

## Overview

This standard is about entering and updating data using database software.

This involves accessing databases and entering data into data fields in table structures held in database software. It includes updating and deleting records, checking for errors and producing standard database reports.

This standard is for those who need to enter and update data in database software to meet their own needs or as part of their duties.

## Performance criteria

*You must be able to:*

1. Identify required data sources to be entered into database records with stakeholders
2. Logon to required database implementation in line with organisational procedures
3. Submit data into correct database records to update database in line with requirements
4. Respond appropriately to data entry error messages
5. Check data is correct, making corrections as necessary
6. Produce standard reports using database tools to generate documents correctly

## Knowledge and understanding

*You need to know and understand:*

1. The main components of a database
2. What types of information are stored in databases
3. How to access databases
4. How to enter data into database entry fields
5. How to search for records in a database
6. How to use database software tools to extract information and produce reports
7. How to check field size and data type for database records
8. How to check data in databases for accuracy
9. The types of information that are produced in database reports
10. How to use menus to generate database reports

TECHDUB1



Enter and update data in a database

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**Developed by** e-skills

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