

Setting up the Iowa Job Approval Authority Database

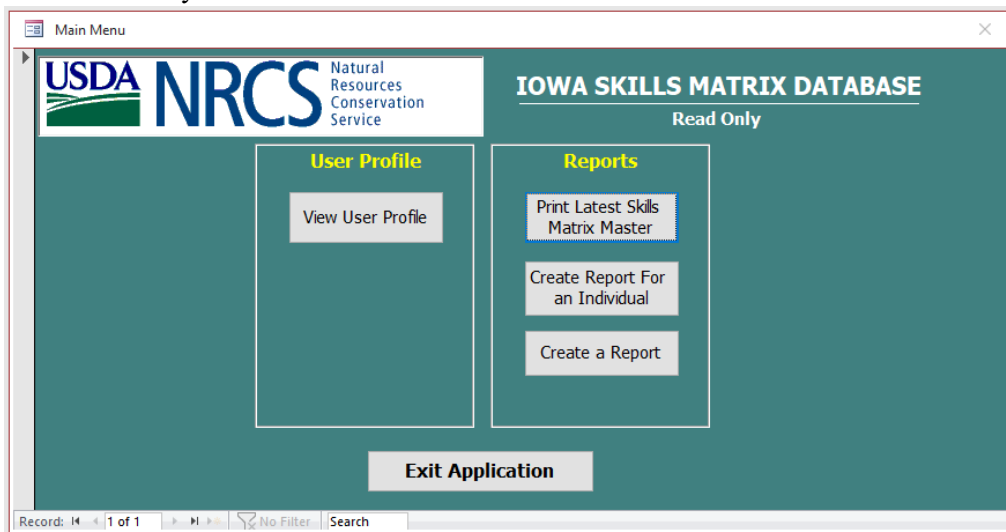
For General Access Tips, see page 7 and for Common Errors, see page 10.

Overview: Download the Iowa State Skills Matrix Database

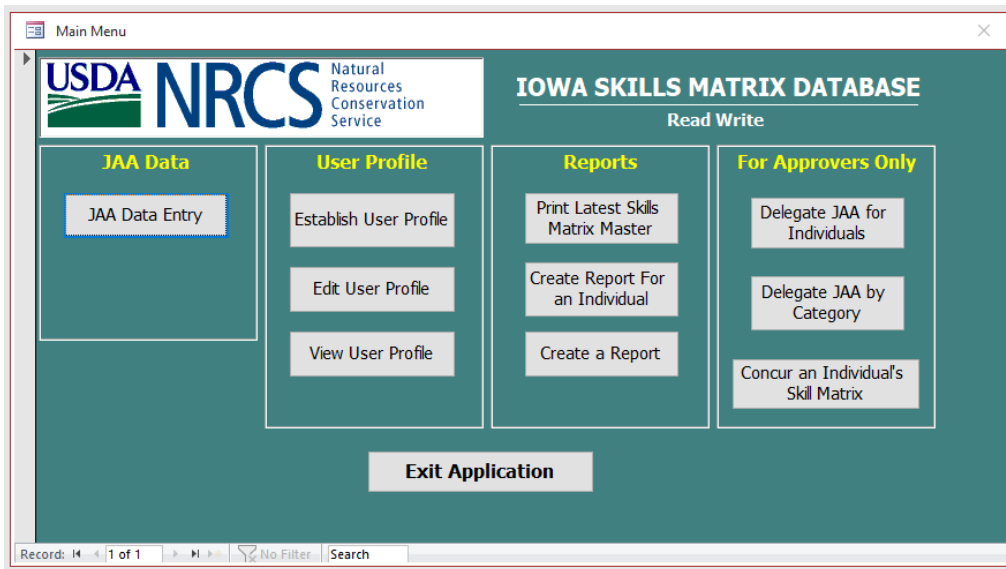
1. Navigate to the Iowa JAA Database SharePoint site located here:
https://usdagcc.sharepoint.com/sites/nrcs_iowa/JAA
 - a. A link to the JAA Database SharePoint can also be found on both the Engineering SharePoint and the Ecological Sciences SharePoint by the *Frequently Used Resources* Section.
2. Determine which frontend version is appropriate for your position.
 - a. ReadOnly version: for all NRCS and partner employees.
 - b. ReadWrite version: for supervisors, District Conservationists, Area Engineers, and Area Resource Conservationists.
 - c. Administrator version: for administrators only.

NOTE: Permissions for downloading a version are based on your position. If you should have access to the ReadWrite or Administrator versions, but are unable to download them, contact an administrator through your chain of command. If you would normally not have access to the ReadWrite version, but are in an acting position, contact an administrator through your chain of command to request temporary access.

