



Bedford Town Census Data 2006

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Access Application Bedford2006.mdb

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1.0 Introduction.

This data was obtained from the Town of Bedford. On the accompanying CD there are five folders as shown in Figure 1.0

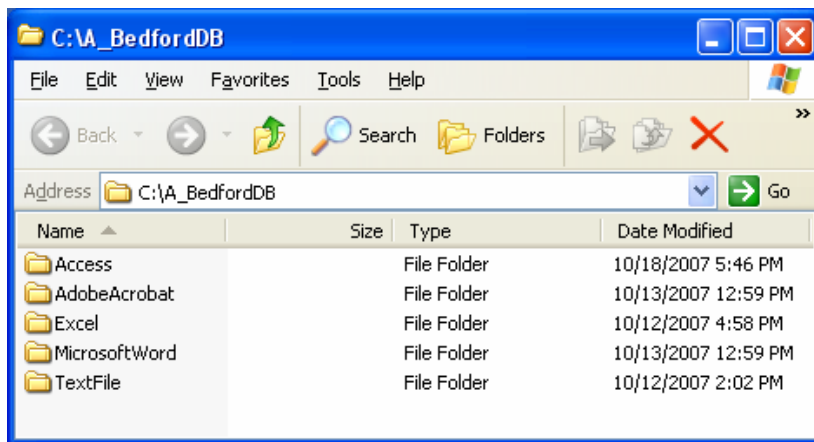


Figure 1.0 CD Folders.

TextFile. This is the file obtained from the Town of Bedford.

Excel. This is the TextFile converted into an Excel spreadsheet.

Access. This is the Excel spreadsheet converted into an Access database with various form for searching the database and printing reports.

MicrosoftWord. This is the entire database formatted as a Microsoft Word Document.

AdobeAcrobat. This is the entire database formatted as an Adobe Acrobat Document

The Text, Excel, Microsoft Word and Adobe Acrobat files are considered self- explanatory. **The purpose of this document is to explain the use of the Access Application.**

2.0 Application.

All the information in the Application is accessed through forms. These forms are presented in 4 logical steps.

Step 1 Choose the type of search.

Step 2 Choose the appropriate search criteria.

Step 3 Review the results.

Step 4 Print the results.

The information from the Town of Bedford is not editable. However, there are 2 added editable fields (Flag, Comment). These fields can be edited in Step 3.

3.0 Forms

When the Application is first opened the Start Up form shown in Figure 3.1 will be displayed.

3.1 Step 1

Four options are available - Search by Name, Search by Address, Search by Other, and Show All. The first 3 open the forms discussed in the following section that allow you to filter the information displayed. The 4th 'Show All' takes you directly to the form shown in Figure 3.3.2 Long Form displaying all the data in the database. There are over 10,000 entries. This is a lot of information, but if you are familiar with the built-in Access search capabilities you can use these to filter these results as desired.

3.2 Step 2

There are 3 preset searches – Search by Name, Search by Address, and Search by Other. Each leads to the form shown in Figure 3.3.2 Short Form.

