**Annexe A – Input tool features**

* Sorting functions to view data sheets by specified date or subsector
* Data sheet status (change, sent, rejected, accepted, fail)
* Log for each data sheet to track changes (time stamp and initials)
* 2 different Sync options
  + Get status of sent lab sheets
  + Sync with archive to work on most current version of document and save back ups
* F1 function give you more information in the status bar at the bottom
* All fields that are edited (changed) will have the box shaded in blue will have a log entry (this replaced our scratch outs).
* Options to ‘Fail’ (water bath failed for example). This way you can keep the data sheet in the records but the data cannot be sent to the database.
* Date can be changed (F2 function)
* Automated tide calculator
* Option for more than one cooler
* Options for 1 to 3 baths
* Option for samples processed next day in place.
* Option in place for multiple samples of the same sampling station (F5 function)
* Daily dup, intertech dup and intertech reading entry and validated with the input tool (acceptable or not). F3 and F4 function
* All invalid entries will be flagged and will prevent user form sending the information to the data base (example: wrong tube combination, missing initials, missing controls info or media lot info etc).
* Any QA/QC that fails will be flagged in red (incubation duration, controls, TC)
* Comments for each sampling station now possible
* Results read by and recorded by will be selected automatically
* Salinity read by defaults to 24 hrs (can be changed). Also have the ‘same day’ feature for those using field salinity meters
* FC form can be generated and viewed in word format
* With internet connection – can send the completed data sheets to the database (server) for supervisor approval
* Once a datasheet has been sent – it cannot be modified by mistake