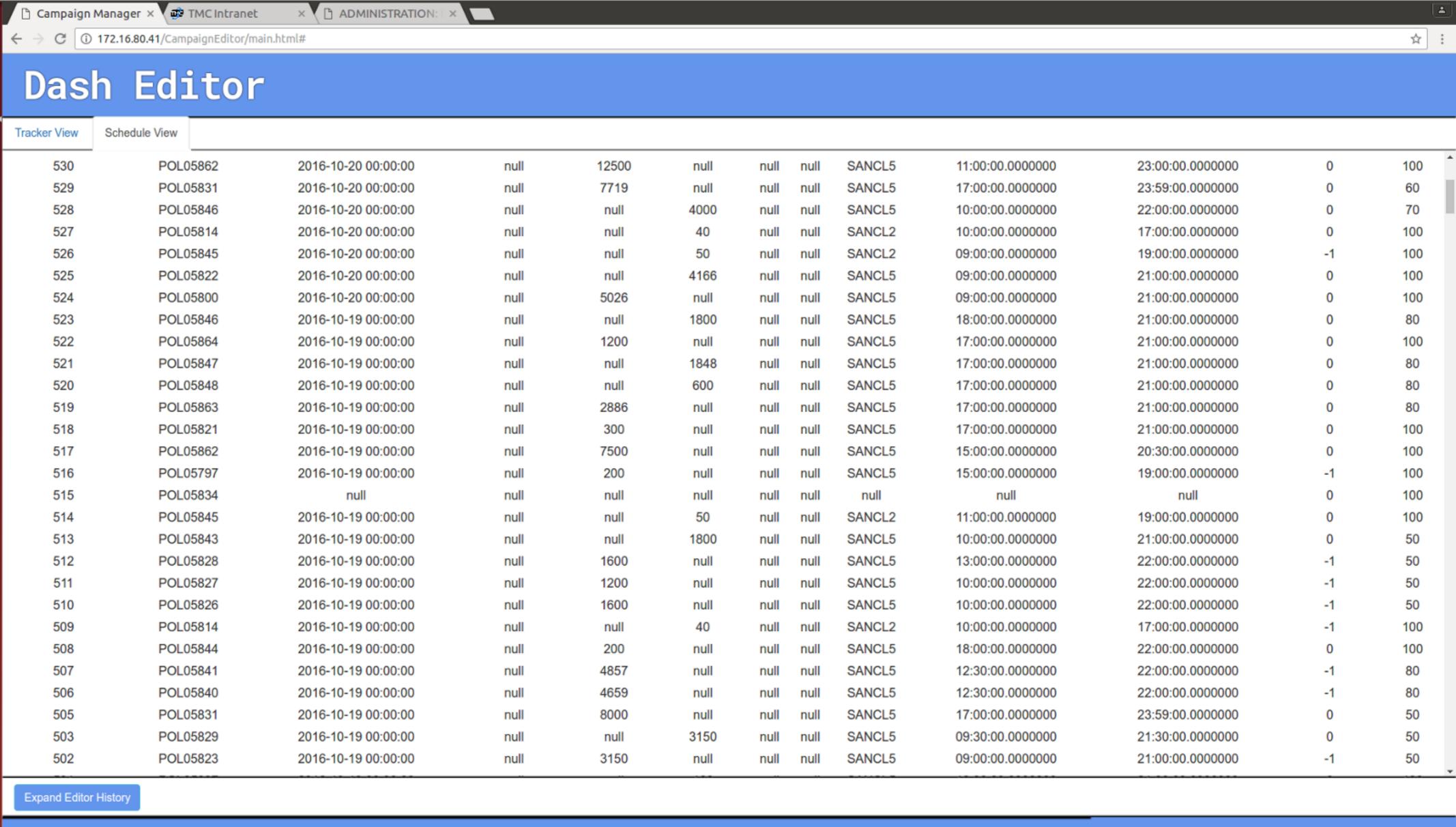# Instructions

Here is the dashboard editor. As you can see, PoliTracker..Political_Track and PoliTracker..Political_Schedule are each displayed in their own tab as "Tracker View" and "Schedule View", respectively. Simply click to switch back and forth between these views.

When a particular cell is selected, the row turns light blue. The cell turns dark blue to let you know that the program is now focused on this item.

