Objects**”, and your screen looks like the one below, press the **F11** key. This will bring out the **Navigation Pane**. If it fails to show, this function key has been disabled in your copy of Access. To display the pane, on the **Home** tab, in the **Show** group, click **Navigation Pane**.



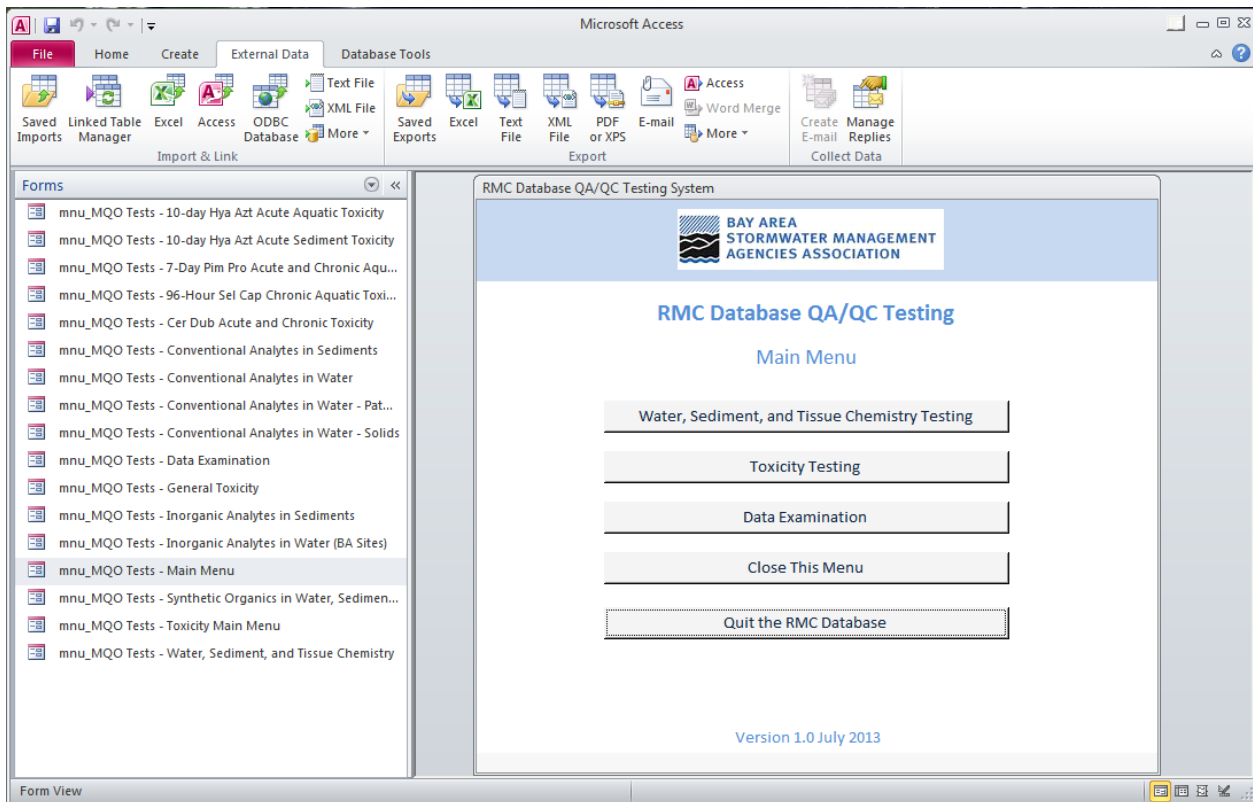
12) The Navigation Pane should show the word “**All Access Objects**”. If it shows this, or anything else besides “**Forms**”, click the down arrow () and display the **Object Selection Menu**, and click “**Forms**”.



13) If the form “mnu_MQO Tests – Main Menu” appears, double-click it, or right-click it and select “Open” from the context-menu. If it doesn’t appear, move the right-hand slider bar of the Navigation Pane downward until it does, and then open it.



14) The main menu of the QA/QC Tool will open. You can now explore the system. You may want to minimize the Navigation Pane by clicking the double-left arrow (<<) in the top of the window.



The links to the tables in your database should be maintained as long as the database file remains in the same directory and the path to it doesn't change. If it is moved or the path changes, you'll need to link the database tables again.

In this draft version of the QA/QC Tool, the main menu must be manually opened as shown in steps 11-14 above each time it is opened. In future versions, the main menu will open automatically when it is opened, or there may be a link from the main Database menu. While exploring the QA/QC tool, you get may get errors that indicate certain objects (like a table, query, or module) cannot be found. If this happens, contact Peter Wilde at pwilde@adhenvironmental.com, or call ADH Environmental at 831-477-2003 and ask to speak to him. There are many possible errors in this context, and it is not feasible to anticipate all the outcomes in this document.