

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 **UPMin_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 **UPMin_Extension_2012_1.mdb**
5. A security warning similar to Figure 1 will be displayed on screen. Click **Open** to start using **UPMin_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.

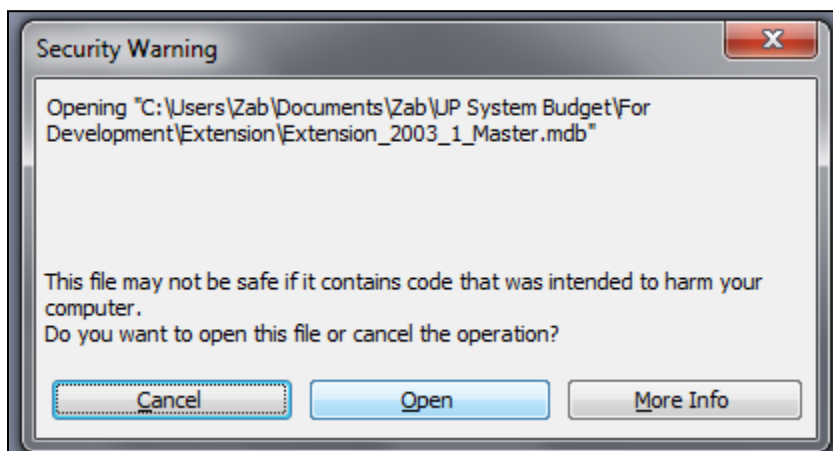
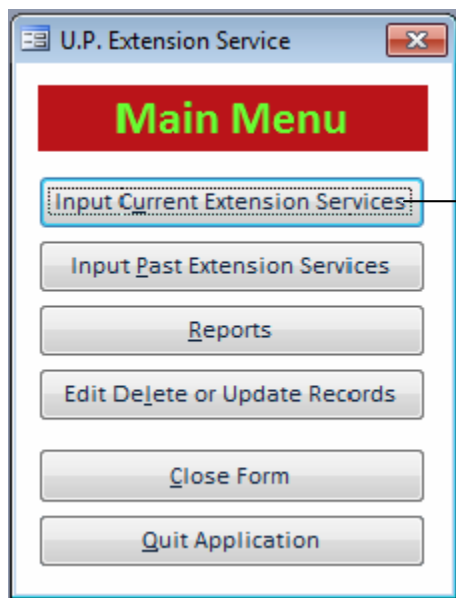


Figure 1

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.

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 the following fields and buttons:

- Constituent University: [Dropdown]
- Year Covered: [Text]
- Status: [Dropdown]
- Extension Title: [Text]
- Leader Name: [Text]
- Buttons: "Extension Services", "Status and/or End Date" (highlighted), "Close Form"

Figure 6

Figure 6 shows a datasheet form titled "frmChangeEndDate". It contains a table with the following columns: Unit, Dept, Status, ProjName, StartDate, EndDate, and Year. The table contains 12 rows of data. The 'Status' column has a dropdown menu open showing 'Execution and Control', 'Origination', 'Initiation', and 'Planning'. The 'Status' for the first row is 'Execution and Control'.

Unit	Dept	Status	ProjName	StartDate	EndDate	Year
National College of Public Ad		Execution and Control	NCPAG : Six Decades of Put	6/1/2011	6/1/2012	
National College of Public Ad		Origination	Reinventing a Local Govern	6/1/2011	12/31/2011	
National College of Public Ad		Initiation	Rule of Law in Public Admi	3/1/2011	1/1/2012	
National College of Public Ad		Planning	symposium on "P-Noy Soli	9/30/2011	12/31/2011	
College of Business Administi	Dej	Execution and Control	Curriculum Design	1/1/2011	12/31/2011	
College of Business Administi	Dej	Closeout	Research Proposal Evaluati	4/1/2010	12/31/2011	
College of Business Administi	Dej	Execution and Control	CHAIR, Search Committees	5/1/2011	12/31/2011	
College of Business Administi	Dej	Execution and Control	Resource Person, House Cc	9/1/2011	12/31/2011	
College of Business Administi	Dej	Execution and Control	Resource Person, Senate Cr	10/1/2011	12/31/2011	
Asian Institute of Tourism		Execution and Control	UP Technical Panel for TIEZ	7/1/2011	12/31/2011	
College of Arts and Letters	Cre	Execution and Control	panitikan.com.ph	2/1/2011	2/1/2012	

Figure 5

10. When all records have already been inputted return the file **UPMin_Extension_2012_1.mdb** by using **fmo.up.edu.ph/uploadFiles.php** or by sending it through our email address sysbudget@gmail.com and CC: zbarokz@yahoo.ca, zbarokz@hotmail.com