

Generic Data Entry - User Guide

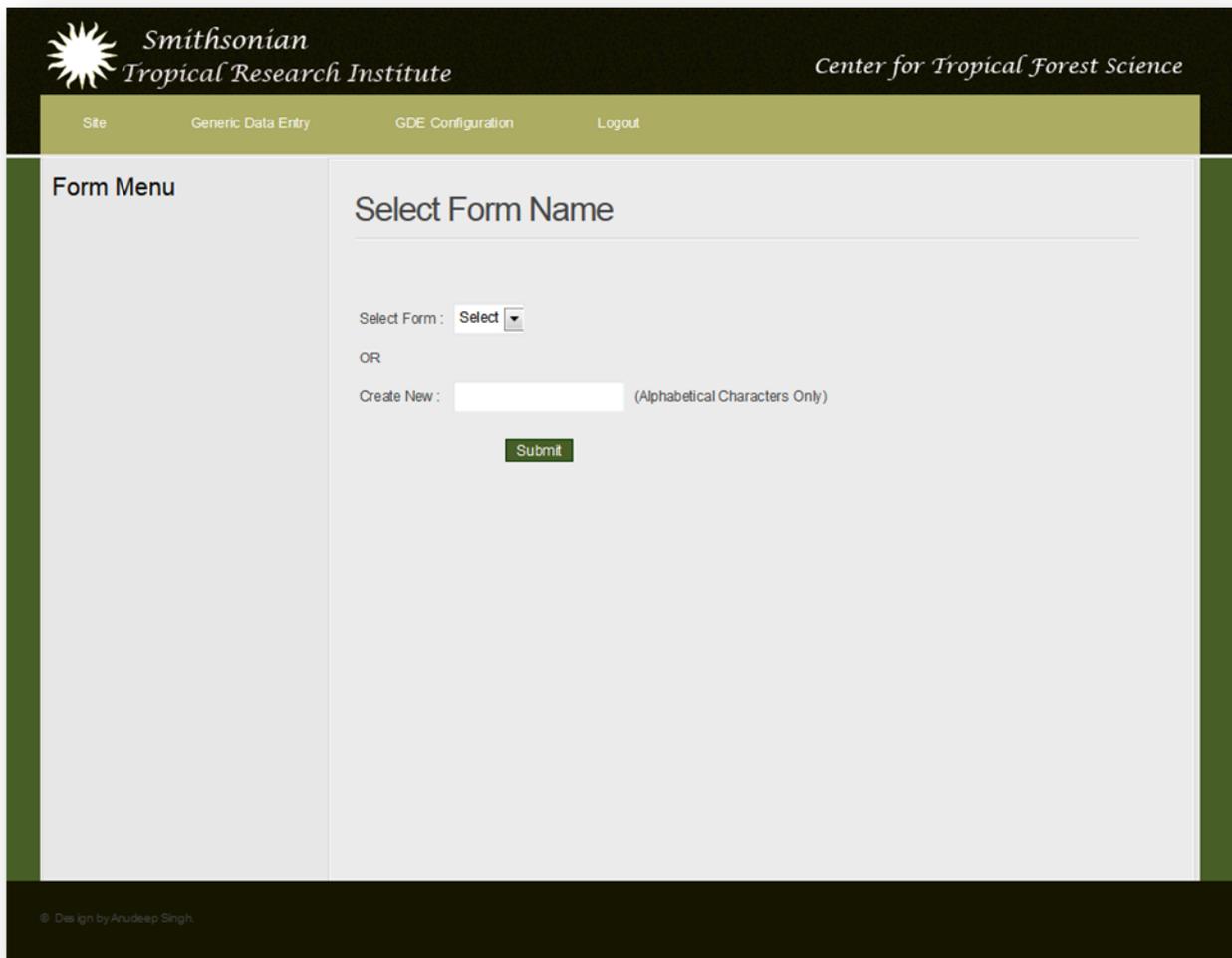
Generic Data Entry is to allow user to configure a form with any number of columns and then use data entry system to enter, upload and screen data with ease.

