

Encoding Offline

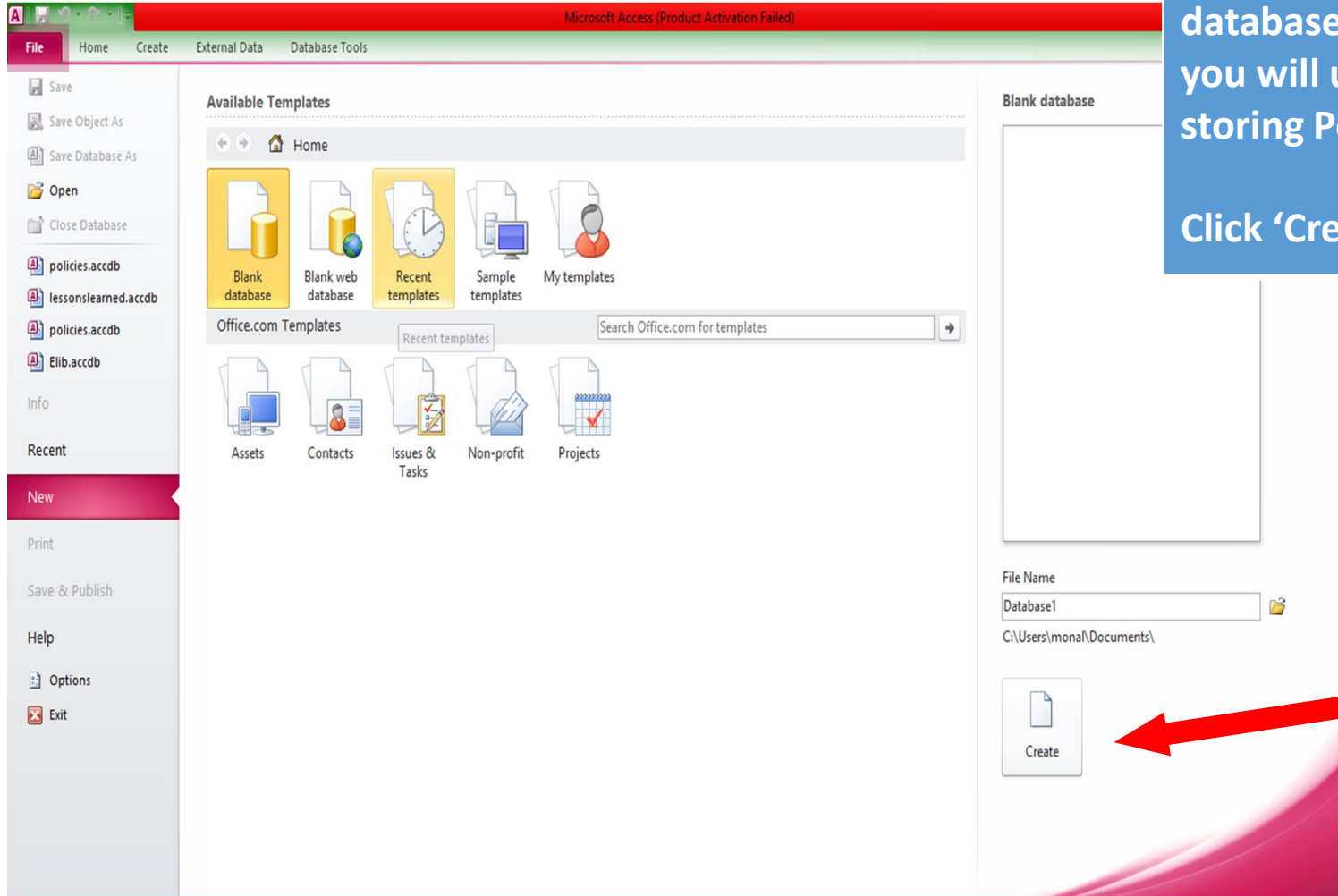
How to Encode Policies Data Using MS Access

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How to Encode Policies Data Using MS Access

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

Click 'Create.'



