

Community Governance Ward Action Tracker

By Lesley Bannister

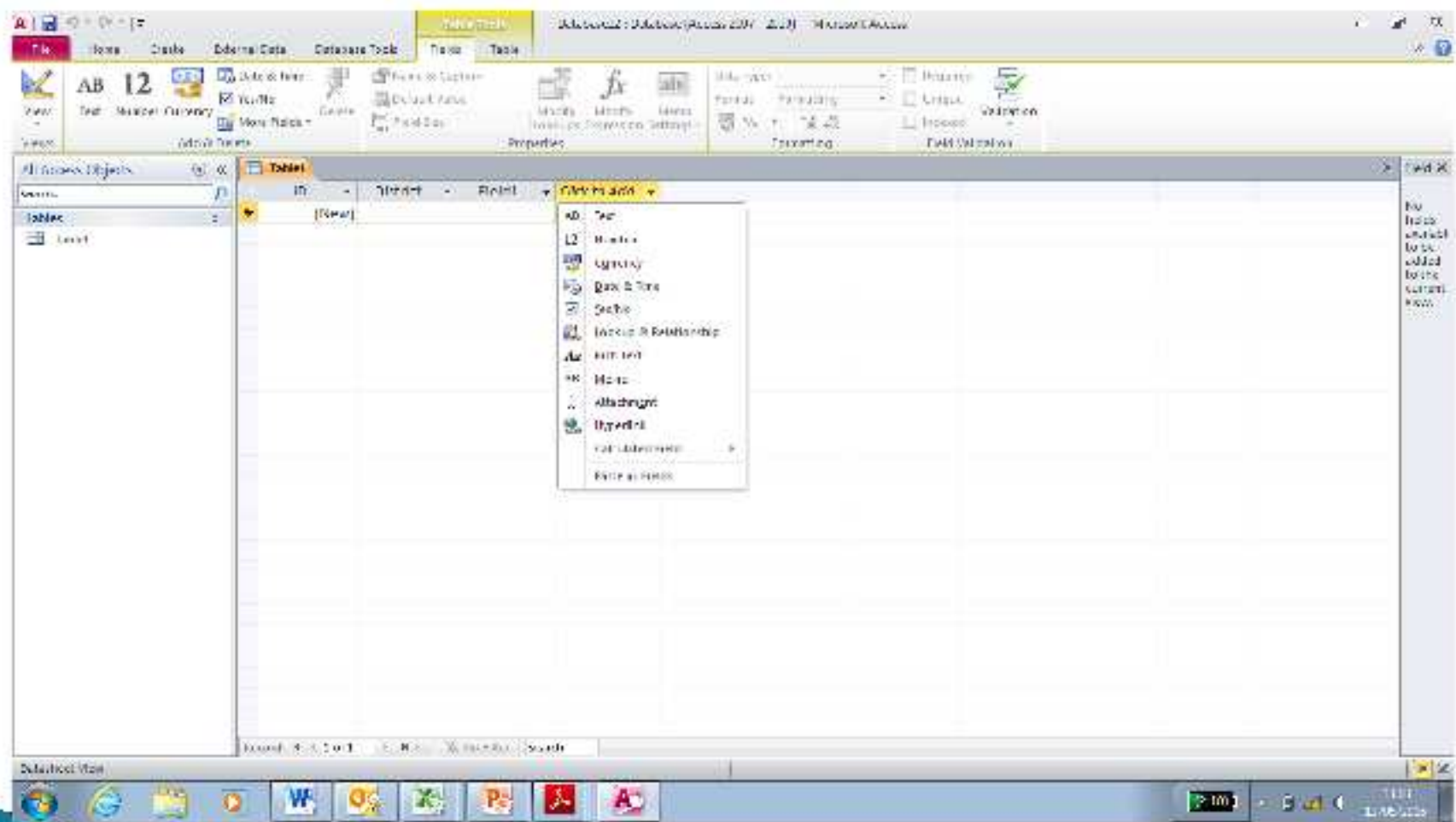


Using Microsoft Access

Microsoft Access is a database management system which enables the user to

- ▶ Store data
 - ▶ Create forms
 - ▶ Create queries
 - ▶ Create reports
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Constructing a data table