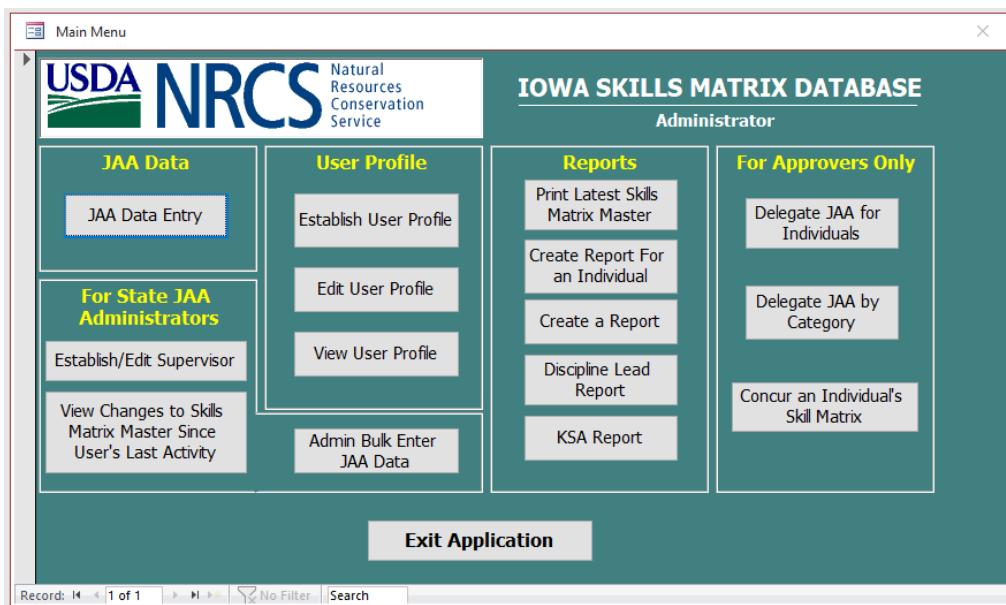
3. In the Documents section, locate the appropriate folder and click on it. Within that folder is the associated frontend and user instructions.
 - a. ReadOnly version: IA_StateSkillsMatrix_v1.0_ReadOnly.accdc
 - b. ReadWrite version: IA_StateSkillsMatrix_v1.0_ReadWrite.accdc
 - c. Administrator version: IA_StateSkillsMatrix_v1.0_Administrator.accdc
4. Hover your mouse over the frontend file. Click on the three dots that appear and select *Download*.
5. Download the file and save it to C:\USDA\WORK\
 - a. (Optional) After saving the file, you can create a shortcut to your desktop by right clicking on the file, clicking Create Shortcut, then dragging the shortcut to your desktop.
6. Open the file. Upon opening the file, the main menu should appear. Below are the main menus for the Read Only version:



The Read Write Version:

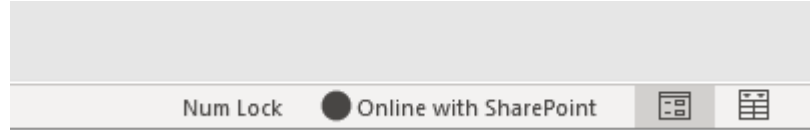


And the Administrator Version:

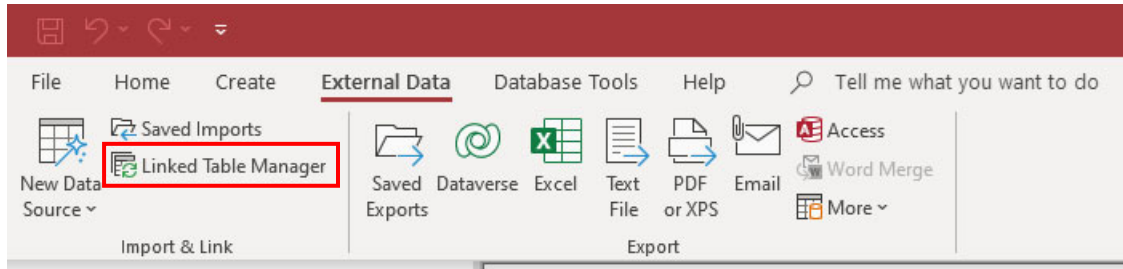


7. If you get a Security Warning, click Enable Content.
8. If you get an error message that you're disconnected from the SharePoint, dismiss the message, and skip to step 14.
9. If you get an error message that a "record source" does not exist or couldn't be found, you may not have the correct permissions for the SharePoint. See page 10 of these instructions for more information.