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Step 2. Create a table with the following table field names.

There are more fields in the next slide.

Field Name	Data Type	Description
idPolicy	Number	
idHierarchy	Number	
HierarchyName	Number	
Title	Text	
AlternateTitle	Text	
DateSigned	Date/Time	
YearImplemented	Number	
RefType	Text	
Countries Covered	Text	
Country	Text	
Locality	Text	
Summary	Memo	
InsArrangement	Text	
TargetIssues	Memo	
Sanctions	Memo	
PDFCopy	Text	
Source	Memo	
BBP scientific name	Text	

Field Properties

Property	Value
Field Size	Double
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

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Navigation Pane

Field Name	Data Type	Description
Countries Covered	Text	
Country	Text	
Locality	Text	
Summary	Memo	
InsArrangement	Text	
TargetIssues	Memo	
Sanctions	Memo	
PDFCopy	Text	
Source	Memo	
BBP scientific name	Text	
BBP common name	Text	
BBP locality	Text	
BBP country	Text	
Commercial Use Referred to	Memo	Commercial use of the biodiversity-based product referred
Encoder	Text	
idEncoder	Number	
idReference	Number	
DateModified	Date/Time	

Field Properties

General Lookup

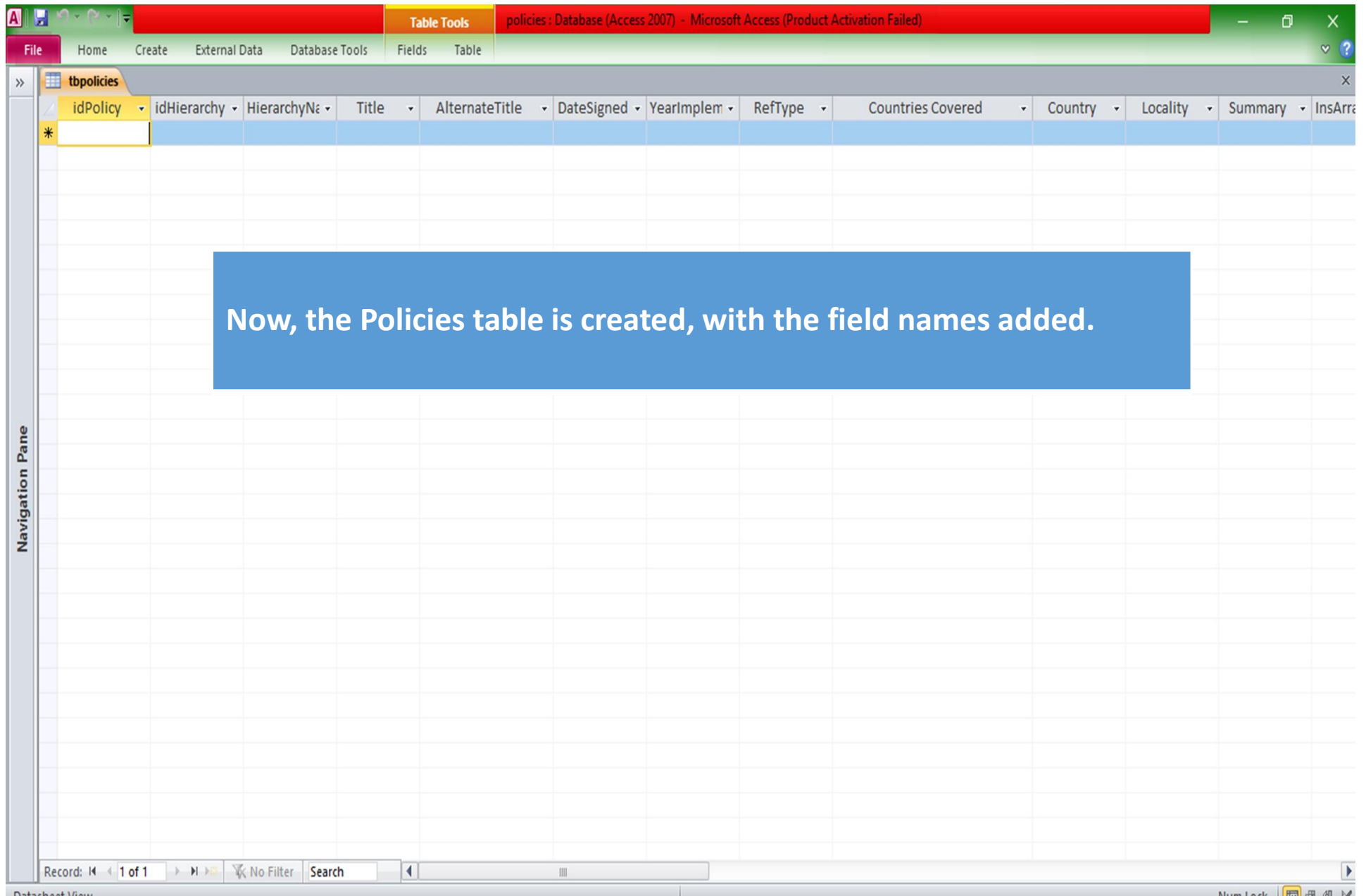
Field Size	Double
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
Smart Tags	
Text Align	General

