

POMP Database User's Guide

I. Introduction

The POMP database serves as the data entry application, data storage facility and data analysis tool for collected survey data. For Caregiver Services, Case Management, Congregate Meals, Home Delivered Meals and Transportation), there is a separate POMP database available for download. Each database includes fields for the appropriate cross-cutting survey modules. The databases are in Microsoft Access and the database files are denoted by the .mdb (Microsoft database) file extension.

II. System Requirements

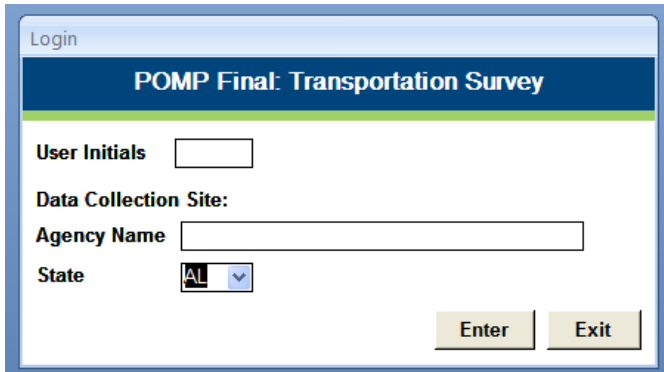
- Microsoft Access 2000 or later is required to access the database and utilize its functionality.

III. Installation

- Click on the survey database link.
- A dialog box will open. Depending on your operating system and browser, you may get the option to Open and/or Save the file. Select the option to save the file.
- Depending on your operating system, you may get a prompt to browse to the location in which you want to save the file, or the file may automatically be saved in a fixed location on your computer (for example, a designated downloads folder). In either case, you want to save the .mdb file in a folder on your computer's hard drive or in a network location.

IV. Running the Database Application

- From the folder where the database file was saved, double click on the file name.
- The database Login form will open (Fig 1).
- Enter your initials or an identifier up to 5 characters in length.
- Enter the name of the agency and select the state from the drop-down box.
- Click **Enter**. The application will remember this login information the next time you open the database.



The screenshot shows a web browser window titled "Login" with a dark blue header bar containing the text "POMP Final: Transportation Survey". Below the header, the form contains the following fields and controls:

- User Initials**: A text input field.
- Data Collection Site:** A label above the Agency Name field.
- Agency Name**: A text input field.
- State**: A dropdown menu with "AL" selected.
- Enter** and **Exit**: Two buttons at the bottom right of the form.

Fig.1

- The database Main Menu will open (Fig. 2).
- Every database, regardless of survey area will have options for Office Use Only, the main survey, optional survey modules, Reports and Analysis Tools.

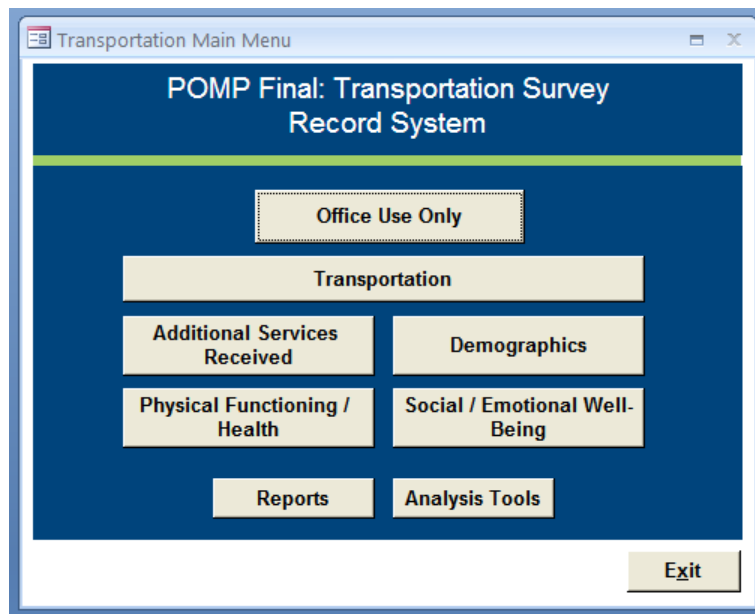


Fig. 2

- Before any main or optional module survey data can be entered, a client record must be created. Click **Office Use Only**. The Client Logbook form opens with the agency name and state pre-populated. Type in the Client Id and Survey Date, and optionally, the Enrollment Date. If your office enters data for one or more agencies, you may change the name of the agency in the Agency Name field before saving the record.
- Once the client is logged, you may enter data for the main survey and any optional modules that were completed. The optional modules on this menu will vary depending on the survey area.

- To create data entry reports, click **Reports**.
- The Reports menu will open (Fig 3). Highlight a survey or optional module name and click **Preview**, **Print** or **Export**. Double clicking a name will automatically open the report in Print Preview mode.

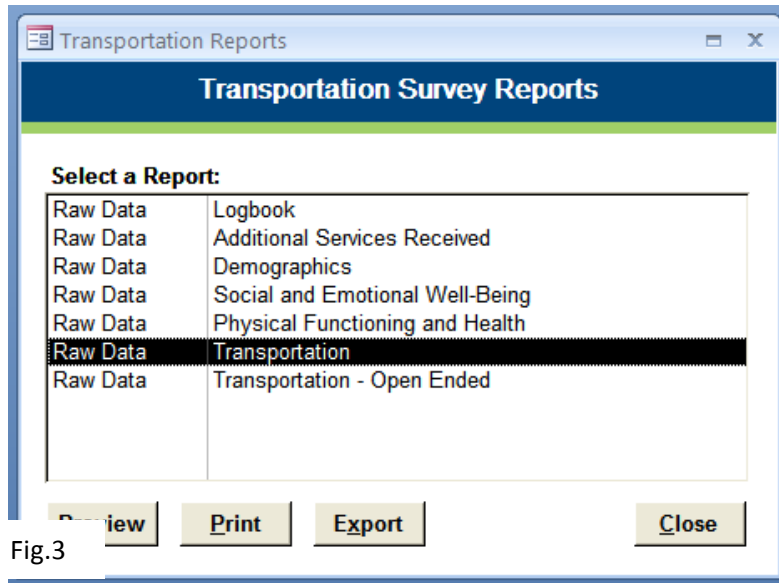


Fig.3

- Selecting **Print** will automatically send the report to your default printer.
- Selecting **Export** will open a new dialog box where you can select the output format. Once an output format selection has been made, a new dialog box will open prompting you to save the file on your computer.
- To access the pivot table functionality, click **Analysis Tools** on the Main Menu (Fig. 2).
- Highlight a survey or optional module name and click **Open**, **Print** or **Help**. Double clicking a name will automatically open the pivot table in design mode.
- Changes made to pivot table design will be remembered the next time you open the pivot table.
- Clicking **Help** will open a brief tutorial about analyzing your data with pivot tables. This document can be exported or printed.