



FFI v1.03 Updates Data Entry

FFI v1.03 Data Entry and Edit now includes the ability to 1) Hide, 2) Reorder and 3) Freeze columns in the data entry grid.

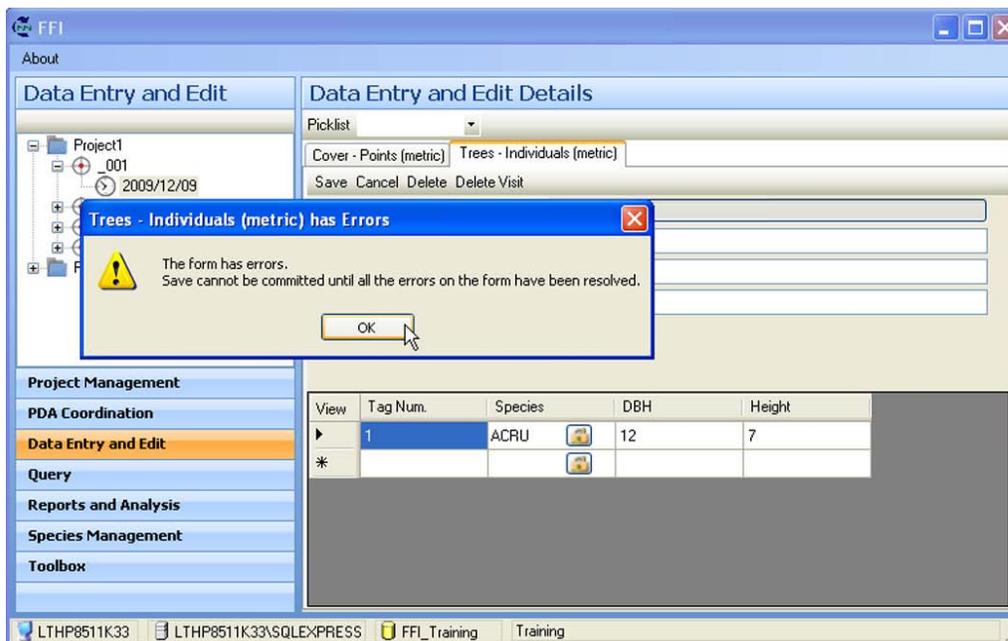
The settings are carried with the database. If you change protocol view settings in one sample event the view settings will apply to all sample events in the database.

The view settings are saved when you backup a file in FFI Database Administration, so they will be available when you restore a backed-up database.

The view settings are not saved in an FFI export file. When data are imported into a database the data columns will be arranged according to the settings of the database the data are imported to, not as in the database they were exported from.

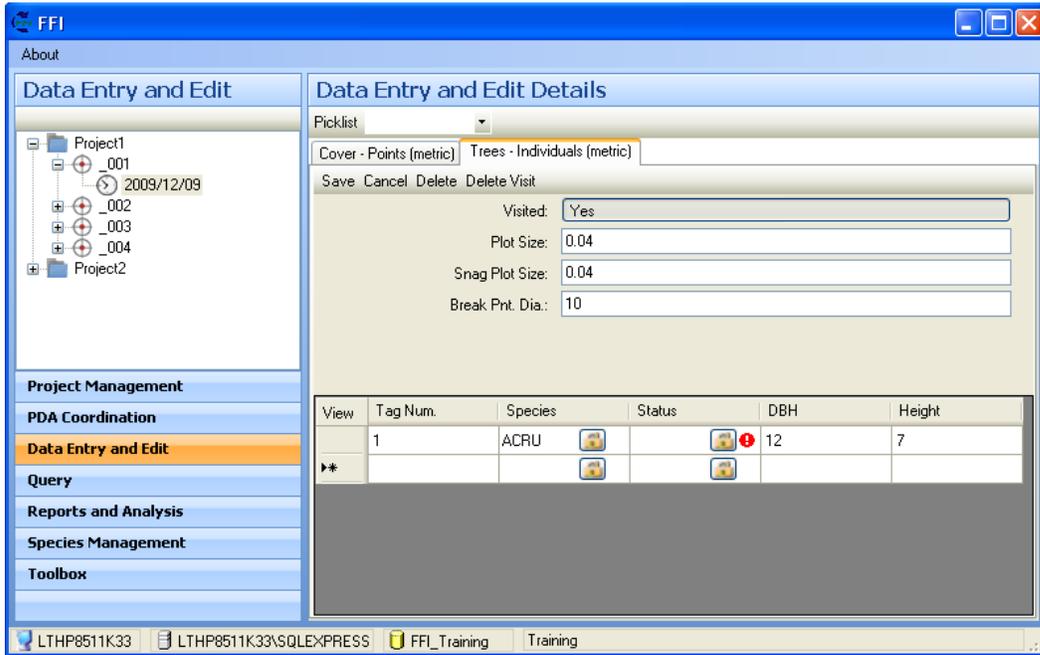
In FFI v1.03 it is possible to hide a required field. If a required field is left blank and a save is attempted you will get an error indicating a required field is blank but you will not see the  symbol indicating an error. You must unhide the field to see the error.

