

S115: Data management software 1

Overview: use basic data management software tools and techniques to:
 > enter straightforward or routine information using pre-set data-entry screens;
 > retrieve information by running predefined methods; and
 > produce reports using predefined menus or short cuts.
 This standard is imported from the **e-skills IT Users suite**.

Links: Manage Information and Data; IT

Specific skills:

- Analysing
- Presenting information
- Checking
- Using technology
- Organising
- Planning

Performance Indicators

Enter, edit and maintain data records in a data management system

1. Enter data accurately into records to meet requirements
2. Locate and amend individual data records
3. Check data records meet needs, using IT tools and making corrections as necessary
4. Respond appropriately to data entry error messages
5. Follow local and/or legal guidelines for the storage and use of data where available

Retrieve and display data records to meet requirements

6. Search for and retrieve information using predefined methods to meet given requirements
7. Select and view specified reports to output information to meet given requirements

Knowledge & Understanding

- A. Identify the security procedures used to protect data
- B. Identify which report to run to output the required information