

## FAQ for Administrators:

- 1) Field station personnel just called, and they do not have an entry that they need on the drop-down list. For example, they just had to rescue a manatee in Suffolk county Massachusetts for the first time, and Suffolk, MA is not on the county - state list. What do I do?**
- 2) How do I change drop-down lists or lookup tables?**
- 3) Information for adding a new user**
- 4) Two different people entered the same rescue, one used the facility id and one the rescue id. How do I delete the rescue?**
- 5) I need to enter a new research project and pi. Which should I enter first?**
- 6) How do I download new data into the access file?**
- 7) I got an error message that says “Action Failed” when I download new data into the access file. The only box available for me to click is “Halt”. What do I do?**
- 8) How do I enter a studbook number?**
- 9) How do I look at the MIPS names?**

**1) Field station personnel just called, and they do not have an entry that they need on the drop-down list. For example, they just had to rescue a manatee in Suffolk county Massachusetts for the first time, and Suffolk, MA is not on the county - state list. What do I do?**

To add an entry to any drop-down list, Go to *Administrative Functions*. Select the table from the list under *Edit Lookup Table* . Once you complete the update, the new entry should be available to the facility/field person.

For this example, you will update the county table. MA is already on the state table, but the county is not. So select the county table. Check that the county is not there, and then add the county at the end of the list. Click on *To Insert* button and type in the new entry in blank space at bottom of list. Move cursor to previous row. Click Update.

### **2) How do I change drop-down lists or lookup tables?**

Go to *Administrative Functions*. Select the state table from the list under *Edit Lookup Table* .

You should only change the description, not the code. DO NOT change the code.

To delete an item from a drop-down box (lookup list)

- ‘ For example, to delete a rescue cause like Entrapment Pipe
  - In Access, create a report of all that use that rescue cause
  - Change all rescue records that have that rescue cause
  - Email Jang and ask him to delete the rescue cause category, such as Entrapment Pipe

Flood gates/locks cannot be deleted as that rescue cause prompts the display of a place to enter the flood gate number.

### **3) Information for adding a new user**

Go to *Administrative Functions*. Click on *User* under *Enter new Ref. Data*

Enter the userid by entering the first initial and then up to 9 letters of the last name. For example, Fred Flintstone would be entered as fflintston

Enter the password. Use a temporary password, such as first and last initial followed by the date. For example for Fred Flintstone on 9/3/2009, you could use ff932009. Instruct the user that they **MUST** change their password once they enter the system. When you tell them how to get onto the system, walk them through entering a new password. Have them check all their information the first time they enter the system.

If you do not know their email, put in a temporary one such as [ff@aol.com](mailto:ff@aol.com) and ask them to update the first time in the system.

There are 3 security groups. Most users will be put in the Facility/Field staff. These users will have the ability to enter rescues, releases, etc, but not to modify any data once it is entered. If users need the ability to enter names in the Other Name table, then put them in the Other Researchers group. We have a View group which allows the users only to view information. This View group was not being used when the system was introduced in August 2009. The final group is Administrator which is restricted to personnel selected by FWS.

Enter Yes for Vet if the individual has ever served as a Vet.

For Active, enter Yes for all users who should still have access to the system. Enter No for those individuals who no longer need access to the system. DO NOT DELETE USERS. If they have ever entered data in the system, then we need their name on this list in order to display reports of historical information.

### **4) Two different people entered the same rescue for a new manatee, one used the facility id and one the rescue id. How do I delete the rescue?**

Remember that entering a rescue for a new manatee involves several different records: Manatee record, Manatee Name record, Rescue record, Animal ID record, Tag record, Entanglement record. If you try to delete the manatee, you will get an error message listing all the records linked to that manatee record that you must delete first.

Before you delete anything, go to Animal History for the animal that you are deleting and print the Animal History and all associated records. You will want to check the information for the animal that you do not delete and make sure that it has all the information from the entered rescues. Also it is a good idea to print out everything before you delete a record so that you have the information in case you make a mistake and delete the wrong animal.

You want to delete the records linked to rescue or other records first, such as entanglement record. If you try to delete the rescue record and there is an entanglement record, the system will display the entanglement record and ask if you want to delete the above record (meaning both the entanglement record and the rescue record).