In this example a number of fields have been hidden in the Trees-Individual protocol. When a save is attempted there is an error but nothing to show where the error occurred.

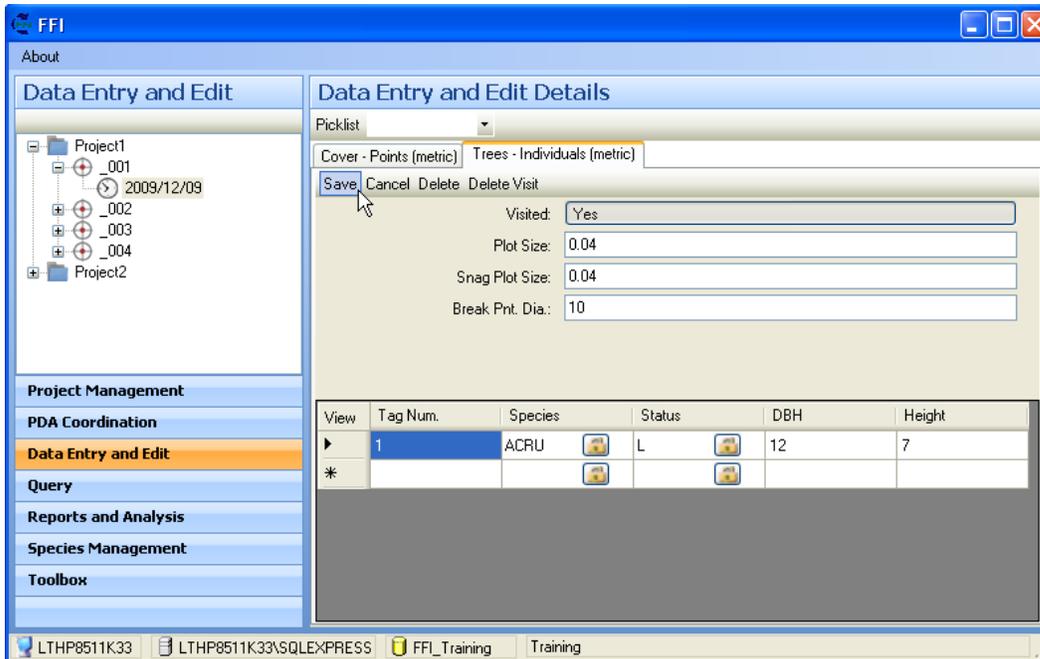


FFI v1.03 Updates - Data Entry

Un-hiding the required field (*Status*) shows that it has been left blank.



