

Australasian Health Facility Guidelines (AusHFG) Access Data Entry Procedures

1. 1/ FILE PATH p:\@DATABASES\HFG\Current\NSW DOH Frontend.mdb
Note: NSW DOHFrontend mdb is the master database
2. Start Access – click on NSW DOH Frontend.mdb
3. Click on **Forms**
4. Click on **All Accepted Clauses AA**
5. Duplicate one Clause (input clause by Duplication)
 - a. Find a similar clause e.g. 600390; click Duplicate, type in the new **clause ID**,
 - b. Delete old clause content (word text).
 - c. Find **Heading / Heading NO** (Note every Clause within an HPU must have the same Heading / Heading No) e.g. 350 / Multipurpose Services Unit.
 - d. Input **Super Heading** details
 - e. Input **AA Clause No** e.g. “0.10”
 - f. Select **Sub-heading** – e.g “Description”
 - g. Copy new clause content from Word document or type in content. Note: make sure to move cursor on the up and down menu bar to limit movement within the clause. It is an important step!
6. Save and close form.
7. Open **table: All Clauses**, find the clause ID you just entered and make the following changes:
 - a. **NSW Clause** change to match Qld Clause
 - b. **NSW Status** change to Accept.
 - c. Save and close.
8. Re-open form All Accepted Clause AA and check that the NSW Clause and NSW Status field have been updated.
9. Always check the **Report “All Clauses with Super headings AA”** after completion of any HPU (when all clause IDs have been entered or updated). See below.
10. Print the relevant pages for the new/updated HPU and the updated Table of Contents for Q.A. check.

Report Preparation Procedures

1. Enter Access database via file **NSWDOH.Frontend.mdb**
2. Click on Report, select:
 - a. Option 1(general report) **All Clauses with Super Heading AA**
 - b. Option 2 (**All Clauses Query Schedule of Accommodation ToC AA**)
3. Procedure to Change Report Version number:
 - a. Create the report
 - b. Click on Design View
 - c. Go down to the section Page Footer.
 - d. Amend Revision Version as required.
4. Create report Master Document as a Pdf and a copy for preparation of Final Report.
5. **Insert Functional Relationship Diagrams**, security check list and other attachments into Final Report using Adobe Acrobat Professional. Functional Relationship Diagrams are located at - P:\@program\Guidelines\Australasian_HFG\AusHFG Attachment.
6. Insert page numbers in Pdf document using Add Header and Footer.
7. Save final document with name as per web site document.
8. Extract sections from Master Document and save them in web site. Updated sections replace old versions keeping the same name. New sections will have a new file name on web site document.