

Fish Measuring Board (FMB) DATA ENTRY AND EDITING PROTOCOL

To enter and edit fish data that have been collected using the FMB, use the EasyEntry full screen data entry program which emulates the data entry information. Copy the data files from the FMB diskette that contains the FMB fish data to the C: drive!

Using EasyEntry

At the C> prompt type: **cd\easy** [Enter] Note - The C> prompt indicates the hard disk
At the EASY> prompt type: **easy** [Enter] Always use the hard disk; entering and editing
Using Form Library: **fish** [Enter] data is much quicker.

Data file name: filename#.dat [Enter]
(Where # = file # you wish to create, append, or modify)

YOUR OPTIONS ARE THREE:

Case 1. Entering data into a new file

File does not exist.
Should it be created (Y/N)?y [Enter]

Form Name: **fmb** [Enter]

An empty screen 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. Another empty screen 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. Entering data into an existing file

File does exist.
Append Records(Y/N)?y [Enter]

Form Name: **fmb** [Enter]

An empty screen 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. Another empty screen 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. From the next Easy Entry Screen type in /EXIT and press [ENTER].

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

File exists.

Append records (Y/N)?

N (DO NOT PRESS [ENTER] KEY)

Modify records (Y/N)?

Y (DO NOT PRESS [ENTER] KEY)

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

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

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' and press [ENTER] 2 times to remove the output record). The correct data for the next sample should appear.
Asks "Are you sure?" Press 'Y'.
10. NEVER REKEY - You will have to enter the samples all over again.