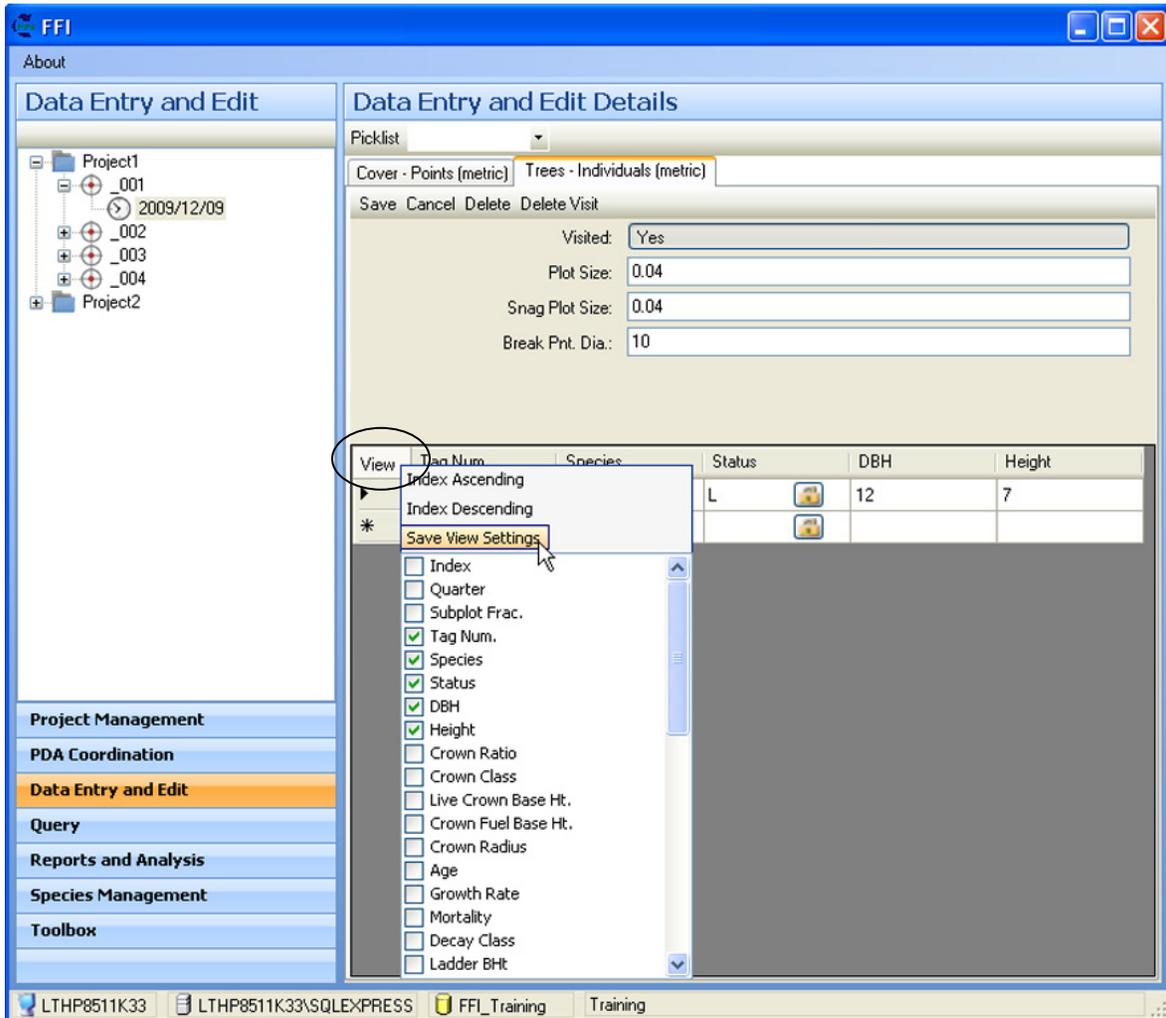
Filling in the *Status* field results in a successful save.



FFI v1.03 Updates - Data Entry

1) How to Hide and Unhide Columns

Click on the **View** button in the upper left corner of the data grid, uncheck the fields you do not want to see and select **Save View Settings**. In this example all but five fields are hidden.