Creating an input form

The screenshot displays the Microsoft Access application window with the title bar 'Word (Book1) (VBA) - Access (Access 2007) - Microsoft Access'. The ribbon at the top includes 'File', 'Home', 'Create', 'External Data', and 'Database Tools'. The 'Database Tools' ribbon is active, showing options like 'Filter', 'Advanced', 'Advanced Filter', 'Advanced Query', 'Delete', 'More', 'Records', 'Find', 'Go To', 'Send To', and 'Find'. The left-hand 'Navigation Pane' shows a list of objects: 'Tables' (Revised test table), 'Queries' (Revised test table - <undelet>, Revised test table - <undelet>, Revised test table Query), 'Forms' (Revised test table), and 'Reports' (Sourcefile Word Report 2, Edlington District Report 1, Highways issues raised at, Revised test table, Revised test table Query, Revised test table, Revised test table1, Revised test table2, Revised test table3, Revised test table4, Revised test table - T, Revised test table1). The main window shows the 'Revised test table' form in Design View. The form has a title bar 'Revised test table' and a header section. The body of the form contains several fields: 'ID' (text box), 'RUC' (text box), 'District' (dropdown menu), 'Ward' (dropdown menu), 'Scheme' (dropdown menu), 'Meeting Date' (text box), 'Meeting Type' (dropdown menu), 'Issued raised at' (text box), 'Topic Category' (dropdown menu), 'Details' (text box), 'Harmful effect on' (text box), 'Date Taken' (text box), 'Completed Date' (text box), and 'Comment/Out' (text box). The 'Scheme' dropdown menu is open, showing options: 'New', 'Closed', and 'On going'. The 'Meeting Type' dropdown menu is also open, showing options: 'Closed' and 'On going'. The 'Issued raised at' text box contains the date '10/10/10'. The 'Completed Date' text box contains the date '10/10/10'. The 'Details' text box contains the text '10/10/10'. The 'Harmful effect on' text box contains the text '10/10/10'. The 'Date Taken' text box contains the date '10/10/10'. The 'Comment/Out' text box contains the text '10/10/10'. The status bar at the bottom shows 'Record: 1 of 1 of 10', 'Page: 1 of 1', and 'Search'.

ID	RUC	District	Ward	Scheme	Meeting Date	Meeting Type	Issued raised at	Topic Category	Details	Harmful effect on	Date Taken	Completed Date	Comment/Out
				New		Closed	10/10/10		10/10/10	10/10/10	10/10/10	10/10/10	10/10/10

Recording meetings as data

The screenshot shows the Microsoft Access application window titled 'Ward (naka) (100.2) - Database (Access 2007 - 2003) - Microsoft Access'. The 'Database Tools' ribbon is active, showing various tools like Filter, Sort, and Find. The left-hand 'Navigation Pane' displays a list of objects, including tables, queries, and reports. The main window area shows a form titled 'Revised test table' with the following fields and values:

Field Name	Value
Status	Open
Meeting Date	18/03/2016
Meeting Cycle	3rd
Issued raised R	Newswell
Topic Category	Schools/Residential
Details	Parking outside school, head teacher asked for help in enforcement action
Owner of action	Police
Due Date	03/05/2016
Completed On	26/04/2016
Comment/Notes	Enforcement action taking place
Lead/Address	Tramline
Format	Traditional
Alt/Reference	23

The bottom status bar indicates 'Record: 1 of 12' and 'Page: 1 of 12'.

