Enter Data

SUMMARY

This lesson is an introduction to entering data from the Make View and Enter Data modules of Epi Info™. In this lesson, you will learn how to enter data, navigate the survey you created in Make View, and enter data for the sample survey provided. You will also learn how to search for records from the Enter module. When you enter records in the survey, you are populating the data table with information that will be used for later analyses.

In Lesson 1, you created an electronic version of the survey you will use to collect data to aid in your asthma initiative project. In Lesson 2, you added Check Code to your survey to speed the data entry process and to act as a quality control measure. In Lesson 3, you will begin entering data about the students from the survey population. Data entered in this lesson will be used to create statistics and develop a picture of the student body of the county for which you are trying to get funds.

Time to complete: 1 hour Beginner

Getting Started with Enter Data

Overview of basic information to navigate the Enter Data module.

Enter Data to the Survey

Use the record information provided to enter data into the View you created. Verify your Check Code works as intended.

Enter Data to the Sample Survey

Gives you the opportunity to view a complete survey with existing records. Enter data from the surveys in Appendix C.

Find Records

Introduction to the Find feature. Practice lesson included.

Skills Review

Series of five review questions, based on the reading and hands-on activities in this lesson.

BEFORE YOU BEGIN

Complete Lesson 1 Make View: Create a Survey.

Complete Lesson 2 Make View: Check Code.

Download the sample project Asthma Survey 2005.

WHAT YOU NEED

Asthma Survey.MDB- This is the project you created in Lessons 1 and 2.

Asthma Survey 2005.MDB- This is the provided dataset used in this Lesson and Lesson 4.

Appendix C Sample Parent School Asthma Pre-Intervention Surveys

Appendix D Skills Reviews Answer Key

FIVE GOALS

- Learn to navigate the Enter Data module.
- Enter 4 records in the View you created.
- Verify that the data entry conditions and Check Code functions.
- Troubleshoot your Check Code, if there are errors.
- Enter 2 records in the sample View and Data table provided. The sample view and data table Asthma Survey 2005.MDB will be used in Lessons 4-10.

Getting Started with Enter

The Enter Data module can be accessed by clicking **Enter Data** from the Epi Info™ main page. You can also access Enter Data through the Make View module by selecting **File>Enter Data**. Use the Enter Data module to enter information into the survey/view you created in Make View. When you enter data into the view, you are populating the data table inside your project (.mdb). You can navigate from Make View to Enter to test your Check Code and Tab Order, but once you create a data table and start adding data, you cannot make changes to field names or types in your view.

The Enter program displays the View you created in Make View, constructs your data table, and controls the data entry process by using the settings and Check Code established in Make View. From the Enter Data module, you will enter new data, modify existing data, or search for records. The Find function allows records to be located based on a series of matched variables. As you enter data, the cursor moves from field to field, page to page, and saves data. Navigation is provided for New, Next, Previous, First, and Last records and through related tables.

The Enter Data Workspace

If you do not have the project Asthma Survey.MDB that was created in Lesson 1 and 2, you can use the provided project titled Asthma Survey 2005.MDB. Use this project for a reference as you read the navigation sections and then skip to Section 3: Enter Data in the Sample Survey.