Steps After Login

1. Configure a form

GDE Configuration

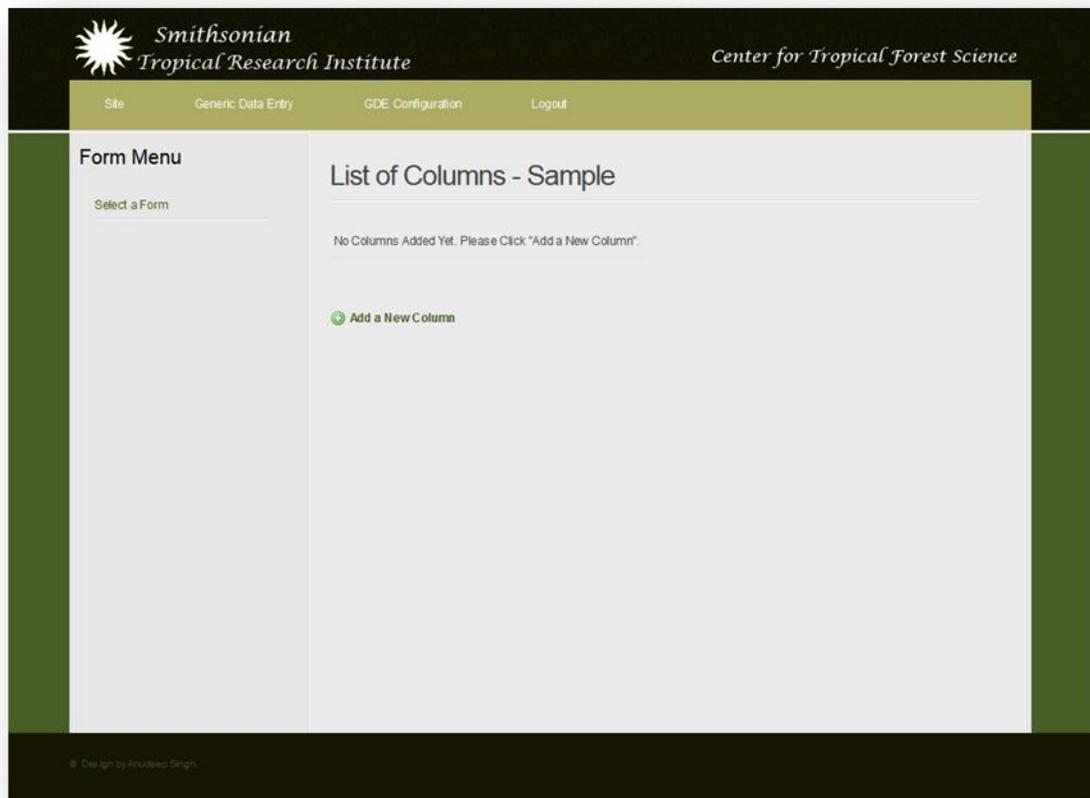
1. Select an already existing form from a dropdown or use the Create New option to create a new form.
2. Form Names within a database need to be unique.
3. Only alphabetical Characters are allowed for the form names.



