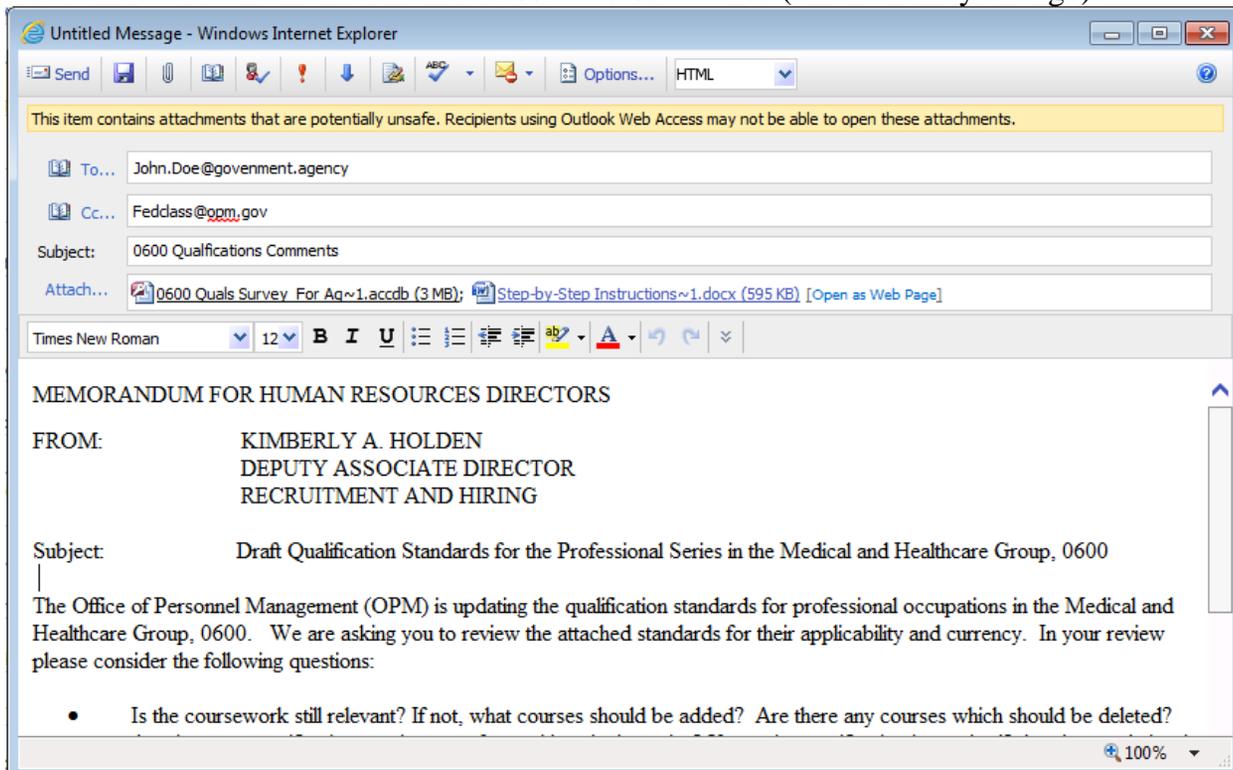


## Using the 600 Quals Access Database: Step-by-Step Instructions

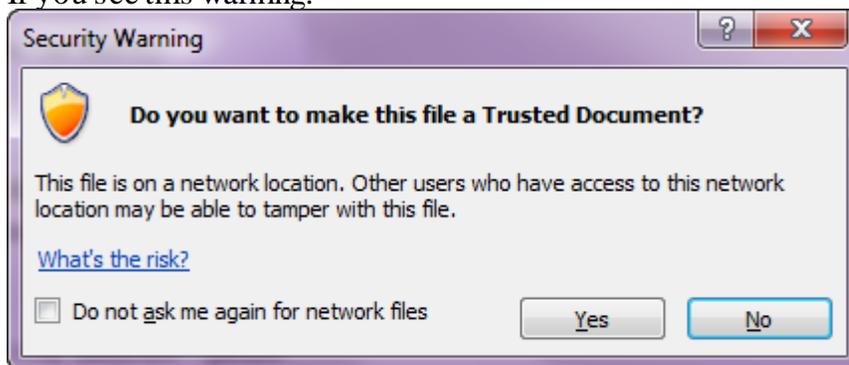
### Receiving and Opening the Database:

1. You will receive an email with an Access database attached (email text may change):



2. Depending on what version of Microsoft is loaded on your computer, you may encounter a warning (or dialogue box). Most possible warnings are covered in this instructional document, but if you have any questions, please contact us at: [Fedclass@opm.gov](mailto:Fedclass@opm.gov)

- a. If you see this warning:



- i. Click **Yes** to open the database
- ii. For more information regarding trusting a database:  
<http://office.microsoft.com/en-us/access-help/decide-whether-to-trust-a-database-HA010341635.aspx>

