

Manual Data Entry

(MDE)



Seveno Pty Ltd

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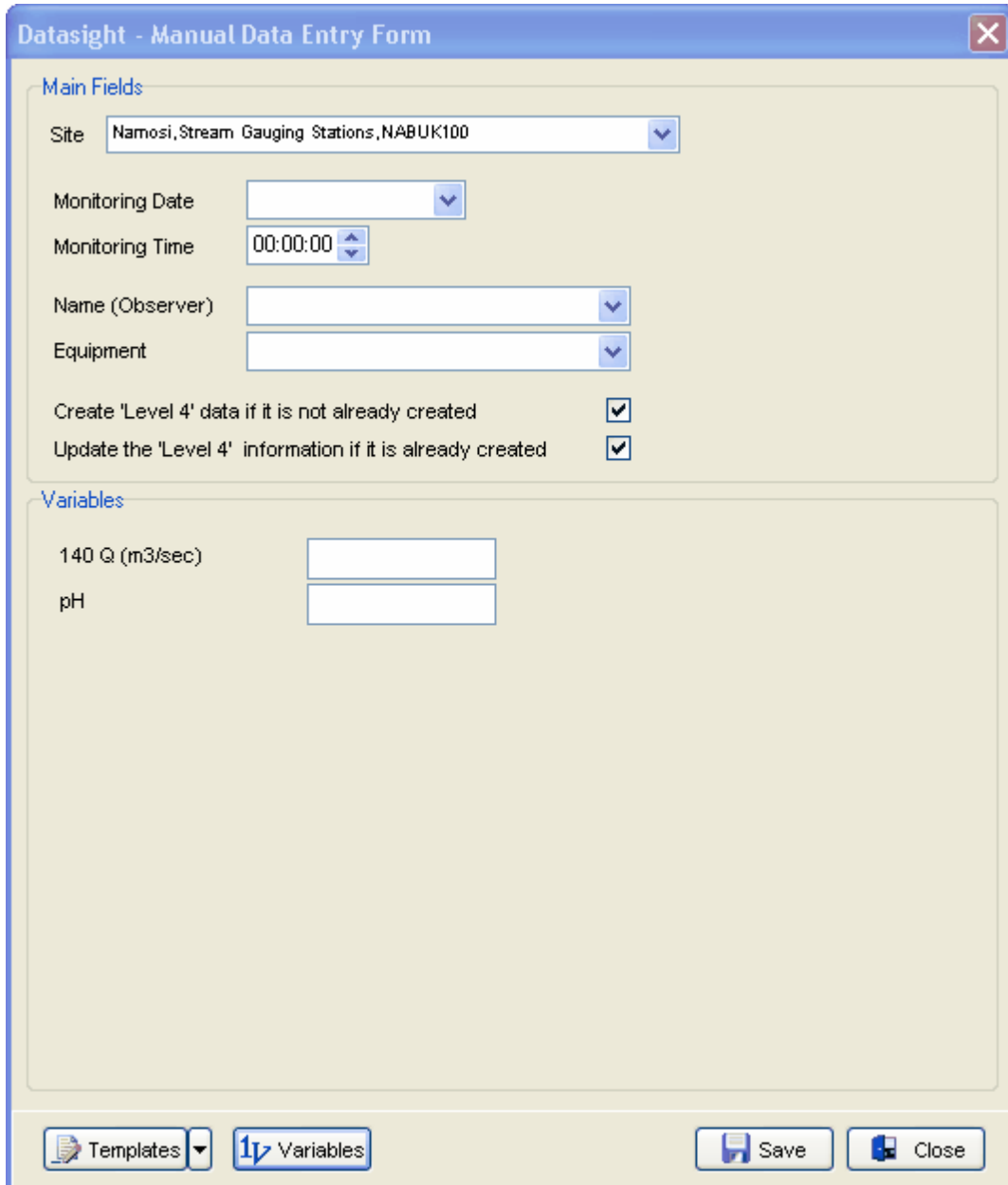
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1 Manual Data Entry (MDE)

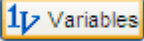
As well as importing data you can also manually enter data against an existing Level 3. Manual Data Entry (MDE) can replicate your field datasheets so data can be keyed in quickly.