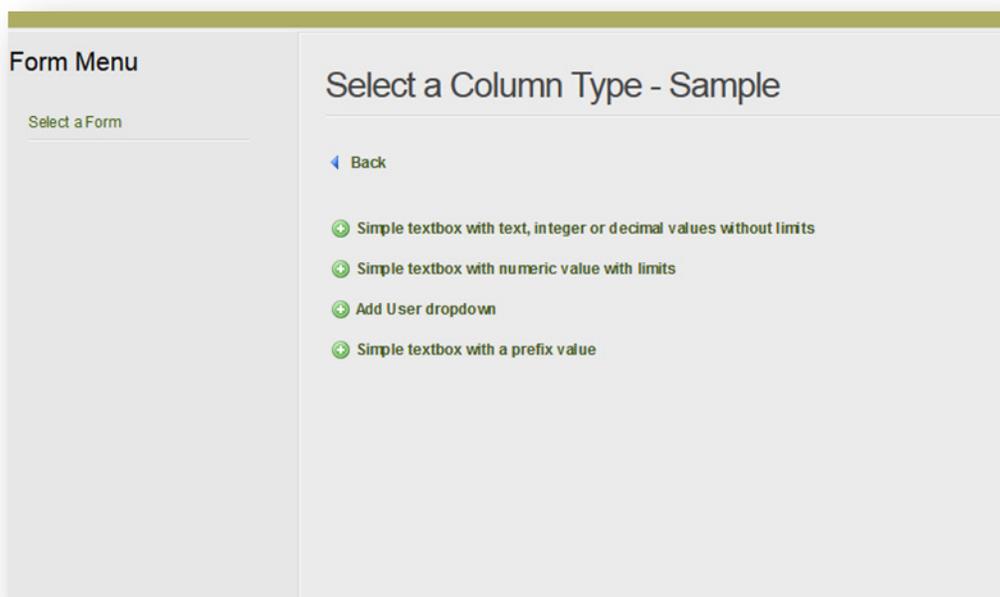
The screenshot shows the GDE Configuration page. At the top, there is a header with the Smithsonian Tropical Research Institute logo and the text "Center for Tropical Forest Science". Below the header is a navigation bar with links for "Site", "Generic Data Entry", "GDE Configuration", and "Logout". The main content area is titled "Form Menu" and "Select Form Name". It features a "Select Form:" dropdown menu with "Select" as the current selection. Below this is an "OR" separator and a "Create New:" text input field with the note "(Alphabetical Characters Only)". A "Submit" button is located below the input field. The footer of the page contains the text "© Design by Anudeep Singh".

Add a new column

1. After creating a new form, the form isn't saved yet unless at least one column is added to the form.
2. Select 'Add a New Column' to see column types available.



Column Types



4 type of column types are available:

1. Simple textbox without limits:

Simple Text Form

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Column Header :

Column Name : **Column Names will be used as field names in DB Table**

Data Type :

Is Value Changed with '+' :

Is Value Changed with 'Enter' :

Default Value :

Column Size :

Null Value Allowed:

Add Next Row Stroke:

2. Simple textbox with limits:

Limit Form

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Column Header :

Column Name :

Data Type :

Is Value Changed with '+' :

Is Value Changed with 'Enter' :

Upper Limit :

Lower Limit : **Upper and Lower Limit puts a limit check On a field**

Default Value :

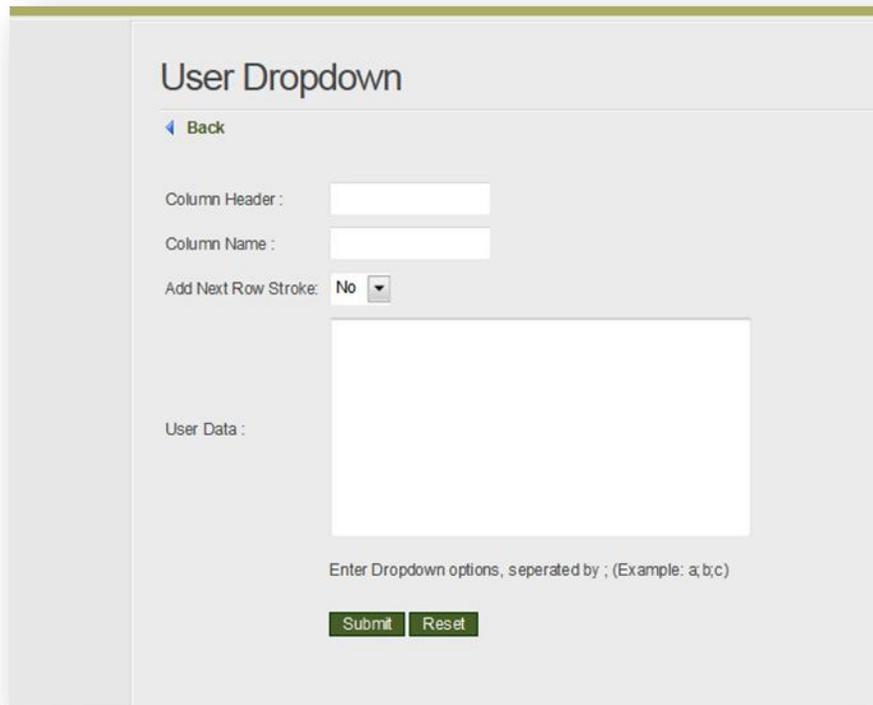
Column Size :

