

## Data Entry

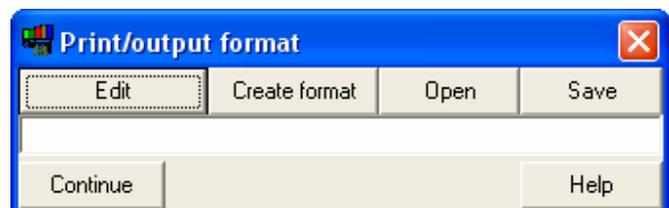
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When you enter Sintropia-DS the program is in “Data Entry” mode on the first empty form at the end of the archive. It is also possible to enter “Data Entry” from the menu “Data”.

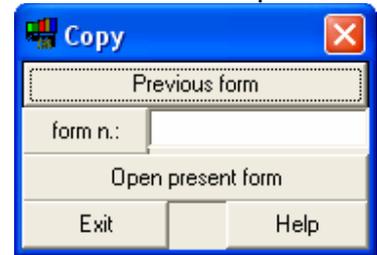
Just under the menu line you see:



- The first button “?” opens the content of the help, relative to the data entry section.
- Between the first and the second button the status of the password is shown. Data entered will be saved only when the password is ON. If the password is OFF you have to exit the program, start it again, and enter the correct password. When you first install the program the password is “SINTROPIA” (written in capital letters). It is possible to change the password using the option “Password” of the menu.
- The second button “<<” allows to go to the previous record. Sintropia-DS records are numbered progressively from 1 onwards. Sintropia-DS does not allow to save empty records, or erase them. Therefore the number attributed by Sintropia-DS becomes a permanent number; it is useful to reserve a field to status information about the record (Active, cancelled...).
- Between the second and the third button the progressive number of the record is shown. Clicking on this number opens a window which allows to choose a record number or go to the first empty record at the end of the archive.
- The third button “>>” allows to go to the next form. It is important to note that Sintropia-DS does not allow to save empty records. If the record is empty it is impossible to move to the next record. Data is saved automatically when record is changed.
- The fourth button “Print” opens a window which allows to output data. Often it is needed to output only few fields of the record, it is therefore necessary to edit an output format.
- After the fourth button the page number of the form is shown. Forms are organized in pages. It is possible to change page using PgDn and PgUp keys.
- The Cancel button opens a the window “Cancel” which allows to: cancel the data in the



- selected field, all the data of the record, all the fields selected in the window "Options".
- The copy button allows to copy the content of an other record. If you have accidentally changed the data of a record and you have not yet saved it (changing record) it is possible to restore the original information "opening the present form"
- The last button "note" shows and allows to edit the content of the notes. Sintropia-DS allows to associate to each form a page of notes which can be as long as 32k (32,000 characters). When a note is present note is written in capital letters.



Active keys:

- PgDn goes to next page;
- PgUp goes to the previous page;
- End goes to the end of the form;
- Home goes to the beginning of the form;
- arrows keys go to the next or previous field;
- F1 << goes to previous record;
- F2 >> goes to next record;
- F8 cancel data in the selected field;
- F3 shows the list of labels associated to the selected field.
- F4 copies the content of the field.

**Output format**

When data is outputted, usually only a limited number of fields are used. It is therefore necessary to edit a form which tells which fields and how will be outputted. In the print/output window it is possible to create, edit, save and open output forms. For example:

#4\*  
 #7\*  
 #8\* (#9,2\*)

Will output field "4" in the first line, field "7" in the second line and in the last line field "8" and the first 2 characters of field 9 between parentheses.

It is also possible to combine data with text, for example:

Name.....: #4\*  
 Address.....: #7\*  
 Town.....: #8\*  
 State.....: (#9,2\*)

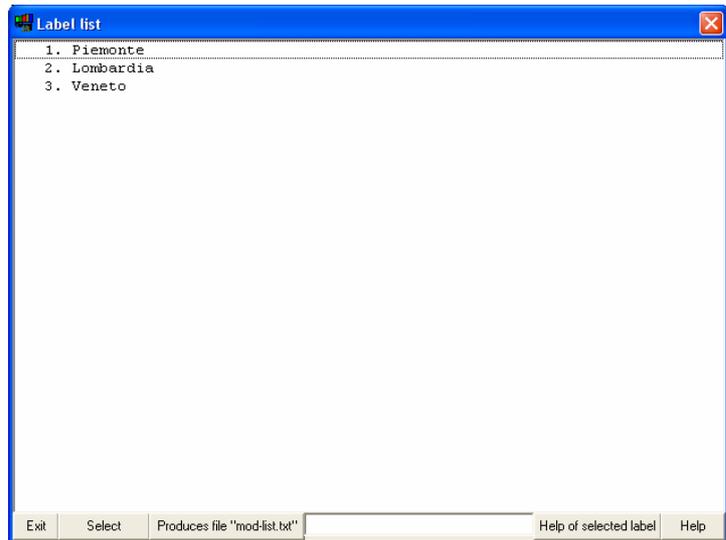
Record number is field "0" and the content of the notes is field "N" The command #P,xxx\* allows to output special characters, for example #P,12\* means new page and #P,9\* tabulator.

### **Label list** (check list)

This window is shown when on a coded field the F3 key is pressed or the left button of the mouse clicked twice. When this window is shown it is possible to:

- Choose the label clicking twice on the label line;
- Choose the label using the vertical arrows and then pressing the enter key;
- Choose the label with the mouse and then press the button Select.

