การเตรียมข้อมูลโดยใช้ MS Access

1. เลือกฐานข้อมูลที่ต้องการจากนั้น คลิ๊กขวาที่ฐานข้อมูลนั้นๆ --> Export --> Text File

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2. เลือกปลายทางในการจัดเก็บข้อมูล และตั้งชื่อไฟล์ ในส่วนนามสกุล จะใส่เป็น .CSV

หรือจะใช้เป็น .TXT ตามค่าตั้งต้นของระบบก็ได้ ตรงจุดนี้ระบบคลังข้อมูลอุดมศึกษารองรับการส่งข้อมูลได้ทั้ง 2 แบบ



3. คลิ๊กที่ Advanced เพื่อตั้งค่า Code Page ให้เป็น UTF-8

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4. ตั้งค่า Code Page ให้เป็น UTF-8 ในส่วนนี้สามารถตั้งค่า ตัวคร่อมข้อมูล (Text Qualifier) และตัวแบ่งเขตข้อมูล (Field Delimiter) ได้ โดยในส่วน Field
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5. โปรแกรม MS Access จะทำการเข้ารหัสข้อมูลใหม่ จากนั้นคลิ๊ก Next >



6. ในส่วนนี้สามารถตรวจสอบและแก้ไขการตั้งค่า ตัวคร่อมข้อมูล (Text Qualifier) ตัวแบ่งเขตข้อมูล (Field Delimiter) ได้อีกครั้ง จากนั้นคลิ๊ก Next >



7. โปรแกรมจะแจ้งถึงปลายทางที่จะทำการบันทึกข้อมูล รวมถึงชื่อและนามสกุลของไฟล์ข้อมูล หลังจากตรวจสอบเรียบร้อย คลิ๊ก Finish



8. โปรแกรมแจ้งผลการส่งออกข้อมูลเรียบร้อย คลิ๊ก Close และนำไฟล์ที่ได้ส่งเข้าระบบคลังข้อมูลอุดมศึกษา



หากทดลองเปิดไฟล์ดังกล่าวดูข้อมูลจะเป็นแบบนี้ครับ

