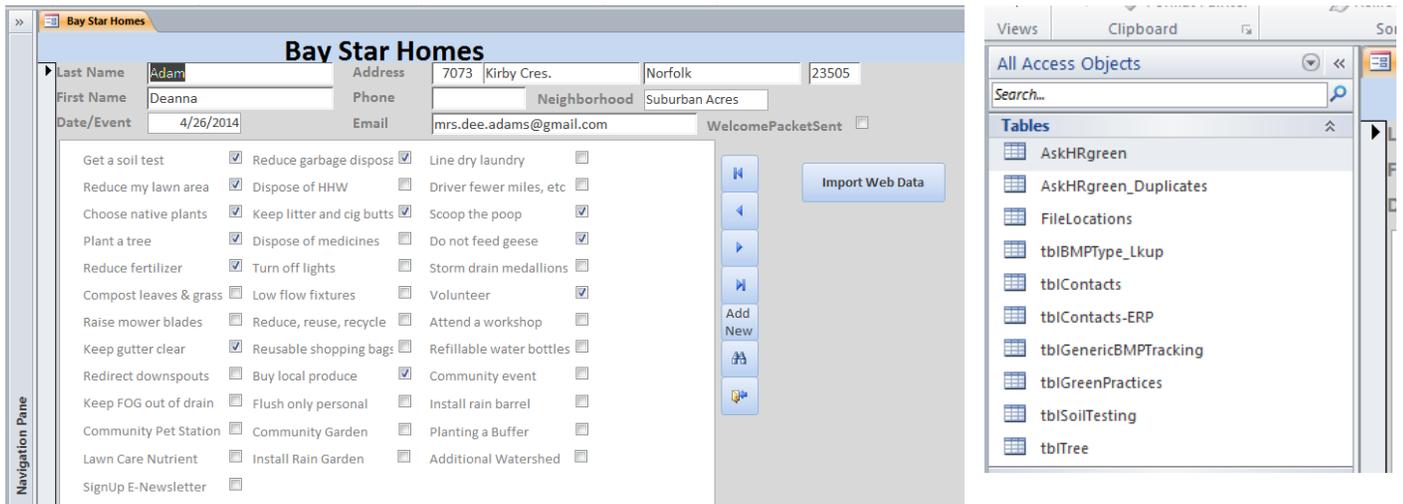


# Bay Star Homes Data Management

Updated: August 14, 2015

1. **Backup the database** - Save a copy of the Access database to the Archive folder as a backup before running the import process.
2. **Run import web data process** - Open the main Bay Star Homes Access database. And click the "Import Web Data" button on the main page (also called "FrmContacts" under Forms). This will kick off the import process. Select "Yes" for any warning boxes you receiving.

## Bay Star Homes Main Page & Table Listing



3. When the process is complete, review the records in the AskHRgreen\_duplicates table. Use the main display to search for the records with matching last name/address. Compare the records to determine the following:
  - If the record is a duplicate as a result of the dates used to create the import file (i.e. overlap in dates included in the text file), there is no need to add the record.
  - If the record is a duplicate of a person who has applied to the program twice, compare the form received via email notification with the FrmContacts record. Update the FrmContacts record with updated information on Green Practices (don't delete old selections, just add new ones), email, phone number, etc.
  - If the record was marked as a duplicate in error, manually add the record by clicking on the "add new" button on the main page.
4. When you are finished correcting duplicates, delete all records from the AskHRgreen\_Duplicates table.
5. Next, double click the "Import-Update process for no email" under Queries. This will correct records with missing email addresses.
6. Save and close the database.

## Manually Adding BSH Signups From Forms Collected at Events

1. Go to the BSH page on the askHRgreen.org site <http://askhrgreen.org/baystarhomes> and complete the online registration form for each new BSH participant.

The screenshot shows a web form for BSH signups. At the top, it lists several counties: *County, Newport News, Norfolk, Poquoson, Portsmouth, Smithfield, Southampton County, Suffolk, Virginia Beach, Williamsburg and York County.* The form fields are as follows:

- Name \***: Two input boxes for First and Last names.
- Date of Entry**: A date picker showing 08 / 14 / 2015, with labels MM, DD, and YYYY below.
- House Number \***: A single-line text input.
- Street Name \***: A single-line text input.
- Name of Neighborhood or Civic League**: A single-line text input.
- City/County \***: A dropdown menu with the text "Choose a locality".
- Zip Code \***: A single-line text input.
- Email \***: A single-line text input.
- Phone Number**: Three input boxes for area code, prefix, and number, with labels ###, ###, and #### below.
- Grow Green \***: A list of eight checkboxes with corresponding text:
  - Get my soil tested before fertilizing
  - Reduce my lawn area and convert to planted beds
  - Choose native plants and avoid invasive species
  - Plant a tree
  - Reduce my fertilizer and pesticide usage
  - Compost leaves and grass clippings or use proper disposal methods
  - Raise the mower blades to three inches or higher to keep the lawn a little longer
  - Participate in a community garden

2. For **Date of Entry** – enter the date of the event when the participant completed the form.
3. **Email** address is a required field. If the participant did not provide an email address, enter **0000@noemail.com** into that field when completed the online registration. (Once imported, the “Import-Update process for no email” query will automatically remove the email address from the database.
4. Complete the rest of the online form and click “Submit.” The record will automatically be sent to HRPDC staff and included in the next weekly database import file.