Query function

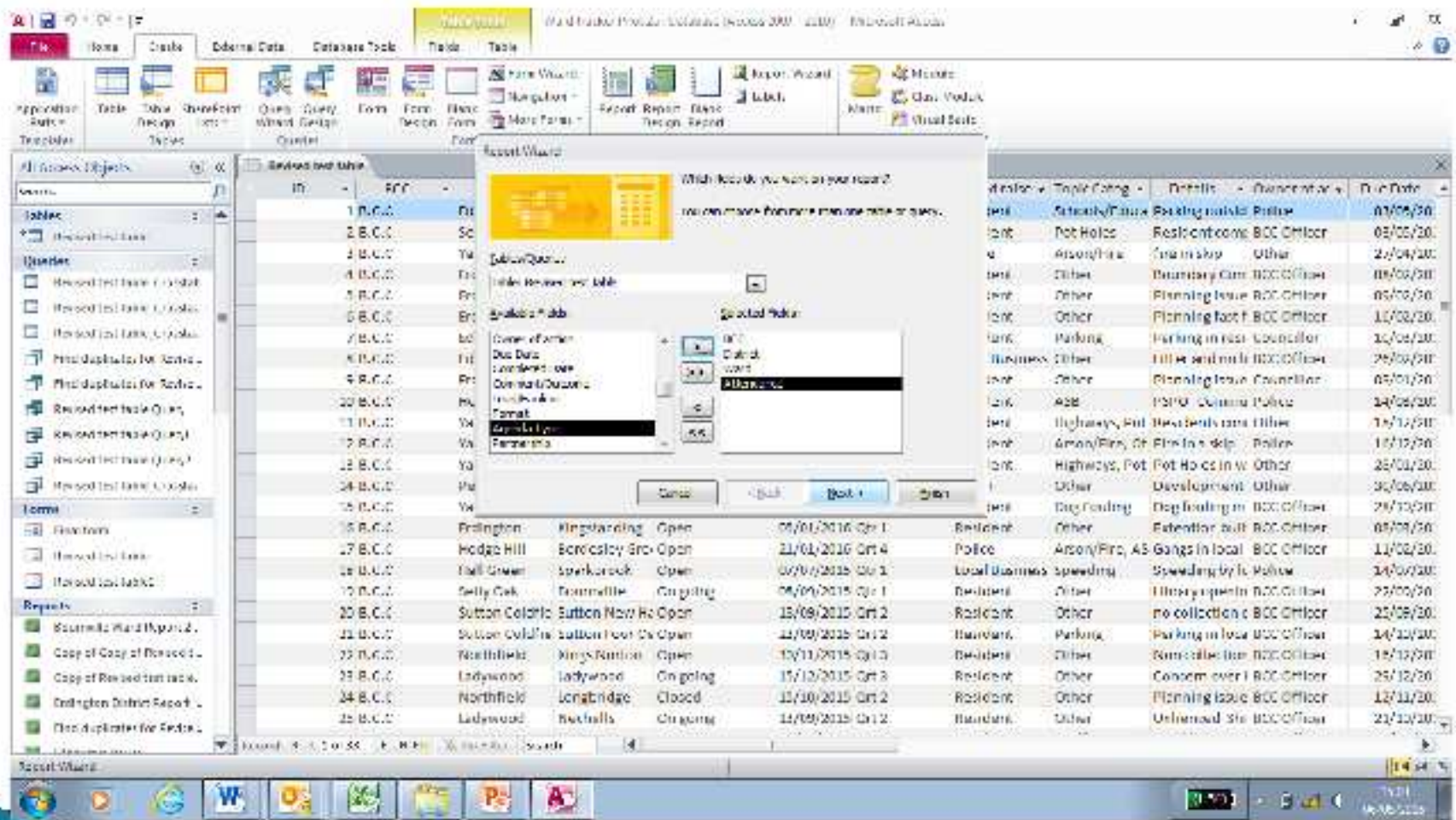
- ▶ Queries enable the user to pre select areas of the database and store them in a specific format. This is useful in maintaining constancy in reporting .
 - ▶ Each query relates back the original database and automatically updates with every entry made on the database.
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Query table

