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*STC Houston*  
*Database User Guide*

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**STC Houston**  
**November 19, 2001**

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*STC Houston Database Administrator Guide*

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# Chapter 1. Getting Started

## Introduction

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**Overview** This chapter provides introduction, installation, and data backup information for the STC Houston database application.

**Chapter Contents** This chapter contains these topics:

Topic	See Page
Introduction	1-2
Installation Requirements	1-3
Data Backup	1-4

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# Introduction

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<b>Overview</b>	This section provides introductory information for the STC Houston database application.
<b>STC Houston Database Application</b>	The STC Houston database is maintained in a Microsoft Access 97/2000 application. A forms-driven user interface is a primary component of that application, and it facilitates data entry, searching, and reporting of the STC Houston membership contact data that is used to produce address mailing labels.
<b>Who Uses the Application</b>	<p>The STC Houston database administrator uses the STC Houston database application.</p> <p>The administrator is a volunteer, appointed by either the STC Houston president or director of membership. The administrator also works closely with the membership committee manager and other chapter officials as necessary.</p>
<b>Administrator Qualifications</b>	<p>The administrator should have an understanding of databases and how they work.</p> <p>The administrator should have a knowledge of the Greater Houston area, along with a knowledge of STC and STC Houston, to ensure accuracy in member information. Because the membership roster is constantly being updated, the administrator should make time to keep the database current on a regular basis.</p>
<b>Application Tasks</b>	<p>The administrator uses the STC Houston database application to perform the following tasks:</p> <ul style="list-style-type: none"><li>• Perform batch updates of STC Houston member contact information</li><li>• Add new STC Houston member contact information</li><li>• Delete STC Houston member contact information</li><li>• Update individual STC Houston contact information</li><li>• Search for STC Houston member contact information</li><li>• Print STC Houston member mailing labels</li></ul>

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# Installation Requirements

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<b>Overview</b>	This section provides installation information and materials requirements for the STC Houston database application.
<b>Installation Requirements</b>	<p>Installation requirements for the STC Houston database application include the following:</p> <p><b>Application data and user interface filename (one file)</b></p> <ul style="list-style-type: none"><li>• <i>Stcmembr2k.mdb</i> for Access 2000</li><li>• <i>Stcmembr.mdb</i> for Access 97</li></ul> <p><b>Suggested installation directory (optional)</b></p> <ul style="list-style-type: none"><li>• <i>C:\Accs8dat\Stc_dire</i> used by application developer</li></ul> <p><b>Suggested Windows shortcut for running application</b></p> <ul style="list-style-type: none"><li>• Shortcut 'target' =     "<i>D:\Program Files\Microsoft Office\Office\MSACCESS.EXE</i>"     <i>C:\Accs8dat\Stc_dire\Stcmembr2k.mdb</i></li></ul>
<b>Materials Requirements</b>	<p>Materials requirements for the STC Houston database application include the following:</p> <ul style="list-style-type: none"><li>• Microsoft Access 97 or Access 2000 program (a copy of Access 97 is owned by STC Houston for use by the Chapter's database administrator)</li><li>• Avery 5160 labels</li><li>• Laser printer with capability for printing onto adhesive label sheets</li></ul>
<b>File Naming Convention Examples</b>	<p>Examples of file naming conventions for the STC Houston database include the following:</p> <ul style="list-style-type: none"><li>• <i>Stcdb20010728a.zip</i>—archive made on July 28, 2001</li><li>• <i>Stcdb20010730a.zip</i>—archive made on July 30, 2001</li><li>• <i>Stcdb20010802a.zip</i>—archive made on August 2, 2001</li></ul>

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# Data Backup

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**Overview** This section provides data backup information for the STC Houston database application.

**Backing Up Data** The STC Houston database administrator is responsible for backing up the database file so that STC Houston can recover its locally-maintained member records from disasters such as corrupted files, virus infections, system failures, etc.

Make a backup of the database file before and after any extensive data entry session.

Make backups into a separate directory on the hard drive. Also, make backups onto floppy diskettes.

**Making and Identifying Backups** Use a ZIP file compression program to make these backups. Use a file naming convention to identify the dates of backups. If you do this, too, the resultant files will 'sort' in a natural order (in Windows Explorer or other file manager utility).

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# Chapter 2. Entering and Updating Data

## Introduction

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### Overview

This chapter provides procedures for performing tasks with the STC Houston database application.

### Chapter Contents

This chapter contains these topics:

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Reviewing the Chapter Membership Update List	2-4
Updating Contact Information	2-5
Reinstating Members	2-8
Removing Members	2-9
Adding New Members	2-10
Preparing Mailing Labels	2-11

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# Viewing and Closing Windows

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## Overview

This section provides information on viewing and closing windows in the STC Houston database application.

