

# Re: Rating Database Access 2003

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*Source:*

<http://www.tech-archive.net/Archive/Access/microsoft.public.access.tablesdbdesign/2008-01/msg00112.html>

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- *From:* debinnyc <[debinnyc@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:debinnyc@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Wed, 9 Jan 2008 13:52:01 -0800
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I am not trying to link it to a spreadsheet, I want to start a new system to rate and compile rating data on employees. I want to be able to use the individual audit records to produce hard copy feedback forms for individual employees.

i.e. I will pull a random sampling of work, and rate it based on eight criteria. Each criteria will have four categories: excellent, proficient, developing and unsatisfactory.

On the form, these categories will be assigned a point value, and those combined point values totaled and averaged to create a rating.

The form can then be printed out for the employee to review in coaching/development sessions. Then the data can be queried.

Am I too ignorant at this point to design such a db?

"Jeff Boyce" wrote:

From your description, it sounds like you are asking if your Access table(s) should look like a spreadsheet. You can do that, but you won't get much advantage of Access' relationally-oriented features and functions if you feed it 'sheet data.

If you are not familiar with the topics of normalization and relational database design, there's a steep learning curve in your future before you'll be able to make (full-er) use of Access.

If you ONLY need to use Access to report on data, could you simply link to your Excel spreadsheet itself and generate the reports?

Regards

Jeff Boyce  
Microsoft Office/Access MVP

"debinnyc" <[debinnyc@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:debinnyc@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote in message

Re: Rating Database Access 2003

news:51B8E12D-3541-4204-BFB2-1583F9EC43F6@xxxxxxxxxxxxxxxxxxx

I am trying to create a database to record performance measures for individual people in an office. I will need to record multiple samples per month, based on production. My first thought was to create a single table with all the fields, but I see in other discussion topics there is a way to create multiple tables and link them together. Here is an example of what I want:

Empl Id, name, dept, supv name, audit number  
Quality measure 1 (check box) excellent , (check box) good, etc...  
point  
value  
. .  
average point value  
notes

I am assigning a unique id to each record through an auto number field such as audit number. So, if I have thirty employees and I perform 4 audits per month per employee, I can record each audit, and analyze each employee's performance over time based on scoring. Does that make sense? I hope so.

Sorry, I have used access for a while from a reporting standpoint but have little experience in design. Any help would be greatly appreciated.