

A Compact User Manual for AgriDataBase beta-Version

(February 2009)

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A. Installing AgriDataBase from the CD

Copy the complete folder **AgriBase** and all its files (see list below) to the folder of your choice. Go to the folder **AgriBase**, select all files (except for the two *.doc files), right click on the selection and choose *Properties*. Make sure the box *Attributes: Read-only* is unclicked.

Store the CD in a safe place in case you have to install AgriDataBase again.

The following files essential to AgriDataBase should be in the folder **AgriBase**:

filename	contents
AgriDataBase.mdb	MSAccess database
AgriDataBase_Instructions_RO.doc	Word Document (this document), read-only
albania.gif	map of Albania
bosnia&herzegovina.gif	map of Bosnia&Herzegovina
kosovo.gif	map of Kosovo
macedonia.gif	map of Macdonia
moldova.gif	map of Moldova
montenegro.gif	map of Montenegro
serbia.gif	map of Serbia
Sources_Overview_RO.doc	Word document with data sources, read-only
southeasteurope.gif	map of Montenegro

The folder **Images / flags / gif** contains the flag pictures used in the database. They are here only for reference, and must be changed in the program if needed:

ALBA0001.gif
BOHE0001.gif
KOSV0001.gif
MACE0001.gif
MNGR0001.gif
MOLD0001.gif
SERB0001.gif

A further folder **Images/flags/png** contains flags in higher resolution.

For questions, suggestions and problems please contact:

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B. Compacting and Backing-up AgriDataBase

From time to time, especially after significant additions or edits, it is recommended that you compact and then back-up AgriDataBase.

Instructions for Access2000 or Access 2003

1. While in AgriDataBase select from the top Access Menu *Tools/Database Utilities/Compact and Repair Database*.

This fixes any inconsistencies which may have creped into the database. It is not yet backed-up! Open the database again as instructed.

2. While in AgriDataBase select from the top Access Menu *Tools/Database Utilities/Backup Database* and select the directory where you want to put the backup version. Use the name suggested by Access (database name and current date)

3. If you want to be really safe, backup or copy later the database-backup to another carrier (not your PC or laptop, but external drive, CD, ...)

Instructions for Access2007

1. While in AgriDataBase select the top left icon, select *Manage/Compact and Repair Database*. This fixes any inconsistencies which may have creped into the database. It is not yet backed-up! Open the database again as instructed.

2. While in AgriDataBase select the top left icon, select *Manage//Backup Database* and select the directory where you want to put the backup version. Use the name suggested by Access (database name and current date)

If after compacting or backing up AgriDataBase generates an error, close the database and start over.

C. Starting AgriDataBase the First Time

While in the folder AgriBase click on the file **AgriDataBase.mdb** and follow the instructions from your version of Access (Access tries to warn you of some impending problem, reply with *Open* or *Yes* or something similar).

Default Database Directory

In a previous version the default database directory had to be set manually, now the program takes care of this.

Screen Resolution

All the screens have been designed to fit well on a 14.1” screen with a 1400x1050 resolution.

If the resolution is lower, some screens may have to be scrolled often before the complete information can be seen. If the physical screen size is larger than about 15”, this problem may not occur.

D. Operating AgriDataBase

Controls

All screens and pages/tabs in AgriDataBase have some common buttons and features:



Close the screen or continue with the next screen



Close AgriDataBase (and also Access)

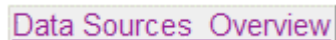


Minimize, maximize or close screen.

The close screen option can be used instead of the large button, but not recommended.



Open the Operating Instructions (this document) in Word. Then close Word as usual.





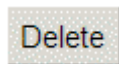
Open the Data Sources overview in Word. Then close Word as usual.



Print the contents of the screen directly to the attached printer. The result may not be very satisfactory, and the margins of the printer may have to be changed before.



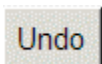
Add a new record. The control  at the bottom or  at the top can also be used.



Delete the current record. The control  at the top can also be used.

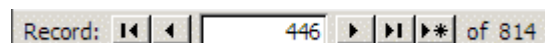


Save the changes just made. By switching to another record or closing the screen the changes are also saved.



Undo the last changes, before having switched to another record.

