

## EPIBENTHOS DATA ENTRY AND EDITING PROTOCOL

Since 1985 data have been entered and edited on the PC using the EasyEntry full screen data entry program which emulates the data sheets.

### Using EasyEntry (must be in the DOS Command Prompt window)

At the C> prompt type: **cd\easy** [Enter] Note - cd to where the programs are located on the C: drive

At the EASY> prompt type: **easy** [Enter] Always use the hard disk; entering and editing data is much quicker.

Using Form Library: **epi** [Enter]

Data file name: **bwkepin.dat** [Enter]

Or **a:bwkepin.dat** [Enter]

(Where *n* = file # you wish to create, append, or modify)

### YOUR OPTIONS ARE THREE:

#### Case 1. **Entering** data into a new file

Computer Reply: *File does not exist.*

Should it be created (Y/N)? **Y** [Enter]

Form Name: **bwkepi** [Enter]

Screen 1 will appear. Enter data by pressing [ENTER] or using the arrow keys to move the cursor. NOTE: If using arrow keys, the down arrow will take you to next screen when you reach bottom of column and you cannot return to first screen. Screen 2 will appear after you have entered data on all fields in screen 1. The last field of each screen must contain a value or zero. To exit once you have completed data entry press [F4] twice; this will save the entered data. From the next Easy Entry Screen type in **/EXIT** and press [ENTER]. To return to C drive, type in **cd\** and press [ENTER].

#### Case 2. **Appending** (entering) data into an existing file

Computer Reply: *File does exist.*

Append Records (Y/N)? **Y** [Enter]

Form Name: **bwkepi** [Enter]

Screen 1 will appear. Enter data pressing [ENTER] or using the arrow keys to move the cursor, NOTE: If using arrow keys, the down arrow will take you to next screen when you reach bottom of column and you cannot return to first screen. Screen 2 will appear after you have entered data on all fields in screen1. The last field of each screen must contain a value or zero. To exit once you have completed data entry press [F4] twice. From the next Easy Entry Screen type in **/EXIT** and press [ENTER].

#### Case 3. **Modifying** (editing) data in an existing file.

Computer Reply: *File exists.*

Append records (Y/N)? **N** (DO NOT PRESS [ENTER] KEY)

Modify records (Y/N)? **Y** (DO NOT PRESS [ENTER] KEY)

Form name: **bwkepi** and press [ENTER]

No need to press [F4] - It comes up automatically.

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### The choices in Modify mode are:

1. Advance - Type in **A**. Do Not Press [ENTER]. (Asks you "How many?") Type in the number of screens you want to advance and press [ENTER]. One per screen. Two to get to the next observation.
2. Back - Type in **B** - Notes are same as #1.
3. Last - Type in **L**. This brings up a fresh screen at the end of file. you could enter data now or back up through the data screens.
4. First - Type **F**. This will return you to the first screen and the first sample in the file.
5. Search - **S**. Enter the data unique to the sample you are searching for and continue to press [ENTER] until the end of the first screen. The record you are searching for will appear on the screen for modification. You need to be at the beginning of the file.
6. Next -**N**. Moves to the next record.
7. Modify - **M**. Use the return key or arrow keys to move to the fields that need editing. Type correct values over the old ones. Continue through both screens, modifying as needed. Press [ENTER] on last field of last screen - taking you back to menu.
8. Insert - **I**. Similar to above, you can insert a record anywhere into the data set. Make sure you are at the start of a record where you wish to insert a new record previous to it. Press [F4] when you have inserted all the records you wish to.
9. Delete - **D**. To delete a record, enter **D**; computer Asks "Are you sure?" Press **Y**. To remove additional screens, repeat sequence each time for each screen. The correct data for the next sample should appear.
10. NEVER REKEY - You will have to enter the samples all over again.

NOTE: You must go through both screens of each replicate to save data.