

RE: I have another question. Sorry.

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Thank you so much for the info, I really appreciate it. I am really new and a lot to learn

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Christi Lee

"Fred" wrote:

While there are a lot of details (some of which only you know) to implement this, here are a few thoughts to guide it.

First if you haven't done so already, start by defining the nature and structure of the information that need to be databased. Then define tables and data definitions / rules for data in the tables. Get help from this forum if needed. The make sure everything that goes into those tables meets those rules / definitions. This includes anything that is placed into your tables via importing.

Generally you want to get valid data in as soon as you can. If you have any uses of your data where you don't want to look at the newest entries, then have a field (with entry date or something) which lets you selectively "hide them" e.g. via a query criteria.

Finally, you mentioned "there is still a lot I have to do before I turn it over to the company like queries and forms etc." Anything involving calculating/summarizing.presenting data in Access is designed once (reports, queries, forms etc.) and then should take only seconds of your time to "do." Of course, if they are placing other requirements on how you give it to them (bound in leather, hand carved in wood etc. :-)) that will take you time, but those are off-line work and not a DB question.

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