

Appendix III

Rural Health Indicators Database Instructions

The Rural Health Indicators Database is in a Microsoft Access™ format. Due to the size of the file it has been provided on a CD-Rom.

1. To open the database, first open Microsoft Access then choose the “File” pull-down menu and select “Open Database.” Select the location of the database (on CD drive). Open the file called “Rural Health Indicators Database (version 2.0).”
2. Access will open the file and display another window that will allow the user to choose a tab to view the database. The user should select the “Forms” tab. Under the Forms tab, the title “Health Indicator Data Information” will appear. Double-click on this title to activate the form, or highlight and select “Open”.
3. Access will now display the Health Indicators Database form sheets. The first tab displays the main page detailing the indicator name, id number, publishing source, etc. Selecting the tabs at the top of the form (e.g., method of calculation, data source 1) will move the user through the various levels of the database for the selected indicator. A description of each of these tabs is given in Section 3.3 of this report. The top right arrow keys allow you to scroll along the tabs. To view another indicator, either use the “Zoom to” window, or the record bar at the bottom left-hand side of the screen.
4. When in either the Data Source or Denominator form, if a data source is listed in the top box of the form, it is possible to view more detailed information about it. Double-click in the large grey box beneath the top box listing the data source. A data source sheet will appear. This box contains more information about the dataset used to derive the indicator. Place the cursor in this new box in order to scroll up and down through the text. To get out of this text box, simply hit another tab at the top of the form.
5. For additional help, please contact:

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