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| WI-CP046 Health Check Tool |
| **Process Description:** |

| **Health Check Tool** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Double click the Access database called CobraHealthCheck to open |  |
|  | 1. Open the “CAWP table”  * click in the upper left hand corner to select all and then press delete * This clears out any existing data for you to replace |  |
|  | 1. Open the “HealthChk” Table  * click in the upper left hand corner to select all and then press delete * This clears out any existing data for you to replace |  |
|  | 1. Open up the SQL tool in cobra and run this script  * “ select \* from CAWP where program = '04xx' “ * Right click the results screen and Save As to any file location |  |
|  | 1. Open the CAWP file you just saved and copy everything below the first row (Row #2) to the bottom |  |
|  | 1. Right click the first row in the “CAWP” table (on the asterisk symbol) and select paste  * Access will ask you if you want to paste answer yes |  |
|  | * Double click the “HealthCheck” Macro and it will populate the “HealthChk” table |  |
|  | * If the “HealthChk” table is not opened you must double click the table to open and then you can select and copy paste in to an Excel spreadsheet just as you would from a spreadsheet to another |  |