Null Value Allowed:

Add Next Row Stroke:

3. User Drop Down

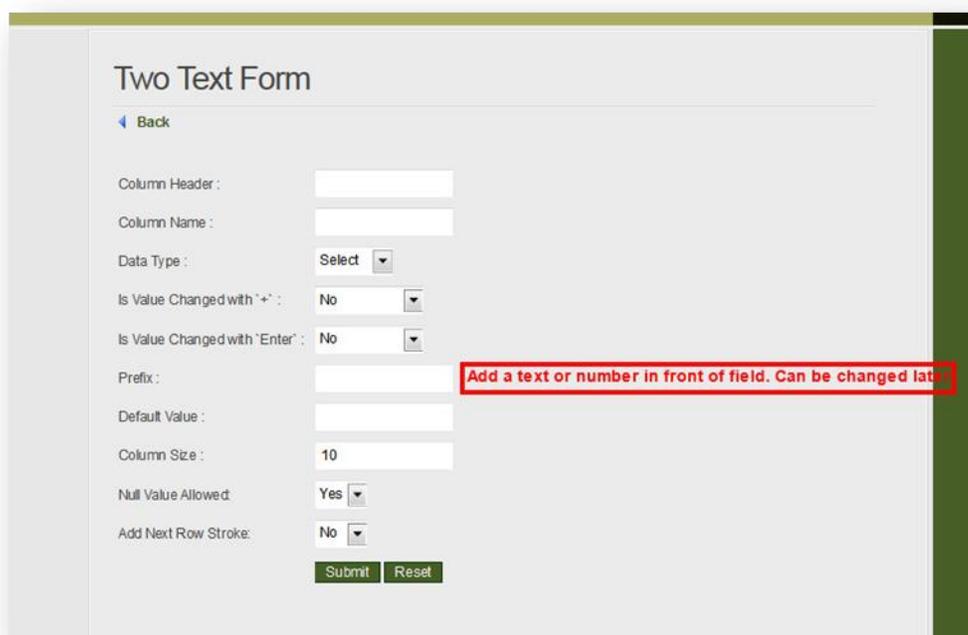
Creates a user drop down. Enter user data separated by a semicolon ";" For e.g. a;b;c;d...so on. Do not use any enter or spacebar between the options.



The screenshot shows a web form titled "User Dropdown". It includes a "Back" link, input fields for "Column Header" and "Column Name", and a dropdown menu for "Add Next Row Stroke" set to "No". A large text area labeled "User Data" is present, with a note below it: "Enter Dropdown options, separated by ; (Example: a;b;c)". At the bottom are "Submit" and "Reset" buttons.

4. Text Box with Prefix

It is similar to 'Simple textbox without limit' option with a prefix in front where additional data can be entered. A default value can be put in or can be left blank to enter during data entry.



The screenshot shows a web form titled "Two Text Form". It includes a "Back" link and various configuration options: "Column Header", "Column Name", "Data Type" (set to "Select"), "Is Value Changed with '+'" (set to "No"), "Is Value Changed with 'Enter'" (set to "No"), "Prefix" (with a red box highlighting the text "Add a text or number in front of field. Can be changed later"), "Default Value", "Column Size" (set to "10"), "Null Value Allowed" (set to "Yes"), and "Add Next Row Stroke" (set to "No"). "Submit" and "Reset" buttons are at the bottom.

