

2.2.2 Entering data in the Data Entry app - part 2

Overview

In this exercise, you will audit aggregate data in the DHIS2 Data Entry app. You will also identify how to validate and complete the data within the data entry app.

Instructions:

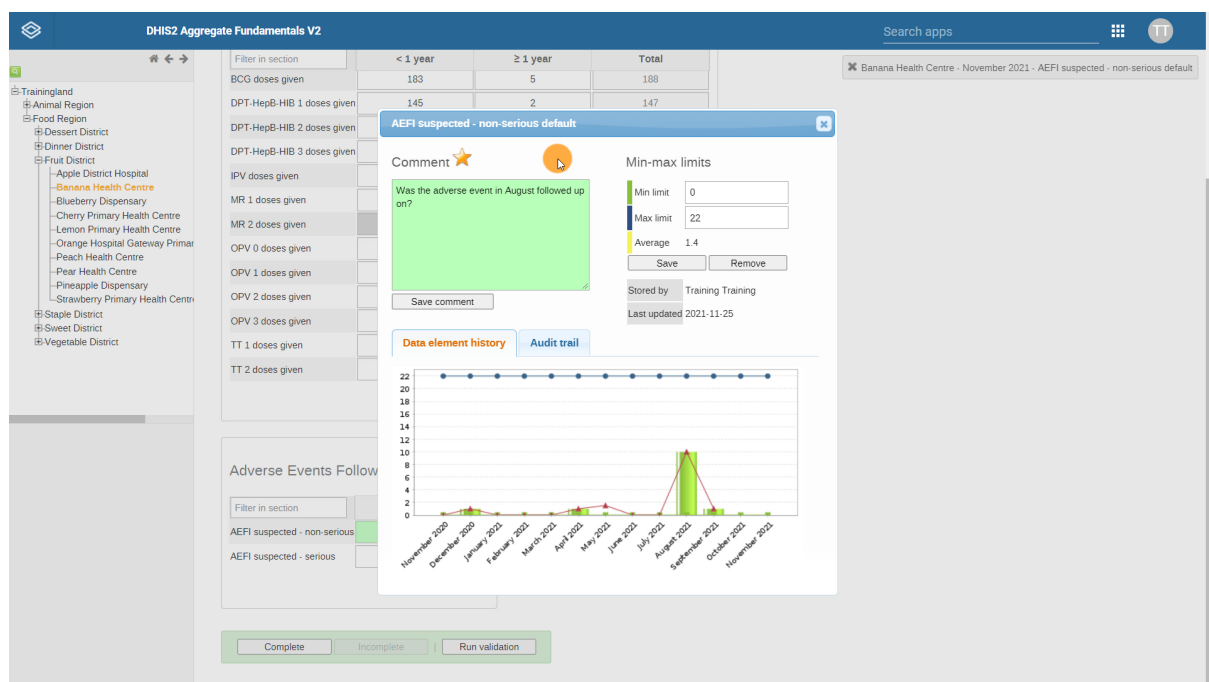


Image 1 - The Data Element Information Box

1. Opening and navigating the Data Element Information Box:
 - a. Open the **Data Entry App**
 - b. Double click on a data element to show the **data element information box**:
 - i. You can view the **data element history** at the bottom of the box in the bar chart. The chart allows you to quickly identify any statistical outliers.

- ii. You can enter a **comment** for other users to view in the comment box, and then clicking **Save Comment**.
 - iii. Click the star button to **mark the data element** for follow up analysis. This will be discussed later in the course.
 - iv. The top-right area displays the **min/max limits** for the data element.
 - v. The **Audit Trail** tab is next to the Data Element History tab to see a list of any modifications that have been made to the data element, who has made the changes, and when they were made.
- c. Press the X icon in the top right corner to close out of the Data Element Information Box

The screenshot displays the DHIS2 Aggregate Fundamentals V2 interface. On the left is a navigation tree with categories like Trainingland, Animal Region, Food Region, Dessert District, Dinner District, Fruit District, and others. The main area shows a table with columns for '< 1 year', '≥ 1 year', and 'Total'. The table lists various immunization types and their counts. Below the table is a section titled 'Adverse Events Following Immunisation' with a table showing 'AEFI suspected - non-serious' with a value of 2. At the bottom of this section are three buttons: 'Complete', 'Incomplete', and 'Run validation'.

Filter in section	< 1 year	≥ 1 year	Total
BCG doses given	183	6	189
DPT-HepB-HIB 1 doses given	145	2	147
DPT-HepB-HIB 2 doses given	220	4	224
DPT-HepB-HIB 3 doses given	165	3	168
IPV doses given	155	1	156
MR 1 doses given	201	3	204
MR 2 doses given		180	180
OPV 0 doses given	198		198
OPV 1 doses given	199	5	204
OPV 2 doses given	201	3	204
OPV 3 doses given	184	3	187
TT 1 doses given	190	4	194
TT 2 doses given	166	6	172

Filter in section	Value
AEFI suspected - non-serious	2
AEFI suspected - serious	

Complete Incomplete Run validation

Image 2 - Metadata, The Complete, Incomplete, and Run Validation buttons

2. Metadata, Printing and Validating Data:

- a. The **metadata information box** is displayed whilst you are in the data entry app; it is displayed at the **top right of the screen** and shows the

organisation unit, time period, and the specific data element and disaggregation you are entering data into

- b. At the top of the form are the **print buttons**; you can print a blank copy of the form, or you can print the current form as it is
- c. You will see a **green bar** in the bottom left corner with three grey buttons; **Complete, Incomplete, and Run Validation**:
 - i. The **Run Validation** button will perform a **quality check** on your data, that will show any invalid data
 - ii. The **Complete** button will **mark your data as complete** in your DHIS2 instance.
 - iii. The Incomplete undoes the complete button
- d. Completing data is important for reports in DHIS2
 - i. You are **still able to edit the data** that is marked as **complete**.
 - ii. If you would like the data changes to be reflected in these metrics, you will need to mark the data as incomplete, make your edits to the data, and then mark it as complete again.
 - iii. Leaving a data set incomplete can show to other users that it is still being edited.