

FIMS FRPC Population Queries Installation Guidelines

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Population queries related to the 25 required Federal Real Property Council (FRPC) data elements have been developed and are now available for use. These queries provide you with the population percentage for each FIMS data element needed to report the 25 FRPC requirements and the ability to generate an exception report that specifically identifies records in FIMS that are not yet populated.

The Microsoft Access database file, **frpc_25_web_092308.mdb** is now available on the FIMS website at <http://fimsinfo.doe.gov/downloads.htm> under the FRPC Population Queries topic.

To run these Microsoft Access queries, you must have the Oracle connectivity setup on your local desktop. Information on this setup can be obtained from the FIMS website at <http://fimsinfo.doe.gov/downloads.htm>. Click the **guidelines** link under the FIMSWeb topic for detailed Oracle 9i setup instructions.

To download the database, perform the following:

1. Open the FIMS website at <http://fimsinfo.doe.gov/downloads.htm>.
2. Click the **FRPC Data Element Access Queries** link.
3. From the File Download dialog box, click **S**ave to save the file to your computer.
4. Save the file to a c:\fims folder (or to any existing folder). Click **S**ave.
5. Close the FIMS website.
6. Right click on the Windows desktop. Choose **New, Shortcut**.
7. Click **B**rowse and locate the frpc_25_web_092308.mdb file that you saved to your computer. You may need to change the **Files of Type** to **All Files** in the Browse window to see all the files in the selected folder. Select the file and click **O**pen/**O**K. Click **N**ext.
8. Type a name, **FIMS FRPC 25 Queries**, for the shortcut. Click **F**inish.
9. The "FIMS FRPC 25 Queries" icon should be visible on your desktop. Double-click the icon. If you receive an "Open File –

Security Warning” message, remove the check mark from the “Always ask before opening this file” by clicking the checkbox. Click **Open** to open the Microsoft Access database.

To run the population queries, perform the following:

1. Double-click the **FIMS FRPC 25 Queries** icon on your desktop.
2. Click the query that you desire to run and then click the **Open** button.
3. Enter your site number (i.e., 10001) or your field office (i.e., 10*) at the “Enter Site Number or * for all” prompt. Enter your area number (i.e., 001) or * for all areas if prompted. To determine your site number and/or area number, run FIMS Standard Report #077 Field Office/Site Report from the Special report menu in FIMS.
4. To print the query, click the **Print** button on the toolbar. Some of the queries may need to be printed in Landscape. This can be accomplished by viewing the data in Print Preview and then **click the right mouse button** and click **Page Setup**. Use the Margins and/or Page tabs to modify the print.
5. To save the query output to Excel, on the File menu at the top of the window, click **Tools, Office Links, Analyze It with Microsoft Excel**. The data will be displayed in Excel.

If you have any questions, please call the FIMS Hotline at 301-903-0850.