Notice something, however. The selected campaign, POL05868, is also highlighted by row in the Schedule View! This makes everything a lot easier to find: the campaigns are populated in the order they were created (ORDER BY ID DESC), the schedules are tied to their relevant campaigns.
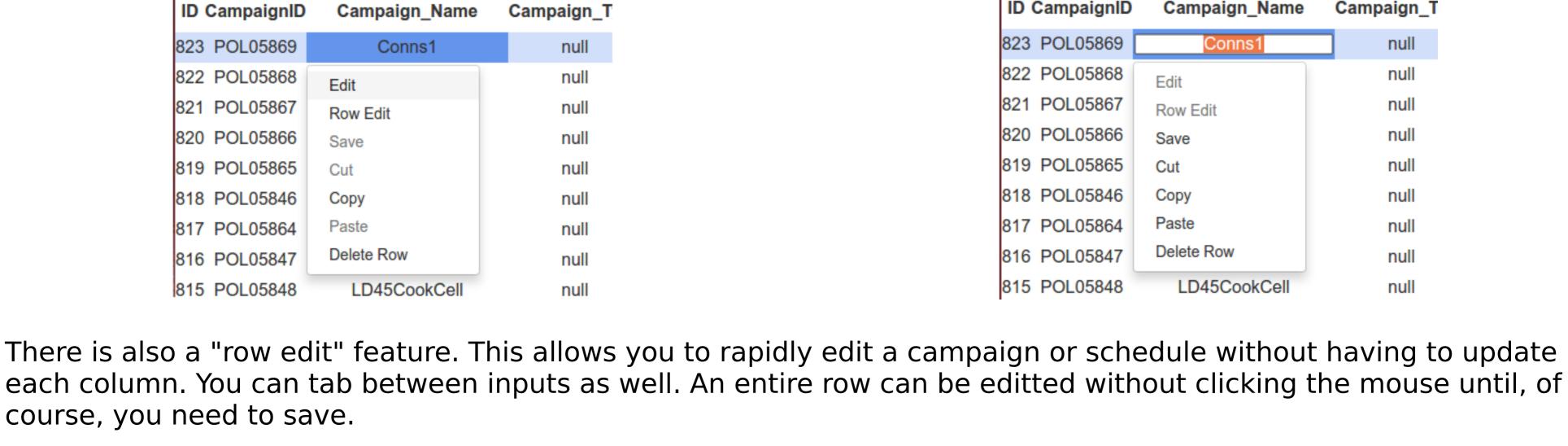

To edit a cell, just right click and a menu should appear. Click "edit". The cell will open up into an input box. Do your business and click "save". Allow a few seconds to go by as the program orchestrates the necessary queries to update that datum. The program also refreshes the two tabs with up-to-date information upon completing the update. The highlight disappears.

There is also a "row edit" feature. This allows you to rapidly edit a campaign or schedule without having to update each column. You can tab between inputs as well. An entire row can be editted without clicking the mouse until, of course, you need to save.

There is also an Editor History, which allows First-in-Last-Out tracking of changes to the Dashboard. Changes made through other programs are not tracked here. Click "Expand Editor History" to see the menu. It is collapsed by default.
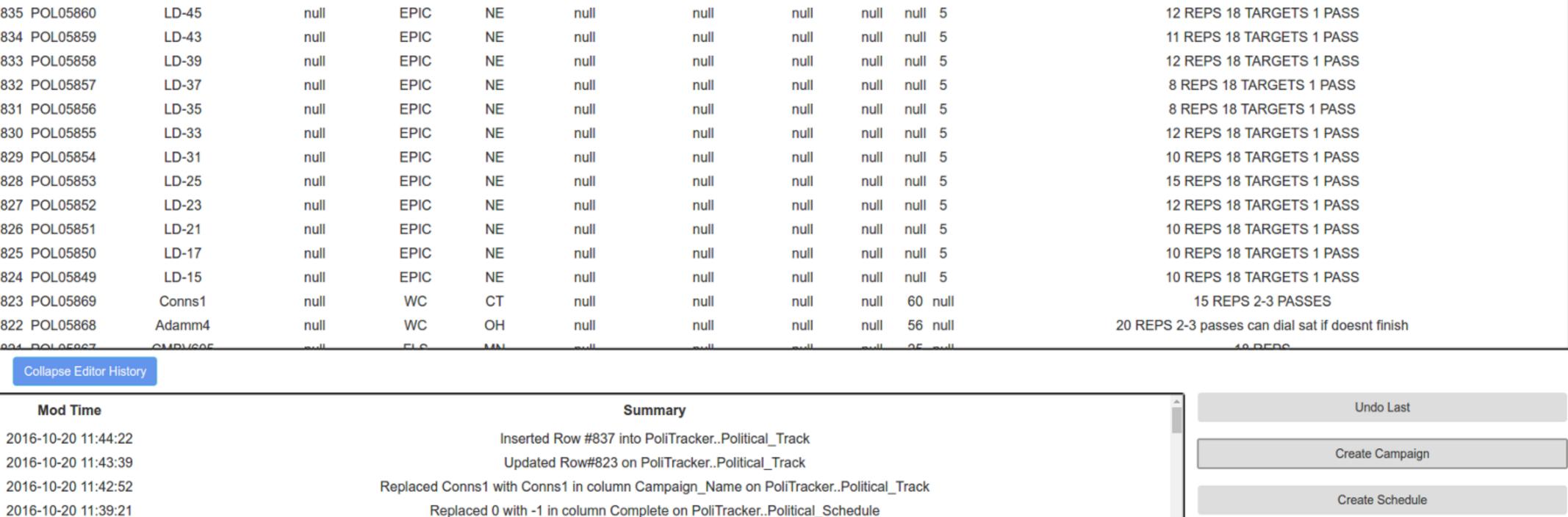

To create a new campaign or schedule, click the appropriate buttons and a new row will be created with blank data. Simply row edit and save. Once a new schedule is created, that campaign will appear on the Political Dashboard with all of the data that was entered IF the associated schedule date was set to today.

Lastly, deleting a row is a simple click. And, yes, that row can be reinserted with the "undo last" button.