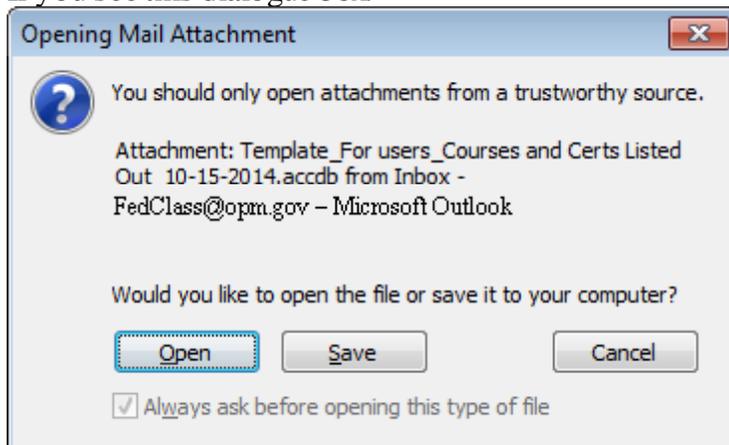
## Using the 600 Quals Access Database: Step-by-Step Instructions

b. If you see this warning:



- i. Click 'Enable this content' and click **OK**
- ii. For more information regarding VBA macro alerts:  
<https://support.office.com/en-in/article/Enable-or-disable-macros-in-Office-documents-7b4fdd2e-174f-47e2-9611-9efe4f860b12?ui=en-US&rs=en-IN&ad=IN>

c. If you see this dialogue box:



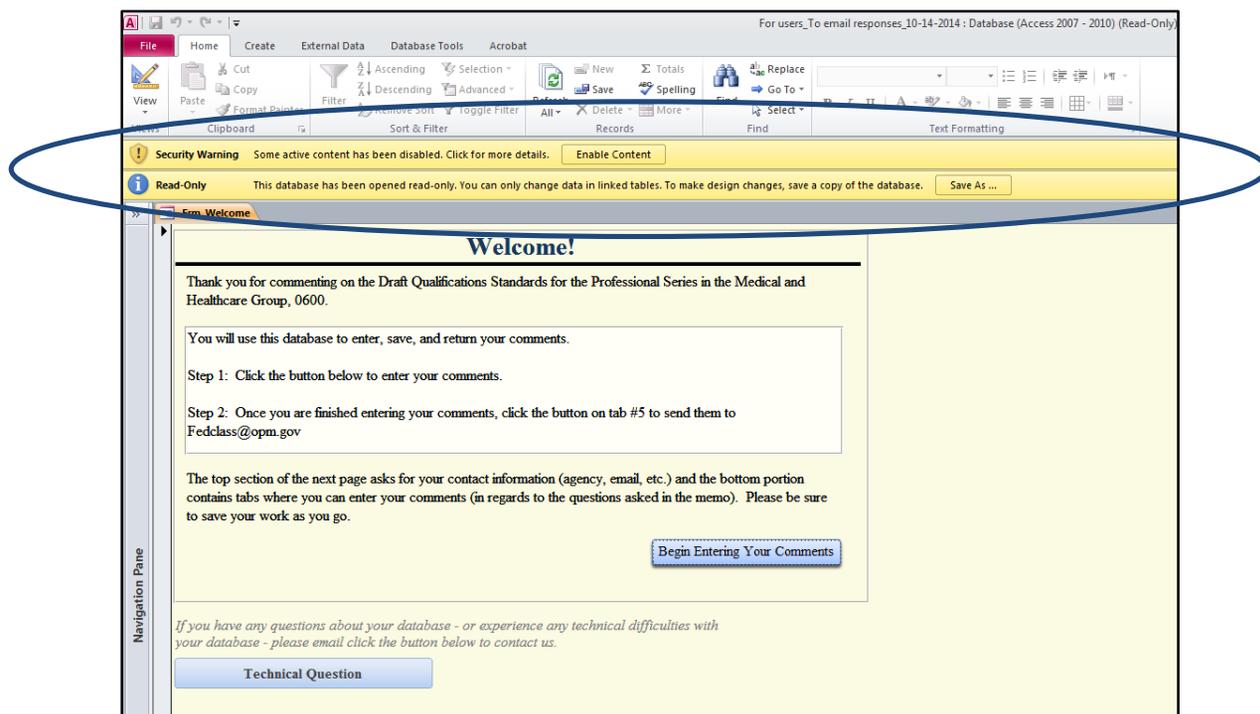
- i. Click **Open**

3. You are now ready to enter your comments

## Using the 600 Quals Access Database: Step-by-Step Instructions

### Enter Your Comments:

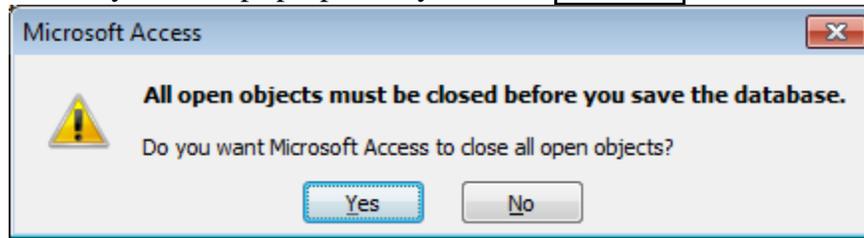
1. After you click **Open**, you may see one (or both) of the following messages when you first open your database:
  - **Security Warning** Some active content has been disabled. Click for more details. **Enable Content**
  - **Read-Only** This database had been opened read-only. You can only change data in linked tables. To make design changes, save a copy of the database. **Save As...**



- a. In order to enter comments:
  - i. Click **Enable Content**
  - ii. For more information regarding enabling content:  
<http://office.microsoft.com/en-001/access-help/enable-or-disable-security-alerts-on-the-message-bar-HA010080606.aspx>
- b. Then click **Save As...**
  - i. For more information regarding saving an Access database:  
<http://office.microsoft.com/en-us/access-help/save-a-file-HP003085088.aspx>

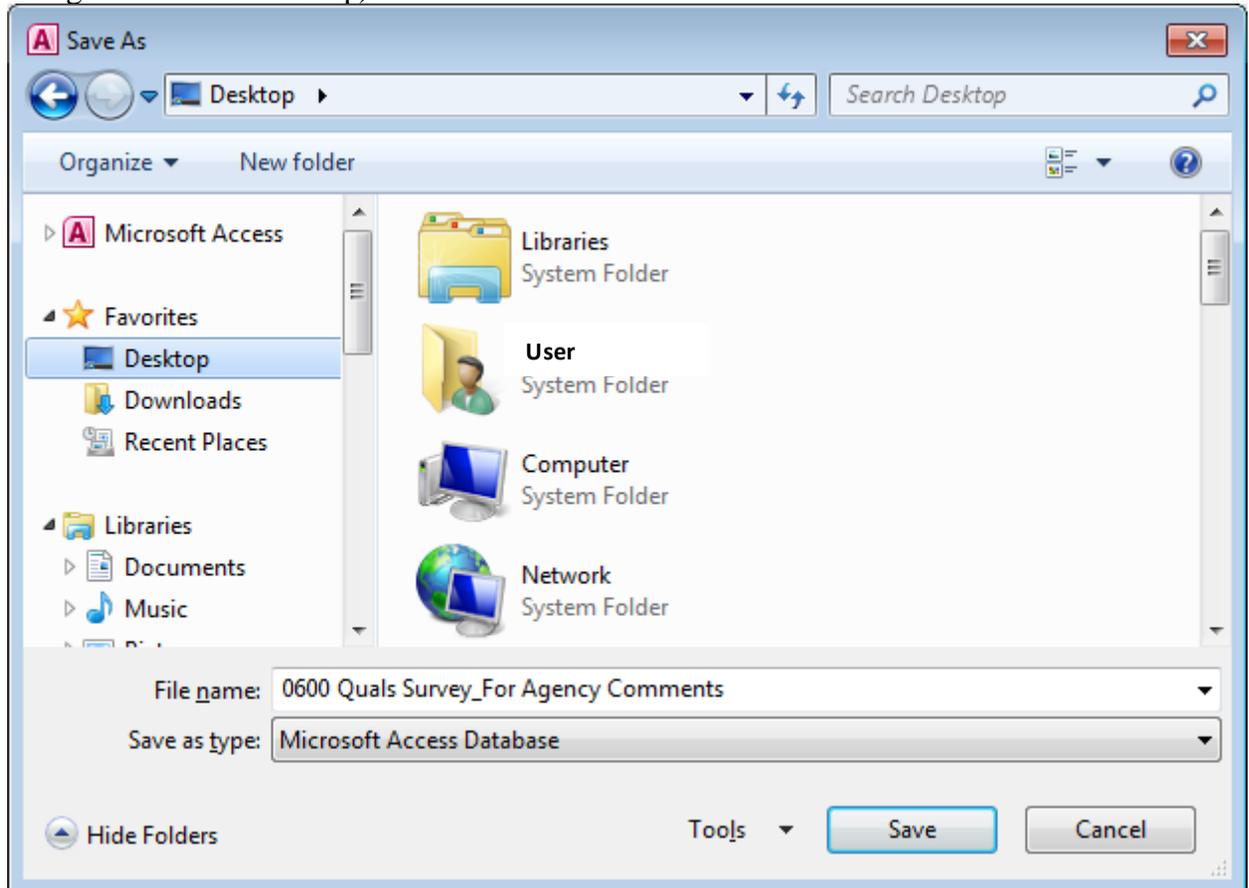
## Using the 600 Quals Access Database: Step-by-Step Instructions

