

## How to Add a new Traceability Field

The instructions below are based on Access 2003. Your version of Access might be slightly different.

NOTE: If using Access 2010 or newer, you will probably be prompted to convert the Data File to Access 2010 format. Go ahead and do that. But when you are done, SPC Express will NOT be able to read that new format, so you must convert it back to Access 2000. To do so, use the "Save & Publish" menu option, as there is no longer a "Save As... Access 2000" option in Access 2010. It is now called "Save & Publish".

Let's say you have a Part File and it already has traceability fields called Operator and Machine. But you want a new traceability field called "Notes" with a field size of 40 characters.

The screenshot shows a Microsoft Access form window titled "PH123,Diameter ---- QC". The form contains several data entry fields:

- Date (m/d/y) .....: 12/12/2012
- Time .....: 03:00:00 PM
- Sample 1 .....: (empty)
- Sample 2 .....: (empty)
- Sample 3 .....: (empty)
- Operator .....: MH
- Machine .....: M101
- Invalidated .....:  (click to change)

Below these fields is a checked checkbox labeled "Enter New Subgroup". At the bottom of the form are three buttons: "Cancel", "Save", and "Save ->". Below the buttons is a label "Formula:" followed by an empty text box.

A yellow callout bubble with a blue arrow pointing to the "Invalidated" checkbox contains the text: "You want a new traceability field called Notes".

### **A. Getting started:**

Open Microsoft Access.

Open the SPC Express Part file that you wish to change.

If you see a warning message like this:

You can't make changes to database objects in the database ...

This database was created in an earlier version of Microsoft Office Access.

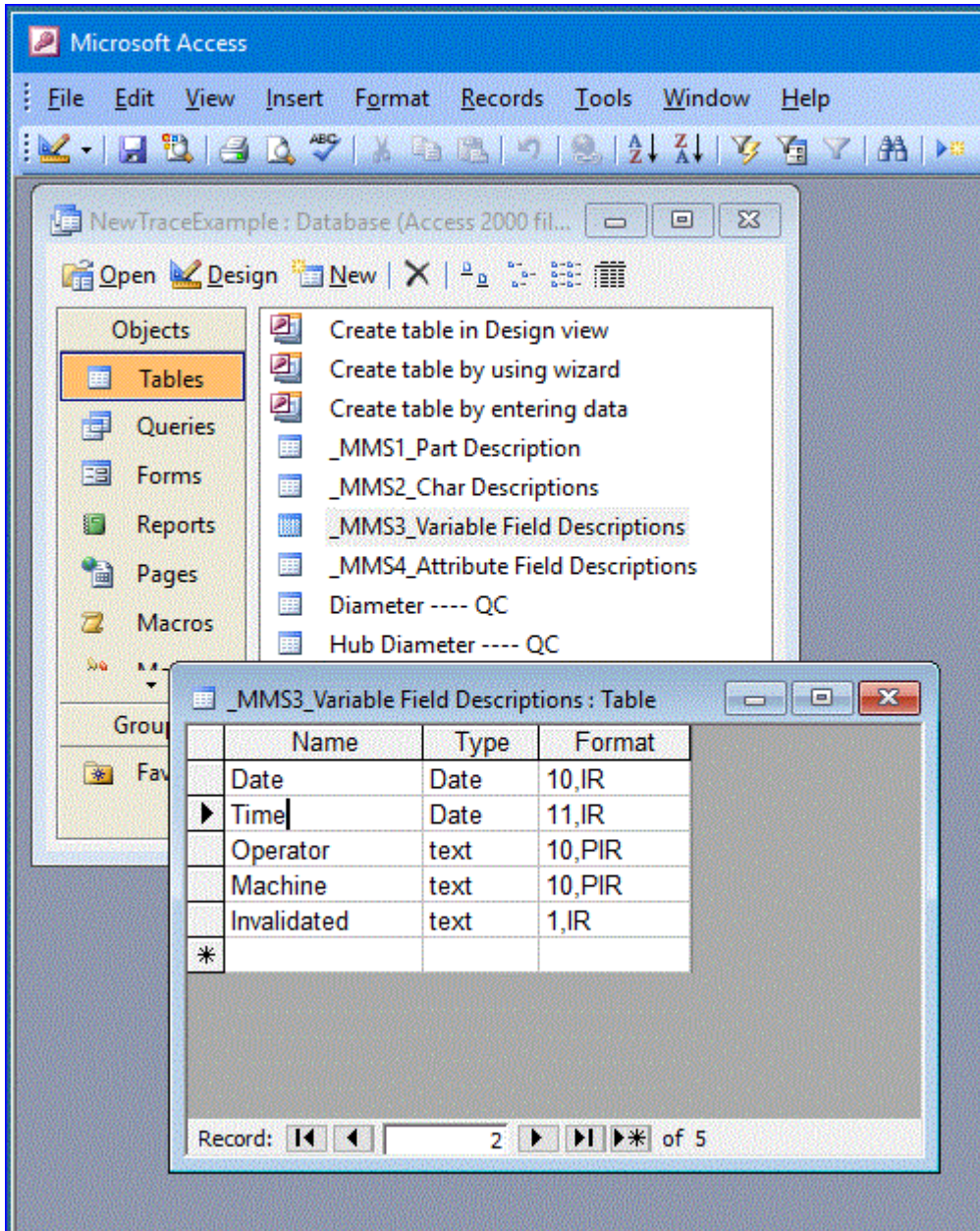
To correct this situation, click on: Tools, Database Utilities, Convert.