At the bottom of data screens there are buttons which help you navigate through the selected records: to first, to previous, to next, to last, and add a new record when the password is set.

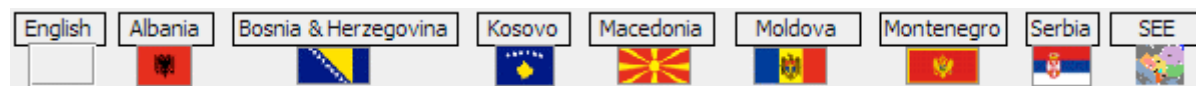


The box in the middle shows the record number, to the right the total number of records for the current condition is displayed.

When producers and products are displayed, there are records “within” records, and you may see two bars of navigation buttons. It becomes quickly clear which belongs to which.

Country and Region Information

At the top of the second screen, and while on any of the pages/tabs, you can click on any of the country flags (or SEE region map) to see information and a map of that country (or region).

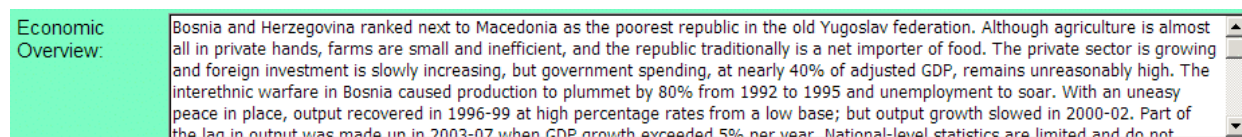


The *English* option is not active (it all stems from the preparation to make the Database multilingual).

If an error is generated in any of the above clicks, and you never succeed to see this requested information, go to *Dictionaries* and see the information there. The links to other relevant sites can also be seen in the *Dictionaries* page.

View More Data in a Box

Some data display seems to be incomplete, specially on the country information screens. Click with the mouse in such an “incomplete” box and move further down with the cursor, or the vertical slide on the side to see all the text. An example follows below.



Data Export

Data from most screens can be exported to Excel (or Word) for further processing. Follow the given instructions:

Export to Excel 2000/2003:

Select on the top Access Menu line click *Tools/Office Links/ Analyze it with Microsoft Office Excel*.

After the data is displayed in Excel, save it with your own name, since the next similar operation will overwrite this file.

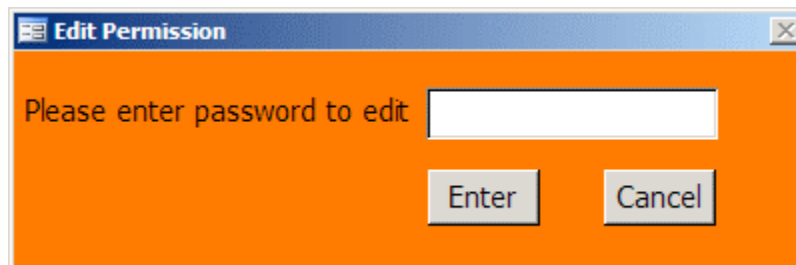
Export to Excel 2007:

On the top Access Menu click *External Data/Export/Excel* and follow instructions. You are asked for a file name and other details.

Password

To prevent accidental data corruption some operations require a password (which currently is *password*). The password can not be modified, since it is not meant to hide anything, but only protect from unintentional damage.

When a password is required, the following screen will be displayed:



If you enter *password* and click *Enter*, it will be possible to EDIT (modify , add or delete) data. If you leave the space blank, enter a different text, or click *Cancel* you will only be able to VIEW data.

When there is a separate option to VIEW data, the entry of no or a wrong password will not lead to any action (eg in page *Search* and button *Edit Producer Details*)

E. Main Screens of AgriDataBase

AgriDataBase has two main screens.

The **first screen (AgriDataBase - Introduction)** gives a one sentence explanation of the database, and lists the countries of coverage and projects which contributed.

Click on the button *Info on Southeast Europe* to review more detailed information of the area. If an error is generated, and you never succeed to see this information, go to *Dictionaries* and see the information there. The links to other relevant sites can also be seen in the *Dictionaries* page

Click on any of the countries on the map shown, and information for that country will be displayed.

If an error is generated in any of the above clicks, and you never succeed to see this requested information, go to *Dictionaries* and see the information there. The links to other relevant sites can also be seen in the *Dictionaries* page.

