Data Entry Application Prefield Query

Exercise goal: Students will practice querying Activities and Resources within NMCRIS CTA referred to as Data Entry Application so that they may know detailed information about previous fieldwork.

Important: This exercise is a sample presentation of the NMCRIS tools. The current database is live. So your implementation of these methods should be on Activities and Resources that you have privileges to edit and intend to submit.

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DCA NMCRIS Training Exercise

Step 1: Open NMCRIS CTA

a. Enter [http://nmcris.dca.state.nm.us](http://nmcris.dca.state.nm.us) into your web browser to get to the NMCRIS page.

We assume that you have filled in the online form to request an account and currently have a login name and password.

b. Enter your User Name and Password.

This will take you to NMCRIS Core Tabular Application (CTA). At this point you could query and view a specific activity.

c. If your page does not match with the graphic on right,
from the main menu click on NMCRIS Activities.

**Step 2: Query an Activity**

a. From the Activity List page for **Find NMCRIS Activity No.** box, enter an activity number, 45153. Click **Go.**

You have queried an activity by entering an activity number in the Search box. Let’s continue querying using agency and scroll pages.

b. Before performing another query, it is necessary to clear the existing query result. In order to do that, from navigation toolbar, select **Reset filters** icon.

c. From the **Perf Organization Name** drop down, choose **DCA.** Click **Go.** A table containing activity numbers pertinent to the organization will be displayed.
You are going to query by scrolling pages or specifying a page number.

d. After resetting filters, in the navigation toolbar, type 25 in the box in front of a total page number. Enter 5 for specifying the number of rows in the table displayed per page. Click Go. As shown below, only 5 rows are displayed per page. You can also use the arrow icon to proceed onto the next page.
Once you have finished querying an activity number, you can create a report based on the activity number. There are two ways of doing this.

e. From a row corresponding to the activity number of interest, if you have queried an activity number 45153, click either NIAF Report or View Activity Report icon in order to generate a report for the activity number.

On the web browser close the report to return to CTA window.

f. The other option is from the main menu selecting Reports.
From the Choose a Report Type drop down, select a report type of interest. For the Enter LA, NMCRIS, or HCPI Number box enter 45153. Click Submit to generate a report.

Close the report to return to the CTA window.

**Step 3: Query a Resource**

You are going to query Resources in this step, which is very similar to the previous step.

a. From the main menu, select Resources. Make sure you are in the Resource List page.

b. From the Prefix and Resource Type drop down menus, choose LA and Site respectively.

c. For the Number Range input box, enter 100 to 150. Click Go.
You will see a table containing the queried LA resource numbers with the range.

Let’s continue querying resources by activity numbers.

d. From the navigation toolbar, select **Reset filters** in order to clear the previous query result.

e. In the **Activity Number** box, enter **500** and **500** in order to query resources related to the activity number 500. Click **Go**.

Once you finish querying a resource, you can generate a report of the results.

f. From the row of the resource of interest, click on the **LA / HCPI report** icon.
You are going to see the report generated based on the LA number, which provides the details of the site.

Step 4: Export Information

g. On the web browser close the report to return to CTA window.
CTA allows you to export your queried results to different formats such as Pdf or Excel.

a. Reset your results and recreate a query for these activities.

b. From the navigation toolbar, click on the PDF Report tool.
The table containing your queried results has been exported to Pdf. You can also export the table to Excel format by selecting the Excel icon.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>LNM Seq Number</th>
<th>Resource Type</th>
<th>Label</th>
<th>Agency ID 1 Source</th>
<th>Agency ID 2 Source</th>
<th>Agency ID 3 Source</th>
<th>Activity Number</th>
<th>GIS Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA</td>
<td>100</td>
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<td>LA100</td>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td>Site</td>
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<tr>
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<td></td>
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<tr>
<td>LA</td>
<td>102</td>
<td>Site</td>
<td>LA102</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Summary:** In this exercise you have learned how to query an activity number and a resource from CTA. Queried results can be exported to Pdf or Excel format. All of these queries have happened in the Core Tabular Application to return records in the database. In another exercise, you can see how to query these same features of interest via the map in CSA.

**End Exercise.**