Delete the animal id records, and the manatee name record. Last, delete the manatee record. Remember each record will need to be deleted separately.

#### **5) I need to enter a new research project and pi. Which should I enter first?**

Enter the PI first, since you will need to select the PI to enter the Research project.

#### **6) How do I download new data into the access file?**

First go to *Administrative Functions*.

Select *Download Access Copy* under *Data Download*.

Click on ManateeData.mdb.

Select the folder where you have your Access copy of the database.

(Named Captive Manatee Web download.mdb)

It is ok if you replace ManateeData.mdb in your folder with this file. You are just replacing the old data with the new.

You may need to “unblock” this file so your computer will let you access it.

Go to Windows Explorer.

Navigate to the folder where you have your Access copy of the database.

Right click on ManateeData.mdb and choose *Properties*.

Click on *Unblock*

Click *OK*

Close Windows Explorer

Open your Access database: Captive Manatee Web download.mdb

Just below the menu is an option *Load Captive Manatee Info from Web*

Click on *Load Captive Manatee Info from Web*

You will see a new menu that first asks if you have completed the above steps.

Once you have completed those steps, click on the white bar *Load new Information to Access database*. This starts the Access macro to replace all information in the tables with the web information.

NOTE: **Never update** any database tables, such as rescue, manatee, release in the Access database. The next time you download information from the web, that information will be lost. You could make a new table for some new piece of information and then link it to the rescue table or release table.

You will see a number of messages about how many records are being loaded. Just click on Yes for all these questions UNLESS it says “records cannot be appended”. If this happens, call Carol Sanders-Reed 505-281-4126.

Once database is loaded, it reminds you to close the database and re-open. That compresses the database and fixes any errors from the download.

**7) I got an error message that says “Action Failed” when I download new data into the access file. The only box available for me to click is “Halt”. What do I do?**

Usually if you get this message, it means that Access cannot find the ManateeData file that you just downloaded. Try the following steps:

- a) Click on the Halt button. You will probably see a message saying something like “the Microsoft Jet database engine cannot find the input table or query ‘LoadRearing’”. Make sure it exists and that its name is spelled correctly.” Just click Ok. Then close out the “Loading file from web into this Access database” window.
- b) Check to see that Access has the folder where you just downloaded the file as the default directory by:
  - i) Click on Tools on the menu at the top of the screen
  - ii) Select Options
  - iii) Click the General tab if it is not selected
  - iv) At the bottom left of the General tab, look at “Default database folder”. If the folder listed is not the folder where you have your Access database and where you just downloaded the file from the web, then change that folder name.  
If you are using “My documents”, enter  
C:\Documents and Settings\User\My documents\  
If you are unsure how to enter a folder, go to Windows Explorer, and go to the folder, and then copy the folder name from the “Address” window at the top of the screen or find someone who is computer savvy. They don’t need to know Access to help you enter this folder name, just have general computer and Windows knowledge.
  - v) Click OK. If you click OK and nothing happens, then you have mis-typed the folder name. Correct it and try again.

- vi) Try loading the file again by clicking on the Load Captive Manatee Info from Web button.

**8) How do I enter a studbook number?**

Go to *Administrative Functions*. Select *Search for a Manatee* and find the animal. Click the radio button for this animal. Then select *Manatee* under Action (Update). Click *Go*.

Enter studbook number. Do not enter SB, just enter the number. For example, enter 123. However, if you enter 123, the system will give you an error message, telling you that number has already been used. In this way, we can be sure that the studbook numbers that we assign are unique.

Click *Save* when you are finished.

**9) How do I look at the MIPS names?**

When you select *Search for a Manatee* and enter a name, you will only see animals that have that name that are in the Captive Manatee Database.

If you want to see a list of the MIPS names, select *Search/View/Reports*, then under the title *Table Data Search*, choose *Other Names*. That will show you the table of Other Names that MIPS keeps updated.

You can search for a name. Enter a name like Geoffrey. If the name is on the list, it will appear at the top of the displayed page; otherwise, the page will list the next name in the alphabetical list so since Geoffrey is not on the list, it lists George as the next highest alphabetical name.