SnapEntry - User Manual

🖥️ What is SnapEntry?

SnapEntry is a desktop application designed to help you quickly update scores or values in Excel files with ease. It supports searching records and editing entries without manually opening Excel.

🚀 Getting Started/How to use

1. **Launch SnapEntry**
   Double-click the SnapEntry.exe file to open the app.
2. **Load Excel File**
   - Click the **"Load Excel File"** button in the sidebar.
   - Select an Excel file (.xlsx or .xls).
3. **Select Sheet**
   - Choose the correct sheet from the **Sheet dropdown**.
   - The app will load the sheet.
4. **Set Header Row**
   - Enter the row number where column headers are located (e.g., 2) in the **"Header headings rows:"** input.
   - Press Enter or click outside the input to apply.
5. **Choose Columns**
   - **Search column**: Column to search for a record (e.g., ID, RegNo).
   - **Entry column**: Column where the score/value will be updated. (eg,. T1, Group, SE,)

🔍 Searching & Updating

1. **Search for a Record**
   - Enter the search term (e.g., student ID) in the **Search** box.
   - Matching records will appear in the table below.
   - Click it or Press **TAB** or Press **ENTER** to select it.

2. **Update Value**
   - o   Enter the new value in the **Entry** field.
   - o   Press **ENTER** or click the **"Enter"** button to save.
   - o   Previous entered entry will appear on, **Last Entry**
   - o   Updated entries are saved directly in the Excel file.

🫧 Tips

- **DOUBLE-CLICK** on a row in the table to auto-fill the search field.
- Ensure Excel is **CLOSE** before updating to avoid file access errors.
- You can switch between sheets anytime — just re-enter header and column selections.

⚠️ Error Messages & Solutions

- **PermissionError**: Close the Excel file if it's open.
- **MergedCell Error**: Ensure the Excel sheet has no merged cells in the header row or data area.
- **Search not found**: Verify the correct column and search value.

📞 Support

For questions or issues, contact **+255 682 590 979**