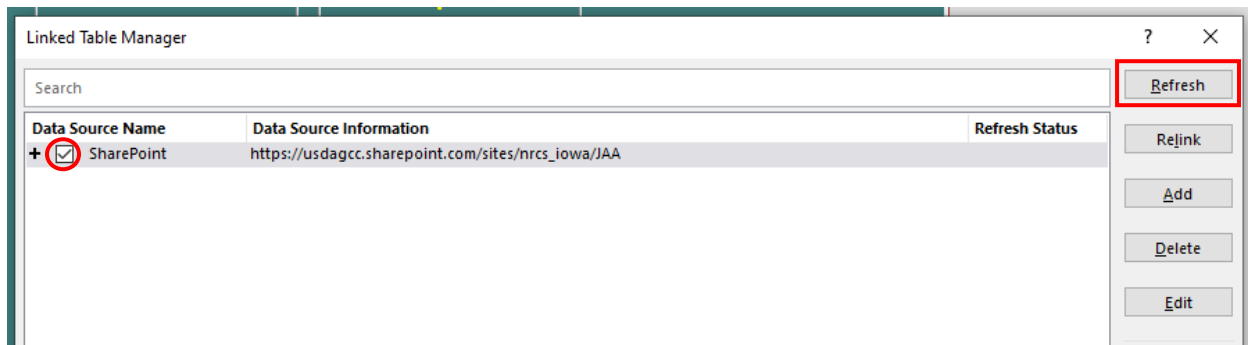
10. Check the bottom right corner of the database. If it says, “Online with SharePoint,” continue to step 11. If you are disconnected from the SharePoint, skip to step 14.



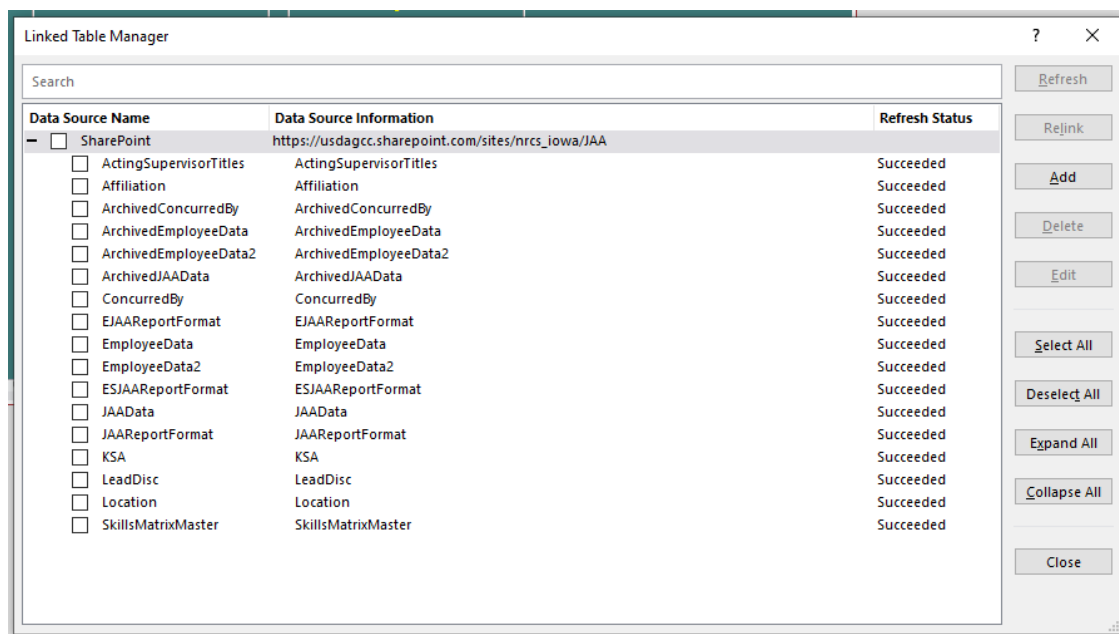
11. Go to External Data > Import & Link and click **Linked Table Manager**.



12. Check the box next to the data source SharePoint and click **Refresh**.

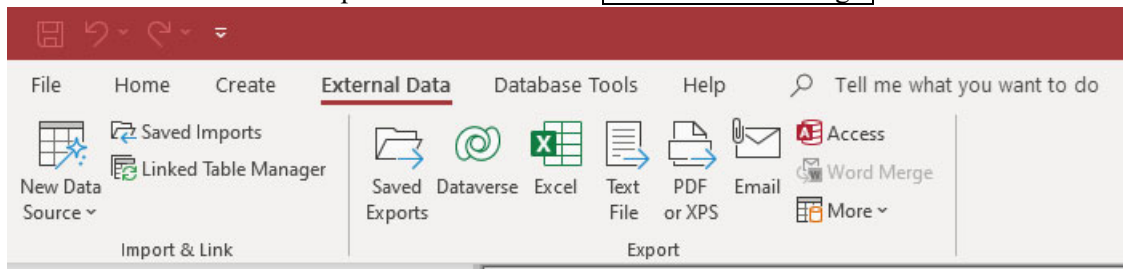


13. Click the plus sign to the left of the data source to check the refresh status. If the refresh status says, “Succeeded,” skip to step 20. If the SharePoint lists failed to connect, skip to step 15.