Create the config file

Add all the required columns, rearrange columns as desired and preview the form. After making sure that form is functioning as desired, use one of the two following options to generate configuration files.

1. Create Config File For Single Data Entry - Will create only one config file resulting in one form at data entry option.

2. Create Config Files For Double Data Entry - Will create two similar config files resulting in two data entry forms for double data entry. For e.g. If form name is 'Test' then at data entry you will see two forms 'Test1' and 'Test2'.

NUMBER	COLUMN	ACTION
1	Subquad	delete
2	p5	delete
3	DBH	delete
4	Comments	delete

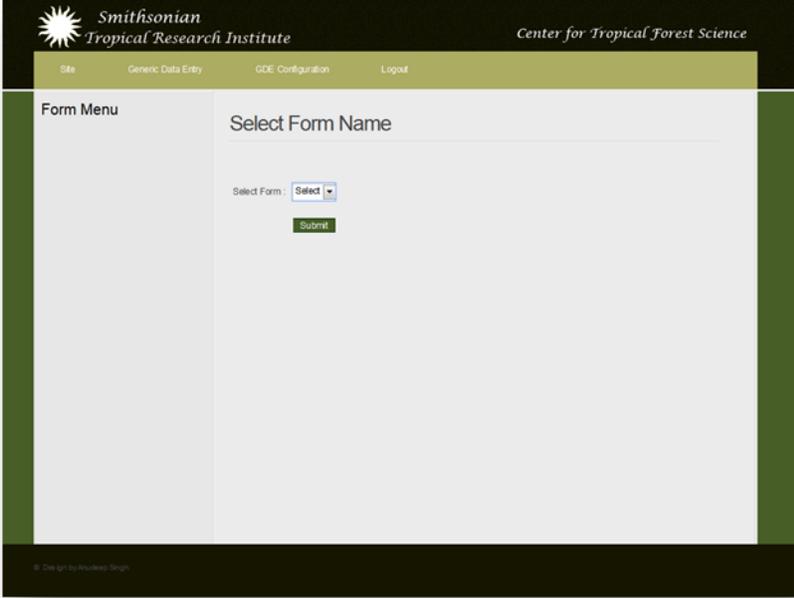
[Add a New Column](#) [Rearrange Columns](#) [Preview Form](#)

[Create Config File For Single Data Entry](#) **Use for Single Data Entry - One config file will be generated**

[Create Config Files For Double Data Entry](#) **Use for Double Data Entry - Two similar config files will be generated. Resulting in two similar forms for data entry.**

