

## Instructions on how to use **UP System Budget Office Extension Service Data Collection Form**

1. If your **PC** has no installation of **Microsoft Access 2003 or a higher version**, install **MSOffice 2003 or higher** (full version) before proceeding.
2. Create a folder on the **My Documents** folder and name it as **UPSBO\_Extension\_2012**
3. Download the file **UPM\_Extension\_2012\_1.mdb** from the **fmo.up.edu.ph** website and copy to the **UPSBO\_Extension\_2012** folder.
4. Go to **UPSBO\_Extension\_2012** folder and open the file by double clicking on the file named **UPM\_Extension\_2012\_1.mdb**
5. A security warning similar to Figure 1 will be displayed on screen. Click **Open** to start using **UPM\_Extension\_2012\_1.mdb**. If you are using a newer version of **Microsoft Access** (e.g. MSOffice 2010) you should **Enable Content** before beginning to use the database program.

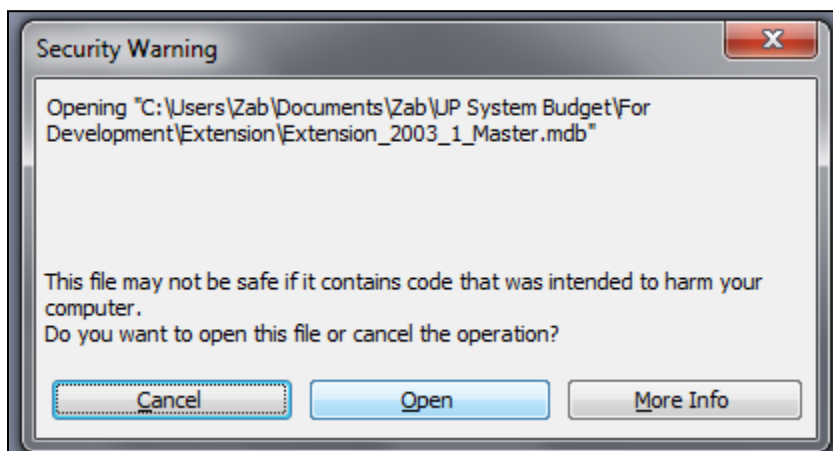
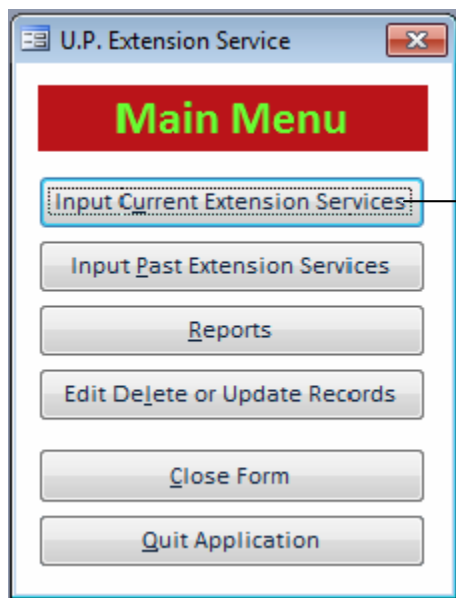


Figure 1

6. A dialog box will appear similar to Figure 2



Click this button to start encoding the current records for Extension Services

Figure 2

7. Clicking **Input Current Extension Services** an input area similar to Figure 3 will appear. In **Project Status** *Origination and Initiation* refers to **New Projects**. *Planning, Execution and Control* refers to **Ongoing Projects** while *Closeout* refers to **Completed Projects**. In **Project Duration** make sure the **Start Date** and/or **End Date** fall within the **Year Covered**. Make sure to input all required information (one with asterisks) on the given spaces before clicking on **Add Record**. Please check all records using the navigation button. Upon closing this window all information inputted will now be part of the permanent records stored on the database and will no longer be available for editing on this window. To edit/delete/update records click **Edit Delete or Update Records** on the Main Menu

Figure 3

8. **Past Extension Services** refers to Extension Services of past years that where not previously encoded.

Click this button to start encoding the Past Extension Services

Click this button to Edit Del~~e~~te or Update Extension Services

Figure 4

9. Clicking on **Edit Delete or Update Records** a dialog box similar to Figure 5. Clicking on the **Status and/or End Date** a datasheet form similar to Figure 6 appears. Here you could update the previous year's **Program Status** (e.g. *from Execution and Control to Closeout*) and **End Date** of the Extension Service.

Figure 5 shows a dialog box titled "Edit Delete or Update Records". It contains several input fields: "Constituent University" (a dropdown menu), "Year Covered" (a text box), "Status" (a dropdown menu), "Extension Title" (a text box), and "Leader Name" (a text box). Below these fields are three buttons: "Extension Services", "Status and/or End Date" (which is highlighted with a blue border), and "Close Form".

Figure 5

Figure 6

Figure 6 shows a datasheet form titled "frmChangeEndDate". It displays a table with the following columns: Unit, Dept, Status, ProjName, StartDate, EndDate, and Year. The table contains several rows of data, including units like "National College of Public Ad", "College of Business Administi", "Asian Institute of Tourism", and "College of Arts and Letters". The "Status" column is currently set to "Execution and Control" for most entries. The "ProjName" column contains various project names, and the "StartDate" and "EndDate" columns show dates ranging from 2010 to 2012.

10. When all records have already been inputted return the file **UPM\_Extension\_2012\_1.mdb** by using **fmo.up.edu.ph/uploadFiles.php** or by sending it through our email address [sysbudget@gmail.com](mailto:sysbudget@gmail.com) and CC: [zbarokz@yahoo.ca](mailto:zbarokz@yahoo.ca), [zbarokz@hotmail.com](mailto:zbarokz@hotmail.com)