Choose your Part File. You will be asked to enter a new name for the converted file. You must enter a new name. Access will not allow you to enter the same name as the original file. So make up a new name. If you want the new file to have the same name as the original file, you'll have to rename it later.

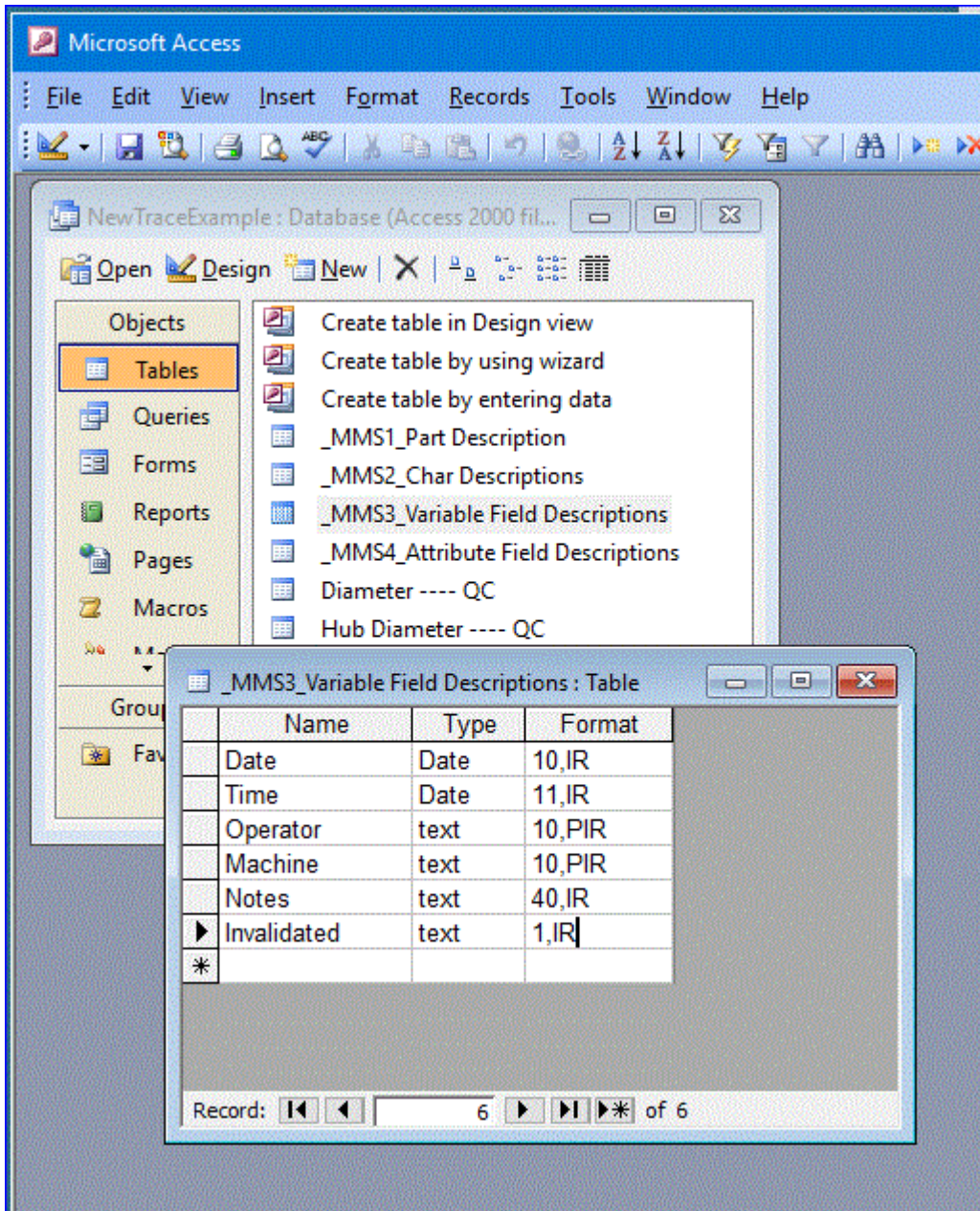
### **B. Insert the new traceability field definition:**

1. While viewing the list of tables (\_MMS1, \_MMS2, \_MMS3, etc), highlight the table named “\_MMS3\_Variable Field Descriptions”.