All text shown here can be modified in the *Dictionary* page of the next screen.

Click the 'Done' box  to continue, or 'Stop'  to exit the Database and Access.

The **second screen (AgriDataBase - Operations)** after Introduction has various pages or tabs where all features of AgriDataBase are grouped.

Exit the second screen (and AgriDataBase) with click on 'Stop' 

F. AgriDataBase - Operations Screen

This screen includes all navigation options to search, view, print, export and edit data, as well as the dictionaries.

There are five pages/tabs on this screen:

1. *More Info*

Tells you some more details about the database, and some statistics on how many producers, products, countries, etc.

2. *Search/Edit*

This is the main screen to edit data for existing companies/producers. New producers must be entered on the next page (Add/Edit/Show Data).

Search for producers in a selected country (or all), for a selected product class (or all) and for a selected product (or all).

ATTENTION: If you select *Product class ALL*, any *ALL...* category in *Product* will yield **all** records for the selected country.

You can also start typing a product in the box, and the cursor will position to such a name as closely as possible.

The resulting list of companies and their products is displayed in the lower half of the screen. You can scroll through the screen with the mouse or the slider on the right.

To **sort** by another criteria than the one displayed, position the cursor in any column of the companies, and click on the sort-icon at the top of the screen (or right click the mouse and click on the sort command).

Not all company information is shown here. By positioning the cursor on one of the companies, and then clicking on '*View Producer*' or '*Edit Producer*' (password must be entered, see above), you can see or edit all **the data** for that company.

After selecting a sorting order for the printout (by country, product or maximum quantity) you can click on '*Short*' or '*Detailed List*'. This produces a printable report of the found companies. By right clicking on the report, a menu is displayed from where you can print the report. By clicking on Export, you can export the report data to a file and format of your choice, the best format being *rtf* for a word document, and *xls* for a spreadsheet.

The following figure shows a sample search (Montenegro, All classes, All products).

The result are 99 records (shown at bottom).

a. Country and Product Class and Product

c.

Country	Producer/Company (sorted)	City	Product Class	Product Name	Own Product Name	max avail
Montenegro	AD Ribarstvo	Rijeka Crnojevica	Fishery Products	Fish	Fish	
Montenegro	Ag Cooperative Vrbica	Berane	Vegetables	Vegetables	Vegetables	
Montenegro	Ag Cooperative Vrbica	Berane	Cereals	Grains	Grains	
Montenegro	Ag Cooperative Vrbica	Berane	Cereals	Maize	Maize	
Montenegro	Ag Cooperative Zupa	Niksic	Cereals	Grains	Grains	
Montenegro	Ag Cooperative Zupa	Niksic	Cereals	Maize	Maize	
Montenegro	Ag Cooperative Zupa	Niksic	Vegetables	Vegetables	Vegetables	
Montenegro	Agroprodukt Rozaje	Rozaje	Forest Products	Other forest products	Forest Products	

b.

☐ Country ☐ Product Class ☐ Max Quantity (in cntn+class)
Detailed List same as for Product Class

c.

Record: of 99

3. Add/Edit/Show Data

This is the place to add new producers and their products, or add products for an existing producer.

Attention: Each choice is followed by a password box (see the instructions above).

3.a Producers and their Products

Select a producer from the list, or start entering a name and press Enter.

The wanted producer and all the products are shown/can be seen or edited (if the password is set).

Enter a **new producer** by clicking on the top, at the very top, or at the very bottom of the screen.

See or edit the products at the bottom third of the screen.

Scroll the product list to the right or down with the horizontal or vertical rules.