1. From the Epi Info™ main page, click **Enter Data**. The Enter window opens.

2. Select **File>Open**.

3. Open the project you created in Make View titled *AsthmaSurvey*. The Select a Table dialog box opens.

4. Select the View *PreInterventionSurvey*.

5. Click **OK**. The Data Table dialog box opens.

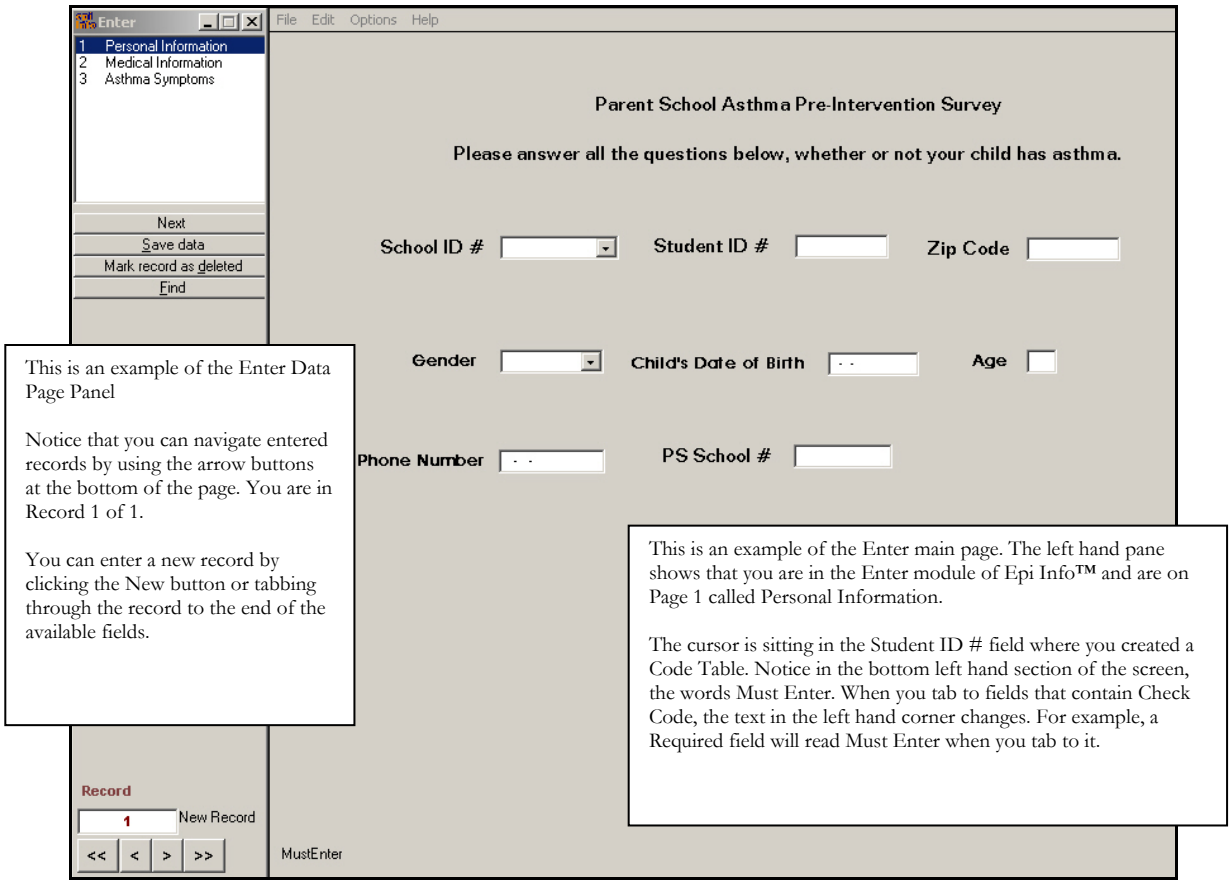
6. Click **OK** to create a New Data Table. The New Data Table dialog box opens.

7. Click **OK** to keep the Data Table Name and Unique ID set as the default. The Enter page opens with the view you made in Make View.

   - Notice you are in Record 1 of 1 on Page 1 titled Personal Information.

   - The Enter Page Panel displays a list of pages created in the project. Data entered into a page is automatically saved; however, you should use the **Save Data** button or **File>Save** after making changes to existing records.

This is an example of the Enter Data workspace. The top of the page shows you are in the Enter module.



Navigating Enter Data

You cannot navigate through pages until data has been entered in the preceeding page or until all required fields are filled. You can familiarize yourself with the workspace prior to adding records. Keep the Enter module open to complete the next lesson.

Enter Data Main Page

File

Use the File menu to open, close, save, print, or exit. You can also compact your database with the compact utility. This reduces the size of your database but does not affect your data.

Edit

Use the Edit menu to Find specific records or to delete records. Deletion removes the current record from the project, and all records associated with it. It also marks the record as deleted

in the database. You can exclude deleted records from your analyses. Click **Undelete** to return the record to active status.

Options

Use the Options Menu to select the values of Yes/No variables. Variables can appear as Yes/No or True/False. From Options, you can also maximize the size of your screen image by selecting Full Screen.

Help

Use the Help Menu to view the online help.

Enter Data Page Panel

Use the Page Panel to navigate pages in your View. If you are entering data and have a required field, you must enter information into that field before proceeding to the next page. From the Enter Page Panel you can go to the next record, save data, delete a record, find a record, or create a new record.

Use the navigation arrows at the bottom of the Enter Page Panel to move between records. Single arrows move you one record forward or backward. Double arrows move you to the first or last record.

Type a specific record number in the Record field and press Enter to go directly to a record.

Enter Data into your View

Begin entering the four student records listed in the table on the following page. Tab through each field to run the Check Code and to navigate through the survey. If you do not tab through the survey, your check code will not run.