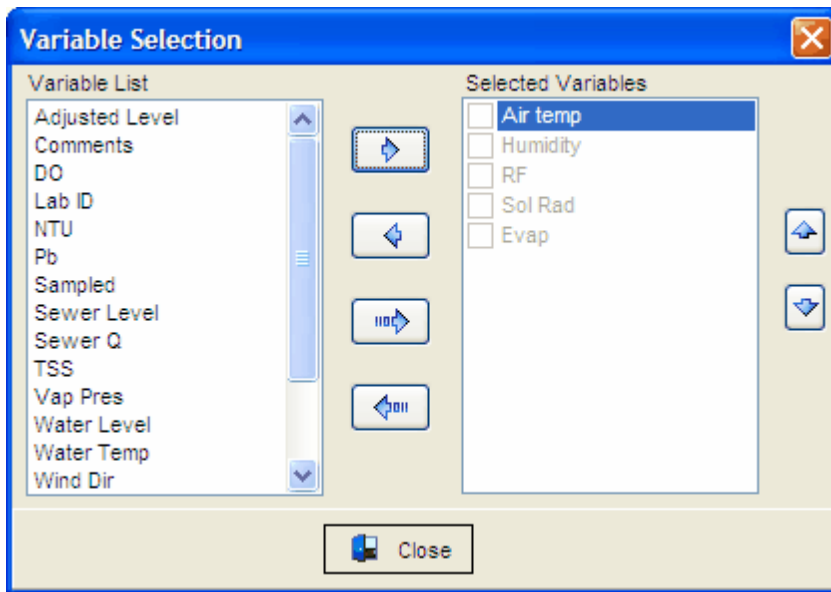
To add data

1. Click  on the DataSight toolbar and the Manual Data Entry form appears.



2. Click on the drop down Site menu and choose a Level 3.
3. Enter the Monitoring Date and Monitoring Time.
4. Alternatively, you can **Create** 'Level 4' data if not already created or **Update the 'Level 4' information** if it has already been created, by ticking the appropriate check boxes.
5. Choose the **Name (Observer)** and **Equipment** used for the Audit trail.
6. If you wish, you can save your MDE electronic form under Templates. Click on the  to also select saved forms.

7. Click on  to open the Variables Selection form.



8. Select the Variables from the Variable List that will appear on the form using the arrowed selection buttons.
9. Define the order of the variables on the form using the Up and Down arrows to the Right of the Selected Variables List.
10. Click **Close** and return to the Manual Data Entry Form.

Datasight - Manual Data Entry Form

Main Fields

Site: Namosi, Stream Gauging Stations, NABUK100

Monitoring Date: 2/10/2009

Monitoring Time: 02:05:00

Name (Observer): Dave Steer

Equipment: Campbell Sci 10 M AWS

Create 'Level 4' data if it is not already created

Update the 'Level 4' information if it is already created

Variables

140 Q (m3/sec)

pH

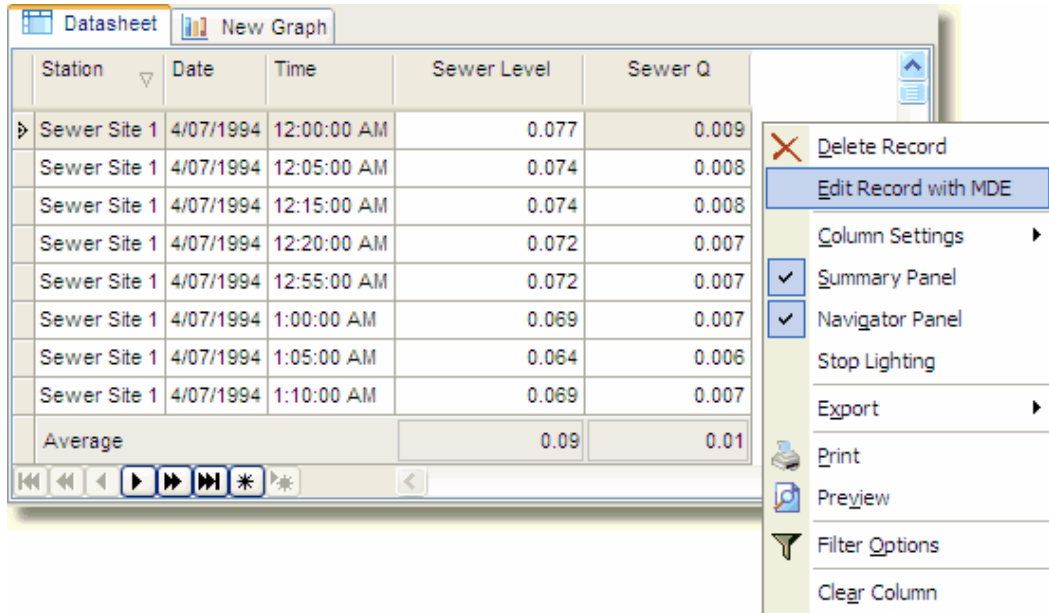
Templates Variables Save Close

11. Enter data for each variable in the boxes shown. Click **Save**. When you have finished entering data click **Close**.

