

Data Entry Form Guide

This document outlines general usage of the Data Entry Form, and highlights the main differences between the previous input form and the new data entry form.

Loading a database section

1. Open the **Data Entry Form** application (double-click on the icon).
2. Enter the path that contains the Access database (.accdb) files - by either using the **“Browse”** button, or pasting the path into the input field. This field may be pre-filled with the last path that was successfully loaded.
3. Next, hit the **“Load Data”** button. This may take a few seconds depending on the size of the database.
 - a. If successful, the message “Successfully uploaded ____ records from the Database” will be displayed.
 - b. Otherwise, it displays “Invalid Path. Try Again.” Check that a database exists in the entered location.
4. Next, hit the **“Review”** button, which will open the main input form.

Features of the Data Entry Form

1. Feature enhancements

Old Data Entry Form	New Data Entry Form
Selected all text automatically when switching between fields, but did not allow the use of the arrow keys to move the cursor within a field.	Does not select all text in the field automatically, but arrows can be used in any text field to move the cursor.
Header and the images moved on scroll.	Header, buttons, and images are fixed.
The Sequence ID and Primary Key fields disabled and not editable.	The Sequence ID and Primary Key fields are not editable, but the text can be selected (to copy and paste).

"Open Image" button opens a resizable window which is out of sync when records changes	<p>The "Open Image" button will open a resizable window of the current record, which remains in sync with the records displayed on the main form.</p> <p>Note: You may have to click once in the main form (or use ALT-TAB) in order to change focus back, in order to get keyboard shortcuts such as CTRL-PGDN to work.</p>
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2. New features

- The Emblem drop-down selection boxes show a small picture of the emblem.
- Gravesite number is mandatory for every record.
- For each decedent (Primary, Secondary, etc.), if any of the fields are filled, then the Last Name field becomes a mandatory field, and the form will not allow moving to the next or previous record until the Last Name field is filled.
- Short-cut keys to enter "ILLEGIBLE" or "UNKNOWN" in text-boxes.

3. Keyboard Shortcuts

Keys	Function
CTRL - PGUP	Previous record
CTRL - PGDN	Next record
ALT - I	Enter "ILLEGIBLE" in textbox
ALT-U	Enter "UNKNOWN" in textbox
TAB	Next Field
SHIFT - TAB	Previous Field
ENTER	Next Field
SPACE	Check or uncheck the checkbox
CTRL - A or SHIFT-END	Select all text in the field

CTRL - C	Copy texts in the field
CTRL - X	Cut texts in the field
CTRL - V	Paste texts in the field
ALT-DOWN_ARROW	Drop down combobox list

4. Buttons

Button	Function
Go to Record	Saves changes and goes to the entered record
Previous	Saves changes and goes to the previous record
Next	Saves changes and goes to the next record
First Record	Saves changes and goes to the first record in the section
Last Record	Saves changes and goes to the last record in the section
Open Image	Opens the image on a new window
Save & Go to Menu	Saves the record and goes back to the main menu

5. Feature Improvements for Version 2.0

- ALT+U and ALT+I move cursor towards the end

Saving Data to Database

- “Save & Go to Menu” Button will save any changes and return to the Data Entry page (to load a section path). However, be aware that if you make changes to the current record, and then close the window using the ‘X’ in the upper right corner, the changes will not be saved. A warning will pop up to remind the user that they may lose changes.
- All data is saved back to the database when the record is switched to another record (either forward or backward).
- When the last record in a section is reached, the recommended way to quit the program is to click the “Save & Go to Menu” button. This will make sure that the last record is saved correctly.

- The database is not locked by the input form - the only interaction with the database occurs when data is transferred to and from the database when switching between records.

Point of Contact

- In case of an issue or feature enhancements contact Jonathan Voterro <jonathan.vottero@mines.sdsmt.edu>.