1. Verify that your Check Codes are functioning.

   - Is the Code Table you created between the variables for School Number and PS School Number functioning?

   - Did the Age field populate after you tabbed out of the Date of Birth Field?

   - If your answer to Missed Sports is No, is the Number of Times variable skipped? Did the cursor go to the following question? If the answer is Yes, did the cursor go to the Number of Times variable?

   - Did the dialog box pop-up after you tabbed through the question regarding missed days?

   - After entering all the records, use the arrow keys to navigate between records and pages. Is the code functioning across records and pages?

2. Select **File>Save**.

Check Code Troubleshooting

If your Check Code did not function, you can close the Enter module and return to Make View to verify the following. Use Lesson 2 on Check Code to verify your code appears as coded.

- Verify your tab order. Coded fields must be in the proper order and on the proper page to function. For example, does the Age field come after the Date of Birth field in your tab order list? Are SpTimes and IllHome in the proper order? On the same page?

- Did you Save all your Check Code in the Program Editor after it was created? Open the Program Editor and verify that there is an asterisk next to the variable.

- Is your code applied to the correct field? Are your If/Then statements in the proper order?

- Is your code syntax correct? You can verify this by placing the cursor inside the code and clicking **Save**. Did the code turn green or red? Red means you have an error in your code.

- Do your commands have END statements?

Enter the following Student Records

Refer to the section on Check Code Troubleshooting if your codes do not work.

Student 1	**Student 2**	**Student 3**	**Student 4**
School ID Number A	School ID Number B	School ID Number C	School ID Number D
Student ID Number 1	Student ID Number 2	Student ID Number 3	Student ID Number 4
Zip 12207	12084	12077	12059
Male	Female	Male	Male
01/29/1994	08/19/1995	11/08/1995	07/28/1994
555-555-5555	444-444-4444	333-333-3333	222-222-2222
Asthma, Wheezing	No Conditions	Asthma, Bronchitis	RAD
Yes, Medication	No	Yes, Medication	Yes, Medication
October	N/A	September	July
Wheeze 2 times each week Cough, 2 times each week	Never	Wheeze, 3 to 6 times each week Cough, Every day but not all day	Wheeze, Never Cough, 2 times each week
Missed 11 days	Missed 0 days	Missed 5 days	Missed 3 days
Yes, Missed sports, 1 to 3 times a week	No, Did not miss sports	Yes, Missed sports, 2 times a month	No, Did not miss sports
Asthma in home=1	Asthma in home=0	Asthma in home=2	Asthma in home=1

Enter Data into the Sample View

If you are working with the Asthma Survey project you created in Lesson 1 and 2, you are going to change projects. The sample project contains an example of the entire survey created in Make View with ten records already entered. The sample project Asthma Survey 2005 is located in the EIHA Tutorial folder

If you already have Asthma Survey 2005 open, skip to Step 7.

You will be entering the data from the two attached surveys located in Appendix C.

1. From the Enter Data menu, select **File>Open**. The Select a Table dialog box opens.

2. Click **Change Project**. The Select a Project window opens.

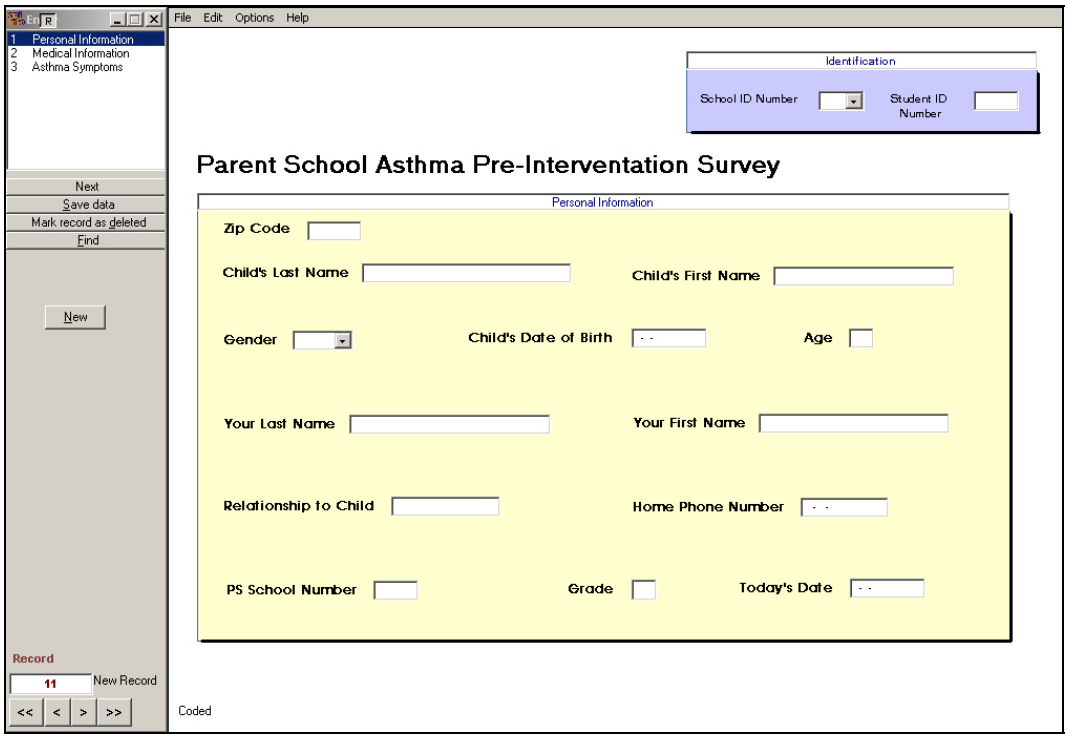
3. Locate the EIHA Tutorial folder and select the sample project Asthma Survey 2005.

