



## USER GUIDE - Tips for effective use of the STAR Database

The STAR CD-ROM contains the STAR Community Resources Database prepared as an Excel™ file template. Open the file and save it to your computer in order to use it. If you need another blank template, you can open it again from the CD-ROM. Keep at least one copy of the populated file in a second, secure location.

The database is formatted for legal-size paper. The header says "STAR Initiative Database" on the top left and the current date on the right. The footer states the current and total number of pages, such as "page 1 of 1."

The file is formatted so that the header cells and first two columns will stay in place as the user scrolls vertically through the rows of information.

The database is to be maintained in a secure manner. *For reasons of personal privacy and safety, it is important that the information contained in the database is not available to persons other than law enforcement officers and organizations responsible for managing the local crisis* unless they have security clearance from your department.

Data may be entered into the database from several sources, including forms sent via fax or US postal service.

Each of the 10 worksheets in the file is for a different type of resource – Medical, Transportation, Building Materials, and so on, as well as one labeled "Misc." To insert additional worksheets for new categories, click on Edit, then Move or Copy Sheet, then check Create a Copy. To name the new worksheet, go to Format, then Sheet, then Rename.

To use the database, select the proper worksheet within the file. (If you do not see the tab you are looking for, use the small right and left arrows at the bottom left of the screen to scroll through the tabs). For example, if you need to locate information about local resources for medical supplies, select the Medical Supplies worksheet within the file by clicking on the Medical tab. On the Excel toolbar at the top of the screen, select Data, and then click on Sort. This function allows the user to sort the data by any of the columns listed.

The Excel™ program allows the experienced user to develop charts based on criteria such resources, Zip codes, etc.

Be sure to regularly back up the file with additional files in separate physical locations. That way, in the event of a computer malfunction, the information will not be lost; in the event of a crisis, the information may be accessed at more than one location.