

## 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)

Visit our website to find  
other technical and  
computer training

[www.training.oa.mo.gov](http://www.training.oa.mo.gov)

