

# 2010

## Microsoft® Access 2007 Survey Response Database



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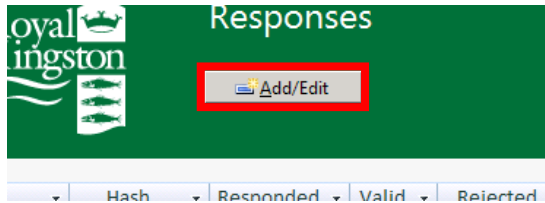
24/06/2010

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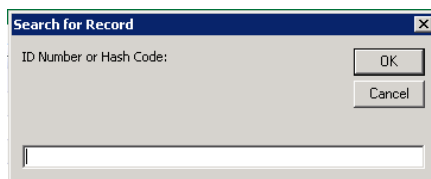
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## 1. Entering/Editing Responses

1. Click the 'Add/Edit' button (or press "A" on the keyboard) from the Response List Form.

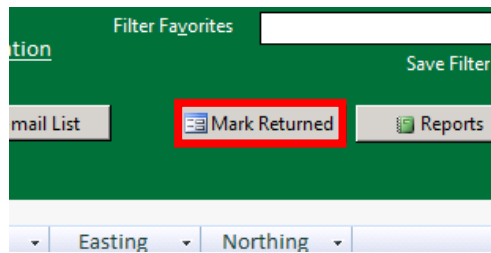


2. In the search box that opens, enter the survey's ID number or Web Access Code and click OK. If the entered value is not found, an error will be displayed.

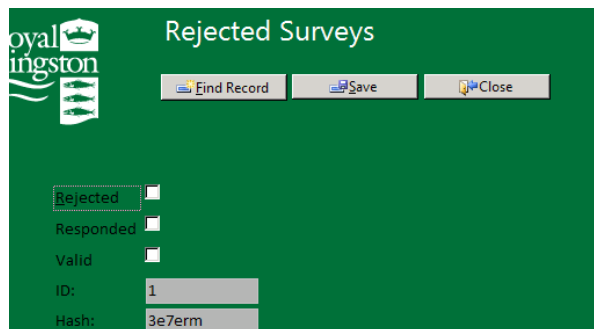


3. Complete the form and click the 'Save' button or close the form to save the record. You will be prompted to mark the form as completed, verify the validity of the response's GIS data, and specify if the response was a post survey.

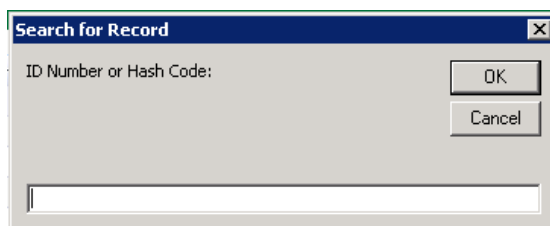
## 2. Marking Responses as Rejected



Click the 'Mark as Returned' button to specify a response as rejected. This feature is useful to remove defunct addresses from future mailings.



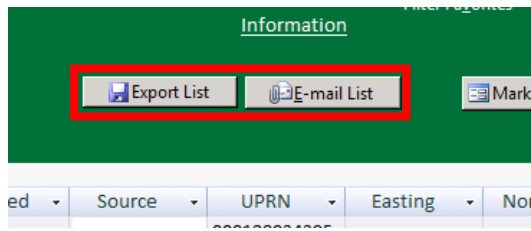
The Rejected Surveys form allows responses' Rejected, Responded, and Valid properties to be altered and saved. Use the 'Find Record' button or press "F" to open a search box.



Enter an ID or Web Access Code to retrieve a record. Press "R" to select the Rejected tick, and "S" or the 'Save' button to save any modifications.

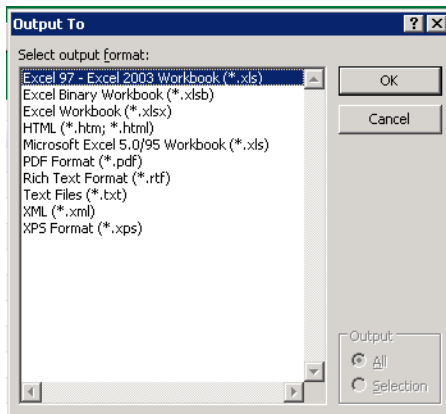
### 3. Export/Email Database

The entire responses table can be exported to a file or emailed using the 'Export List' or 'Email List' buttons.



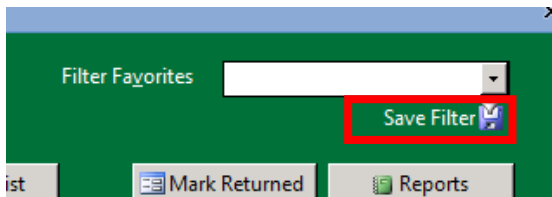
Select an output format in the list box which opens and click 'OK'.

- Use the Save As dialog to choose a file name and location for Exporting.
- Complete and send the E-Mail which opens for E-Mailing.