- c. You may see this pop-up when you click “Save As”:



- i. Click **Yes**

4. Save the database somewhere you will remember where it is (this example database is being saved to the Desktop):

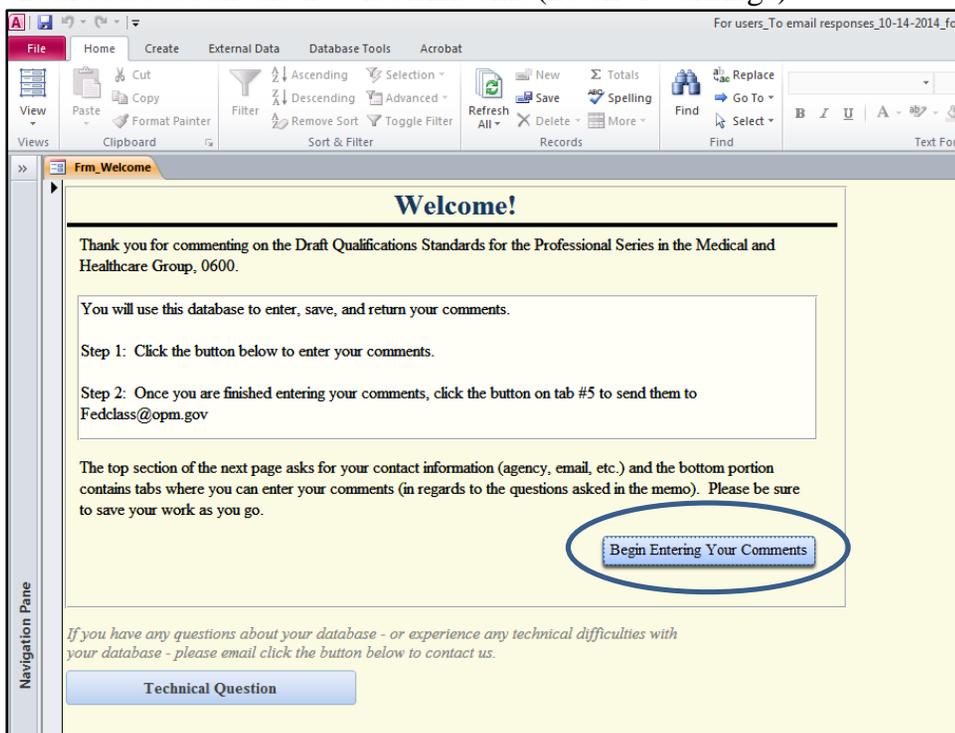


- a. You now have the option to rename the Access database and include your agency name (**600 Quals Database\_ “Insert your agency name”**). Please keep the **Save as type**: as “Microsoft Access Database”

5. Click **Save**

## Using the 600 Quals Access Database: Step-by-Step Instructions

6. Your database should now look like this (no error warnings):



7. Click **Begin Entering Your Comments** to begin
- Go through each tab to enter your comments:
    - 1 – Education
    - 2 – Accreditation and Licensure
    - 3 – Certification
    - 4 – Additional Comments
    - 5 – Send Comments and Survey
  - You may save your work/comments at any point and return to them. You may also change, add, or delete any comments you have previously made.

## Using the 600 Quals Access Database: Step-by-Step Instructions

### Send Your Comments:

1. When you have completed your comments, click on the last tab  
**(5 – Send Comments and Survey):**

The screenshot shows the Microsoft Access interface for the '0600 Draft Qualifications: Contact Information and Comments' form. The '5 - Send Comments and Survey' tab is selected and circled. The form contains several input fields for contact information, a dropdown menu for 'Series you're commenting on' (with a red asterisk and 'A response is required' note), and a 'Send Comments to FedClass@opm.gov' button. Below this is a 'CUSTOMER SATISFACTION SURVEY' section with a 'Customer Satisfaction Survey' button. At the bottom, there is a 'Technical Question' button. The navigation pane on the left shows the current form view.

2. Click **Send Comments to FedClass@opm.gov**
  - a. Clicking this button will both:
    - i. Save your comments (in an Excel spreadsheet), and
    - ii. Generate an email with the Excel spreadsheet already attached
      1. **NOTE:** You will need Microsoft Outlook open to save and send your comments
3. Click the Customer Satisfaction Survey button if you would like to participate in letting us know how the Access database worked for you and if you have any suggestions for future data-collection efforts.
4. After you have sent your comments, you are now finished with the Access database. You can simply delete it (or move it to your Recycle Bin).

**If you have any additional concerns or questions, please contact us at [Fedclass@opm.gov](mailto:Fedclass@opm.gov).**