INSTRUCTIONS FOR DOWNLOADING PSQI SCORING DATABASE

<u>Note</u>: The *PSQI Scoring Database* is a Microsoft Access database. You must have Access on your computer in order to open the database. The database is saved in a .zip file. To use, the file must be downloaded, saved, and extracted to open in Microsoft Access.





To extract .zip file, go to "My Computer." Locate file and double click. The "WinZip" window will appear. Click "Extract."









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Once opened, you will be able to view the table, query, and form associated with the PSQI Scoring Database.

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To begin entering data, click on the *Forms* object. You will then see the A_PSQI form. Double-click on the form.

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To score the PSQI assessment, click on the *Queries* object. You will then see the A_PSQI_S scoring query. Double-click on the query.

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