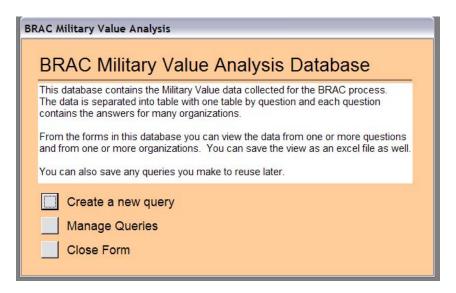
## **CAD & MAD User Guide**

#### **Main Form**

This is the first screen to appear. From here the user can query the database, work with previously saved queries, or simply close the forms and work with the data directly.

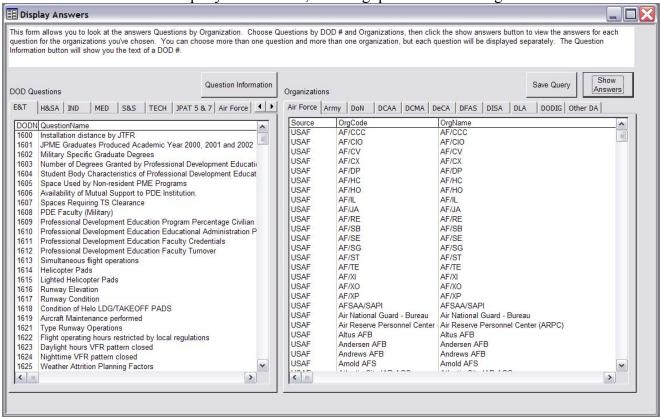


**Create a new query:** this button will open the query form. **Manage queries:** this button opens the query manager form.

Close form: this button closes the form and allows the user to work with the data directly.

### **Query Form**

This form allows the user to query the database, selecting question #s and Organizations.



**Selecting Data:** the Capacity Analysis Database (CAD) and Military Value Analysis Database (MAD) are organized by DOD number and contain the answers from a myriad of organizations, both military department bases and Defense Agency sites (collectively called "organizations"). In order to query the database the user must select at least one question and one organization from the lists shown.

The list of organizations is divided based on the source of the data (Navy, Air Force, Army, and various defense agencies). For the MAD the questions are divided based on the JCSG or Military Department who authored the question. Clicking on a tab will bring up the list for that group.

To select multiple questions or organizations, hold down the CTRL key and click on each selection. Continuous items can be selected by using the SHIFT key (click on the first item, hold down the shift key, and then click on the last item). It is not necessary to hold down either key when selecting from different tabs.

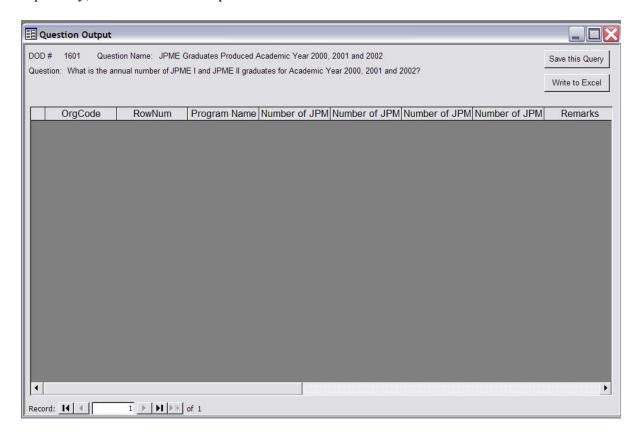
**Question Information button:** this gives the user the full text of the question. After clicking the button the user is prompted for a DOD number.

**Save Query button:** this will save the current selections for later use so that the user does not always have to start from scratch when querying the database. The organizations and DOD #s currently selected will be saved in the database and can be retrieved later.

**Show Answers button:** this will retrieve the selected data (DOD #s and organizations) from the database and display them for the user.

# **Display Form**

This form displays the data for the organizations and questions selected by the user. Each question will appear separately, to switch to a new question use the buttons on the lower left of the form.

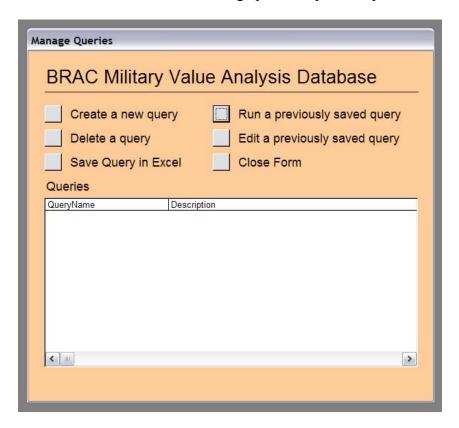


**Save this Query button:** this will save the current query (the organizations and question #s selected) for future use.

Write to Excel button: this will write the selected data (just the organizations and questions currently displayed) to an excel file. The user will be prompted for a file name.

### **Query Manager Form**

This form allows the user to manage previously saved queries.



Create a new query: opens the query form

**Delete a query:** deletes a query from the list. Highlight a query in the "Queries" list and click this button to delete the query.

**Save Query in Excel:** writes the output of a query in the list to an excel file. Highlight a query in the "Queries" list and click this button to write the output to an excel file. The program will ask for a file name.

**Run a previously saved query:** displays the answers to a query from the list. Highlight a query in the "Queries" list and click this button to view the answers.

**Edit a previously saved query:** retrieves a saved query into the query form so the user can make changes. Highlight a query in the "Queries" list and click this button to edit a query.

**Close Form:** this button closes the form.