

Quick Overview

Common Actions

The common actions for most pages are:

1. **Viewing mode**
2. **Selecting a record**
3. **Editing a record**
4. **Copying a record**
5. **Adding a record**
6. **Deleting a record**
7. **Saving a record**



Figure 1.1 The 'Add New' and 'Delete Selected' buttons



Figure 1.2 Selecting a record and performing a 'Copy Selected' function.

1.0 Viewing Mode

- 1.0.1 By default, whenever you login to the **DataNet2** system, all the screens are in **Viewing** mode.

1.1 Selecting a Record

1.1.1 Before performing a function i.e. **Copy** or **Delete**, a record must first be selected.

1.1.2 To **Select** a single record, tick the box next to the entry.

1.1.3 To **Select All** records in a list, tick the box at the top of the first column.



Figure 1.3 Select a single record

1.2 Copying a Record

1.2.1 To **Copy** a record, choose the record by ticking the box next to it.

1.2.2 Once selected, a **Copy Selected** button will appear at the top of the header row of the first column.

1.2.3 To copy, click the **Copy Selected** button



Figure 1.4 Selecting and copying selected record

Paste as New

- 1.2.6 The **Paste as New** button will paste data from the clipboard in to a new record that can be edited.

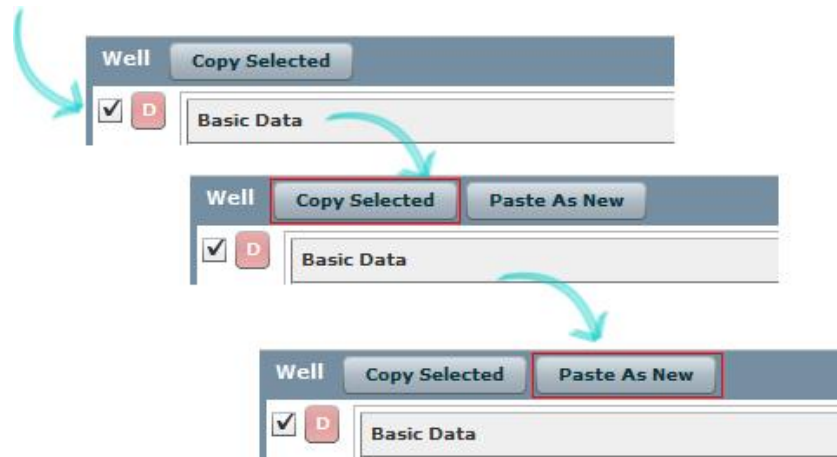


Figure 1.5 Select a record, click the Copy Selected button followed by the 'Paste As New' button.

Copy/Paste from Yesterday

- 1.2.4 To **Copy** a record from the **Previous Day**, click the **Copy/Paste from Yesterday** button. This will automatically take the data from the last day on the **Well** record and populate the **Current Day's** entry. The data will appear in the **Current Day** in **Edit** mode.

- 1.2.5 To save, click the **Confirm** button.

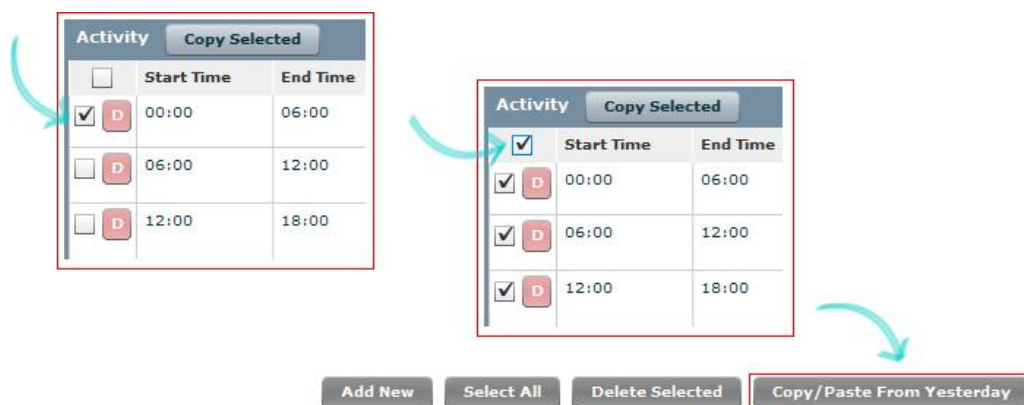


Figure 1.6 Select a single record or multiple records and click the 'Copy/Paste from Yesterday' button

1.3 Editing a Record

- 1.3.1 Data can only be entered and saved when the **Data Entry Screens** are either in **Add New** or **Edit** mode.
- 1.3.2 To edit a record, use your mouse to click on any area of the text field and this will automatically switch the page to **Edit** mode.
- 1.3.3 To save the changes, click the **Confirm** button, otherwise click the **Cancel** button to exit **Edit** mode without saving the changes.



Figure 1.7 Point and click your mouse on a textfield to switch to Edit mode

1.4 Adding a Record

- 1.4.1 To **Add** a new record, click the **Add New** button. Fill up the required fields and other necessary information.
- 1.4.2 To save the changes, click the **Confirm** button or click the **Cancel** button to exit without saving the changes.



Figure 1.8 Use the 'Add New' button to add a record

1.5 Deleting a Record

- 1.5.1 To **Delete** a record, choose the record by ticking the box next to it.
- 1.5.2 Click the **Delete Selected** button. The record selected for deletion will be highlighted in pink background.
- 1.5.3 Click the **Confirm** button to delete or the **Cancel** button to exit **Delete** mode.
- 1.5.4 A delete function cannot be undone, hence must be performed with caution.



Figure 1.12 Selecting a record and performing a “Delete Selected” function



Figure 1.13 The ‘Delete’ buttons

1.6 Saving a Record

- 1.5.1 The two main buttons on any **Data Entry Screens** are the **Confirm** and **Cancel** buttons.
- 1.5.2 Clicking the **Confirm** button saves your data to the database.
- 1.5.3 Clicking the **Cancel** button is used to exit the **Editing** mode.



Figure 1.13 Confirm and Cancel buttons