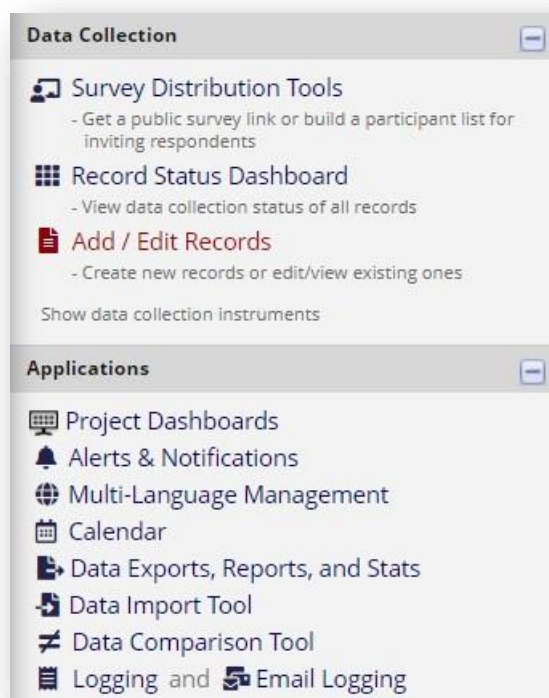


Beginner – Add/Edit Records

How do I enter/view my data?

To enter or view individual records, you can navigate to the Data Collection section on the left menu bar. Depending on your project type, you will see Survey Distribution Tools, Record Status Dashboard, and Add / Edit Records. To create a new record, click on **Add / Edit Records**. To update an existing record, you can click on either **Add / Edit Records** or **Record Status Dashboard**.



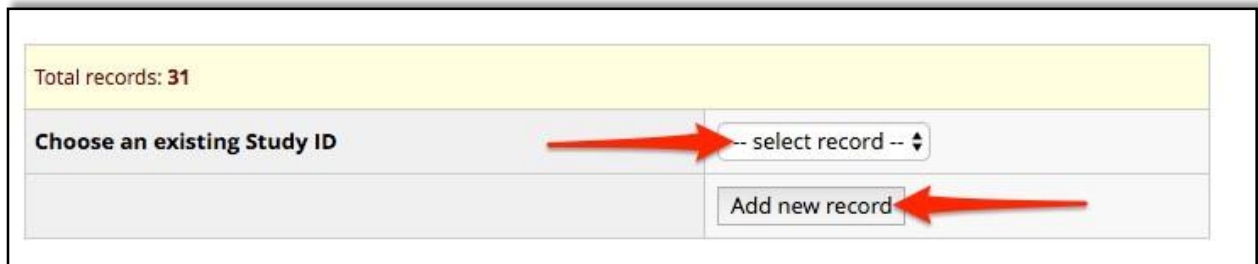
(Data Collection section of the left-side panel. Depending on your project configurations, your side panel may have different links.)

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down list next to Choose an existing Study ID. To create a new record/response, type a new value in the text box next to Enter a new or existing Study ID and then hit [Tab] or [Enter] (if the project does not have auto-numbering enabled), or by clicking on Add new record (if the project has auto- numbering enabled). To quickly find an

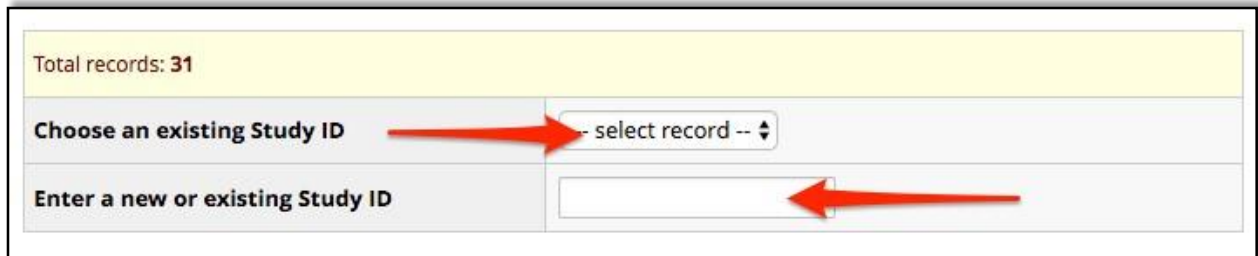
existing record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it (if auto-numbering is not enabled).

(Add / Edit Records page)



This screenshot shows the 'Add / Edit Records' page with auto-numbering enabled. At the top, a yellow bar displays 'Total records: 31'. Below this, there are two main sections. The first section, labeled 'Choose an existing Study ID', contains a dropdown menu with the text '-- select record --' and a red arrow pointing to it. The second section contains a button labeled 'Add new record' with a red arrow pointing to it.

Example if auto-numbering is enabled



This screenshot shows the 'Add / Edit Records' page with auto-numbering disabled. At the top, a yellow bar displays 'Total records: 31'. Below this, there are two main sections. The first section, labeled 'Choose an existing Study ID', contains a dropdown menu with the text '-- select record --' and a red arrow pointing to it. The second section, labeled 'Enter a new or existing Study ID', contains a text input field with a red arrow pointing to it.

Example if auto-numbering is not enabled