If you need a copy of the list of labels it is possible to produce the file *mod-list.txt* which can be read by word processors.



### **For Sintropia-DS application developers**

It is possible to device helps which are relative to single labels of check lists:

- the *lst-help.txt* file is needed, where each line corresponds to a field of the form. In the line corresponding to the field in which helps are needed the address of the help file, for example *c:\archive\friends\field15.txt*, is expected.
- Help files mark the beginning of each label help with "\*" followed by the number of the label. For example the help of the first label will be:

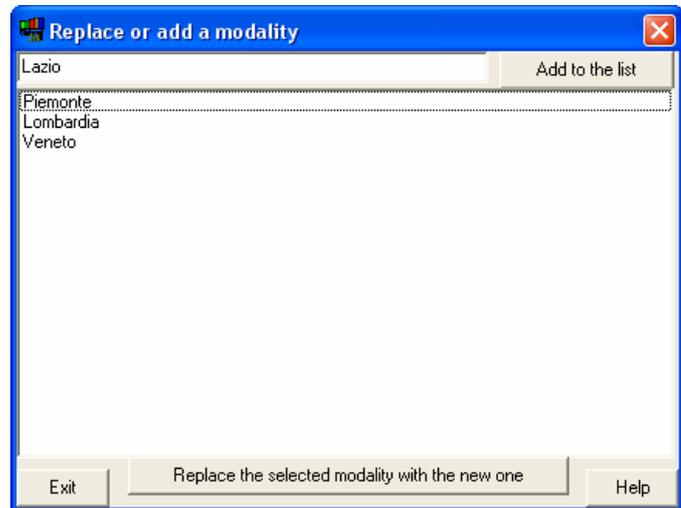
\*1

Help text of the first label, it is possible to use as many lines as required .....

### Changing and updating label lists

This window is shown when on a coded field an unknown label is entered. It is possible to add the label to the list or to overwrite an existing one.

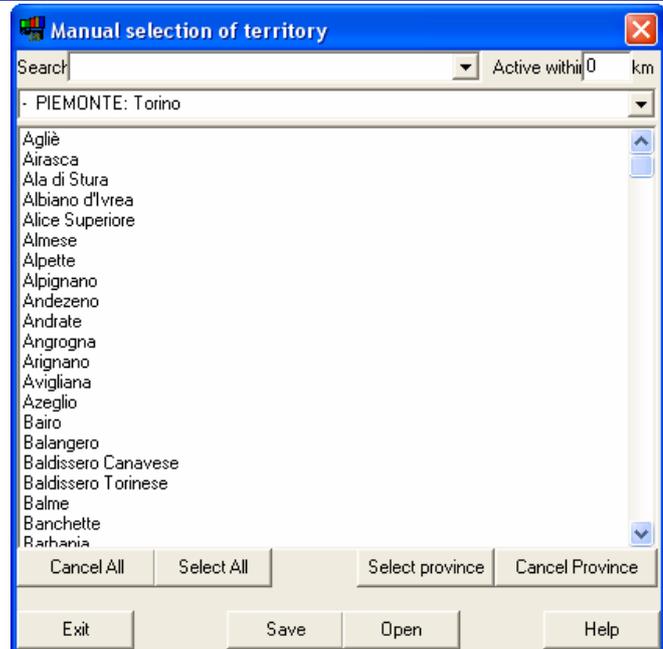
Usually it is useful to uncheck the options of this window when data entry is performed on more computers. For more information see the window Options accessible from the menu Data.



### Town selection

Sintropia-DS allows to check instantly if the town is present in the official list of towns used by the census. In this way towns are coded and it becomes possible to produce territorial distributions which can be read by territorial programs as Sintropia-AS.

This list is organized in Provinces/States and it is possible to search the town within the State list.



### Coded field lists ordering

Coded fields can grow in time and become difficult to handle. The “Recode” option allows to sort the lists into alphabetical order or any other type of sequence you find convenient.

### Archive

To switch from one archive to the other use the option “Open archive”. When you select a folder with a Sintropia-DS archive you will see “Datastat” shown in the opening window (DataStat is the old name of Sintropia-DS). Select DataStat and the archive will open.

## Search

In order to search a record select the option “Search” in the menu “Data”. The program will show an empty record, just enter the information you want to search and press the button SEARCH. It is possible to modify the searching options using the button “Options”.

Under the menu line you find:



- The first button “?” shows the content of the help, relative to the search option.
- The second button opens a window in which search options can be set: sequential order, alphabetical order (possible only when searching a string on a field which has been sorted alphabetically), and searching the entered text in any field. Search can start from the first record or continue from the record in which the program is positioned. Results can be shown as “single records” or as a “list” in which it is possible to choose which line to open.
- The third button is used to start searching.
- The fourth button allows to “Continue” searching. This button is used when the mode “single record” has been chosen in the options.
- After the fourth button the progressive number of the record is shown.
- The button Cancel allows to cancel one or more fields (see the previous section “Data Entry”).
- The button Print allows to output or print the fields which have been selected in the “Print format” (see the previous section “Data Entry”).
- The last button shows the content of the notes. Sintropia-DS allows to associate to each record notes which can be as long as 32k (32,000 characters). When a note is present note is written in capital letters.



*Attention:* when Sintropia-DS finds a record which meets all the conditions which have been entered it shows the content in “Search” mode. If you want to modify or add data it is necessary to go in “Data Entry” mode using the key combination Ctrl+I or selecting the option “Data entry” from the menu “Data”.