The screenshot shows the Microsoft Access application window. The title bar reads "Word (Book1) (Access 2010) - Microsoft Access". The ribbon is set to "Database Tools". The left-hand pane shows the "Navigation" pane with the "Queries" section expanded. The main window displays a query named "Revised test table Query1" in Datasheet view. The data is as follows:

Name	Area	Meeting Date	Meeting Day	Sum Of Att	Count Of Re
Edgbaston	Edgbaston	16/02/2016	Qr 1.0	73	1
Edgbaston	Hornbome	25/02/2016	Qr 1.4	5	1
Edgbaston	Quinton	25/02/2016	Qr 1.4	12	1
Edgbaston	Edgbaston	04/02/2016	Qr 1.0	70	1
Edgbaston	Kingstanding	04/01/2016	Qr 1	45	1
Edgbaston	Tyburn	26/11/2015	Qr 1.3	30	1
Hall Green	Hall Green	21/02/2016	Qr 1.4	10	1
Hall Green	Quinton	19/02/2016	Qr 1.2	76	1
Hall Green	Sparkbrook	07/02/2015	Qr 1	24	1
Hodge Hill	Sparkbrook	21/02/2016	Qr 1.4	22	1
Hodge Hill	Sparkbrook	04/02/2015	Qr 1.1	9	1
Hodge Hill	Sparkbrook	14/02/2016	Qr 1.3	13	1
Ladywood	Ladywood	15/12/2015	Qr 1.3	18	1
Ladywood	Nechells	15/09/2015	Qr 1.2	23	1
Ladywood	Nechells	14/01/2016	Qr 1.0	3	1
Northfield	Kings Norton	10/11/2015	Qr 1.3	15	1
Northfield	Kings Norton	24/03/2016	Qr 1.4	12	1
Northfield	Longbridge	15/03/2015	Qr 1.2	30	1
Perry Barr	Perry Barr	02/12/2015	Qr 1.3	73	1
Perry Barr	Perry Barr	18/02/2016	Qr 1.4	16	1
Selly Oak	Beaminville	06/09/2015	Qr 1	7	1
Selly Oak	Beaminville	11/01/2016	Qr 1.0	0	1
Sutton Coldfield	Sutton Coldfield	23/09/2015	Qr 1.2	12	1
Sutton Coldfield	Sutton Coldfield	18/09/2015	Qr 1.2	11	1
Sutton Coldfield	Sutton Coldfield	22/10/2015	Qr 1.2	5	1

