

SAMPLE HOW-TO DOCUMENT

This is a how-to procedure written for correcting a Runtime Error 1004 to identify the corrupted query



Corrupt Query Identification and Fix

Use this procedure when getting a Runtime Error 1004 to identify the corrupted query

- 1) Open [REDACTED] excel
- 2) Go to the Data Menu
- 3) Click on Queries & Connections
- 4) A side panel should open that will show all the imported Access Queries
- 5) Select each query in turn
 - a. It will switch and highlight the data set from that query
 - b. Click on the filter icon on the menu bar to remove the filter
 - c. With the query highlighted click on the small refresh icon beside the query name
 - d. If it is the problem, query – it will error out (filter error and the query will say download failed)
 - i. Delete the rows on the spreadsheet that held the query and reinsert the exact same number of rows
 - ii. Go to the Get Data icon at the top left of the Data menu
 - iii. Pull to From Database > From Access Data base
 - iv. In the Import Data menu, find the [REDACTED] database
 - v. Select the database
 - vi. Click import
 - vii. A list of importable queries will appear
 - viii. Select the query with the same name as the one you deleted
 1. Note – if the query has a number in brackets behind it that will not be reflected in the query name in Access
 - ix. Put your cursor where you want the query data to appear
 - x. Select Load To
 - xi. Table – Existing Worksheet and the cell reference should be the cell that is the first where you want the data to appear
 - xii. Click open
 - xiii. Data will load
 - xiv. On the table design tab – select no formatting
 - xv. Hide the top row (header row) of the loaded data
 - xvi. Hide any excess rows below the data loaded (when you sort the loaded data using the selectors on the Overall assessment tab – it will also do this for you)
 - e. Save the spreadsheet and the problem should be resolved.