2. Data Entry

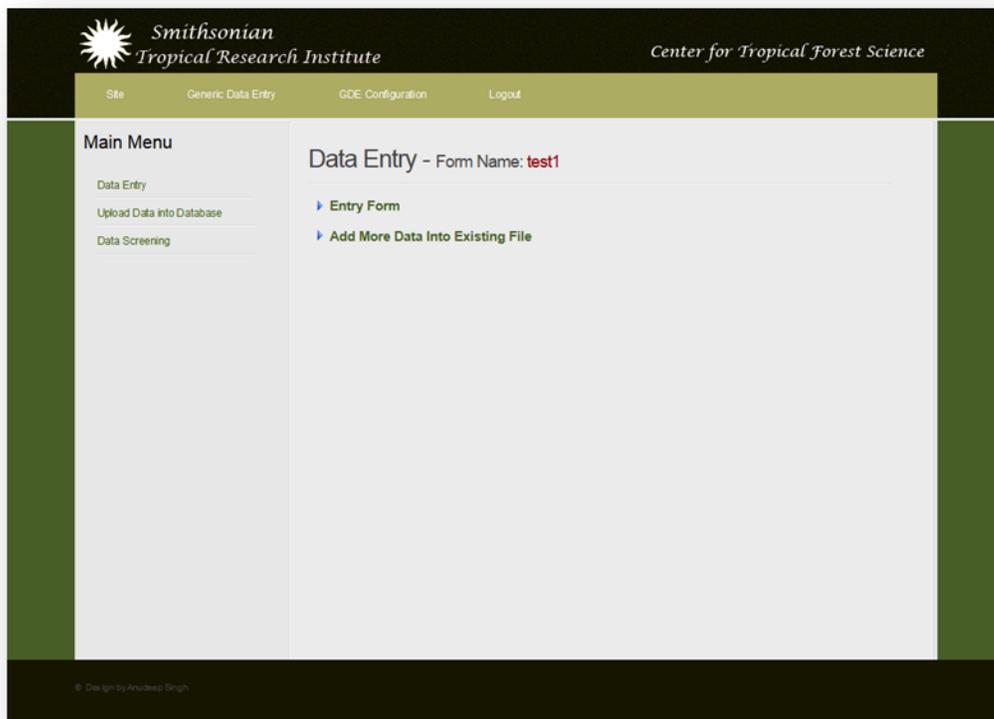
Select the form name



The screenshot shows a web interface for the Smithsonian Tropical Research Institute, Center for Tropical Forest Science. The header includes the logo and navigation links: Site, Generic Data Entry, GDE Configuration, and Logout. The main content area is titled "Form Menu" and "Select Form Name". It features a "Select Form:" label followed by a dropdown menu currently showing "Select". Below the dropdown is a green "Submit" button. The footer contains the text "© Design by [unreadable] Design".

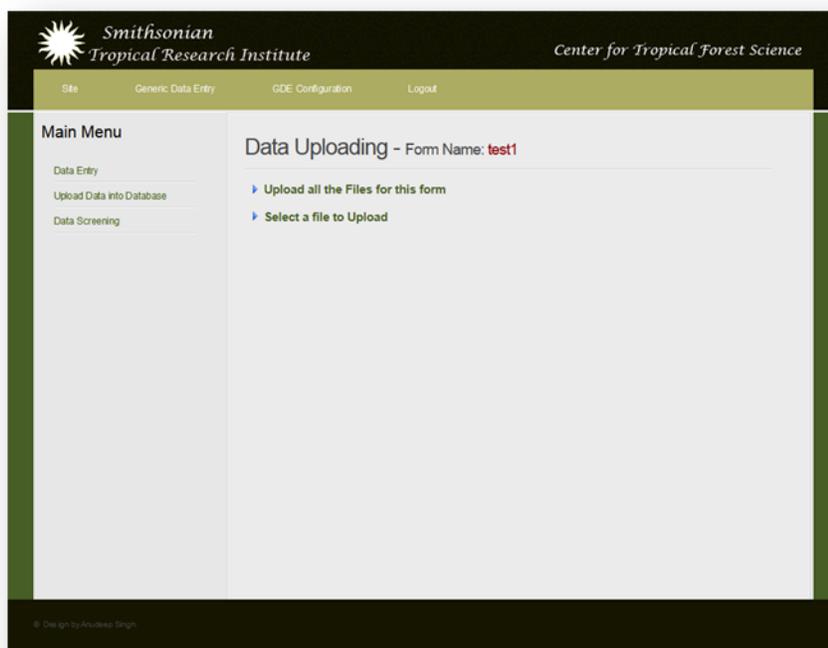
After selecting form, select one of the date entry options

- a. Entry Form - Form to enter data.
- b. Add More Data Into Existing File - Select an already existing data file and append more data to the file.



Upload Data Into Database

1. Upload all the files for this form - upload all the created files at once into a table with same name as the form
2. Select a file to Upload - Select a file from a dropdown and upload one file at a time.



Data Screening

1. Compare data in temporary tables - Select two tables then select the columns to compare data on.

2. View screened records in temporary tables - After screening the records will be moved to the final table. For e.g. if user screen 'Test1' and Test2', a 'TestFinal' table will be created and screened records will be moved into it.