Create reports from the database



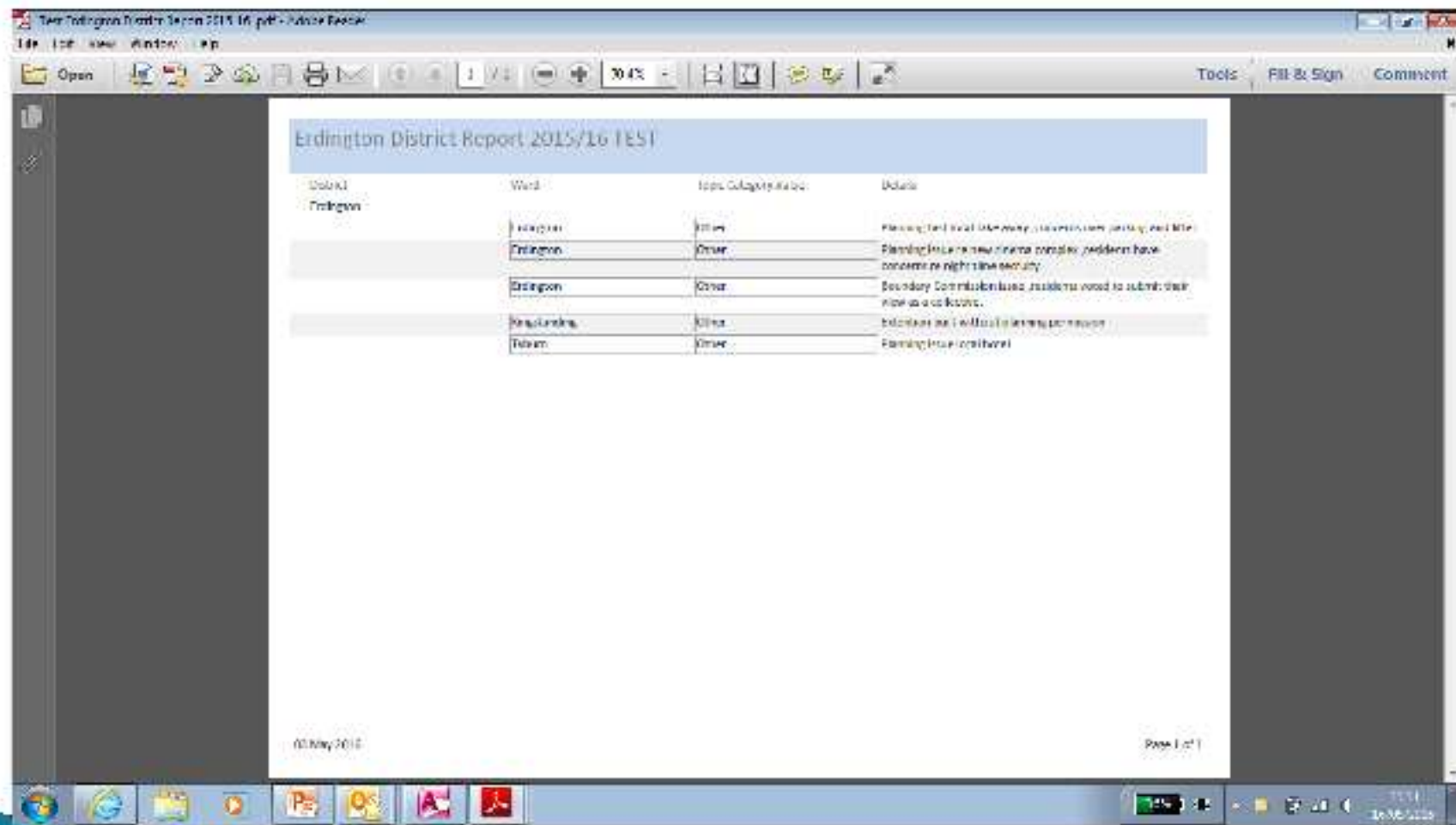
Reporting levels

- ▶ Birmingham City Council Level
 - ▶ Directorate Level
 - ▶ Leadership Level
 - ▶ District Level
 - ▶ Ward Level
 - ▶ Thematic
- 

Reports at BCC level

[illegible]

Reports at District level



Task: Erdington District Report 2015/16 TESI - Adobe Reader

100% (PDF) View Windows 10

Open

Tools Fill & Sign Comment

Erdington District Report 2015/16 TESI

District	Ward	Topic Category	Update
Erdington	Erdington	Other	Planning and local infrastructure concerns, parking, and more.
Erdington	Erdington	Other	Planning issues, new internal complex, residents have concerns re night time security.
Erdington	Erdington	Other	Boundary Commission issues, residents need to submit their views as a priority.
Erdington	Erdington	Other	Infrastructure and local infrastructure concerns.
Erdington	Erdington	Other	Planning issues, infrastructure.