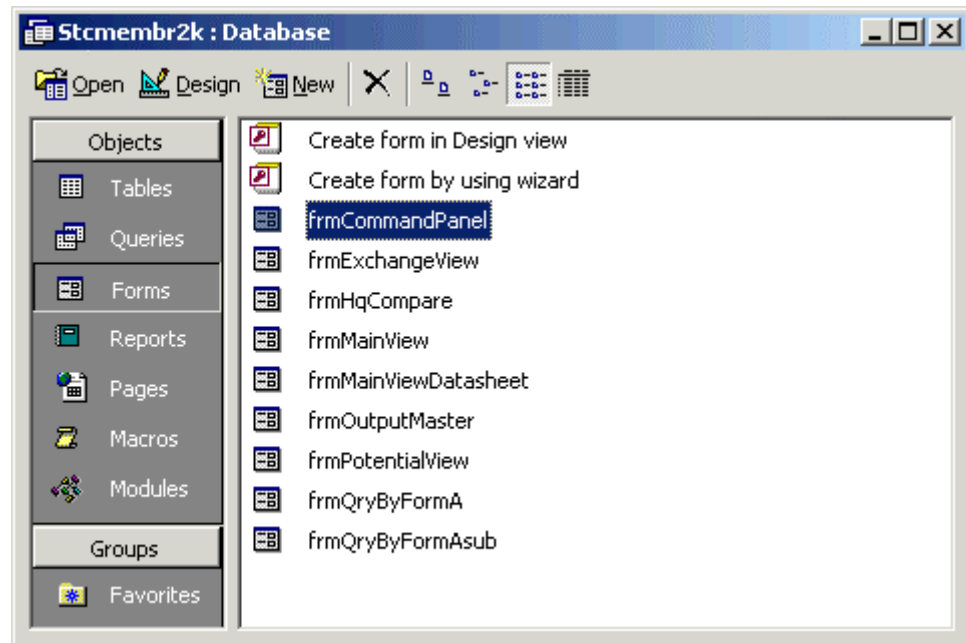
## Viewing Windows

Windows shown in the STC Houston database application are all custom-made Microsoft Access “forms” designed to make the STC Houston database application more user-friendly. If you accidentally or purposely close all the displayed windows, the Microsoft Access data manager window remains displayed.

You can use the Microsoft Access data manager to see the list of forms (or tables, saved queries, or reports, etc.) included in the STC Houston database application.

To reopen the Command Panel window from the Data Manager window, click *Forms*. Then double-click *frmCommandPanel* as shown in Figure 2-1.

**Figure 2-1 Data Manager Window**



continued on next page

## Viewing and Closing Windows, Continued

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### **Closing Windows**

A text-labeled *Close* button is in each of the custom-made windows of the STC Houston database application.

### **Using the Close Button vs. the X Button**

When you finish working in a particular window and want to either go to another window or leave the program, always use the *Close* button instead of the *X* button that displays in the upper right corner of the window.

The *Close* button

- is a custom-made component that is part of the STC Houston database application.
- includes custom navigation programming that opens another application window (e.g., closes current window and opens the Command Panel window).

The *X* button

- is a standard component that is part of Microsoft Access (and Microsoft Windows) windows.
  - does not include custom programming; the *X* button only performs default action of closing the current windows. This process leaves only the Microsoft Access data manager windows displayed, which is a central, default part of Microsoft Access navigation.
-

# Reviewing the Chapter Membership Update List

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<b>Overview</b>	This section provides information on reviewing the Society-produced chapter membership update list.
<b>Chapter Membership Update List</b>	The Society each month sends each chapter membership committee manager a printed list of membership data changes. The manager forwards this list to the administrator so those records can be updated in a timely fashion.
<b>Checking the List</b>	<p>Always check the list for accuracy before performing any tasks in the STC Houston database application.</p> <p>This list often has typographical errors resulting from the clerk not being familiar with the Greater Houston area. For instance, Westheimer Road might be listed as West Heimer Road.</p> <p>As another example, a person's name might be misspelled, or have an unusual spelling.</p> <p>When in doubt about a particular record, contact the individual member to confirm the accuracy of the record.</p>

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# Updating Contact Information

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## Overview

This section provides information on updating contact information in the STC Houston database application.

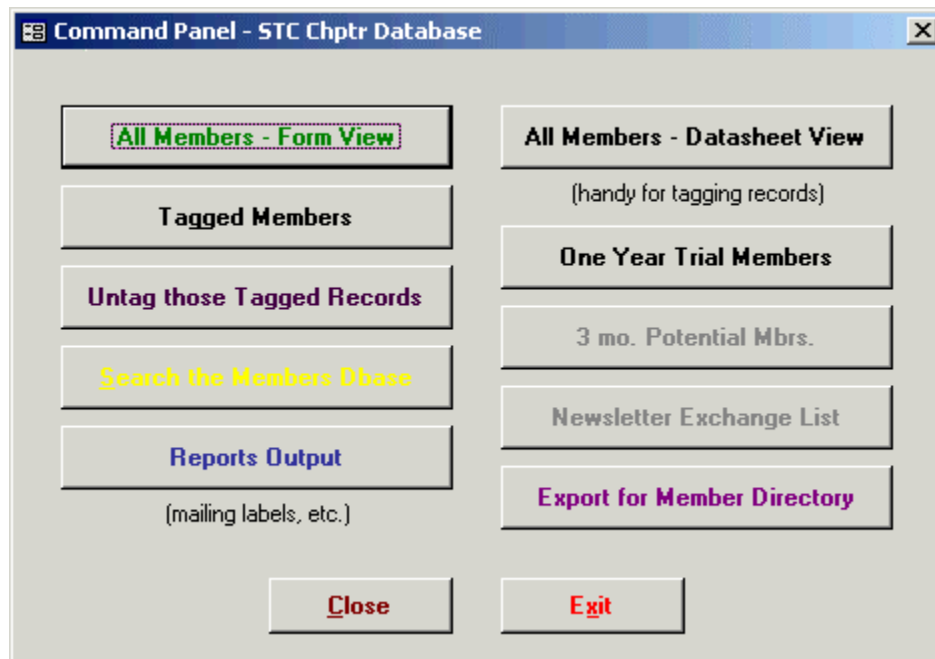
In summary, update contact information by following these steps:

