



How to	Data entry
Description	Step by step description of how to perform a specific task in ROWS.
Comments	The <i>italic</i> phrases correspond to the red markings in the screenshots. Please be aware that the screenshots may deviate slightly from the application
version	2015-02

### Shortcuts:







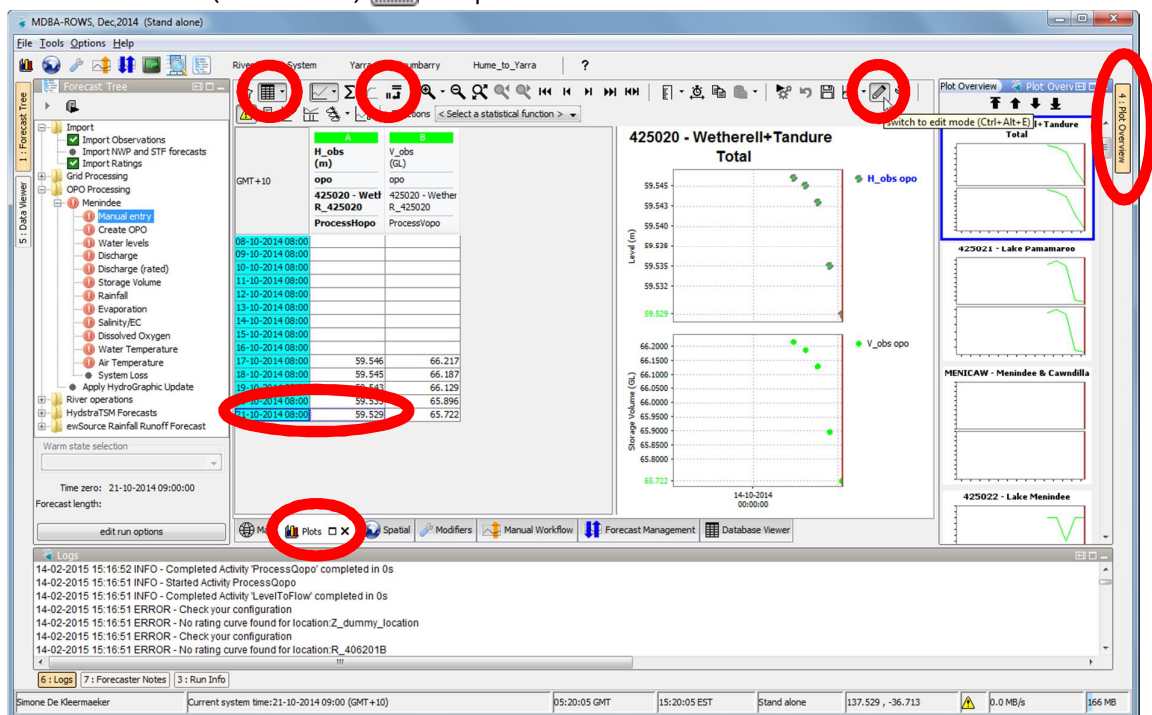
Shortcut	What	Where
CTRL-ALT-E	Switch to edit mode	Plots
SHFT-F4	Next location	Plot overview
SHFT-F3	Previous location	Plot overview
Keyboard arrows	Similar behaviour to Excel	Plots, in Table view, while in edit mode
Enter	Store changes permanently in database	Plots, while in edit mode
Context menu	Overview of all edit option	Plots, in Table view, while in edit mode



### Overview of steps

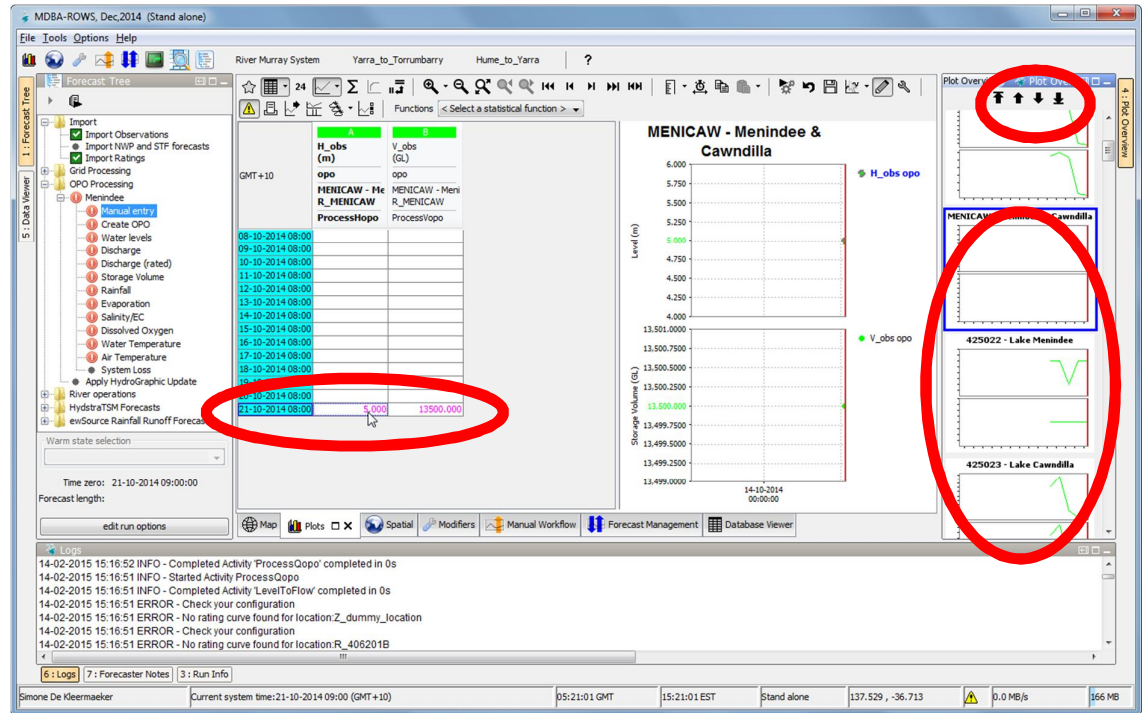


1. Select workflow *Data Entry*;
2. Open *Plot* display and the *Plot Overview* display;  
Go to the *Plot* display, enable *Table view*, you can pivot the plots and table  
Activate *edit mode* (CTRL-ALT-E), edited data is coloured **magenta**
3. Navigate through the *Plot Overview* with SHFT-F4 and SHFT-F3; Save the edits / data entry
4. Context menu in edit mode gives many more options to edit

- ad 1. Select workflow *Data Entry* in the *Workflow Display*
- ad 2. Open both the *Plot*  and *Plot Overview Display* (right side of the screen). Plot overview gives an overview of the available data (useful for quick quality control scan).  
Enable *Table View*  in the *Plots display*. You can *pivot* graphs and Tables with.   
enable edit mode (CTRL+ALT+E)  and place the *cursor* in Table



- ad 3. In the *Plot Overview* you can see data has been created. For navigation, use the buttons   (SHFT-F3 and SHFT-F4) or the arrow keys on the keyboard. Manual entered (edited) data is coloured *magenta*. When switching to the next location, ROWS will ask you to confirm the edit (enter to accept). The same time slot will keep focus in Table when moving to next location using the shortcuts.



- ad 4. *Context menu* (i.e. right mouse click in table) in edit mode gives many more options to edit