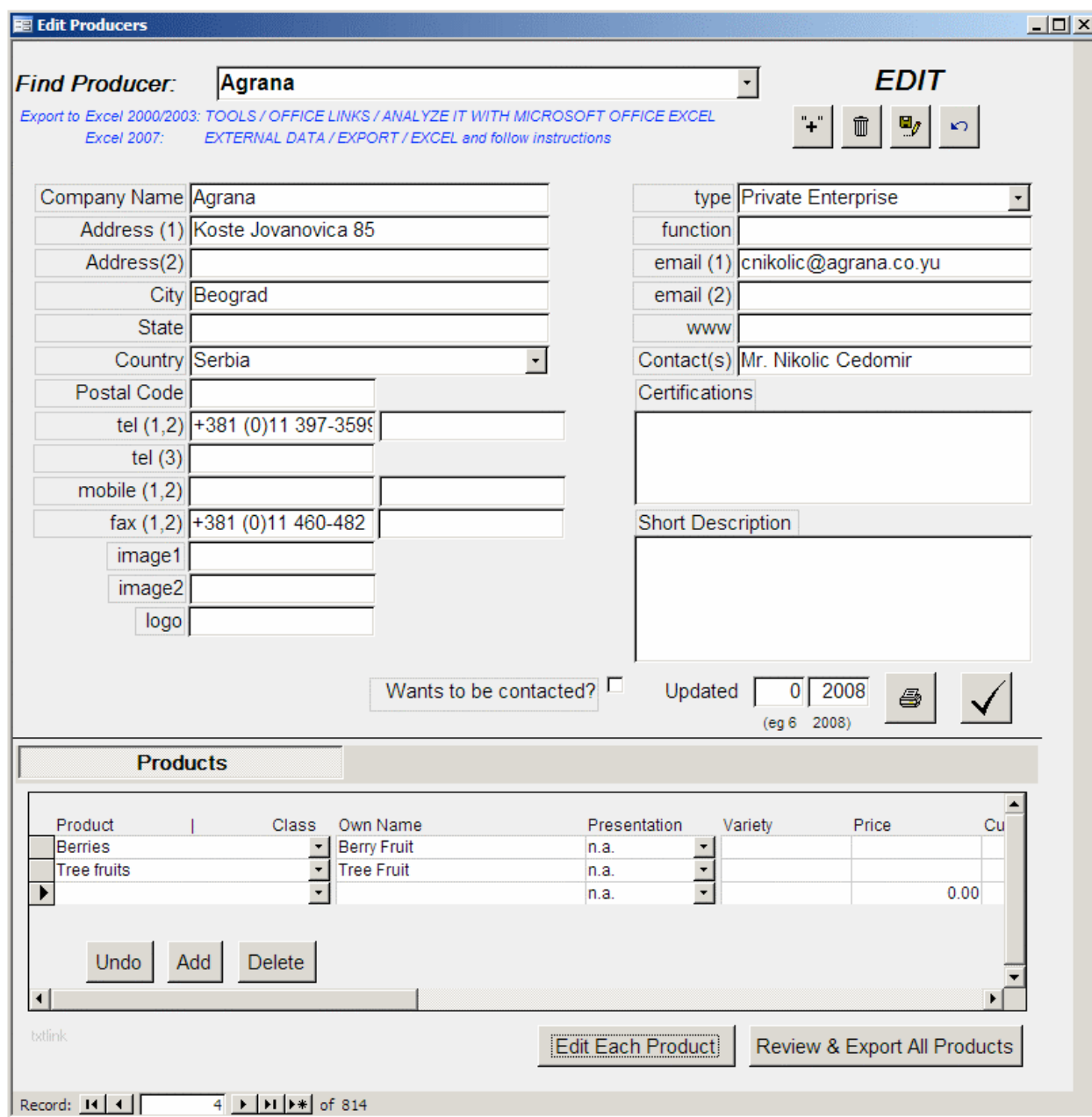
Enter a **new product** for a given producer by clicking at the bottom, and then

selecting from the list which will drop after clicking on the down arrow.

You can start typing ahead to locate the product.

If a product does not exist, abort the operation, enter the new product in the Dictionary tab (see below) and return to here.

A sample screen ready to enter data is shown below.



