

DATA ENTRY SHORTCUTS AND TIPS

General Thoughts:

- the faster your internet connection, the faster this process will go
- “time on task” always improves speed aka practice, practice, practice

DATA ENTRY SHORTCUTS

Tab

Tab is a useful key. It will rapidly move you through the fields of the data entry screen. Shift+Tab will move you backwards through these fields.

Numbers Key Pad

If you're doing a lot of data entry, a numbers key pad (like accountants have) is quite useful. If you don't have one on your keyboard, you can buy one that plugs into a USB port for approximately \$20.

Setting Defaults

In some cases, setting your defaults can save a lot of time. Please see the “ Help on Default Settings” handout.

Entering only a few letters

Drop-down Lists - Entering the first few letters in an appropriate box will initiate a drop-down list of all possibilities matching your entries. However, you need to wait for “Species Type” to show in the box before you can begin typing in order to initiate the drop-down menus. If “Species Type” isn't there, the computer is still thinking.

A *faster approach* is to enter the first couple of letters and then tab to the next box. If there is only one possible matching entry, the system will automatically enter the data (e.g. fl = Flying). However, if there are two possible entries (e.g. f could stand for Flying or Feeding) the system will enter the one that is first alphabetically (in the above example: Feeding would result).

If you make a *typo* (e.g. g rather than f) your entry will just result in a blank box.

Groups of Animals

Sex Male & Female: Groups of animals can be entered with the sex as “male & female”. When you do this, two boxes will appear for quantity so that you can enter the number of males and the number of females. If you do this, two observations will appear in your observations lists.

However, you must know the number of males and females, unknowns cannot be accounted for in this system. It works well for mating pairs, etc.

Age as “unknown/ mixed”: If you know the age, please record it. However, if you have any doubt, please use “unknown/ mixed”.

UTMs

Default UTMs – Your default UTM's should be the UTM's of your house. When you choose Backyard as a project, these UTM's will automatically populate in the X and Y fields. If you're in a project other than Backyard and you select, “use UTM's” as a default, your house location will populate the UTM fields when you select Use Defaults. Therefore, I would recommend having your UTM's default set as “Default Not Set”

The same as the last - If you are entering multiple observations that are all in the same location but this location is not your default UTM's, you can enter the UTM's once and then click on "Use Last UTM's" to have this filled in automatically.

Similar to the last -You may also want to use "Use Last UTM's" when the UTM's are close. Once the last UTM has filled in you can then edit the last few digits to be correct for your new observation. The next time you use "Use Last UTM's" the field will populate with this new edited UTM's. This system is helpful for the Snake River Float or any other scenario where you are moving in a particular direction.

TETON COUNTY MAPSERVER

To Cut and Paste UTM's from the MapServer into the data entry form

1. Find your location on the map with your cursor so that the proper UTM's display in the lower right hand corner
2. Right-click. This right-click will bring up a drop-down menu that you don't need. However, it will also *temporarily* freeze the UTM's in the lower right hand corner
3. Move your cursor to the UTM's and highlight the X coordinates. Hit Ctrl+C to copy these digits.
4. Slide your cursor to your data entry form, click in the X coordinates box and hit Ctrl+V to paste.
5. Slide your mouse back to the map and the Y coordinates and repeat steps 3&4 for the Y coordinates.
6. The catch here is that if your mouse hovers over the map (as opposed to all the information *around* the map), the UTM's will change for this new location.
7. Give it a whirl and note when the UTM's change and when they don't.