1. Untag all records
2. Tag appropriate records
3. List appropriate records
4. Update appropriate records
5. Save updated records

## Untag All Records

From the Command Panel window shown in Figure 2-2, click *Untag those Tagged Records*. This untags all the STC Houston member records and prepares you to update the necessary records. (See “Command Panel Window” on page 3-2 for more information on this window.)

Figure 2-2 Command Panel Window



continued on next page

# Updating Contact Information, Continued

## Tag Appropriate Records

From the Command Panel window, click *All Members–Datasheet View*. The Datasheet View window appears as shown in Figure 2-3. (See “Datasheet View Window” on page 3-7 for more information on this window.)

Figure 2-3 Datasheet View Window

Rec. no.	Tag	STC ID no.	Last name	First name	Middle init.	Employer	c/o Company name	
1494	<input type="checkbox"/>	78321	Davis	Cheryl	A.	Eagle Software Inc.		74
1603	<input type="checkbox"/>	80851	Davis	Nancy C.				62
87	<input type="checkbox"/>	19282	Davis, III	E.	Berry			10
1308	<input type="checkbox"/>	63529	de Jong	Jessie		BMC Software		15
1869	<input type="checkbox"/>	92003	Deatherage	Teresa				11
1837	<input type="checkbox"/>	52307	Dees III	John	Vernon			48
90	<input type="checkbox"/>	59627	DeHaven	Hal	B.			37
1760	<input type="checkbox"/>	88101	Delaune	Stephen Paul				16
1435	<input type="checkbox"/>	76485	DeloSantos	Adriana				96
92	<input type="checkbox"/>	12825	Dempsey	Bobby	L.	The Communications Ntwrk.	The Communications Nt	P.1
1653	<input type="checkbox"/>	83548	Devlin	Julia	M.	Aspen Technology, Inc.	Aspen Technology	98
93	<input type="checkbox"/>	60478	Diamandopoulos	Jamie	H.	BMC Software		14
94	<input type="checkbox"/>	60706	Dickerson	Jessica	L.	BMC Software		22
1819	<input type="checkbox"/>	90481	Dillingham	Diann	D.			63
1628	<input type="checkbox"/>	82874	Doak	Patty		COADE	COADE	12
1221	<input type="checkbox"/>	59728	Doehne	Gaynell		Words Work	Words Work	P.1
1744	<input type="checkbox"/>	71281	Donovan	Stephanie	C.			14
1870	<input type="checkbox"/>	92348	Doucette	Curtis	R.	Hibernia	Hibernia	11
96	<input type="checkbox"/>	52540	Dougherty	Betty				87
1642	<input type="checkbox"/>	82972	Dreiling	Vicky	S.			18
1839	<input type="checkbox"/>	78719	Dresden	Cynthia		Outpost Enterprises, Inc.	Outpost Enterprises, Inc	12
98	<input type="checkbox"/>	17138	Driskill	Linda	P.	Rice University		38
1336	<input checked="" type="checkbox"/>	33855	Duffield	Sue		Severn Trent Systems		10
1264	<input type="checkbox"/>	71894	Dunaway	Marcus	L.	Compliance Documents	Compliance Documents	16
101	<input type="checkbox"/>	53189	Dunk	Linda	G.	Welcom		96
444	<input type="checkbox"/>	56030	Dunn	Verna		BMC Software		16

Record: 139 of 661

STC International ID Number

Click *Close* when finished.

continued on next page

## Updating Contact Information, Continued

### List Appropriate Records

From the Command Panel window, click *Tagged Members*. The Single Record View window of the first tagged member appears as shown in Figure 2-4.

Figure 2-4 Single Record View Window

The screenshot shows a software window titled "STC Houston Chapter Membership". At the top right are buttons for "Print", "Reports", "Save", and "Close". The main area contains a form with the following fields and values:

- Record ID: 1477
- Member Code: MEM
- Member ID No.: 77963
- Tag Record:
- Chapter: HOU
- Last Name: Abrell
- First Name: Trinh
- Middle: L
- Employer: Enron North America
- c/o Company: Enron
- Street: 1400 Smith St.
- City: Houston
- State: TX
- Zip: 77002
- Phone1: 713.853.3513
- Phone2: (empty)
- Fax: (empty)
- Email: trinh.abrell@enron.com
- Notes: On 4/22/2000, changed employer, address, phones, e-mail. On 1/31/1999, new member.
- Join Date: Dec 22 1998
- Revision Date: (empty)
- Rev Date: Apr 22 2000

At the bottom, there are several checkboxes:

- Distribution List Releases?
- Include in Directory?
- OK to publish phone no.?
- Free membership - 1 yr only?
- OK to publish Address?
- OK to publish E-mail?

Use the arrow keys at the bottom left corner of the record (not shown here) to go between records.

