Entering data

Introduction

You can access the Enter program by clicking the **Enter Data** button on the Epi Info main menu. It can also be accessed from the **Tools > Enter Data** sub menu option. In Form Designer, you can access **Enter Data** by clicking the **Enter Data button**. This button is a convenient method to switch between designing a form and entering data to test your form design. Enter can be used to enter new data, modify existing data, or search for records. When data are entered into a form, the data table inside the project is populated.

Enter Data in a Form

1. From the Enter Data navigation menu toolbar, select **File > Open Form** or **Recent Forms**.

2. Selecting Open Form will display the Open dialogue box. The ellipsis button **(…)** to the right of the **Current Project** field allows you to search for the project (.prj file) you want to open.

3. Select the project (AsthmaSurvey.prj). A list of forms available within the project appears. In this case there is only one form *PreInterventionSurvey* present

4. Select the **PreInterventionSurvey** form. If this is the first time. The Data Table Properties dialog opens. Click **OK**. The selected form opens.

5. Place the cursor in the first data entry field. Enter data into each field. Use the Tab or Enter key to move to the next field. Moving from one field to another will execute Check Code.

   ▪ As records are navigated, data are saved automatically. After completing the last field on a page, the cursor automatically jumps to the next page in the sequence.

   ▪ Field properties that were defined in Form Designer, (e.g., Read Only, Required Range) are enforced during data entry. Drop-down lists and code tables created in Form Designer are enforced.

   ▪ Multiline Fields automatically scroll when filled with text to hold up to 1 gigabyte of information.

   ▪ Plain text fields automatically scroll when filled with text to hold up to 128 characters per field.

   Note: Check Code will execute as you move through the fields. All Check Code in the fields between the field being left and the one being entered (according to tab order) will be executed.

6. Begin entering the four student records listed in the table on the next page. Tab through each field to run the Check Code and to navigate through the survey.

Student 1	Student 2	Student 3	Student 4
School ID Number A	School ID Number B	School ID Number C	School ID Number D
Student ID Number 1	Student ID Number 2	Student ID Number 3	Student ID Number 4
Zip 12207	12084	12077	12059
Male	Female	Male	Male
29/01/2004	19/09/2005	08/11/2005	28/07/2004
555-555-5555	444-444-4444	333-333-3333	222-222-2222
Asthma, Wheezing	No Conditions	Asthma, Bronchitis	RAD
Yes, Medication	No	Yes, Medication	Yes, Medication
October	N/A	September	July
Wheeze 2 times each week, Cough, 2 times each week	Never	Wheeze, 3 to 6 times each week Cough, Every day, but not all day	Wheeze, Never Cough, 2 times each week
Missed 11 days	Missed 0 days	Missed 5 days	Missed 3 days
Yes, Missed sports, 1 to 3 times a week	No, did not miss sports	Yes, Missed sports, 2 times a month	No, Did not miss sports
Asthma in home= 1	Asthma in home= 0	Asthma in home= 2	Asthma in home= 1

7. **Saving a Page or Record**
   - The Enter module saves data automatically as you move from page-to-page. Data are also saved when navigating to another record. You can move out of a record by tabbing out of the last field of the last page or clicking New Record from the toolbar to open a new record.

8. Records can be saved manually. There are two ways to save the current record manually:
   - Click **Save** from the toolbar.
   - Press **Ctrl+S** from the keyboard.

Enter Data into another Form/Project

We have been working with the Asthma Survey project we created in the lesson **Creating questionnaires with Form Designer.** You are going to change projects. The sample project contains an example of the entire survey created in Form Designer with ten records already entered. The sample project AsthmaSurvey2005 is in the Online Classroom area.

You will be entering the data from the two attached surveys contained in the PDF file **AsthmaSurvey2005.pdf** located in the AsthmaSurvey2005 folder. Download the materials and save to a named location on your PC.

1. From the Enter Data navigation menu toolbar, select **File > Open Form**.

2. Selecting Open Form will display the Open dialogue box. The ellipsis button **(...)** to the right of the **Current Project** field allows you to search for the project (.prj file) you want to open.

Navigate to the location of your downloaded material.

3. Select the ***AsthmaSurvey2005*** project (AsthmaSurvey2005.prj) located in the folder. Ensure that it is in the same folder as the AsthmaSurvey2005.mdb file.

4. Select the **PreInterventionSurvey** form. Click OK. The project opens. The sample project contains ten previously entered records.

5. Use the surveys contained in the PDF file AsthmaSurvey2005.pdf located in the same folder to add two additional records.

You should have **twelve** records at the end of this lesson.