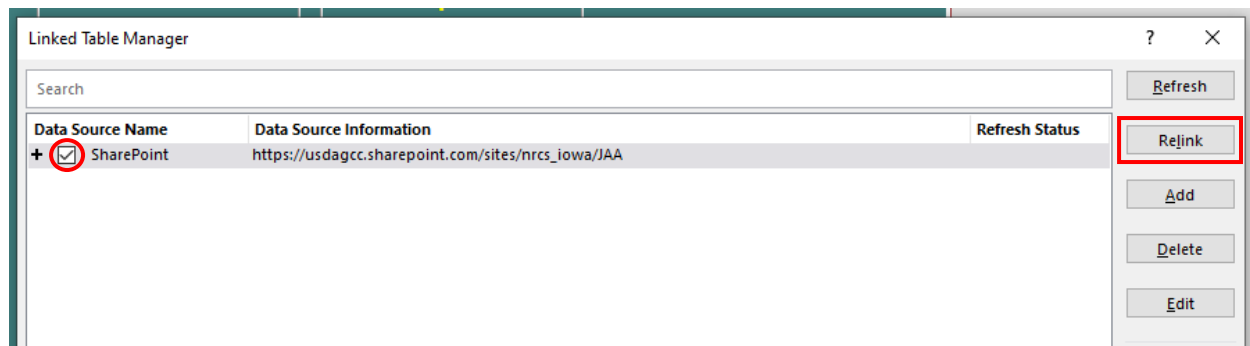


NOTE: Sometimes the Main Menu will disappear after refreshing or relinking. See page 8 for instructions on how to navigate back to it.