### Update Appropriate Records

Make changes to member record as necessary. Be careful to exclude member from any lists from which they have been asked to be excluded. The Society-provided list will have this information. (See "Single Record View Window" on page 3-4 for more information on this window.)

### Save Updated Records

Click *Revision Date* to save the record and incorporate the revision date into the record. Go to the next record and make the appropriate changes. Continue until all records have been updated.

Click *Close* when finished.

# Reinstating Members

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<b>Overview</b>	<p>This section provides information on reinstating members in the STC Houston database application.</p> <p>In summary, reinstate members by following these steps:</p> <ol style="list-style-type: none"><li>1. Find the member to be reinstated</li><li>2. Reinstated the member, if the record exists</li><li>3. Add the member, if the record does not exist</li><li>4. Save updated record</li></ol>
<b>Find Member to be Reinstated</b>	<p>From the Command Panel window shown in Figure 2-2 on page 2-5, click <i>All Members-Form View</i>. The Single Record View window appears as shown in Figure 2-4 on page 2-7.</p> <p>Search for the member that you wish to reinstate by using the record finder field in the top left corner of the Single Record View window.</p>
<b>Reinstate Member</b>	<p>If the record exists, update the information as necessary. (See “Single Record View Window” on page 3-4 for more information on this window.)</p>
<b>Add Member</b>	<p>If the record does not exist, go to the last record in the file, add the member by following the steps in “Adding New Members” on page 2-10. Make sure to add the message, “Member reinstated,” in the Notes field.</p>
<b>Save Updated Record</b>	<p>Click <i>Revision Date</i> to save the record and incorporate the revision date into the record.</p> <p>Repeat process as necessary. Click <i>Close</i> when finished.</p>

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# Removing Members

---

<b>Overview</b>	<p>This section provides information on removing members from the STC Houston database application.</p> <p>In summary, remove members by following these steps:</p> <ol style="list-style-type: none"><li>1. Find the member to be removed</li><li>2. Remove the member</li></ol>
<b>Find Member to be Removed</b>	<p>From the Command Panel window shown in Figure 2-2 on page 2-5, click <i>All Members–Datasheet View</i>. The Datasheet View window appears as shown in Figure 2-3 on page 2-6. See “Datasheet View Window” on page 3-7 for more information on this window.</p> <p>Scroll up or down the listing, as necessary, and locate the member to be removed.</p>
<b>Remove Member</b>	<p>Click the record for the member that you wish to remove. Click <i>Delete</i>. A confirmation window will appear, asking if you are sure that you want to delete the record.</p> <ul style="list-style-type: none"><li>• If yes, click <i>Yes</i> and the member will be removed.</li><li>• If no, click <i>No</i> and the member will not be removed. You will be returned to the Datasheet View window.</li></ul> <p>Repeat process as necessary. Click <i>Close</i> when finished.</p>

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# Adding New Members

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<b>Overview</b>	<p>This section provides information on adding new members in the STC Houston database application.</p> <p>In summary, add new members by following these steps:</p> <ol style="list-style-type: none"><li>1. Access the Single Record View window</li><li>2. Add new member</li><li>3. Save the information</li></ol>
<b>Access Single Record View Window</b>	<p>From the Command Panel window shown in Figure 2-2 on page 2-5, click <i>All Members-Form View</i>. The Single Record View window appears as shown in Figure 2-4 on page 2-7.</p> <p>Use the navigator buttons at the lower left corner of the window to page down to the last record in the database. Page down one more time after that to get a blank Single Record View window.</p>
<b>Add New Member</b>	<p>Add the new member's information by entering the appropriate information in the fields listed. (See "Single Record View Window" on page 3-4 for more information on this window.)</p>
<b>Save Information</b>	<p>Click <i>Save</i> when finished entering a member's information.</p> <p>Repeat process as necessary. Click <i>Close</i> when finished.</p>
<b>Note</b>	<p>Review the new member records you added to ensure accuracy. Perform this task by tagging members by following the steps described in "Updating Contact Information" on page 2-5, and reviewing the information you entered.</p>

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# Preparing Mailing Labels

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## Overview

This section provides information on preparing mailing labels with the STC Houston database application.

In summary, prepare mailing labels by following these steps:

1. Access the Reports Output window
2. Select the report you wish to print

## Access Reports Output Window

From the Command Panel window shown in Figure 2-2 on page 2-5, click *Reports Output*. The Reports Output window appears as shown in Figure 2-5. (See “Reports Output Window” on page 3-10 for more information on this window.)

**Figure 2-5 Reports Output Window**

The screenshot shows a software window titled "frmOutputMaster : Form". The window content is titled "STC Houston Reports Output" and includes a subtitle "(all mailing label reports have option to preview)". On the left side, there is a vertical list of buttons for selecting reports: "Tagged Records for HQ Comparison", "Mailing Labels - MEMBERS & POTENTIAL", "Mailing Labels - EXCHANGE ONLY", "Mailing Labels - MEMBERS ONLY", "Mailing Labels - DISTRIBUTION", and "Mailing Labels - POTENTIAL ONLY". On the right side, there are two input fields. The first is labeled "Cover sheet name:" and contains the text "John Dees", with a "Reset" button to its left. The second is labeled "Cover sheet phone:" and contains the text "(281) 996-5649", also with a "Reset" button to its left. At the bottom center of the window is a "Close" button.

