

# Annual Food Cart Evaluation Process

Access Database

Vending Coordinator does steps 2. - 5. to update the food cart vendors and the reviewers for the year. The remaining steps are entering food cart review information into the system, and generating reports that are used by the Vending Coordinator to determine cart sites for upcoming year.

## Data Entry

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1. Double click on Vending icon on your desk top
  2. Click on Forms Tab (under Objects) in database window
  3. Double click on Foodcart. To add new vendors click on symbol at bottom (right arrow with \*). Add new vendors as required. Update Seniority and Citations Fields. When finished, close the dialogue box by clicking on the small black "x" at top right corner.
  4. Double click on Reviewers. To add new reviewers click on symbol at bottom (right arrow with \*). Add new reviewers as required. When finished, close the dialogue box by clicking on the small black "x" at top right corner.
  5. Vending Coordinator checks legibility, accuracy and completeness of all forms to be entered.
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6. Delete previous year's scores. Go to Queries and select "delete evaluations".
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7. Enter evaluations. Go to Forms - double click on Evaluations. To add new evaluations click on symbol at bottom (right arrow with \*).
    - Using pick list (down triangle / drop down menu), select vendor by moving cursor or typing first few letters of vendor name. Tab to next.
    - Using pick list (down triangle / drop down menu), select reviewer's (last) name by moving cursor or typing first few letters of vendor name. Tab to next.Enter scores for each category, using the tab key to move from field to field.
    - Repeat steps (a-c) for each cart and reviewer until all entries are made. Close window (X) when completed.

## Print Reports

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8. Run report: REVIEWS. Verify score data entry. Correct errors where needed (see below).
9. Run report: Food Cart Evaluations. Save as PDF. Vending Coordinator gets the PDF report.
10. Run report: Final Ranking Report. Save as PDF. Vending Coordinator gets the PDF report.

## Correcting Errors

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1. To correct any data entry errors, click on the Forms Tab, click on the appropriate form name, and click open.
2. You must use the arrows at the bottom of the form to find the entry you wish to correct. Starting at record 1.  
OR go to the Evaluations table and make changes directly to the table.
3. When you find the record you want to correct, click on the field you want to change, and enter the correct data
4. Tab to next field and repeat for each field, or record needed to be fixed. Close (x) when finished.

## Exiting Database

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To leave the Foodcart database, at any time, simply click on the (x) at the very top right hand corner of the screen. Access automatically saves the data when you exit any screen.

FOR AF: once data entered, go to tables, convert to excel doc. Use filters to confirm data entry hasn't been duplicated. This doc also saved on U drive.