

## Creating a New Data Entry

1. Select the date and time of the session to add the data entry to.

### Select Session For New Entry

Year  
2020  
Select the session's year

Session  
04/22 18:42:26  
Select the session form to use

SELECT SESSION

2. Select the data form and enter the data values. If necessary, adjust the date and time for the entry.

### Add New Session

Data Form  
Lizard  
Select the data form to use for the new entry

### Enter Data Entry Information

Use the provided data/time, or enter a different data and time for this entry (Note: the date and time entered must be unique and not used for any other entry in this session)

Date (mm/dd/yyyy)  
04/22/2020

Time (hh:mm:ss)  
18:42:27

Enter the values for the prompts in the data entry form

Species Code	Fence Trap	Recapture	Toe-clip Code	SVL(mm)	VTL(mm)	Regen Tail?
OTL(mm)	Hatchling?	Mass(g)	Sex	Dead?	Comments	

SUBMIT

3. Press “submit” to save the data entry to the session.