

## 2.2.1 Activity: Entering data in the Data Entry app part 1

### Overview

In this exercise, you will enter aggregate data in DHIS2 using the Data Entry app.

### Instructions

**DHIS2 Aggregate Fundamentals V2**

**Data Entry**

Organisation Unit: Banana Health Centre

Data Set: EPI - Immunisation

Period: November 2021 (Prev year, Next year)

Filter on section: Show all sections

Filter in section	< 1 year	≥ 1 year	Total
BCG doses given			0
DPT-HepB-HIB 1 doses given			0
DPT-HepB-HIB 2 doses given			0
DPT-HepB-HIB 3 doses given			0
IPV doses given			0
MR 1 doses given			0
MR 2 doses given			0
OPV 0 doses given			0

Image 1 - A loaded Data Set ready to enter data into

1. How to load a Data Set:
  - a. Sign in to **DHIS2**
  - b. Open the **Data Entry App** from the Apps Menu
  - c. Select your **Data Dimensions**:

- i. Select the **Organisation Unit** from the Organisation Unit Tree on the right by either using the text search field, or expanding the hierarchy
  - ii. Select your **Data Set** from the drop down menu
  - iii. Select your **Period**
- d. If applicable, select the data set you would like to view using the **Filter on Section** drop down menu

The screenshot shows the DHIS2 Aggregate Fundamentals V2 Data Entry interface. On the left, a tree view of Organisation Units is visible, with 'Banana Health Centre' selected. The main area displays a table titled 'Immunisations' with columns for '< 1 year', '≥ 1 year', and 'Total'. The first row, 'BCG doses given', is highlighted in green and shows a value of 183 in the '< 1 year' column. Other rows show zero values. The top navigation bar includes a search field and buttons for 'Run validation', 'Print form', and 'Print blank form'.

Filter in section	< 1 year	≥ 1 year	Total
BCG doses given	183		183
DPT-HepB-HIB 1 doses given			0
DPT-HepB-HIB 2 doses given			0
DPT-HepB-HIB 3 doses given			0
IPV doses given			0
MR 1 doses given			0
MR 2 doses given			0
OPV 0 doses given			0
OPV 1 doses given			0
OPV 2 doses given			0
OPV 3 doses given			0
TT 1 doses given			0
TT 2 doses given			0

Image 2 - A Data Element turns green after having data successfully entered into it

1. How to enter data in a Data Set:
  - a. Scroll to a table
  - b. Select an **empty field** by clicking on it
  - c. Enter a **data value**
  - d. Press Enter to complete the data value

- e. When valid data is entered into a data field, the field will turn green, and the next available data field will automatically be selected

The screenshot shows the DHIS2 Aggregate Fundamentals V2 Data Entry interface. The left sidebar contains a tree view of the organizational structure, including Trainingland, Animal Region, Food Region, Dessert District, Dinner District, Fruit District, and various health centres and dispensaries. The main area is titled 'Data Entry' and shows the 'Immunisations' data set for 'Banana Health Centre' in 'November 2021'. A table displays data for various immunisation types, with columns for '< 1 year', '≥ 1 year', and 'Total'. The table is mostly empty, with a cursor hovering over the 'MR 2 doses given' row. On the right, there are buttons for 'Run validation', 'Print form', and 'Print blank form'.

Filter in section	< 1 year	≥ 1 year	Total
BCG doses given			0
DPT-HepB-HIB 1 doses given			0
DPT-HepB-HIB 2 doses given			0
DPT-HepB-HIB 3 doses given			0
IPV doses given			0
MR 1 doses given			0
MR 2 doses given			0
OPV 0 doses given			0
OPV 1 doses given			0
OPV 2 doses given			0
OPV 3 doses given			0
TT 1 doses given			0
TT 2 doses given			0

Image 3 - It is not possible to enter data into grey bars - these are locked

### 1. Navigating the Data Set:

- a. Navigate through the data set by using the **Tab** button to move to the next data field, or move back by using **Shift + Tab**
- b. You can also use the **arrow keys**, as well as simply **clicking into a field**
- c. If a data value is in the **process of being saved** after being entered, it will **turn yellow**
- d. Data Values that are **not green** before closing the browser window will not be saved, so **will be removed**

- e. If you enter **invalid data**, you will see that the **field will turn orange**, and you will see a message at the top of the browser indicating why the value is invalid