## Select Report You Wish to Print

Select the list you wish to print. You will be asked if you wish to preview the list.

- If *Yes*, you will see a preview of the list. To print, click *Print* icon in upper left corner of screen. To return to Reports Output window without printing, click *Close*.
- If *No*, you will not see a preview of the list, and the list will be printed.
- If *Cancel*, no labels will be printed, and you will be returned to the Reports Output window.

## Note

Use Avery 5160 labels in sheet form for printing labels.

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# Chapter 3. Window Details

## Introduction

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**Overview** This chapter describes the windows, and the fields in each window, in the STC Houston database application.

**Chapter Contents** This chapter contains these topics:

<b>Topic</b>	<b>See Page</b>
Command Panel Window	3-2
Single Record View Window	3-4
Datasheet View Window	3-7
Search Database Window	3-8
Reports Output Window	3-10
Potential Members Window	3-12
Newsletter Exchange Window	3-14

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# Command Panel Window

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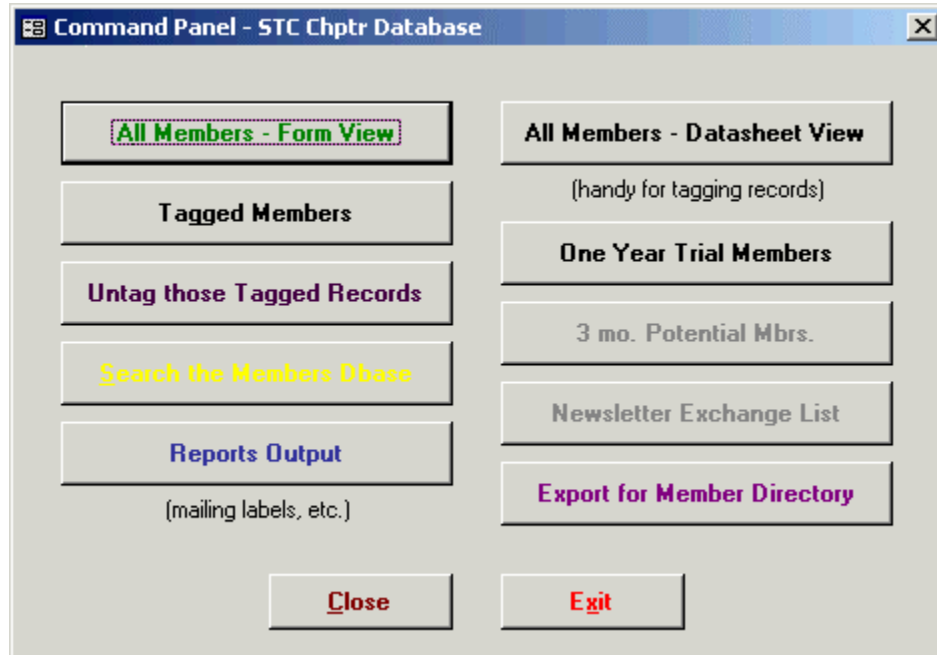
## Overview

This section describes the Command Panel window in the STC Houston database application.

## Purpose

The Command Panel window (Figure 3-1) is where all STC Houston database functions begin. The Command Panel window is nearly always displayed when you close any of the other windows.

**Figure 3-1** Command Panel Window



continued on next page

## Command Panel Window, Continued

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The following table lists the fields and their functions in the Command Panel window.

Field	Function
All Members–Form View	Displays Single Record View window of member record.
All Members–Datasheet View	Displays Datasheet View window of member records.
Tagged Members	Displays Single Record View window of members whose records have been tagged.
Untag those Tagged Records	Untags all records are untagged.
Search the Members DBase	Displays Search Database window that enables searching all records according to specific criteria, such as member ID number, last name, first name, employer, etc.
Reports Output	Displays Reports Output window that enables printing of mailing labels, mailing labels cover sheets, and other reports.
One Year Trial Members	Displays Single Record View window for members who are noted as “Free Membership–One Year Only.”
3 mo. Potential Members	Displays Potential Members window to view records of potential STC Houston members.  Note: This list was maintained for purposes of sending complimentary issues of <i>Dateline Houston</i> to prospective STC Houston members. This practice has been discontinued because <i>Dateline Houston</i> is exclusively online and can be accessed through the STC Houston web site.
Newsletter Exchange List	Displays Newsletter Exchange window that contains records of STC newsletter editors to whom <i>Dateline Houston</i> is sent.  Note: <i>Dateline Houston</i> is exclusively online and this function has been transferred to the newsletter editor.
Export for Member Directory	Exports all records into a separate, stand-alone Microsoft Access data file. This produces the online <i>STC Houston Membership Directory</i> .

