## 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**

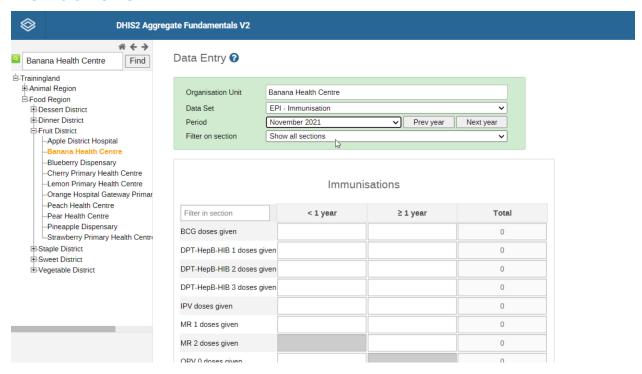


Image 1 - A loaded Data Set ready to enter data into

- 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

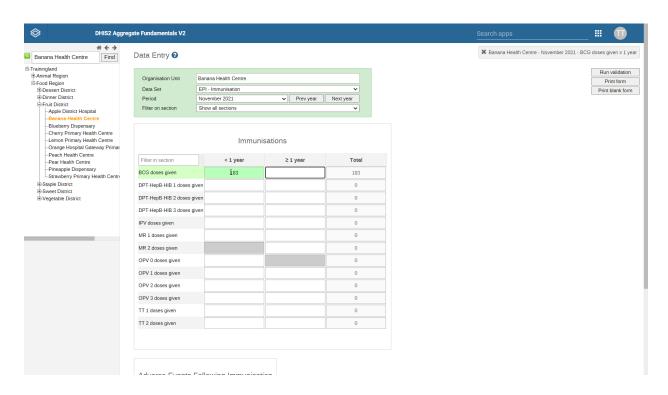


Image 2 - A Data Element turns green after having data successfully entered into it

- 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

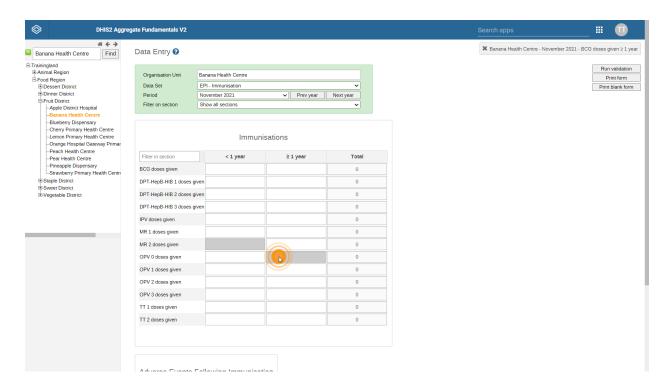


Image 3 - It is not possible to enter data into grey bars - these are locked

- 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