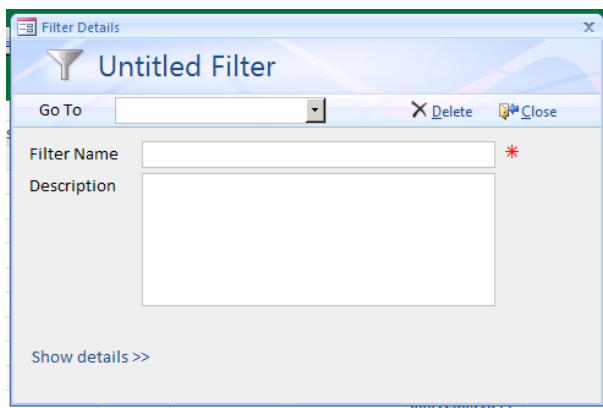


## 4. Saved Sorts and Filters

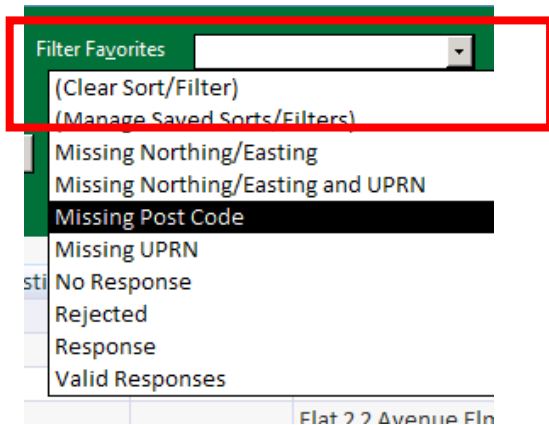
The current sort/filter scheme of the table in the Response List form can be saved by clicking the 'Save Filter' link.



This will open the Filter Details form which allows a name to be specified for new filters, and details of previously saved filters to be modified. Click 'Close' or navigate to another saved filter using the Go To selector to save changes.

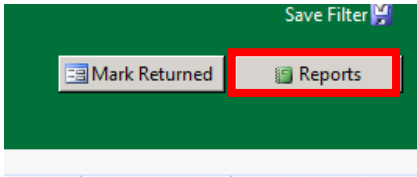


To apply a saved filter use the Filter Favorites selector.

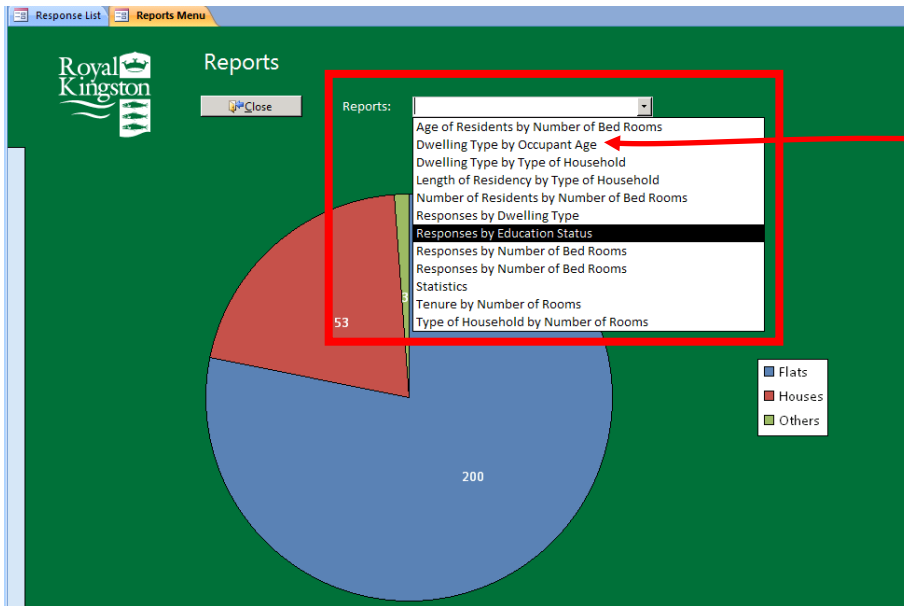


## 5. Reports

Query results can be displayed in a form by clicking on the 'Reports' button.



In the 'Reports Menu' form, different queries can be selected using the 'Reports' combo-box.

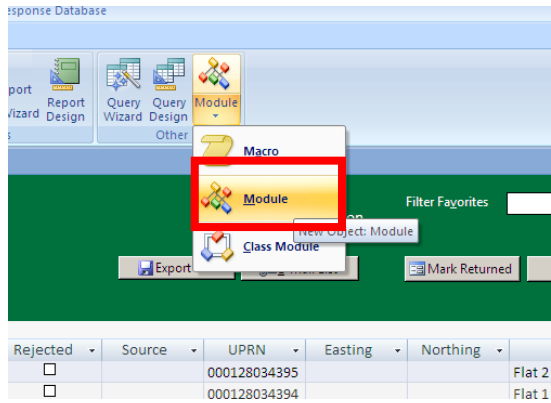


To add new queries, edit the 'Reports' table. The name of the new query should be entered into the "Query" column, and a description should be entered into the "ReportName" column. When designing new queries, use the QuestionMap table to mask numeric responses with user-readable strings.

## 6. Improvements

### 1. Queries

In its present version, the Access database includes a number of pre-defined queries to generate cross tabulations and graphs. In the future, developers may find it useful to add a VBA module to auto-generate cross tabulations based upon input from a form.



This form would allow users to select fields from a table schema for rows, columns, and values in a query as needed. This feature is not terribly difficult to implement (there are tutorials available on the Internet); however, time constraints of the project mandated that focus be placed on other features of the database.

### 2. Input Forms

Similar to auto-generated queries, the response input form can be modified to self-generate from a table of questions. This would allow the database tool to be used for future surveys with different questions without significant redesign. This is slightly more complicated as it requires proper selection of question formatting and placement.

### 3. Location Data

Unfortunately, the data sources used to generate the address list in the database were not entirely accurate. Around 5% of the provided addresses were rejected by the Royal Mail, and most records lacked an up-to-date UPRN. It may be possible to remedy this by performing queries upon the ISIS database using addresses to find accurate geo-location data. However, a better use of resources will be to scrap this data and begin with a new recipient list. All future recipient lists for household surveys should include complete geo-location data (UPRN/Easting-Northing) when exported from the ISIS database.