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# Single Record View Window

**Overview** This section describes the Single Record View window in the STC Houston database application.

**Purpose** The Single Record View window (Figure 3-2) lets you review the record of an individual member.

Figure 3-2 Single Record View Window

The screenshot shows a web-based form titled "STC Houston Chapter Membership". At the top, there is a "record finder" dropdown menu. The form contains the following fields and options:

- Record ID:** 1477
- Member Code:** MEM
- Member ID No.:** 77963
- Tag Record:**
- Chapter:** HOU
- Last Name:** Abrell
- First Name:** Trinh
- Middle:** L.
- Employer:** Enron North America
- c/o Company:** Enron
- Street:** 1400 Smith St.
- City:** Houston
- State:** TX
- Zip:** 77002
- Phone1:** 713.853.3513
- Phone2:** (empty)
- Fax:** (empty)
- Email:** trinh.abrell@enron.com
- Notes:** On 4/22/2000, changed employer, address, phones, e-mail. On 1/31/1999, new member.
- Join Date:** Dec 22 1998
- Revision Date:** (empty)
- Rev Date:** Apr 22 2000
- Distribution List Releases?**
- Include in Directory?**
- OK to publish phone no.?**
- Free membership - 1 yr only?**
- OK to publish Address?**
- OK to publish E-mail?**

continued on next page

## Single Record View Window, Continued

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The following table lists the fields and their functions in the Single Record View window.

Field	Function
(record finder)	Allows quick navigation to a particular record, based on last name.
Print (button)	Prints currently displayed record to paper or to an HTML file.
Reports (button)	Displays Report Outputs screen that enables printing of mailing labels, mailing labels cover sheets, and other reports.
Save (button)	Saves that data that has been edited or changed in the current record. Stays in the current record.
Close (button)	Displays the Command Panel window.
Record ID	Automatically incremented number that uniquely identifies each record.
Member Code	Drop-down selection list of STC member designations (Associate Fellow, Fellow, Honorary Fellow, Member, Senior Member, Member, and Student Member). See STC web site for more information on these designations.
Member ID No.	Unique value given by STC headquarters to each member. This value is important because it enables searching for members who may have changed their name, or other data.
Tag Record	Check-ON or check-OFF set by the administrator.
Chapter	By default, new members are members of STC Houston. Other listings are for STC Austin and the Texas A&M University STC student chapter.
Last Name, First Name, Middle Name	Member's last, first, and middle names.
Employer	Member's employer.
c/o Company	Optional field that represents the member's employer when the employers address is used as part of the member's address for receiving STC information by mail.
Street, City, State, Zip	Member's address.
Phone 1, Phone 2	Member's phone number(s). Use a dot, not a dash, as a separator between the area code and prefix. For instance, use 713.830.0000.  Phone numbers can be listed as home or work. For instance, 713.830.0000, work
Fax	Member's fax number. Use a dot, not a dash, as a separator between the area code and prefix. For instance, use 713.830.0000.
E-mail	Member's e-mail address.
Notes	Field for recording history of record revisions. New notes are prefixed to old notes.

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## Single Record View Window, Continued

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<b>Field</b>	<b>Function</b>
Join Date	Date the member joined STC.
Revision Date	Saves record. Today's date is entered into the Rev Date field.
Distribution List Releases (checkbox)	Include check to include record in lists rented to qualified advertisers. Remove check to remove record from lists rented to qualified advertisers.
Include in Directory (checkbox)	Include check to include in Membership Directory. Remove check to exclude from Membership Directory.
OK to publish phone no.? (checkbox)	Include check to publish phone number. Remove check to not publish phone number.
Free membership - 1 yr only? (checkbox)	Include check to list member as receiving a free, one-year membership. Remove check to indicate a standard, paid membership.
OK to publish address? (checkbox)	Include check to publish member's address. Remove check to not publish member's address.
OK to publish e-mail? (checkbox)	Include check to publish member's e-mail address. Remove check to not publish member's e-mail address.

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# Datasheet View Window

## Overview

This section describes the Datasheet View window in the STC Houston database application.

## Purpose

The Datasheet View window (Figure 3-3) lets you review a group of records in a spreadsheet-style format.

**Figure 3-3 Datasheet View Window**

Rec. no.	Tag	STC ID no.	Last name	First name	Middle init.	Employer	c/o Company name
1494	<input type="checkbox"/>	78321	Davis	Cheryl	A.	Eagle Software Inc.	
1603	<input type="checkbox"/>	80851	Davis	Nancy C.			
87	<input type="checkbox"/>	19282	Davis, III	E.	Berry		
1308	<input type="checkbox"/>	63529	de Jong	Jessie		BMC Software	
1869	<input type="checkbox"/>	92003	Deatherage	Teresa			
1837	<input type="checkbox"/>	52307	Dees III	John	Vernon		
90	<input type="checkbox"/>	59627	DeHaven	Hal	B.		
1760	<input type="checkbox"/>	88101	Delaune	Stephen Paul			
1435	<input type="checkbox"/>	76485	DelosSantos	Adriana			
92	<input type="checkbox"/>	12825	Dempsey	Bobby	L.	The Communications Ntwrk.	The Communications Nt
1653	<input type="checkbox"/>	83548	Devlin	Julia	M.	Aspen Technology, Inc.	Aspen Technology
93	<input type="checkbox"/>	60478	Diamandopoulos	Jamie	H.	BMC Software	
94	<input type="checkbox"/>	60706	Dickerson	Jessica	L.	BMC Software	
1819	<input type="checkbox"/>	90481	Dillingham	Diann	D.		
1628	<input type="checkbox"/>	82874	Doak	Patty		COADE	COADE
1221	<input type="checkbox"/>	59728	Doehne	Gaynell		Words 'Work	Words 'Work
1744	<input type="checkbox"/>	71281	Donovan	Stephanie	C.		
1870	<input type="checkbox"/>	92348	Doucette	Curtis	R.	Hibernia	Hibernia
96	<input type="checkbox"/>	52540	Dougherty	Betty			
1642	<input type="checkbox"/>	82972	Dreiling	Vicky	S.		
1839	<input type="checkbox"/>	78719	Dresden	Cynthia		Outpost Enterprises, Inc.	Outpost Enterprises, Inc
98	<input type="checkbox"/>	17138	Driskill	Linda	P.	Rice University	
1336	<input checked="" type="checkbox"/>	33855	Duffield	Sue		Severn Trent Systems	
1264	<input type="checkbox"/>	71894	Dunaway	Marcus	L.	Compliance Documents	Compliance Documents
101	<input type="checkbox"/>	53189	Dunk	Linda	G.	Welcom	
444	<input type="checkbox"/>	56030	Dunn	Verna		BMC Software	

