

S340: Data management software 3

Overview: Select and use advanced data management software tools and techniques efficiently to:

- > enter complex information;
- > retrieve information using complex selection criteria;
- > produce customised reports from the system; and
- > set up menus or short cuts.

The data management system tools, functions and techniques will be described as 'advanced' because:

- > the software tools and functions involved will be complex and at times involve having the idea that there may be a tool or function to do something (eg improve efficiency or create an effect), exploring technical support, self-teaching and applying; and
- > the input, manipulation and output techniques involved will be complex, which will involve research, identification and application.

This standard is imported from the **e-skills IT Users suite**.

Links: Manage Information and Data; IT

Specific skills:

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

Performance Indicators	Knowledge & Understanding
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Enter, edit and maintain data records in a data management system

1. Enter data accurately into records to meet requirements
2. Configure characteristics of groups of records
3. Check data records meet needs, using IT tools and making corrections as necessary
4. Interpret and respond appropriately to a range of data and application error messages
5. Manage data files effectively, in line with local and/or legal guidelines for the storage and use of data where available

Retrieve and display data records to meet requirements

6. Create and use queries to search for and retrieve information from the system
7. Create, define and set up reports to output information to meet requirements
8. Use the file handling techniques of the software to import and export data
9. Use available techniques to combine and link data

- A. Discuss when and how to change or create a new data entry form
- B. Discuss and explain how to locate and amend data records
- C. Evaluate and explain the risks to data security and procedures used for data protection
- D. Determine and explain what queries and reports need to be run to output the required information