Continued...

Step 2. Here are more fields to add in your Policies table.

The maximum number of characters you can enter in the field. The largest maximum you can set is 255. Press F1 for help on field size.

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How to Encode Policies Data Using MS Access

Navigation Pane

tbpolicies

idPolicy

idHierarchy

HierarchyName

Title

AlternateTitle

DateSigned

YearImplemented

RefType

Countries Covered

Country

Locality

Sanctions

PDFCopy

Source

BBP Locality

BBP country

Commercial Use Referred to

Encoder

idEncoder

idReference

BBP Admin

2

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No Filter

Search

Layout View

Step 3. Create a form where you can encode data easily.

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polices : Database (Access 2007) - Microsoft Access (Product Activation Failed)

File Home Create External Data Database Tools

tbpolicies tbpolicies tbpolicies_new

tbpolicies_new

Navigation Pane

idPolicy	<input type="text"/>	Sanctions	<input type="text"/>
idHierarchy	<input type="text"/>	PDFCopy	<input type="text" value="http://extwprlegs1.fao.org/docs/pdf/cam82001.pdf"/>
HierarchyName	<input type="text" value="National"/>	Source	<input type="text" value="https://cmsdata.iucn.org/downloads/iucn"/>
Title	<input type="text" value="Business and Biodiversity Program"/>		<input type="text"/>
AlternateTitle	<input type="text"/>		<input type="text"/>
DateSigned	<input type="text" value="01-01-1993"/>	BBP locality	<input type="text"/>
RefType	<input type="text" value="programmes"/>	BBP country	<input type="text"/>
Countries Covered	<input type="text" value="Viet Nam"/>	Encoder	<input type="text"/>
Country	<input type="text" value="Viet Nam"/>	idEncoder	<input type="text" value="2"/>
Locality	<input type="text"/>	idReference	<input type="text"/>
Summary	<input type="text" value="This is an IUCN VN programme that aims for:"/>	DateModified	<input type="text" value="16/05/2018"/>

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Form View

Now you're ready to encode new data in the Policies form.