Edit Producers

Find Producer: Agrana **EDIT**

Export to Excel 2000/2003: TOOLS / OFFICE LINKS / ANALYZE IT WITH MICROSOFT OFFICE EXCEL
Excel 2007: EXTERNAL DATA / EXPORT / EXCEL and follow instructions

Company Name: Agrana
Address (1): Koste Jovanovica 85
Address(2):
City: Beograd
State:
Country: Serbia
Postal Code:
tel (1,2): +381 (0)11 397-359
tel (3):
mobile (1,2):
fax (1,2): +381 (0)11 460-482
image1:
image2:
logo:

type: Private Enterprise
function:
email (1): cnikolic@agrana.co.yu
email (2):
www:
Contact(s): Mr. Nikolic Cedimir
Certifications:

Short Description:

Wants to be contacted? ☐ Updated: 0 2008 (eg 6 2008)

Products

Product	Class	Own Name	Presentation	Variety	Price	Cu
Berries		Berry Fruit	n.a.			
Tree fruits		Tree Fruit	n.a.			
			n.a.			0.00

Undo Add Delete

Record: 4 of 814

Edit Each Product Review & Export All Products

See/edit details of each product by positioning on a product and then clicking 'Show Each Product' (or 'Edit Each Product'). This is also a more comfortable way of entering products.

All products of one producer can be seen (and if needed exported) together with the option 'Review & Export All Products'.

Producer Information

Information which can be entered for each producer is given below. Most information is typed directly by the user, two items are coded and thus looked up in a dictionary.

field name	contents	entered how/by	example
comp_id	company_id	automatic	1
comp_name	company name	user	ABD-Prom
comp_addr1	address, part1	user	Brace Petrovic 71
comp_addr2	address, part2	user	
comp_city	city	user	Jevremovac
comp_stat	state	user	
comp_cntr	country	dictionary lookup (Countries)	7 (Serbia)
comp_zip	zip code	user	
comp_tel1	telephone	user	+381 (0)15 385-000
comp_tel2	telephone	user	
comp_tel3	telephone	user	
comp_cell	mobile phone	user	
comp_cell2	mobile phone	user	
comp_fax1	facsimile	user	+381 (0)15 385-111
comp_fax2	facsimile	user	
comp_em1	email	user	info@abdfruit.com
comp_em2	email	user	
comp_web	web address	user	
comp_type	company type	dictionary lookup (CompanyType)	3 (Private Enterprise)
comp_func	company function	user	
comp_contact	contact person	user	Mr. Jakovljevic Aleksandar
comp_connect_buy	indicator, wants contact	yes/no	FALSE
notes	other company details	user	can be very long text
comp_year_upd	year of update of info	user	2008
comp_month_upd	month of update of info	user	0
comp_certifi	certifications of company	user	
comp_image1	image for company	user	not active at the moment
comp_image2	image for company	user	not active at the moment
comp_logo	logo of company	user	not active at the moment

Product Information

The information which can be entered for each product of a producer/company is shown in the table below. Most items are coded (dictionary lookup) and the user enters mainly quantities and prices directly, as well as other notes.

field name	contents	entered how	from dictionary	example
comp_prod_id	link between producer and product	automatic		720
comp_id	producer ID	automatic transfer		710
MainProd_id	main product	dictionary	ProductList	197 (plums)
prod_state	presentation of product	dictionary	ProductPresentation	5 (fresh)
prod_capac	capacity of production	user		300000
prod_cap_unit	unit of measurement of capacity	user		2 (kg)
prod_quant_min	minimum quantity	user		100
prod_quant_max	maximum quantity	user		135
prod_unit	unit of measurement of quantity	dictionary	units	2 (kg)
prod_qual	product quality	dictionary	quality	2 (B - second grade)
prod_avail_1	availability in jan	1(yes) or 0(no)		0
prod_avail_2	availability in feb	1(yes) or 0(no)		0
prod_avail_3	availability in mar	1(yes) or 0(no)		0
prod_avail_4	availability in apr	1(yes) or 0(no)		0
prod_avail_5	availability in may	1(yes) or 0(no)		0
prod_avail_6	availability in jun	1(yes) or 0(no)		0
prod_avail_7	availability in jul	1(yes) or 0(no)		1
prod_avail_8	availability in aug	1(yes) or 0(no)		1
prod_avail_9	availability in sep	1(yes) or 0(no)		1
prod_avail_10	availability in oct	1(yes) or 0(no)		1
prod_avail_11	availability in nov	1(yes) or 0(no)		0
prod_avail_12	availability in dec	1(yes) or 0(no)		0
prod_own_name	name of product given by producer	user		Purple Plums
prod_var	product variety	user		riverside
prod_price	price of product	user		1
prod_price_unit	unit of product	dictionary	units	2 (kg)
prod_price_curr	currency of price	dictionary	currencies	7 (EUR)
notes	other remarks	user		plums are produced in green houses

3.b Products

See one type of product from different producers by selection '*Products*'. The password is required if data should be edited.