14. Go to External Data > Import & Link and click **Linked Table Manager**.

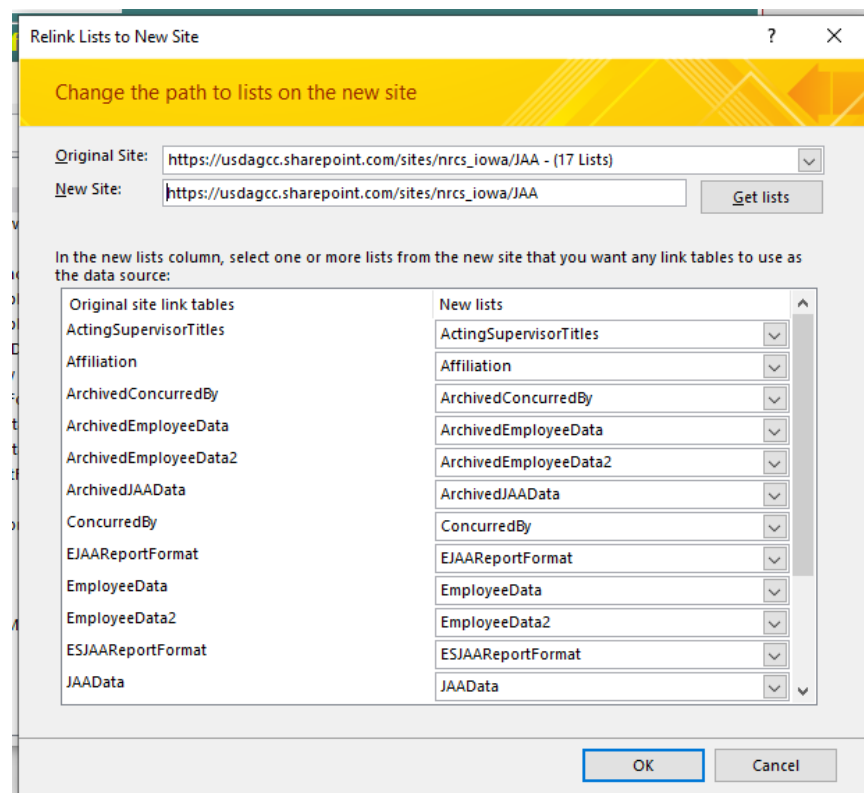


15. Check the box next to the data source, SharePoint and click **Relink**.

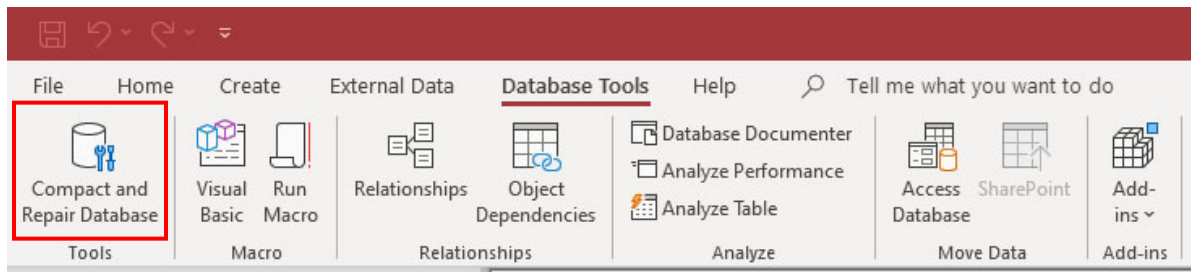


16. Enter the following link under *New Site*: https://usdagcc.sharepoint.com/sites/nrcs_iowa/JAA.

17. Ensure that all the table names between the old link and new link match.



18. Click **OK**.
19. Click the plus sign to the left of the data source to check the refresh status. If the refresh status shows up as “Failed” or you are still disconnected from the SharePoint, contact an administrator through your chain of command. If the refresh status says, “Succeeded”, continue to step 20.
NOTE: Sometimes the Main Menu will disappear after refreshing or relinking. See page 8 for instructions on how to navigate back to it.
20. Check the connection by trying one of the functions. If it works, skip to step 24.
 - a) EX: Click **Print Latest Skills Matrix Master**. Click **Combined JAA**. A report should generate.
21. If the functions aren’t working, go to Database Tools > Tools and click **Compact and Repair Database**.



22. Repeat step 20.
23. If the database is still not working, contact an administrator through your chain of command.
24. If the database is working without error, your setup is complete, and you may begin using it. See additional instructions for how to operate the database.

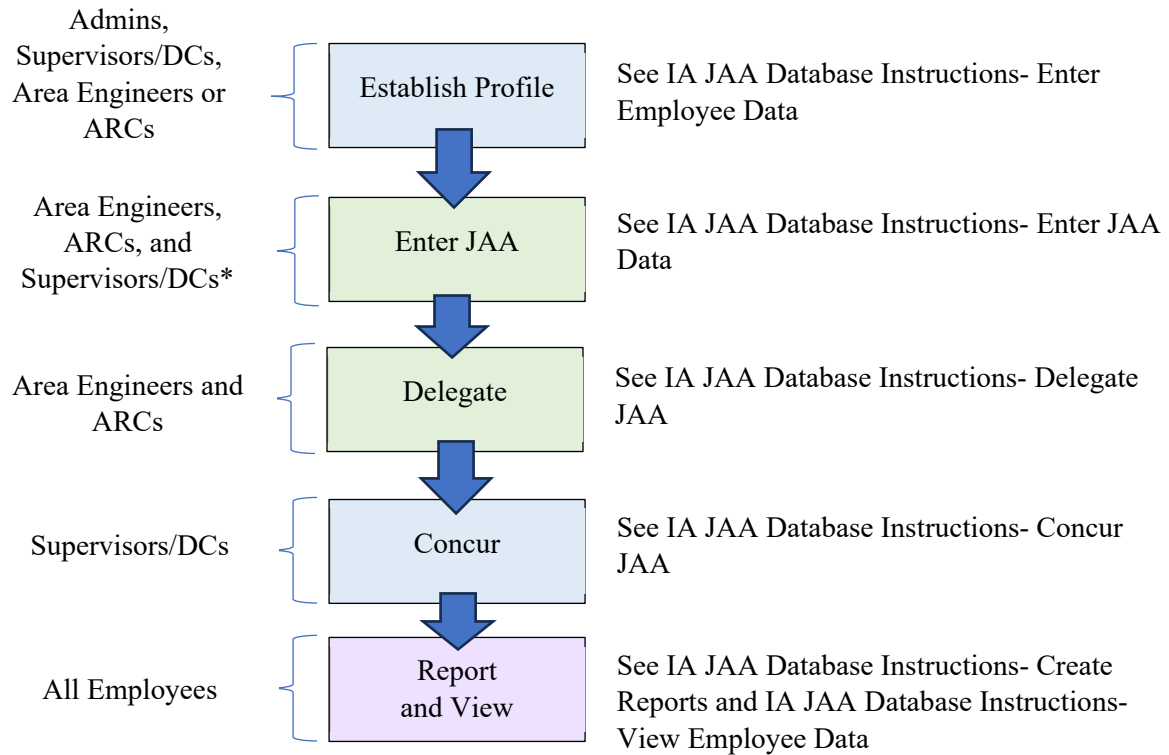
Applies to all versions:

- a) IA JAA Database Instructions- Create Reports
- b) IA JAA Database Instructions- View Employee Data

Applies only to ReadWrite and Administrator versions

- c) IA JAA Database Instructions- Enter Employee Data
- d) IA JAA Database Instructions- Enter JAA Data
- e) IA JAA Database Instructions- Delegate JAA
- f) IA JAA Database Instructions- Concur JAA

