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## **How to deliberately extend the Reports table by any number of blank entries.**

If it is desired to extend the Reports table by several numbers (perhaps in order that later or parallel data entry may occur) then the Autonumber system has to be deceived into allocating more rows beyond the end of the table. This can be done individually by simply typing a blank into (say) the Memno field of the Input Report screen and then deleting it. However to add many blank entries in this way is tedious. Instead follow the following procedure after making a backup of the database:

1. Export the Reports table to a named file on the desktop in Excel 97-2002 format
2. Check that it has indeed been exported and then delete the Reports table of the database. Perform a Compact & Repair to reset the Autonumbering
3. In the Excel file delete the Report number column (the data will be autonumbered again on import).
4. In the Excel spreadsheet select the first cell (now a Memno one) and scroll down past the end of the imported data to a point which reflects the totality of the data that you wish to import – that is including all required blanks – and with Shift pressed, select all of the range that will be imported.
5. Name this field with any suitable name and save the file with some name
6. Returning to the database click on File/Get External Data/Import, select the Excel format and the file just created and proceed with the import selecting the appropriate worksheet, using the named range, specifying that the first line holds header names and requesting import into the Reports table of the database.
7. Check that no errors are reported.