Record: 139 of 661

STC International ID Number

## Note

Only use the Datasheet View window for viewing many records, tagging or untagging records for later data processing, or deleting records.

The Datasheet View window does not allow adding new records. To add new records, see “Adding New Members” on page 2-10.

# Search Database Window

**Overview** This section describes the Search Database window in the STC Houston database application.

**Purpose** The Search Database window (Figure 3-4) provides an easy way to search for STC Houston member records that match criteria that you provide. Such criteria can include a member's last name or first name, or employer.

Figure 3-4 Search Database Window

**NOTE: Multiple criteria are ANDed for searching...  
...all text entries assume wildcard (\*) search terms...**

Last Name  Mbr. ID  **Start Search**

First Name  Mbr. Code  **Clear Search**

Employer  Chapter  **Print Results**

City  **Dates** (mm/dd/yyyy) **Open Subset**

State  Zip  **Joined**  **Close**

Phone 1  **Revised**

Email  Equal  Greater  Less

Notes  **Null Member IDs**

	Mbr ID	Last Name	First Name
<b>GoTo</b> 1814		Baebel	Krisen
<b>GoTo</b> 157		Hackerman	Norman

Record:       of 2

continued on next page



# Search Database Window, Continued

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The following table lists the fields and their functions in the Search Database window.

Field	Function
Start Search (button)	Brings forth all records from the STC Houston database that match the search criteria.
GoTo (button)	Takes you to the Single Record View window for the selected record.
Clear Search (button)	Clears the search criteria in the top portion of the window, along with the search results listed in the bottom of the panel. This command makes the window ready for a new search.
Print Results (button)	Produces a printed summary report. The report lists entries for all records displayed in the bottom portion of the screen.
Open Subset (button)	Opens the Single Record View window. Only those records meeting the search criteria are accessible in a 'filtered' view.
Null Member IDs (button)	Produces search results limited to only those records having no value (i.e., a null value) for Member ID.

## Search Screen Operation

Two key factors are important to understanding how the Search Database window operates.

### Multiple Criteria are ANDed

For example, you enter "Smith" in the Last Name field. You also select "MEM - Member" in the Mbr. Code field. Search results that are returned will only include those records in which both conditions apply. In this example, the last name includes "Smith" and the member has a member status code of "MEM."

### Wild Cards are Applied Automatically to Beginning and Ending of Text

For example, you enter "do" in the Last Name field. Search results that are returned include those records in which the text string "do" appears anywhere within the member's last name. In this example, names could include Brado, Brandon, Doak, Donovan, McDonald, etc.

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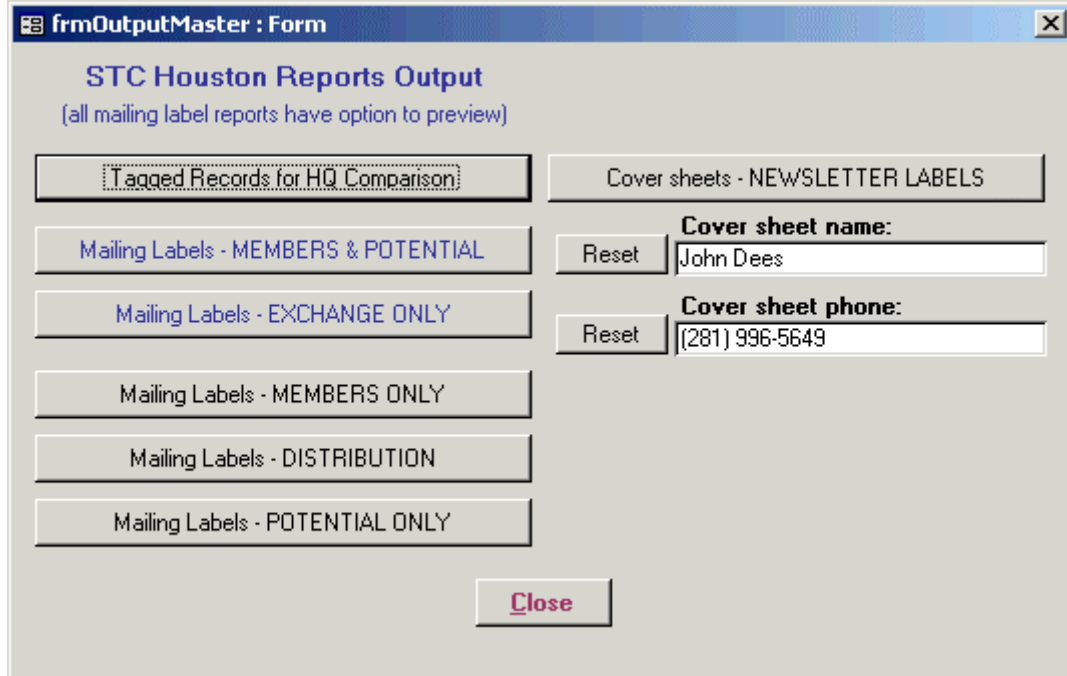
# Reports Output Window

