## S237: Data management software 2

**Overview:** An intermediate user can select and use intermediate data management software tools and techniques to:
> enter information into data management systems that is at times non-routine or unfamiliar;
> retrieve information using multiple selection criteria; and
> produce customised reports from the system.
The data management system tools, functions and techniques will be described as 'intermediate' because:
> the software tools and functions involved will at times be non-routine or unfamiliar; and
> the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements.
Any aspect that is unfamiliar may require support and advice from others. 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 | Knowledge & Understanding |
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| **Enter, edit and maintain data records in a data management system** <br><br> 1. Enter data accurately into groups of records to meet requirements <br> 2. Locate and amend data associated with groups of records <br> 3. Check data records meet needs, using IT tools and making corrections as necessary <br> 4. Respond appropriately to data entry and other error messages <br> 5. Apply local and/or legal guidelines for the storage and use of data where available <br><br> **Retrieve and display data records to meet requirements** <br><br> 6. Select and use queries to search for and retrieve information to meet given requirements <br> 7. Create and view reports to output information from the system to meet given requirements | A. Describe the risks to data security and procedures used for data protection <br><br> B. Identify what queries and reports need to be run to output the required information |