

# Data Entry Tips

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## General Navigation ([return to top](#))

### Clearing Entries

- Use the "x" to clear your filter and picklist data entry values



### Working with Columns

- Lists can usually be sorted (ascending /descending) by clicking on column headings
- If you hover over the vertical lines with your mouse, you will notice that column widths can be adjusted as well

### Searching - Using the 'magnifying glass'

- Clicking the 'magnifying glass' next to a field will usually open up a separate search window on top of the page to help the user select the value
- In the case of 'Site', this new window will be populated with the sites already in use by your project and allow you to add more

Site:

\*

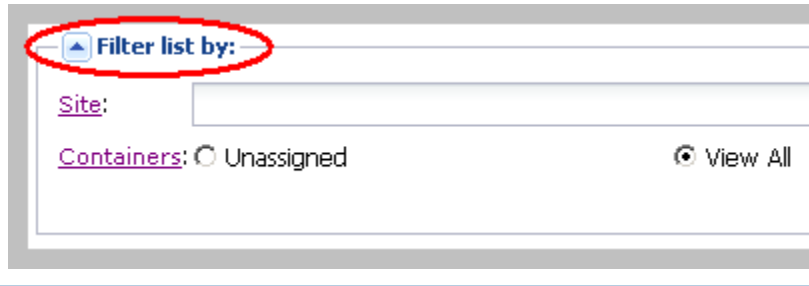
### Accessing Help, [Internal Links](#), and [System Functions](#)

- Underlined text in [blue](#) takes the user to a particular area of the system or displays more extensive help information; mouse over will display a little more information
- Underlined text in [purple](#) provides access to context sensitive help or executes the listed function. If the context sensitive help will be displayed a question mark [?](#) will appear on mouse over; otherwise, text explaining where you will be going will be displayed



## Hiding and un hiding sections

- Section headings with either an up or down arrow next to them can be either hidden or displayed as needed



Filter list by: [dropdown arrow]

Site: [input field]

Containers:  Unassigned  View All

## Selecting/Adding Sites in a project ([return to top](#))

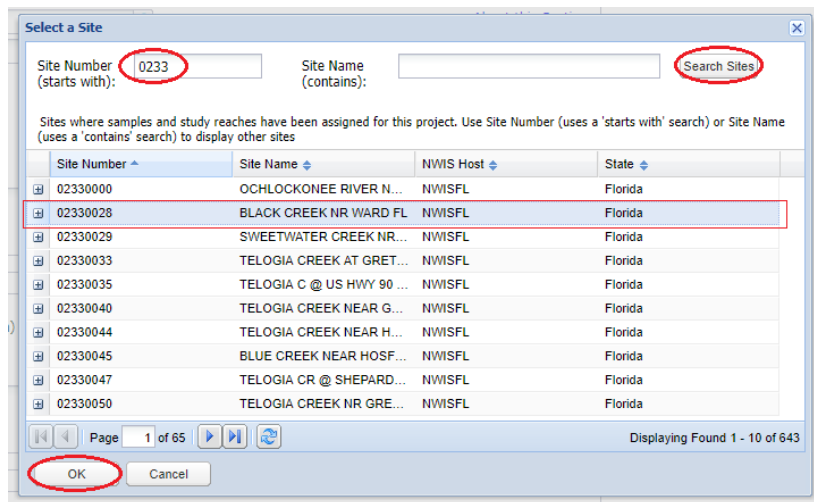
If the site has never been used within your project, but is present in NWIS, click on the magnifier on the right end of the site entry box



Site: [input field] [magnifying glass icon]

A site selection pop up will appear

- Either enter the beginning of the site number or some portion of the name
- click on search sites
- highlight the site you want to add
- click OK



Select a Site

Site Number (starts with): 0233 Site Name (contains): [input field] Search Sites

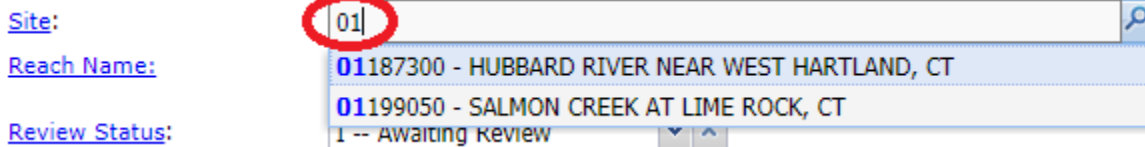
Sites where samples and study reaches have been assigned for this project. Use Site Number (uses a 'starts with' search) or Site Name (uses a 'contains' search) to display other sites

Site Number	Site Name	NWIS Host	State
02330000	OCHLOCKONEE RIVER N...	NWISFL	Florida
02330028	BLACK CREEK NR WARD FL	NWISFL	Florida
02330029	SWEETWATER CREEK NR...	NWISFL	Florida
02330033	TELOGIA CREEK AT GRET...	NWISFL	Florida
02330035	TELOGIA C @ US HWY 90 ...	NWISFL	Florida
02330040	TELOGIA CREEK NEAR G...	NWISFL	Florida
02330044	TELOGIA CREEK NEAR H...	NWISFL	Florida
02330045	BLUE CREEK NEAR HOSF...	NWISFL	Florida
02330047	TELOGIA CR @ SHEPARD...	NWISFL	Florida
02330050	TELOGIA CREEK NR GRE...	NWISFL	Florida

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OK Cancel

If a site has already been used within you project, you should be able to just start typing in any "Site" box in the user interface:



Site: 01

Reach Name: 01187300 - HUBBARD RIVER NEAR WEST HARTLAND, CT  
01199050 - SALMON CREEK AT LIME ROCK, CT

Review Status: I -- Awaiting Review

## Working with Lists ([return to top](#))

Paging through data tables and adjusting page size

- Lists are usually "paged." Look for the page number and page size at the top of the list

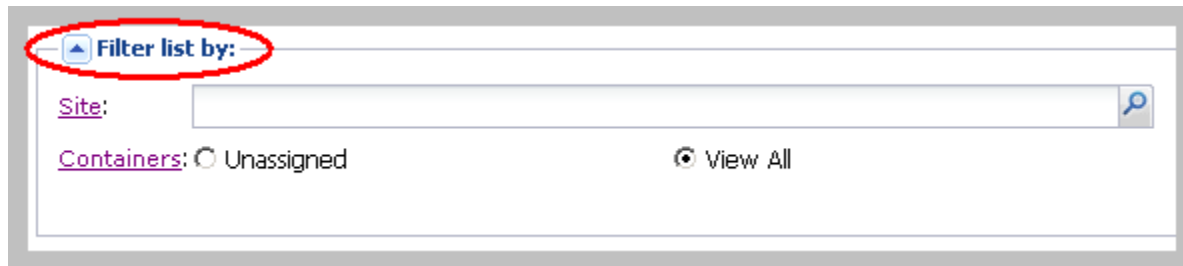
## Opening Tables in Excel

- Lists in BioData can be exported to an Excel spreadsheet



## Filtering Lists

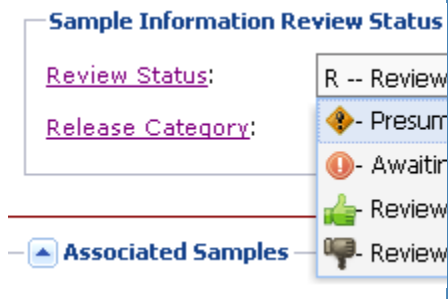
- When view lists, in most cases, there is a filter section preceding the list
- It can be hidden or displayed by clicking the up or down arrow next to the text 'Filter list by:'
- These sections also usually have a [Clear all filters](#) option



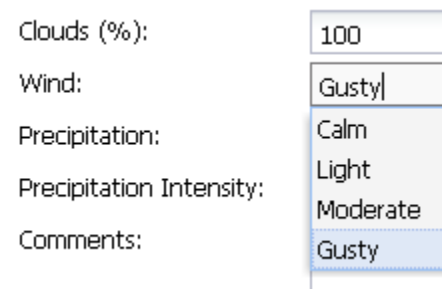
## Drop Downs (return to top)

Drop downs work in a variety of fashions depending on the data being entered. As you become more familiar with the system you will get more used to them.

Some of the drop downs (e.g. Review Status) require the user to expand them using the "down arrow" and select their choice using the mouse.



Those with smaller domains (e.g. Wind) often step through the list of available options based on the first character of the entry. Once it is highlighted, then the user can usually tab to the next field without using the mouse.



Those with larger domains (e.g. Common Name) will usually rely on a "starts with" or "contains" search to limit the domain of option to choose from and will require use of the mouse to select the chosen option



Common Name	abund	ID at
com		1 Field
Comanche Springs pupfish		
comely shiner		
common carp		
common carp x goldfish		
common carps		
common shiner		
common snook		
common suckers		
common sunfishes		

## Auto-Save and Validation(return to top)

- BioData saves and validates data as it is entered

### Validation Status Icons

Validation status icons are displayed in lists of samples, study reaches, and lab orders.

Status	Icon	Description
Valid		Passed all BioData validation tests
Invalid		Failed one or more BioData validation tests

- Data that does not meet validation criteria will be highlighted with a RED box (shown below)
- A message at the bottom of the screen can be toggled to display a list of validation errors
- Errors can quickly be found and fixed using the [\(Fix it\)](#) link


**Sampling Information**


Mesh Size:

Sampling Device:

Number of discrete collections constituting composite:

Area Sampled:

 The value 0 is less than the minimum value 1 for field Number of discrete collections constituting composite - [\(Fix it\)](#)

 Click again to hide the error list

## Required Fields

- Required fields are indicated with a red \* (shown below)

### Sample Identifiers

<u>SIDNO:</u>	BDB-000051627	<u>Site Visit Sample Number:</u>	<input type="text" value="1"/>
<u>Sample Type:</u>	NAWQA Invertebrate Targeted Habitat	<u>Collection Date:</u>	* <input type="text" value="08/29/2011"/>
<u>Site:</u>	* <input type="text" value="440919106091401 - POWDER RIVER AB VAN HOUGHTON DRAW, NR BUFFALO, WY"/>		

## Examples of Validation displays on data entry screens

Explanation	Example
Valid Sample	Last saved at 03:09:56 pm CDT - What a good looking sample!
Valid Study Reach	Last saved at 03:12:28 pm CST - What a good looking Study Reach!
Valid Lab Order	Last saved at 03:14:59 pm CST - Lab Order Saved Successfully!
Sample with errors (Invalid)	Data loaded ready to edit - Errors Found (click for details...)
Click on message to details (Invalid)	<div style="border: 1px solid red; padding: 5px;"> The value 125000.0 cm<sup>2</sup> is greater than the maximum value 10.0 m<sup>2</sup> for field Total area of sample - (<a href="#">Fix it</a>)  No channel feature checked underneath the "Non woody" Channel Feature radio button. - (<a href="#">Fix it</a>)</div> <p> Click again to hide the error list</p>