2. Double-click to open that MMS3 table. You should see a screen that looks like this:

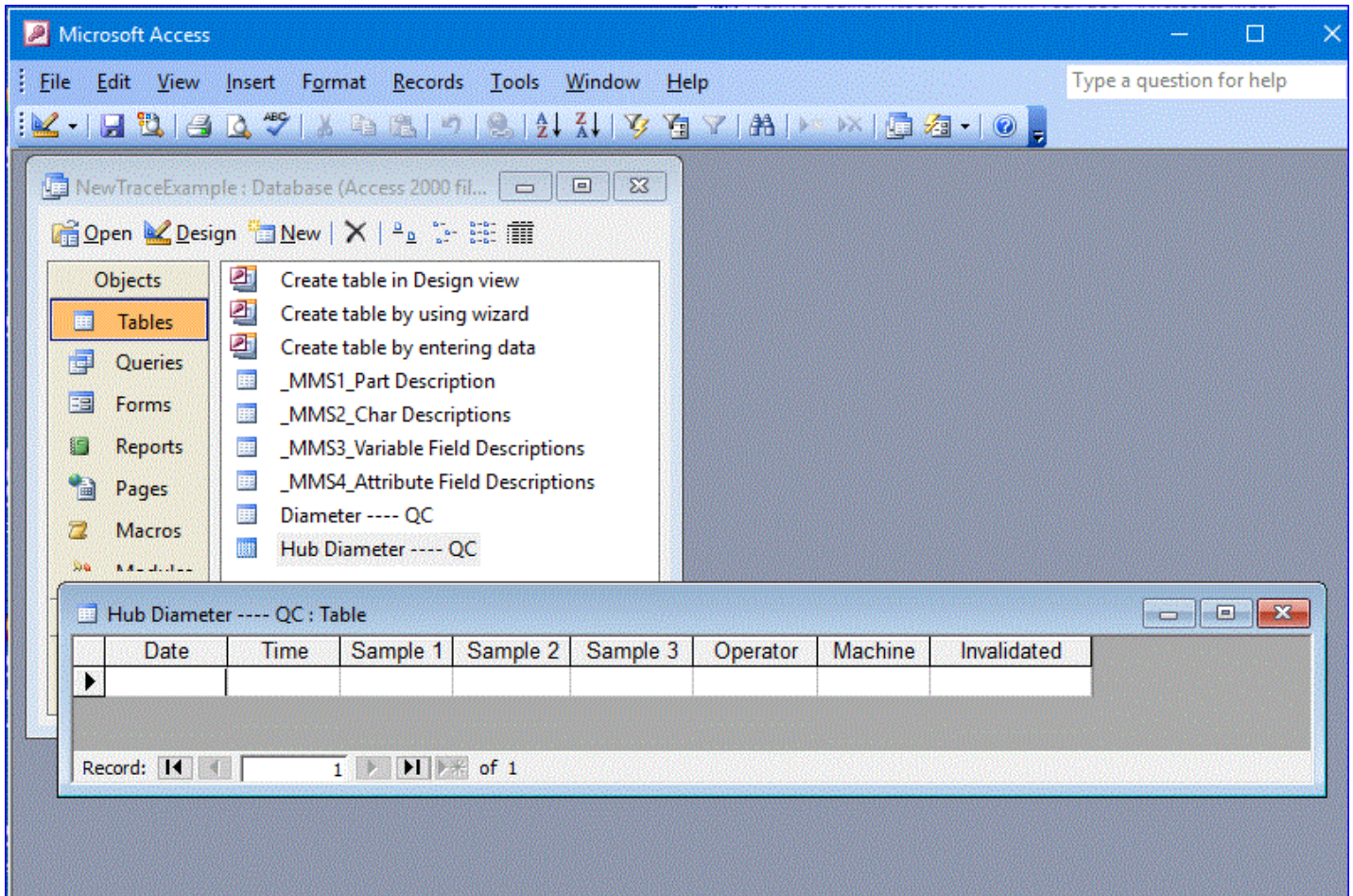


3. Edit the MMS3 table until it looks like this. Hint: There is no way to insert a row, so add the new Notes line at the bottom, then add a new Invalidated line after it (just like the old one), and finally delete the old Invalidated row. Your screen should now look like this:



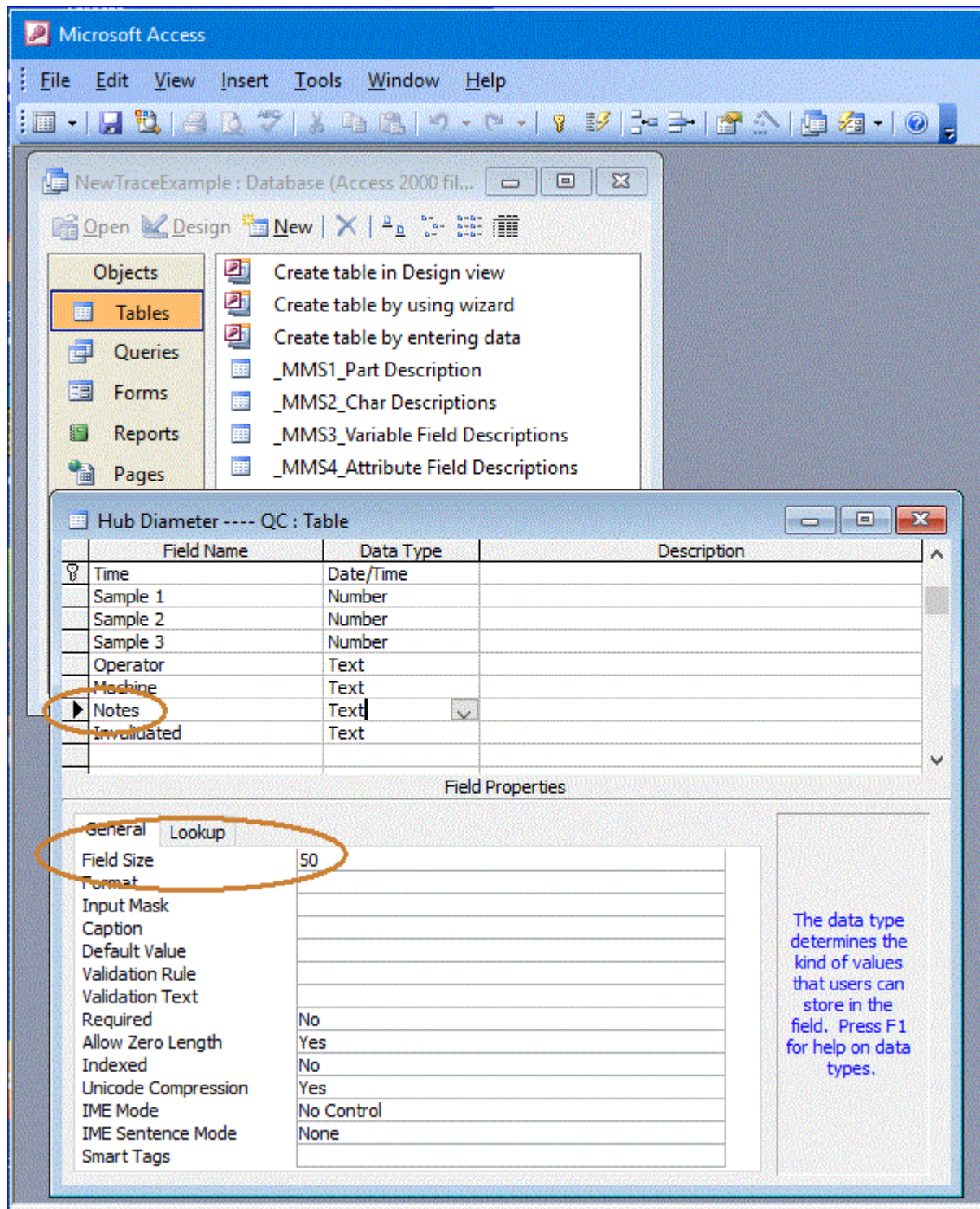
That completes the changes required to the MMS3 table.

4. You must now insert the new Notes column for EACH CHARACTERISTIC in that Part File. Highlight one of your Characteristic tables and then double-click on the name. Your screen should now look like this:





6. You're almost done. All that's left is to define the field size to be characters. Click on View/DesignView, then highlight the Notes field. Your screen should now look like this:



Change the 50 to a 40. This value must match whatever you entered back in step 3. You may get a warning that data might be deleted. That's OK. It's warning you that if you have 50 characters of data in the new Notes field, it's about to get shortened to only 40 characters. Since there's no data in the Notes field yet, you have nothing to worry about. Click File/Save and you're done. Remember to repeat steps 4, 5, and 6 for each of your characteristics.