General Workflow

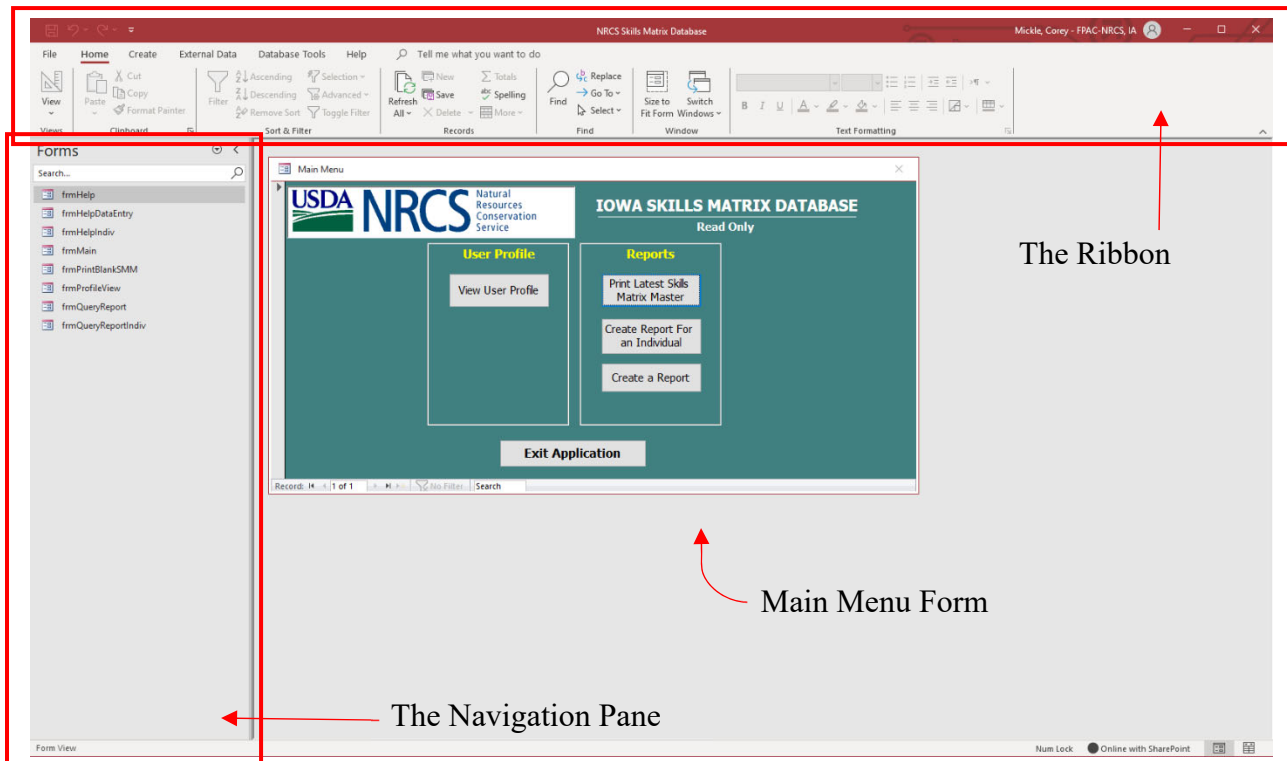


*Supervisors and District Conservationists should communicate with their Area Engineer and Area Resource Conservationist to establish their role in the inputting of EJAA and ESJAA.

Tips for Using Access

Access Interface:

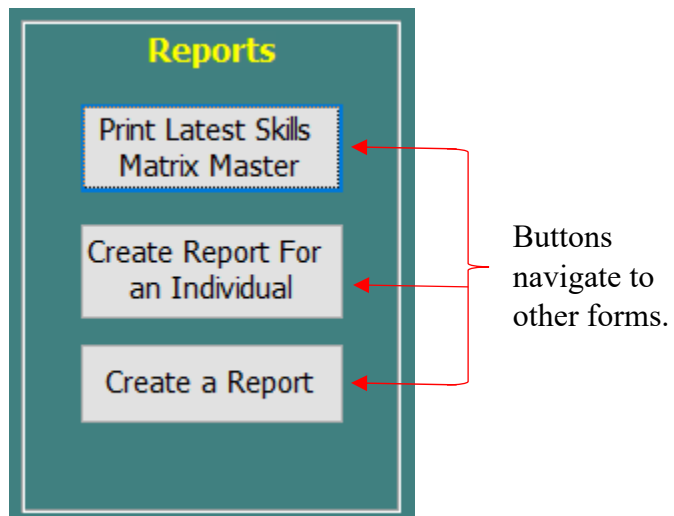
Below is the Main Menu view of the Read Only version. At the top of the window is the Ribbon and on the left side is the Navigation Pane. The Main Menu Form should be open automatically when the application is opened.