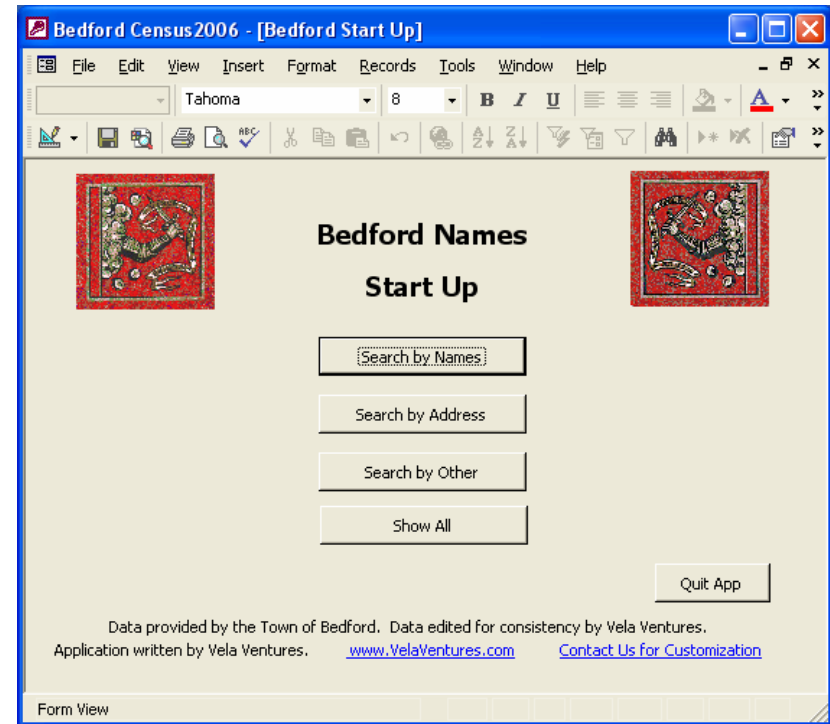


Figure 3.1 Start Up Form.

3.2.1 Search by Name.

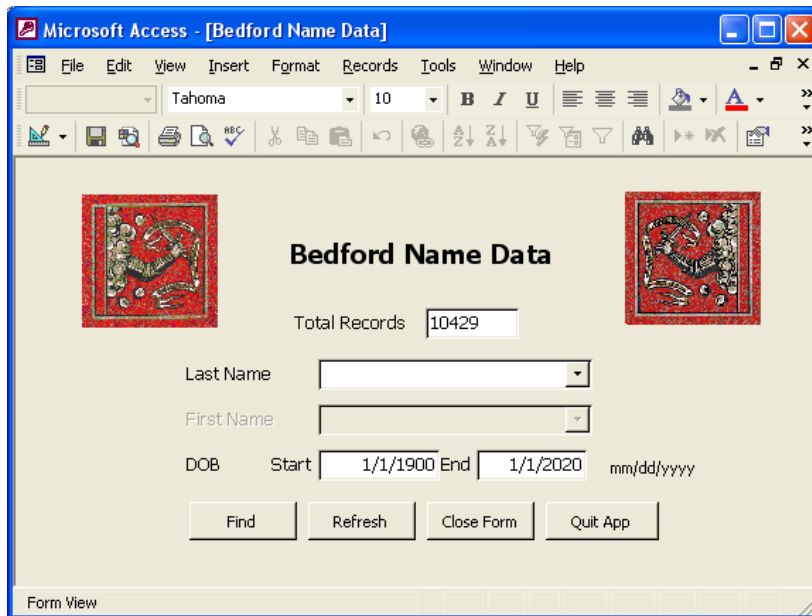


Figure 3.2.1 Search by Name.

When the form shown in Figure 3.2.1 opens, you can choose a name from the Last Name Dropdown Box. After Last Name is chosen the First Name Dropdown Box will be enabled and populated with the First Names associated with the Last Name chosen. A First Name does not have to be chosen.

You can also filter by the Date of Birth (DOB). After the choices are made click on the Find Button and the form described in paragraph 3.3.1 will appear.

3.2.2 Search by Address.

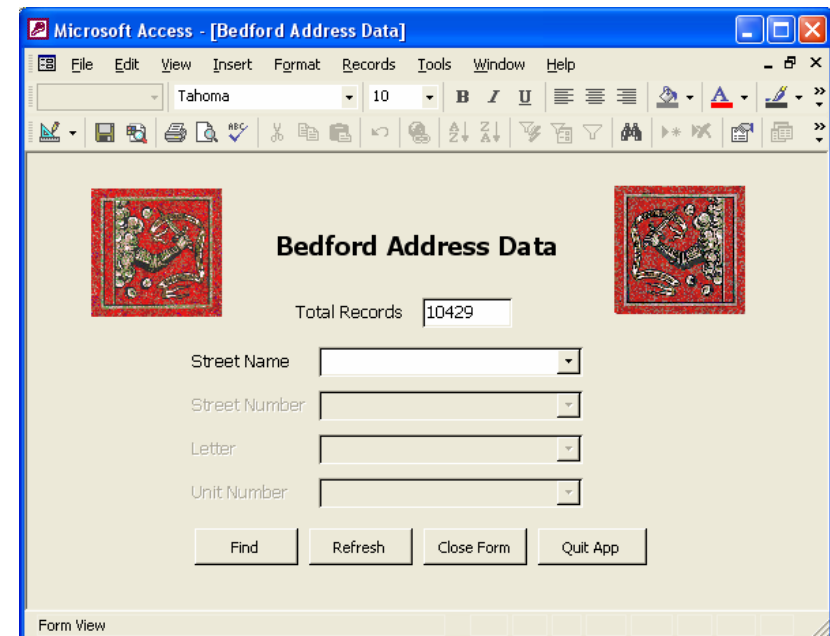


Figure 3.2.2 Search by Address.

