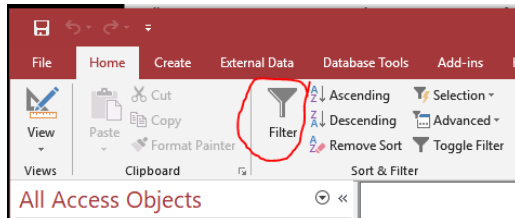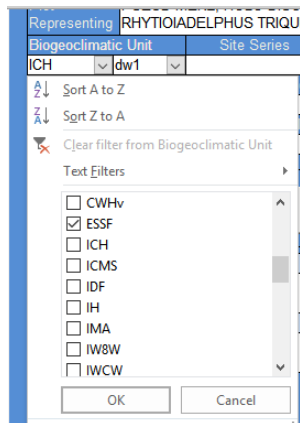# Create SU Table from a Form Filter

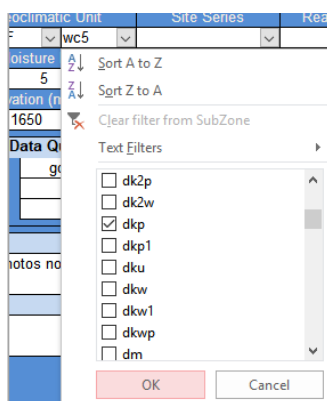You can create a site unit table from a VPro data form using these steps.

You first need to filter your data form using the tools provided in Microsoft Access by first selecting the field you wish to filter and then click the funnel icon on the menu ribbon labeled "Filter".

In the example below, I first selected the Zone field and then clicked the filter funnel. Access created a list box of the available data in that field. I then selected the zone I was interested in.

After selecting the zone I was interested in and clicking OK, I wanted to further narrow the list of plots by subzone. I placed my cursor in the subzone field and again clicked the filter funnel. Access presented a list box of available subzones.
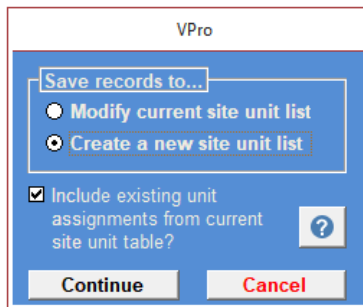
The status bar at the bottom of the form indicates that I have 123 filtered records.
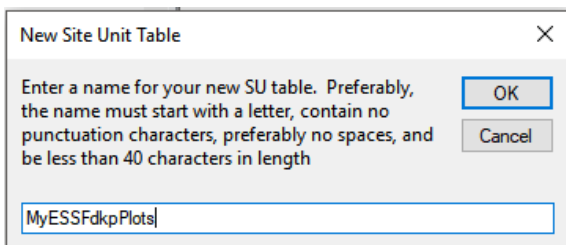
Record: ⏮ ◀ 1 of 123 ▶ ⏭ ▶※ ▼ Filtered

Clicking the Create SU From Form Filter button opens the option form.

Create SU From
Form Filter

Here you can select whether you wish to create a new SU list or modify the current list. You can also include existing site unit assignments if you wish.

VPro

Save records to...
◉ Modify current site unit list
◉ Create a new site unit list

☑ Include existing unit assignments from current site unit table?   ❓

Continue   Cancel

If you selected the option to create a new SU table, clicking the Continue button will move you onto the step of naming the new SU table.

New Site Unit Table   ✕

Enter a name for your new SU table. Preferably,   OK
the name must start with a letter, contain no
punctuation characters, preferably no spaces, and   Cancel
be less than 40 characters in length

MyESSFdkpPlots

After selecting a data base, new or existing, you will get a message indicating the number of plots filtered into the SU table.

VPro   ✕

ℹ   123 records were filtered into the Site Unit list.

OK