How to Encode Policies Data Using MS Access

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Step 1. Create a blank database in MS Access that you will use specifically for storing Policies data.

Click ‘Create.’
Step 2. Create a table with the following table field names.

There are more fields in the next slide.
Step 2. Here are more fields to add in your Policies table.
Now, the Policies table is created, with the field names added.
Step 3. Create a form where you can encode data easily.
Now you’re ready to encode new data in the Policies form.
After encoding, all your data will be stored in the Policies table.