



Ultimate Access for Law Enforcement

TABLES

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Recap Prep & Intro Video

- ▶ Microsoft Access 2010 or higher
- ▶ Because we need *something* more than what our current systems provide
- ▶ Here and now
- ▶ Patience and determination
- ▶ Plan and then execute that plan
- ▶ Welcome and let's get started

Microsoft Access - Tables

- ▶ **BUILD** WITH **CLEAN DATA** IN MIND!!
- ▶ Clean data
 - ▶ Everything in the column is matched to one true value
 - ▶ Example: Main vs MAIN vs Mian vs Mani vs ???
 - ▶ You can **ONLY** have 'MAIN' as an option
 - ▶ MASSIVE time saver
 - ▶ *Dirty data* is the **most** time consuming aspect of data and analysis!
 - ▶ Start clean and save **TIME**

Microsoft Access - Tables

- ▶ Where data is stored...and MORE!
- ▶ We should work with the smallest, manageable bits of data
 - ▶ Name is broken down into first name, last name, middle name, suffix, etc
 - ▶ Address would have numeric, street name, street suffix, apt or suite #, etc
- ▶ WHY break data down into smaller bits?
 - ▶ May need to search data by a first name only
 - ▶ Data may not be clean enough to search (Main St vs Main Rd etc)
 - ▶ May need to export into other software programs
 - ▶ Good common practice

Microsoft Access - Tables

- ▶ We can format the field data from the beginning
 - ▶ Numbers, attachments, text, date and time, etc
- ▶ We can format the amount of characters in the field
- ▶ WHY format the field(s)?
 - ▶ Forces user to provide data in a certain way (example, State name vs abbreviation)
 - ▶ Keeps data clean from the beginning (Male vs MALE vs M vs m vs ??)
- ▶ And more options such as input masks and default values

Microsoft Access - Tables

BEWARE!! Beginner's Access tips

- ▶ Keep tables sorted with like information
 - ▶ People tables should have name, DOB, address, physical descriptors, etc
 - ▶ People tables should NOT have incident data, vehicle data, etc
- ▶ Keep data broken down to its smallest bit of information
- ▶ Keep data formatted at the table level
- ▶ Keep data fields named accordingly
 - ▶ DO NOT use spaces in the names, this can cause issues with future queries and any VBA code if you progress to that point

Microsoft Access - Tables

- ▶ Recap:
 - ▶ Plan, plan, plan; then build, build, build
 - ▶ Smallest, workable bits of data
 - ▶ Format your fields
 - ▶ **BUILD** WITH **CLEAN DATA** IN MIND!!
 - ▶ Let's start building!