When the form shown in Figure 3.2.2 opens, you can choose a street from the Street Name Dropdown Box. After Street Name is chosen the Street Number

Dropdown Box will be enabled and populated with the Street Numbers associated with the Street Name chosen.

After the Street Number is chosen the remaining Dropdown Boxes will be enabled and populated with any Letters or Unit Numbers associated with that Street Number. Usually there are none.

A Street Number, Letter or Unit Number does not have to be chosen.

After the choices are made click on the Find Button and the form described in paragraph 3.3.1 will appear.

3.2.3 Search by Other.

When the form shown in Figure 3.2.3 opens you can choose any or all of the items in the Dropdown Boxes.

After the choices are made click on the Find Button and the form described in paragraph 3.3.1 will appear.

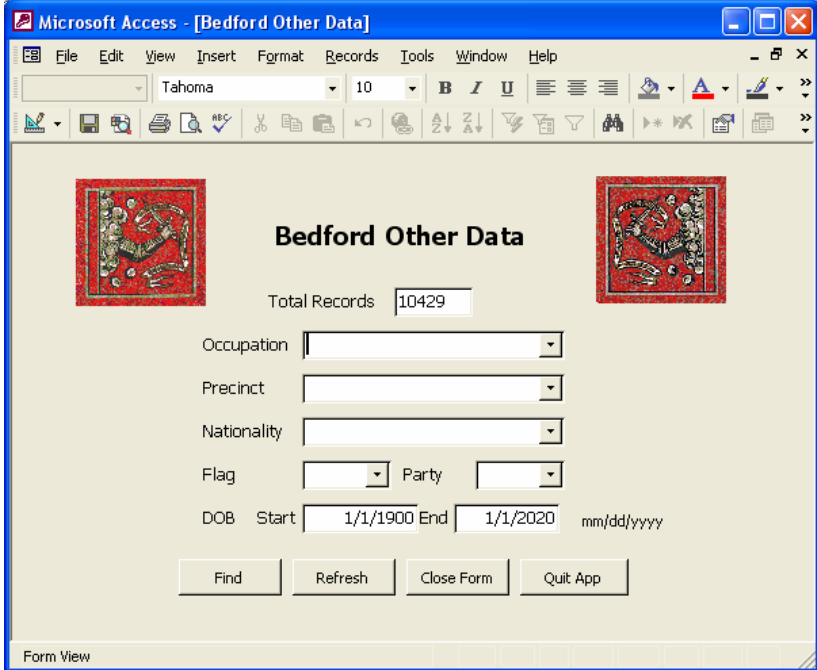
The image is a screenshot of a Microsoft Access application window titled "Microsoft Access - [Bedford Other Data]". The window displays a search form with a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The form has a title "Bedford Other Data" and two decorative red square icons on either side. Below the title, there is a "Total Records" field showing "10429". The form contains several dropdown menus: "Occupation", "Precinct", "Nationality", "Flag", and "Party". There is also a "DOB" field with "Start" and "End" sub-fields, both containing "1/1/1900" and "1/1/2020" respectively, with a format indicator "mm/dd/yyyy". At the bottom of the form, there are four buttons: "Find", "Refresh", "Close Form", and "Quit App". The status bar at the bottom left of the window indicates "Form View".

Figure 3.2.3 Search by Other.

3.3 Step 3.

The only editable data on either form is the 'Flag' (an integer from -32,768 to 32,767) and the 'Comment' (255 characters of text). You are free to use these fields as you see fit.

Example for a salesman

Flag	Meaning
0	No Interest
1	To Be Contacted
2	Contacted – No Follow Up
3	Contacted – Follow Up
4	Sold
5	Funds Collected
6	Product Delivered

Table 3.3 Use of the Flag.

The Comment would contain any amplifying information.

Once you have entered a Flag it will appear in the Flag Dropdown Box on the form shown in Figure 3.2.3 Search by Other.

