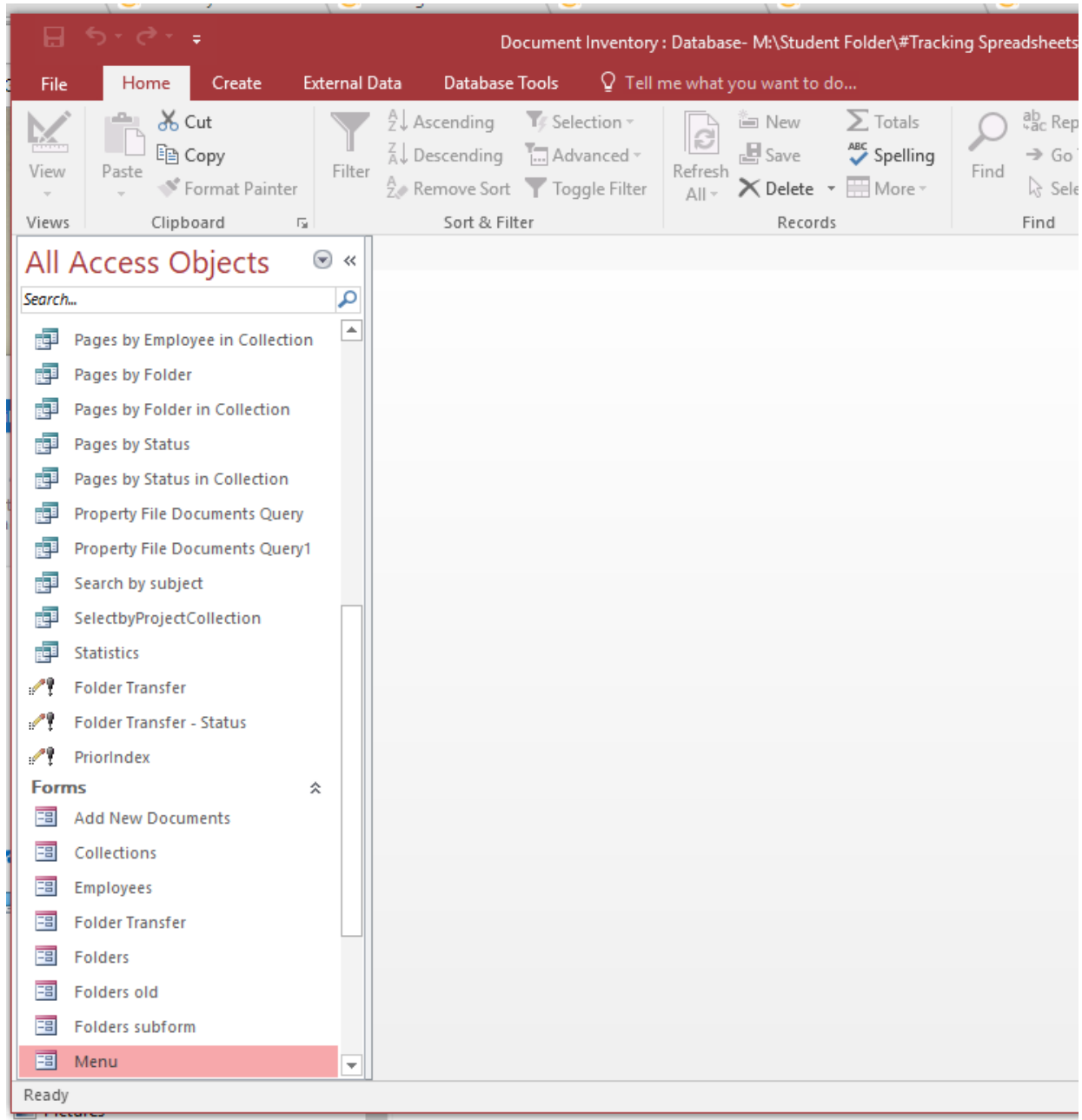# Tracking File Status with Access Database

When new file folder is selected from the compact storage, first:

Open File Explorer

Open **Mining Archives**, **Student Folder**, **#Tracking Spreadsheets** and select "Document Inventory".

On the left side of the screen will be a list of Tables, Queries, and Forms.  Scroll down to Forms and double-click Menu.

A centered screen will appear with eight buttons. At the top is a drop-down menu from which you select your collection.



In the top drop-down menu, select "John W. Taber."

Select "Transfer Documents"



*The left column allows you to change who has possession of the file.*

Each folder has a number as well as a working name, and both are listed in the top drop-down menu. Choose the folder on which you are working.

The bottom drop-down menu beneath that allows you to "Select Employee/Location" where the file is held. Select your name. Then click the "Transfer" button.

This will list the file as being in your possession. When you have completed scanning and cleaning the file, and turn it in for Quality Assurance, you will transfer the file to your assigned Quality Assurance supervisor in that same menu.

***The transfer menu on the right side of the page allows you to change the status of the file.*** The primary status of the file is "waiting to be scanned." You are responsible for changing that after you have scanned the documents and after you have cleaned the documents.  You will change the status of the entire file on this page.

"Select Folder" again has you select the folder based on the number and name of the file folder from the drop down menu.

"Select New Status" will let you change the status of the file depending on what you have completed.  Before you turn in a file for Quality Assurance, the status should be changed to "Cleaned Up."

For your changes to take effect, you will need to click the "Transfer" button.

When you make changes in Access, they are automatically saved, so you do not need to save them before you close.  There is an icon of a door with an arrow pointing to the left above the right side transfer; click that to close the "Transfer" menu. Click "X" to close Access.

As with our other tracking documents, please work only with the original document reached either through the folder or through the appropriate program. ***Please do not make any shortcuts!***  These lead to errors, duplicated databases, and unnecessary use of space on our server.