**Data Entry**

**General Data Entry**

Typically the user would begin on the ‘Basic data’ tab in the Client field. The user progresses through the entry fields by pressing the Enter key or Tab key upon completion of data entry in that field. To traverse to the previous field, press Shift-Tab. If a mistake is made during entry, pressing the ESC key will return the field to its value upon entering the field. Calculated fields will automatically be updated when sufficient valid data has been entered to make the calculation. Warning messages appear when the user enters invalid data.

After the fields on the ‘Basic data’ are completed, click the ‘**Rainfall/Discharge data**’ tab to continue entering and view results. See help screens [State/County](mk:@MSITStore:C:\Program%20Files%20(x86)\USDA\EFH2\EFH2.chm::/State-County.htm), [Curve Number/ Drainage Area](mk:@MSITStore:C:\Program%20Files%20(x86)\USDA\EFH2\EFH2.chm::/CurveNumber-DrainageArea.htm) and [Time of Concentration](mk:@MSITStore:C:\Program%20Files%20(x86)\USDA\EFH2\EFH2.chm::/TimeOfConcentration.htm) for more detail about entry rules. The following table details the function of various keys. Note that the grid cells on the RCN screen may operate slightly differently.

**Key functions**

|  |  |  |
| --- | --- | --- |
| **Key** | **Function: Basic Data and Rainfall/Discharge Tab** | **RCN Tab** |
| F1 | Display Help | Display Help |
| F10 | Toggles between entry fields and menu bar | Toggles between entry fields and menu bar |
| ESC | Returns field value to previous value | Returns field value to previous value |
| Delete | Deletes the character to the right of the cursor | Clears the entire field |
| Backspace | Deletes the character to the left of the cursor | Delete the last (right most) character in the field |
| Enter | Completes data entry for the field and advances to the next field | Completes data entry for the field and advances to the next field |
| Tab | Completes data entry for the field and advances to the next field | Completes data entry for the field and jumps to the next tab stop on the screen |
| Shift Tab | Completes data entry for the field and moves cursor to the previous field | Completes data entry for the field and jumps to the previous tab stop on the screen |
| Arrow right | Moves the cursor one character to the right | Moves to the entry cell to the right |
| Arrow left | Moves the cursor one character to the left | Moves to the entry cell to the left |
| Arrow up | Moves the cursor one character to the left | Moves up to the entry cell above |
| Arrow down | Moves the cursor one character to the right | Moves down to the entry cell below |
| Home | Moves the cursor to the start of the field | Moves up to the last entry cell in the row above |
| End | Moves the cursor to the end of the field | Moves down to the first entry cell in the row below |
| Page up | -- no action -- | Scrolls up one screen of grid cells |
| Page down | -- no action -- | Scrolls down one screen of grid cells |