The default value of Flag is 0 and the default value of Comment is 'none'

3.3.1 Short Form.

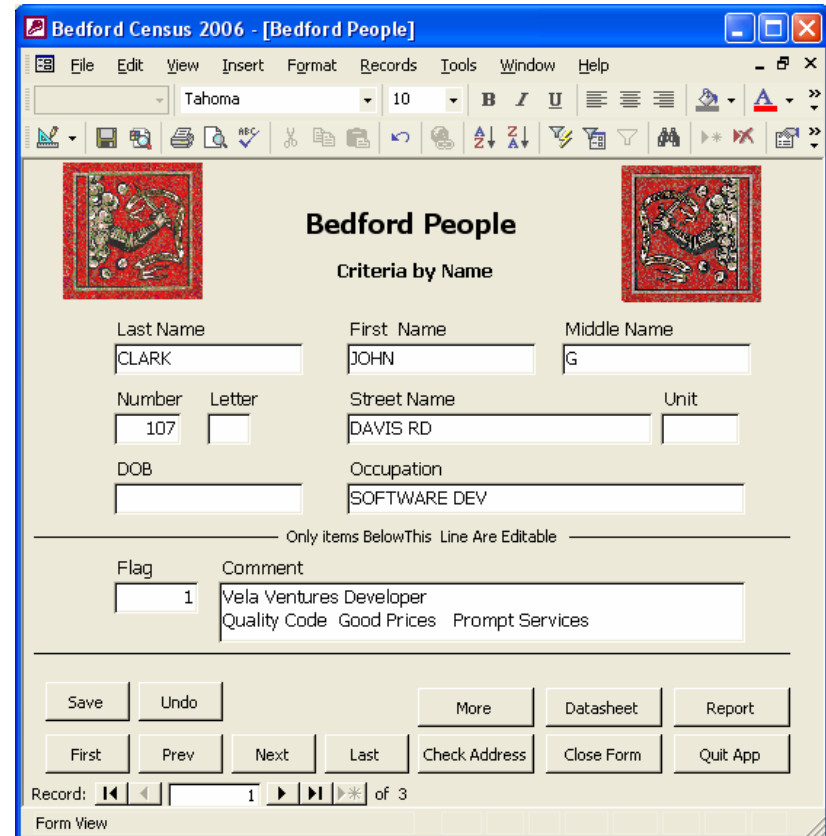


Figure 3.3.1 Short Form.

The subtitle 'Criteria by Name' indicates the type of search criteria. The alternatives are 'Criteria By Name', 'Criteria By Address', 'Criteria By Other' or blank (i.e. which search form opens this form).

The button 'More' will open the form shown in Figure 3.3.2 Long Form showing the same information.

The button 'Datasheet' will present the data in a spreadsheet format.

The button 'Report' will open the form shown in Figure 3.4 which is used open the Access reports.

The button 'Check Address' will open the 'Search by Address' form, fill in the address data for the individual displayed and the reopen this from with the new information. This button is useful if after finding an individual you wish to know who else is also living at that address. This button is available only after a search by name.

You can toggle between these forms by using the More and Less Buttons.

Note. The form BedfordPeople must be closed before initiating another search.

3.3.2 Long Form.

The use of this form is similar to the form shown in Figure 3.3.1. The primary difference is that this form presents all the information in the database (well almost all as of 18 October 2007).