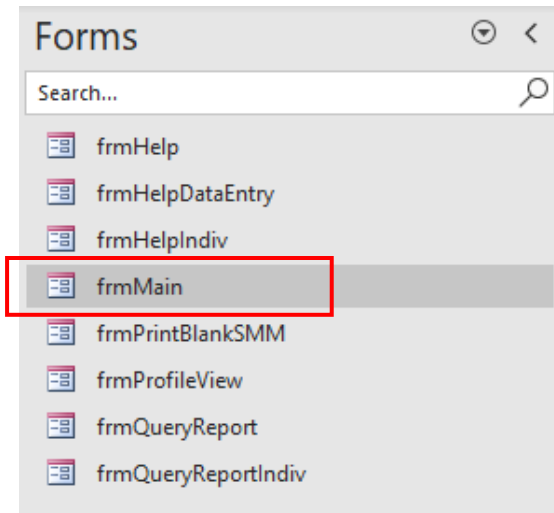
Navigating Between Forms:

Navigate to forms by clicking the buttons on the *Main Menu*.

Each form has either a **Return to Main Menu** button or a **Close** button. Either of these will close the current form and return you to the Main Menu.



If an error occurs and all the forms are closed, restore the Main Menu using the navigation pane The Main Menu form is labeled *frmMain*.



The navigation pane can be used to navigate to other forms as well, although it's simpler to just use the buttons on the Main Menu form itself.

Navigating within a Form:

Certain forms (namely, the *Delegate* form on the Read Write version) have multiple “records” or pages to scroll through. At the bottom left of each form, there is a section that displays the number of records in the form and arrows to toggle between them if there are more than one. There is also a filter function and a search function in this section as well.

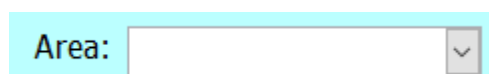


Selections within a Form:

Many forms contain controls that allow the user to make selections. The most common controls are:

Combo box: Click the down arrow to see a list of options for the associated category and make a selection. You can also start typing your selection to find it more easily. **NOTE:** Searching within a combo box, it must match the actual entry exactly. For example, if you're searching a name, you must type it in “Last, First” to find what you're looking for.

If you wish to undo a selection, you can either highlight the text and hit backspace or hit the **Reset Form** button on the bottom of the form to reset all selections. **NOTE:** When using backspace to clear fields that update after a selection is made (EX: Practice Code or Practice Name within the report forms), hit enter or tab or click on another field to activate that update.



Text box: Type your selection into the text box. If you wish to undo your entry, you can either highlight the text and hit backspace or hit the **Reset Form** button on the bottom of the form to reset all selections.

Skills Matrix Last Updated by Individual (Date): 

Toggle button: Check the box if you want to apply the associated selection. If you want to undo a selection, you can either click the box again to deselect or hit the **Reset Form** button on the bottom of the form to reset all selections.

All Controlling ☐
Factors:

Option button: For selections where one of two or more options must be selected. One of the options will be selected automatically when the form opens. If the automatic selection is not the one you want, simply click on the circle next to the one you want. Hitting the **Reset Form** button on the bottom of the form will reset the selection to the automatic one.

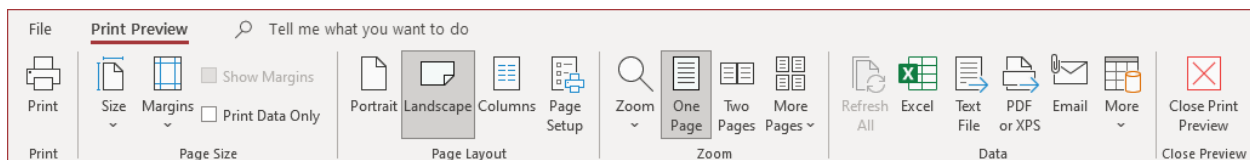
Sort By: ☒ Employee Name
☐ Practice

Navigating Reports

Like forms, the arrows to toggle through the pages of a report's print preview are on the bottom left of the screen.

Page:   1    No Filter

When a print preview is open, a new tab appears on the ribbon, labeled *Print Preview*. In this tab are all the commands you'll need to print the report you've generated if you so choose.



Close the print preview by clicking the **Close Print Preview** button on the right side of the ribbon.

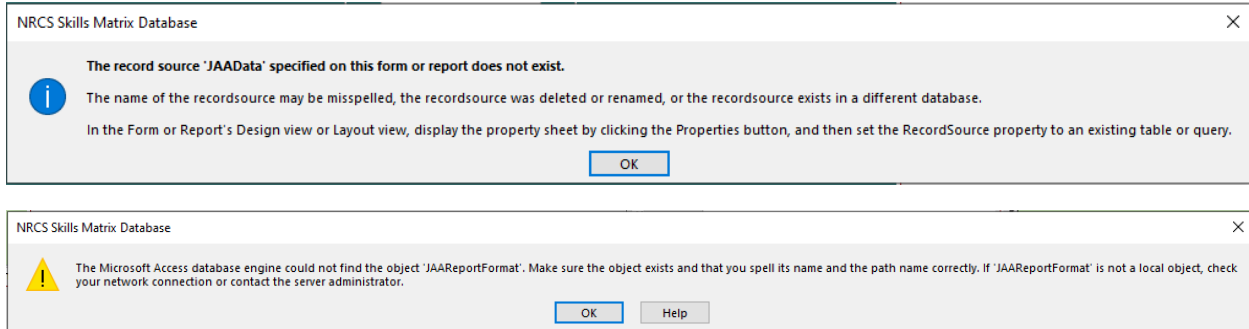
Exiting the Database

To close out, you can either click the **Exit Application** button on the Main Menu or you can click the  in the top right corner.