4. Click **Open**. The Select a Table dialog box opens.

5. Select the View PreInterventionSurvey.

6. Click **OK**. The project opens to the next new record, which is number 11. The sample project contains ten previously entered records.

7. Use the surveys from *Appendix C Data Entry Surveys* to add two additional records. You should have twelve records at the end of this lesson.


File Edit Options Help
1 Personal Information
2 Medical Information
3 Asthma Symptoms
Next
Save data
Mark record as deleted
Find
New
Record
11
New Record
<< < > >>
Identification
School ID Number
Student ID Number
Parent School Asthma Pre-Interventation Survey
Personal Information
Zip Code
Child's Last Name
Child's First Name
Gender
Child's Date of Birth
Age
Your Last Name
Your First Name
Relationship to Child
Home Phone Number
PS School Number
Grade
Today's Date
Coded

Find Records

There are two ways to locate specific records in a large data table.

1. From the Record field located on the Enter Page panel.
   - Type the number 3 into the Record number field.
   - Press **Enter**. Record 3 of 12 appears in the window.
2. Click **Find** from the Enter Page panel. The Find Record window opens.
   - Use the Find feature to locate specific records in a large dataset to edit.
   - Select a variable to search, try Zip. An entry field appears. Enter the search criteria. For this example, enter 12207. Click **OK** or press **Enter**.
   - To open a Record from Find, double click the black arrow to the left of the results row.
   - Embedded text items in multiline and text fields can be found by searching for *word*. This type of search is called a Wild Card Search. In a Wild Card search, the asterisk is used to represent any letter or string of letters. For example, a search of last names as with the field ChildLast could look like *jo*. This search would pull names with the letters jo in the beginning or end of a word in the last name field, ie. Jones, Johnson, Johns, etc.
   - Dates and numeric fields can be searched using less than or greater than values (<>).
   - OR can be used search for matches based on more than one criteria.
   - ? can be used to search for a single unknown character.
   - Click **Reset** to clear the page and begin a new search.

✎ Practice

Find the students who attend School A.

Find the students who do not have bronchitis. **Hint**: Bronchitis NO.

Find the students who missed more than 5 days of school. **Hint**: MissDays>5.

Find the students who attend School A and have Asthma.

Find the students whose last name begins with S. **Hint**: ChildLast S*.

🕮 Skills Review

Place a checkmark in the correct answer for each of the questions below. Refer to *Appendix D: Skills Review Question and Answer Sheet* for further details.

1. Once you create a _____ you cannot change field names or types in your view.

   ☐ Survey

   ☐ Data Table

   ☐ Legal Value

2. What are the two ways you can enter a new record? Check all that apply.

   ☐ Tab through to the last record.

   ☐ Click New.

   ☐ Select the last available page.

3. If you are entering data and have a required field, you must enter information into that field before proceeding to the next page.

   ☐ True

   ☐ False

4. What expression could you enter in the Find feature to locate children who are greater than 6 in age?

   ☐ Age=6

   ☐ Age<6

   ☐ Age>6

5. From the Find feature, what button do you click to clear the page and begin a new search?

   ☐ Start

   ☐ Reset

   ☐ Cancel

Lesson Complete!

WHAT YOU LEARNED

How to

- Navigate Enter Data.
- Enter Records.
- Change Projects.
- Find records.