

Information Technology and Computer Skills Training

SAM II - HR DATA WAREHOUSE USING ACCESS

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$95.00

Prerequisites:

Participants must already have detail access to the Data Warehouse and experience with SAM II HR and Microsoft Access. Participants will be using their own user ID for this workshop.

IMPORTANT: If participants do not already have experience using Access, taking an Introduction to Access class is strongly recommended before enrolling in this workshop.

The main topics for this class will include:

- Using Access 2007 Queries to create "Back-End" Reports for SAM II HR
- The structure and organization of the Data Model
- A review of each Table Type
- Accessing the Viewer to look up Table and Field information in the Data Model
- Researching Tables by Subject Area
- Analyzing Tables and Fields by Table Grouping

The following tables will be discussed:

- Extract Tables (EXT)
- Background Tables (BKG)
- Reference Tables (REF)
- Summary Tables (SUM)
- Snapshot Tables (SNAP)

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