Common Errors

All Versions:

If you receive an error message that a record source or object could not be found or does not exist (see following errors for examples) it means you are either disconnected from the SharePoint, or unable to access it in the first place.



To identify the source of the error, first try navigating to the SharePoint here:

https://usdagcc.sharepoint.com/sites/nrcs_iowa/JAA. If you are unable to navigate to the IA JAA SharePoint page, contact an administrator through your chain of command to get the appropriate permissions.

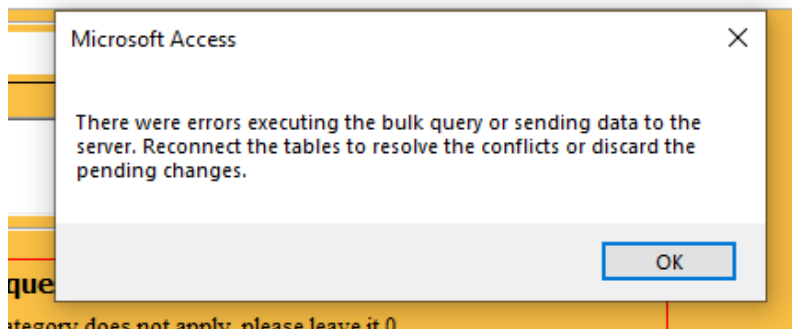
If you can access the SharePoint page, navigate to the Documents section then to one of the folders containing the frontends. Check that the copy you have downloaded is the most up-to-date version of the database. If you are not, download the latest update and follow the setup instructions starting on page 1 of these instructions.

If you can access the SharePoint and are using the most up-to-date version of the database, but are still receiving an error message, you are likely disconnected from the SharePoint. Follow steps 14-24 on pages 3-4 of these instructions to reconnect to the SharePoint.

If you continue to have problems, contact an administrator through your chain of command to get the problem resolved.

Read Write and Administrator Versions:

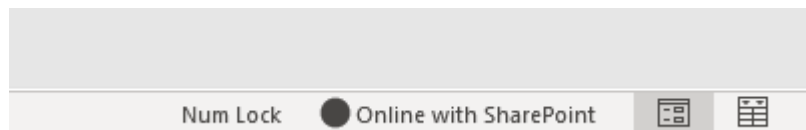
If when entering or editing data, you receive the following error, it could mean that you do not have the correct permissions to enter or edit data. After receiving this error, do not make any more changes as they will not be saved.



NOTE: If you are NOT a District Conservationist, Supervisor, Area Engineer, Area Resource Conservationist, or Administrator (either as your permanent position or in an acting role) you are receiving this error because you are not authorized to edit JAA Data. If you have received a copy of the Read Write or Administrator version of the database erroneously, please remove it from your desktop and use the Read Only version instead.

To resolve this error, first make sure that you are connected to the SharePoint.

1. Check the bottom right corner of the database. If it says, “Online with SharePoint,” continue to step 2. If you are disconnected from the SharePoint, follow steps 14 to 24 in the setup instructions on pages 3-4.



2. Check the connection by trying one of the report functions.
 - a) EX: Click **Print Latest Skills Matrix Master**. Click **Combined JAA**. A report should generate.
3. If the report functions fail, follow steps 14 to 24 in the setup instructions on pages 3-4.
4. If the report functions succeed, the error is because you don't have the correct permissions to edit JAA Data. If you should have permissions, contact an administrator through your chain of command to remedy this.

NOTE: Updates to permissions are generally made once a month. If you are new to your position, it may take up to a month for your permissions to be updated.

Any changes made by someone without permissions to do so will not save to the SharePoint or be permanent.

If the error is not resolved before you exit the application, you will receive the following error upon opening it again.

Resolve Errors

Previous

Next

Details - 1 of 2

You do not have permission to add rows to this list. Changes to your data cannot be saved.
For this error, you can only discard your changes.

Your changes

Title	Color Tag	Compliance Asset Id	CPS_ID	MaxApprAuthoritylandE	MaxA
			666-6	3	3

<

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Discard My Changes

Retry My Changes

Alternatively, you can discard all your changes.

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Discard All My Changes

Retry All My Changes

If you have received the appropriate SharePoint permissions since the last time you opened the database, you can attempt to retry your changes. If you are unable to successfully save your changes, you must discard them either by clicking Discard My Changes for each one or clicking Discard All My Changes.

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