



## **Exporting and sharing a database in Access format**

### **Step by step**



## Why is this useful?

Exporting an MS Access DesInventar Database is an effective method for sharing and migrating data from data collectors to data validators, for developing quality control and data approval. It is important to keep in mind that both users need to use DesInventar Software, while exporting and importing the data in Access Format. DesInventar Software makes compatible both databases from user A (normally a data collector) to user B (data validator or equivalent). **You will not be able to Import any Access database into DesInventar from a different database that hasn't been developed using DesInventar software, as the background structure will not be the same.** On the contrary, if both user A and B are using the DesInventar software, it is possible to easily migrate the data, which will enable the workflow from the data that is collected in the field up to the data that is validated, analysed and published at the higher level.

## Exporting a database

It is very simple to export and share an MS Access DesInventar Database.

**Step 1.** Make sure that you have done a proper quality control to the data you are about to share. Don't forget to put all your datacards in a certain **status** using the drop down menu of the "Data entry" tab: Approved, Draft, Review, Rejected or Support. Selecting a status for your datacards will facilitate the data quality control, revision and validation.

**Step 2.** Go to the folder in the C Drive where the database is hosted:

- Go to Start→Computer.
- Go to the C Drive (C:).
- Go to the folder hosting the database. This is normally the following path: **C:\Database\name of your database.**

If your database is not hosted in your C drive, follow the path you have created in order to proceed to Step 3.

**Step 3.** Identify the Microsoft Access document where the data has been saved. This is a ".mdb" document (database format).

**Step 4.** Open your browser, your email, and share as a normal email attachment or save and share via USB Key.