Click '*Again*' to find a product from the list, or start typing a product and press Enter.

The wanted product (more than one occurrence is possible) is shown/can be edited.

No new product can be entered here, that has to happen in the previous option 3.a.

You **can not delete** a product here, this must be done in 3a.

See or edit the products in the second half of the screen.

3.c Bulk Import

If more than a few producers or products should be entered, this can be done using two Excel templates, and the commands of this option.

The screen of Bulk Import is displayed after entry of the password.

AgriDataBase - Operations - Import Bulk

c1. *A producer in a country should only be entered once. Delete individual producers or complete countries, before adding new data. Deleting a producer also deletes the relevant products. Deleted data can be rescued (immediately) with "Restore ..".*

c1. **Bulk Delete** **Restore Previous Delete**

c2. *Import from worksheets NewProducer.xls and NewProducts.xls. Make sure producer and product numbers start at levels given below.*

c2.

Producers *(at least id_number and name)*

next producer numbers to start at or larger

Import to temp **View outcome**

Add to Existing **View all Producers**

Products *(at least company name; and producer id_number and name)*

next product numbers to start at or larger

Import to temp **View outcome**

Add to Existing **View all Products**

Commands "Add to Existing" require user interaction ("yes", "yes").

If a message similar to the sample below is displayed, study it first to understand the meaning, and reply "yes".

If ALL records could not be imported, it most likely means that the producer id-numbers or product comp_prod_id numbers already existed.


If SOME records could not be imported,


(i) they may contain duplicate id-numbers (producer or product), or

(ii) at least one of the codes/text of the dictionaries used in the spreadsheet has not been entered in the dictionary here.

In any case, check the spreadsheets and dictionaries, delete current imports (Bulk Delete) and start import again.

AgriDataBase can't append all the records in the append query.

 AgriDataBase set 0 field(s) to Null due to a type conversion failure, and it didn't add 232 record(s) to the table due to key violations, 0 record(s) due to lock violations, and 0 record(s) due to validation rule violations. Do you want to run the action query anyway? To ignore the error(s) and run the query, click Yes. For an explanation of the causes of the violations, click Help.



3.c1 Bulk Import

If existing information on producers (and their products) needs to be replaced, delete first the existing information. Any erroneous deletion can be corrected with "Restore Previous Delete".

It is however recommended to backup the database before making Bulk Imports!

By deleting a producer, all the corresponding products will be deleted automatically.

3.c2 Import Producers

Before importing producers (and products) fill the Excel templates “NewProducer.xls” and “NewProducts.xls” according to instructions, and starting the corresponding id_numbers with the numbers suggested on this screen (here 2053 for producers and 2758 for products). Close the templates and then import here.

First execute “Import to temp” and “View outcome” to make sure you are importing the right producers and their data.

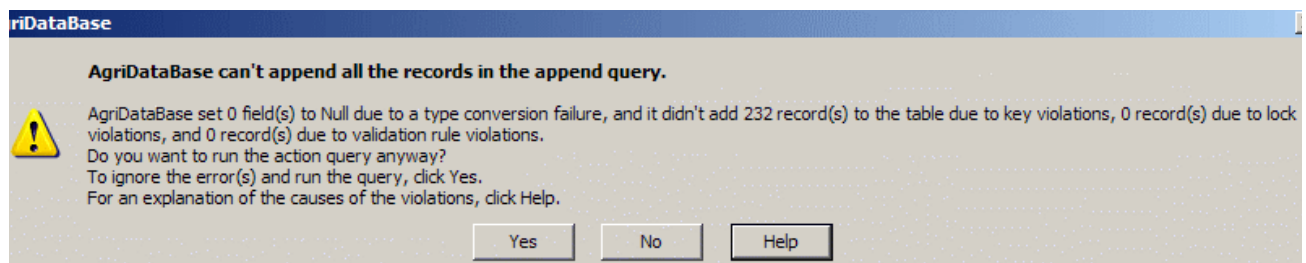
Then click “Add to Existing”, follow instructions and read carefully the messages. To see the results of the bulk import click on “View All Producers” and scroll to the bottom to see if your new producers are in the database.

