

## Glossary

**Purpose:** To understand the definitions of some of the database and technology related terminology used in the Habitat Tracker© program.

We have put this Glossary together for those with questions regarding the database-related terms used throughout the Habitat Tracker© program. If there are other terms or phrases that you think should be added to this list, please don't hesitate to suggest them via an email to [info@habitat-tracker.com](mailto:info@habitat-tracker.com).

- 1. Database**  
An organized collection of like information.  
A phonebook is an example of a database.
- 2. Database Record**  
All the pieces of information about one thing or event in a database.  
All the pieces of information about a habitat make up the habitat record in Habitat Tracker©.
- 3. Data Entry**  
The process of entering data into a database. During the data entry process, pieces of information are entered into database records.
- 4. Software Application**  
Habitat Tracker© is more than just a database. The database is the component that manages all of our data. However, Habitat Tracker© has much more functionality. The screens that make it easy for us to manage our data, the reports that provide printed output of our data, and the screens that help us search for our data are all additional components that make up the Habitat Tracker© application.
- 5. Form or Screen**  
A Form or Screen is the application object that makes it easy for the user use a software application. These terms are synonymous. There are screens in Habitat Tracker© helping us enter, edit, search for, select, and print our data. An application screen, or form, is part of the User Interface of the software program.
- 6. Report**  
A database report is the application object that gives us back the data or information we have put into the database in a printable format. Reports are meant to be printed. There are many reports in Habitat Tracker©. Everything we print out of Habitat Tracker©, even the Trading Cards and Bookmarks, are produced from the application's reports.

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8. **Query**

A database query is an application object that lets us ask questions about the information we have entered into our database. A query returns specific information matching a request that we make. When we ask Habitat Tracker© to print only some of the information we have entered on a report, we are making that request through a query to the database. When we ask questions that result in some analysis of our data, that task is also being performed with a database query.

9. **Criteria**

A criteria is an instruction you send to the database, along with a query, that limits the amount of data that is returned from the query. Anytime we are dealing with only some of the data that has been entered into the database for one type of data, we have instructed the application, via a criteria, to return a subset of the data. A criteria instructs the database to return a subset of data.

10. **Recordset**

A recordset is a collection of records, or data, in the database. A recordset represents all of the data returned to the user following a specific request to the database. Requests to the database are made in the form of a query.

The total Recordset would include all of the records in the database, as the result of an unrestricted query request. The result of a query to the database, in which a criteria has been specified, is a recordset representing a subset of the data in a category.

11. **Group**

When one type of information only has a few values, we can report on that type of data, and group the records by the values for that type of information. Grouping data give us different perspectives on the same information. For instance, we can group the plant varieties we have tracked by height or light preference. Many of the analysis reports in Habitat Tracker© group data before analyzing. Grouping data often reveals details not obvious when looking at data in a more random assortment.

12. **Data File**

The Habitat Tracker© software application has two parts two files that work together to manage the habitat data being tracked. The Data File is one of those parts. The Data File is the file that actually holds all of the data entered into Habitat Tracker©.

13. **Application File**

The Application file is the part of the Habitat Tracker© software application that holds the user interface, all the screens, and all the reports. The Application file gives the user the tools needed to manage data in the Data File.