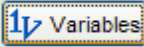
2 Editing with Manual Data Entry (MDE)

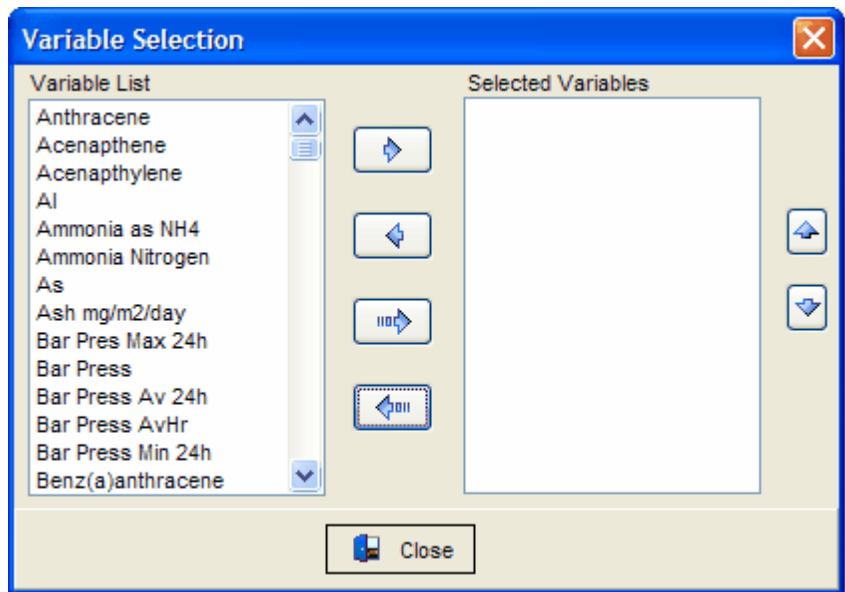
To edit data using the Manual Data Entry form

1. Highlight the selected Level 4 data point on the Datasheet. Right click on the Datasheet and select **Edit Record with MDE**.



2. The Manual Data Entry Form is opened and is populated with the variables that are displayed within the Datasheet.

3. The user can change the Site and move the data to another monitoring site or just modify the variable values as required. Click **Save**.
4. The user also can create Manual Data Entry Templates. To select variables you want to show on the Entry Form click 'Variables'  button.
5. Left panel show all the variables available to show on the form. Right panel show already selected variables.



Add selected variables to the form.



Removes selected variable from the form.



Add all the variables to the form

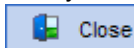


Removes all the selected variables

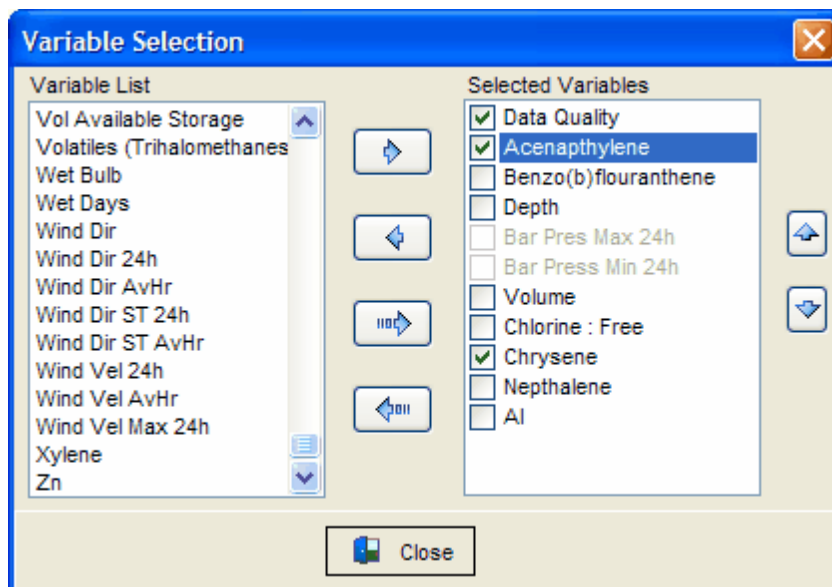


Changes order of the variable on the form.

6. After you selected variables and organized the order of the variables you can click



button to finalize the selection.



As you can see on the image above some of the variables are faded and some of them have check boxes with them.

Numeric variables are shown faded in the list.

Only text variables have check boxes.

If the user clicks the variable, Datasight will populate all the previous unique entries for that variable to provide data entry consistency.

7. To save the entry form as a template. Click the Template button. Select **Save**.



8. Close the Manual Data Entry form to update the Datasheet.

Notes