If a message similar to the sample below is displayed, study it first to understand the meaning, and reply "yes".

If ALL records could not be imported, it most likely means that the producer id-numbers or product comp_prod_id numbers already existed.

If SOME records could not be imported,

- (i) they may contain duplicate id-numbers (producer or product), or
- (ii) at least one of the codes/text of the dictionaries used in the spreadsheet has not been entered in the dictionary here.



If anything went wrong here, click on “Bulk Delete”, remove what you just imported, edit the templates to correct the errors and start over with the import.

It is recommended to always import the complete set of producers and products prepared in one session, and not just one by one.

3.c3 Import Products

It works in the same way as Import Producers. All operations are carried out on the Products tables.

To delete any products you must delete the corresponding producer. (Bulk Delete only applies to producers, and it deletes all the corresponding products).

4. Dictionaries

They are used to decode the data for producers and products. On data entry the user selects for some fields from a drop down list (the corresponding dictionary).

Dictionaries are valid for all countries in the database, and the codes have the same meaning in all countries.

At the moment the dictionaries have options for 3 languages and an abbreviation where suitable.

With additional programming it is possible to convert AgriDataBase into a multilingual database. Dictionaries can have a column for each language, and the display can then select the column corresponding to the chosen language. This is future.

ATTENTION: Changes in the dictionaries should only be performed by a knowledgeable person!

On selecting the Dictionary page/tab you must immediately enter a password (to edit) or not use one (to only view).

There are 11 dictionaries. Each one can be seen, printed, exported to Excel.

The main id (code) in each dictionary must be unique, and is normally numbered from 1 to ... Exceptions are countries, product classes and products, where the numbering is not necessarily sequential, but still unique.

Add new entries at the bottom of a dictionary when the required text is not found in the corresponding field in a data entry form. E.g. a new unit for product quantities, or a new product or presentation.

Changing codes in dictionary entries will make data display erratic.

Changing text in dictionary entries will display different text on the forms and reports, which may conflict with the information you have.

To **sort** by another criteria than the one displayed, position the cursor in any column of a dictionary, and click on the sort-icon at the top of the screen (or right click the mouse and click on the sort command).

Regular sorting will show next time when that dictionary is opened.

Some dictionaries have special features.

4.a Countries

The second column ('cntr_indb') indicates with '1' that the country will be offered as a selection criteria.

If a new "existing" country is added for data entry, eg Croatia, make sure '1' is written in that column.

4.b Product Classification

The second column ('class_indb') indicates with '1' that the product class will be offered as a selection criteria.

If a new product class is added for data entry, make sure '1' is written in that column.

Before adding a new product, make sure that it fits into the classification, and remember the classification code.

4.c Products

The products dictionary also relates a product to its class. Therefore, a new product entry must be accompanied by a product class code (previously entered).

The normal dictionary display of products makes it difficult to see the next free 'prod_id' to be used for a new product. Sort the dictionary first on 'prod_id'!

Two types of products have special coding, which must be adhered to for new products and product classes as well.

98nn-products. To facilitate entry of a product of which only the class is known (eg vegetables), the product 9824 = Vegetables has been created. The code is composed of 98 and product class id.

99nn-products. To facilitate searches, another product has been added for each class. These are all products starting with '99' and followed by the product class id. eg 9924 = ALL VEGETABLES.

If a product should belong to a different class than used here, it is enough to "reclassify" (assign a different product class id) the product in this dictionary, and it will trickle down to all data entered.

5. About

Contains a brief disclaimer, the version number and date of AgriDataBase, contact information for any problems and questions you may have, and the password in case you have forgotten it.

G. Data Tables in AgriDataBase

AgriDataBase stores data in separate tables. You do not see those details during operations, except for the dictionaries, but it is useful to understand which tables are used and how they relate.

During data entry it is ensured that those fields which depend on a dictionary, eg. country, product, unit etc, are entered correctly. You can not enter a value which does not appear in the corresponding dictionary.

Relationships between Tables

The main tables and their **relationships** are shown in the following diagram.

Modify and delete operations of records cascade through the tables which participate in the relationships. Table 'Company Function' is not shown here.