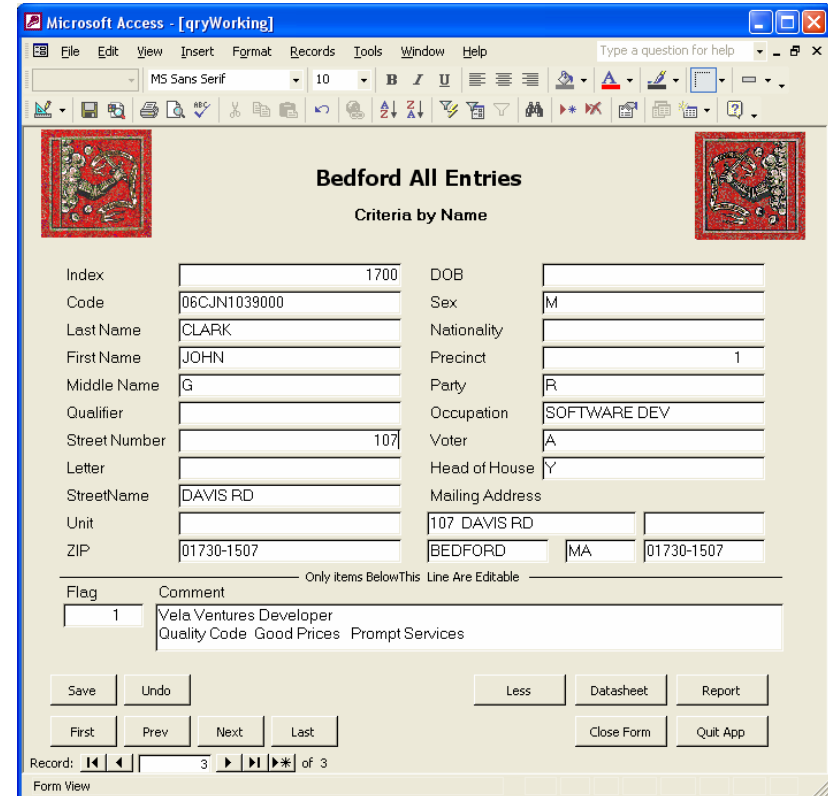


Figure 3.3.2 Long Form.

3.4 Step 4.

There are 4 reports (not shown in this document). The first three contain the search criteria in the report header. The fourth is all the data without and any search criteria. The type of report is determined by which of the search forms described in Step 2 was used.



Figure 3.4 Choose Report Content.

There are 3 levels of these reports. The first level is the data displayed in Figure 3.3.1 Short Form without the "Flag" and 'Comment'. The second level in the data displayed in Figure 3.3.1 Short Form with the "Flag" and 'Comment'. The third level is the data displayed in Figure 3.3.2 Long Form.

These reports are Microsoft Access reports.

4.0 Summary.

The information in the database is accessed in a logical 4 Step manner as previously described. The many control buttons on the forms are intended to be self explanatory. To keep this document short no detail about their operation has been provided.

Through the use of these forms there is no way to compromise the data provided by the Town of Bedford.

5.0 Installation.

You can read the Excel, Word, and Text files from the CD but you can not save changes to the CD. To make changes to these files they must be copied to your hard drive or a writeable media.

To use the Access Application it must be copied to your hard drive or a writeable media. The application needs to read and write temp files.

Depending on the security settings on your computer, you may get the following warning.

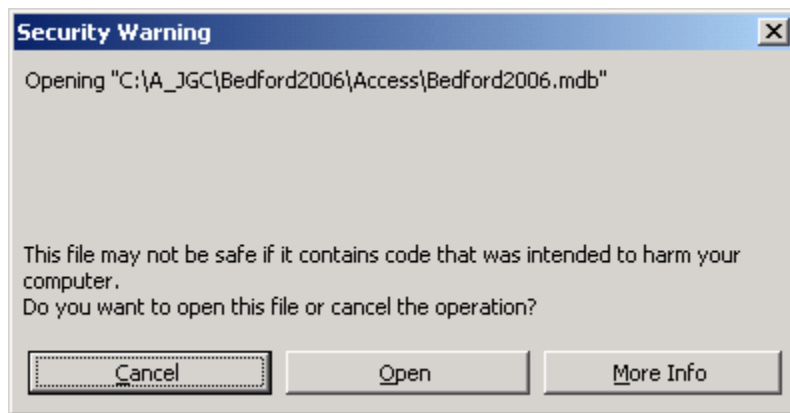


Figure 5.0 Security Warning.

This file contains a lot of code. The code is what makes it work. It does not contain any code intended to harm your computer. Click Open and continue. If you are unsure of the origin of the code and desire a fresh copy please contact Vela Ventures for new copy (gratis).

The Macro Security level can be changed. Open Access and go to the Toolbar Tools -> Macro -> Security. The options are;

High - This application will not run.

Medium - This application will not run, but you will get a warning.

Low – This application will run without comment.

6.0 Notes.

The Word, Excel and Access documents were developed using Microsoft Office XP.

For further discussion of this Access Application or customization to your specific requirements please contact,

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