How to Encode Policies Data Using MS Access

Navigation Pane

File Home Create External Data Database Tools Fields Table

tbpolicies tbpolicies tbpolicies_new tbpolicies_new

polices : Database (Access 2007) - Microsoft Access (Product Activation Failed)

HierarchyName	Title	AlternateTitle	DateSigned	YearImplem	RefType	Countries Covered
National	Business and Biodiversity Programme		01-01-1993	1993	programmes	Viet Nam
National	Strategic Framework 2007-2010		01-01-2010	2007	practices	Viet Nam
National	National Biodiversity Action Plan (BAP)		17-11-1994	1995	strategies	Viet Nam
National	DECISION No. 79/2007/QĐ-TTg OF MAY 31, 2007, APPROVING		31-05-2007	2007	regulations	Viet Nam
National	Decree on Management and Protection of Aquatic Animals and		01-01-1989	1989	laws	Lao PDR
National	Law on Environmental Protection	No. 55/2014/QH13	01-01-1993	2014	laws	Viet Nam
National	DECISION PROMULGATING THE LIST OF SCRAPS PERMITTED TO	Decision No. 12/2006/QĐ-BTNMT	08-12-2006	2006	policies	Viet Nam
National	National Tobacco Control Policy	Resolution No. 12/2000/NQ-CP	14-08-2000	2000	policies	Viet Nam
National	RESOLUTION ON A NUMBER OF SOLUTIONS TO MANAGING THE	Resolution No. 11/2000/NQ-CP	31-07-2000	2000	policies	Viet Nam
National	RESOLUTION ON A NUMBER OF UNDERTAKING		15-06-2000	2000	policies	Viet Nam
National	Government's Decree No. 40/2008/ND-CP		12-04-2008	2013	policies	Viet Nam
National	DECREE ON THE PENALTIES FOR ADMINISTRATIVE		08-11-2012	2012	regulations	Viet Nam
National	DECREE ON WINE PRODUCTION AND WINE TRADE		12-11-2012	2012	regulations	Viet Nam
National	A Number of Articles of the Government's Decree		20-12-2012	2013	regulations	Viet Nam
National	RESOLUTION OF THE NATIONAL ASSEMBLY ON		22-12-1999	1999	policies	Viet Nam
National	RESOLUTION ON MEASURES TO ADMINISTER THE		09-07-1999	1999	policies	Viet Nam
National	RESOLUTION OF THE NATIONAL ASSEMBLY ON THE TASKS OF	Resolution No. 31/1999/NQ-QH10	22-12-1999	1999	policies	Viet Nam
National	DECISION PROMULGATING THE LIST OF RAW MATERIALS, MAT	Decision No. 230/2000/QĐ-BKH	04-05-2000	2000	policies	Viet Nam
National	CIRCULAR PROVIDING ADDITIONAL GUIDANCE ON VALUE ADDE	Circular No. 187/1998/TT-BTC	29-12-1998	1998	policies	Viet Nam
National	Circular Guiding the implementation of the Government's De	Circular No. 78/2014/TT-BTC	18-06-2014	2014	policies	Viet Nam
National	Decree on Rice Export Business	Decree No. 109/2010/ND-CP	04-11-2010	2010	policies	Viet Nam
National	Development strategy of Hanoi University of Natural Resourc		29-12-2015	2015	strategies	Viet Nam
National	Development Strategy for Vietnam Natural Resources and En		29-12-2015	2015	strategies	Viet Nam
National	Strategy for sustainable exploitation and use of natural resou		05-09-2012	2012	strategies	Viet Nam
National	National Strategy on Biodiversity to 2020 with a vision to 2030		25-09-2015	2015	strategies	Viet Nam
National	National Environmental Protection Strategy to 2020, vision to		05-09-2012	2012	strategies	Viet Nam
International	Agreement on Agriculture		01-01-1995	1995	policies	Viet Nam
International	Agreement on textiles and clothing		01-04-1994	1994	policies	Viet Nam
International	International Dairy Agreement		14-09-1973	1973	policies	Viet Nam
International	International Bovine Meat Agreement		01-04-1994	1994	policies	Viet Nam

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After encoding, all your data will be stored in the Policies table.