01 May 2016

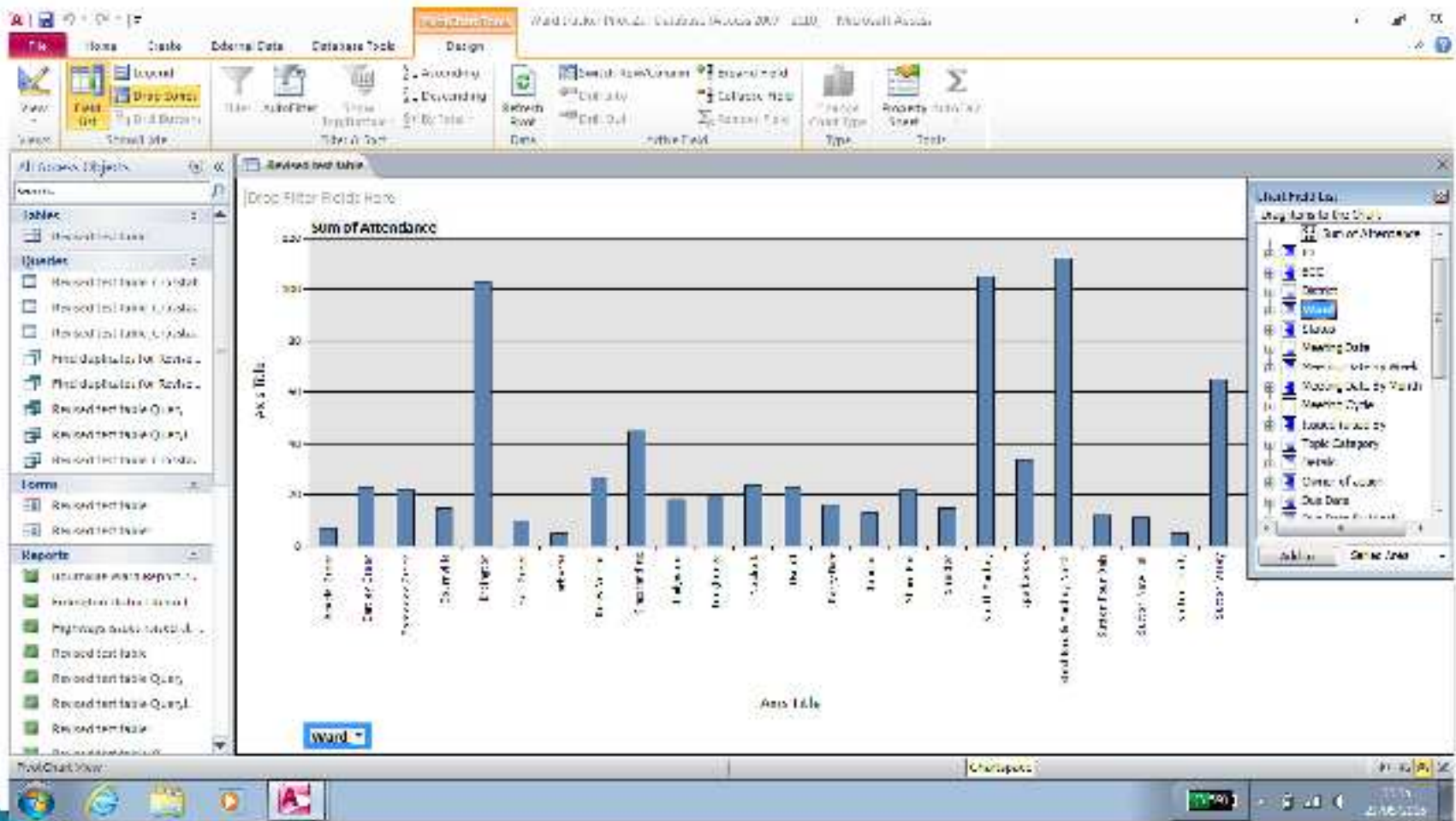
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Reports by Thematic level

[illegible]

As a Graph



Benefits of using an Access database for action tracking at Ward Forums.

- ▶ Access will help manage Citizens issues and concerns raised at Ward Forum meetings efficiently, economically and effectively.
 - ▶ Access produces performance management reports in a few simple steps.
 - ▶ Access stores data that can be viewed and compared at varying levels B.C.C, District ,Ward and Thematic.
 - ▶ Access reporting can be used for future planning.
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Any questions?

If you have any questions please don't hesitate to contact me

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