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**Overview** This section describes the Reports Output window in the STC Houston database application.

**Purpose** The Reports Output window (Figure 3-5) provides ‘push-button’ commands for printing or viewing the most frequently-published reports, such as mailing labels.

**Figure 3-5 Reports Output Window**



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## Reports Output Window, Continued

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The following table lists the fields and their functions in the Reports Output window.

Field	Function
Tagged Records for HQ Comparison (button)	Prints a summary report of STC Houston member records.
Mailing Labels–MEMBERS & POTENTIAL (button)	Prints mailing labels that include both STC Houston members and potential STC Houston members.
Mailing Labels–EXCHANGE ONLY (button)	Prints mailing labels that include only newsletter-exchange recipients.
Mailing Labels–MEMBERS ONLY (button)	Prints mailing labels for only current STC Houston members.
Mailing Labels–DISTRIBUTION (button)	Prints mailing labels that include only STC Houston members who opt to be included in mailing lists rented to qualified vendors or organizations.
Cover sheets–NEWSLETTER LABELS (button)	Prints cover sheets used for <i>Dateline Houston</i> newsletter delivery.
Cover sheet name, phone	Changes the 'name' and 'phone' variables used in the mailing labels sheets, without having to use Microsoft Access report designer.

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# Potential Members Window

**Overview** This section describes the Potential Members window in the STC Houston database application.

**Purpose** The Potential Members window (Figure 3-6) provides access for viewing and editing all data associated with STC Houston guests (i.e., potential members), one record at a time.

**Figure 3-6 Potential Members Window**

The screenshot shows a Microsoft Access form titled "frmPotentialView : Form". The form has a header section with a tab labeled "Potential STC Houston Members" and a subtitle "3 mos. gratis newsletter recipients". To the right of the subtitle are four buttons: "Save" (green), "Untag All" (blue), "Delete Tagged" (red), and "Close" (grey). Below the header is a "Record ID:" field with "(AutoNumber)" next to it. To the right of the Record ID are two buttons: "Memorize Dates" and "Recall Memorized Dates". Below these is a "Tag Record:" checkbox. The main data area contains several text boxes: "Request Date:", "Expiration Date:", "Last Name:", "First Name:", "Middle:", "Company:", "Street:", "City:", "State:", "Zip:", and "Notes:". At the bottom of the form is a record navigation bar with the text "Record: 1 of 1" and several navigation icons.

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## Potential Members Window, Continued

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The following table lists the fields and their functions in the Potential Members window.

Field	Function
Untag All (button)	Untags members for easier data entry. See "Command Panel Window" on page 3-2 for more information on untagging member records.
Delete Tagged (button)	Deletes all potential member records that have been tagged, or Tag Record checkbox is checked.
Memorize Dates (button)	Stores the date values that are currently displayed in the Request Date and Expiration Date fields so the values can be entered in another potential member record by clicking <i>Recall Memorized Dates</i> .
Recall Memorized Dates (button)	Retrieves previously memorized data values and pastes them into Request Date and Expiration Date fields of currently displayed member record.

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# Newsletter Exchange Window

**Overview** This section describes the Newsletter Exchange window in the STC Houston database application.

**Purpose** The Newsletter Exchange window (Figure 3-7) provides access for viewing and editing all data associated with each newsletter-exchange recipient, one record at a time.

In the past, newsletter editors of other chapters in STC Region 5 and selected STC officials received free copies of the *Dateline Houston* newsletter. The Newsletter Exchange window was where that list of people was kept. Because *Dateline Houston* is now exclusively online, using this window is no longer necessary. The *Dateline Houston* managing editor has responsibility for newsletter distribution.

Figure 3-7 Newsletter Exchange Window

The screenshot shows a software window titled "frmExchangeView : Form". At the top, there is a tab labeled "Exchange List for Newsletters" and a sub-tab "Delivery to other chapters, organizations". To the right of these are buttons for "Save", "Untag All", "Delete Tagged", and "Close". The main area of the window displays a record with the following fields:

- Record ID: 79
- Tag Record:
- Request Date: 08/19/1998
- Last Name: Alexander, Tecolote Editor
- First Name: Jade
- Middle: (empty)
- Company: (empty)
- Street: 10700 Academy Rd. NE #1427
- City: Albuquerque
- State: NM
- Zip: 87111
- Phone: (empty)
- Notes: Used to be Terri Wilkins, but rec'd email 4/5/2001 from Terri, and Jade Alexander is now editor.

At the bottom of the window, there is a record navigation bar showing "Record: 1 of 50" with navigation icons.