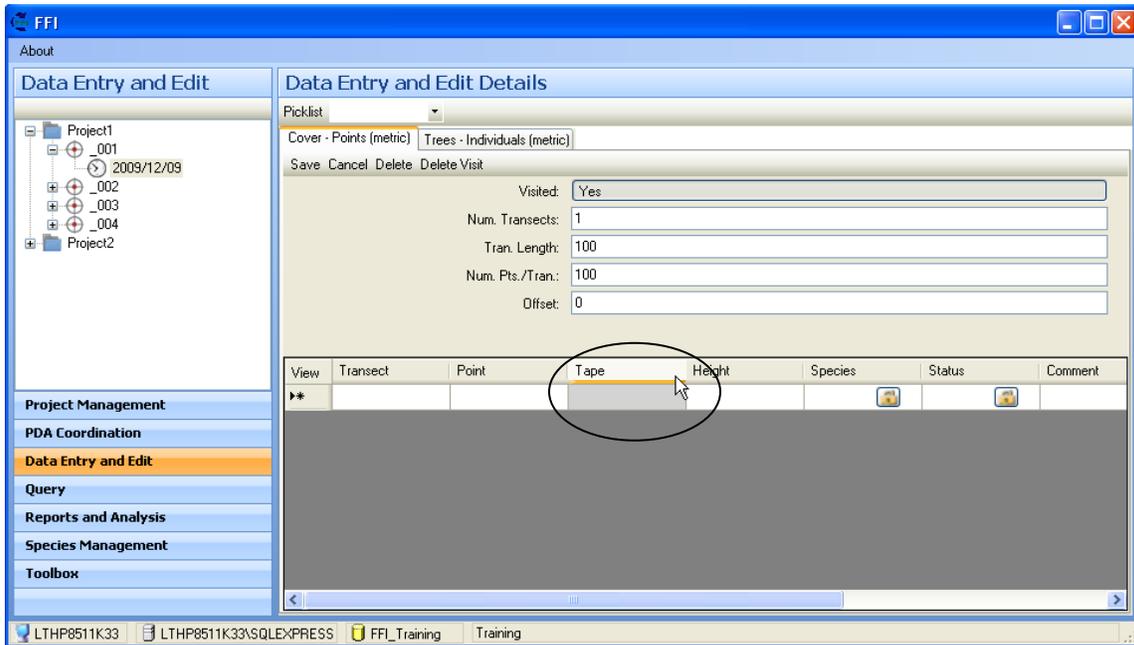
To unhide columns click **View** and check the boxes of the columns you want to see.

FFI v1.03 Updates - Data Entry

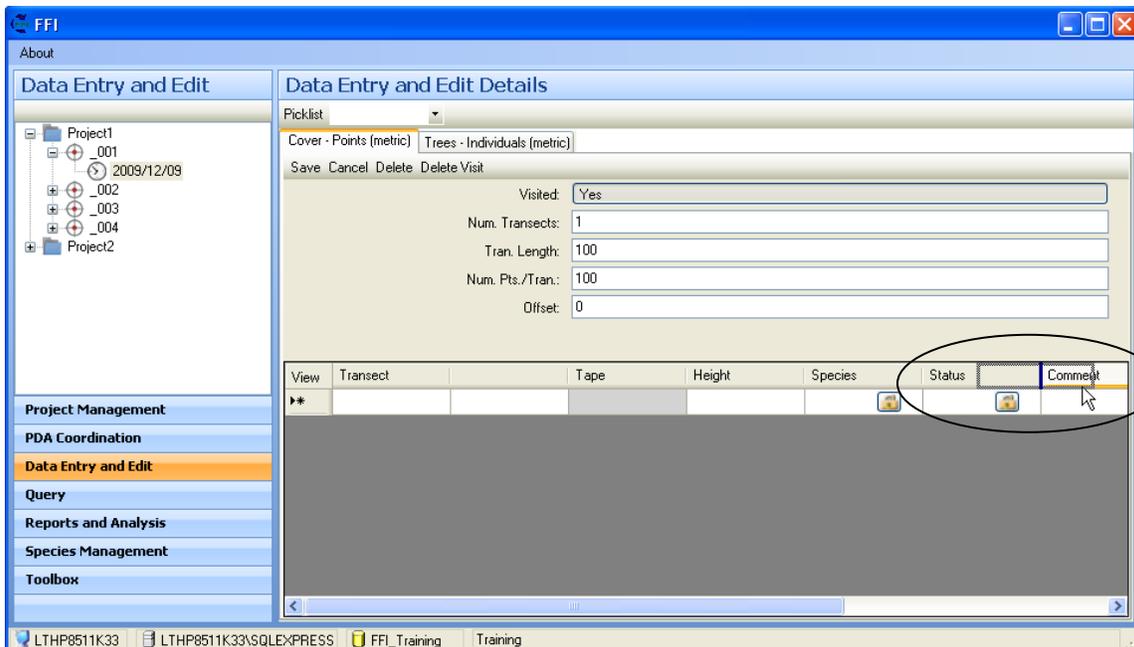
2) How to Move Columns

In this example the Tape field is moved to right of the Status field so the user doesn't have to tab over it during data entry.

Place the cursor over the column label you want to move, click and hold the left mouse button...

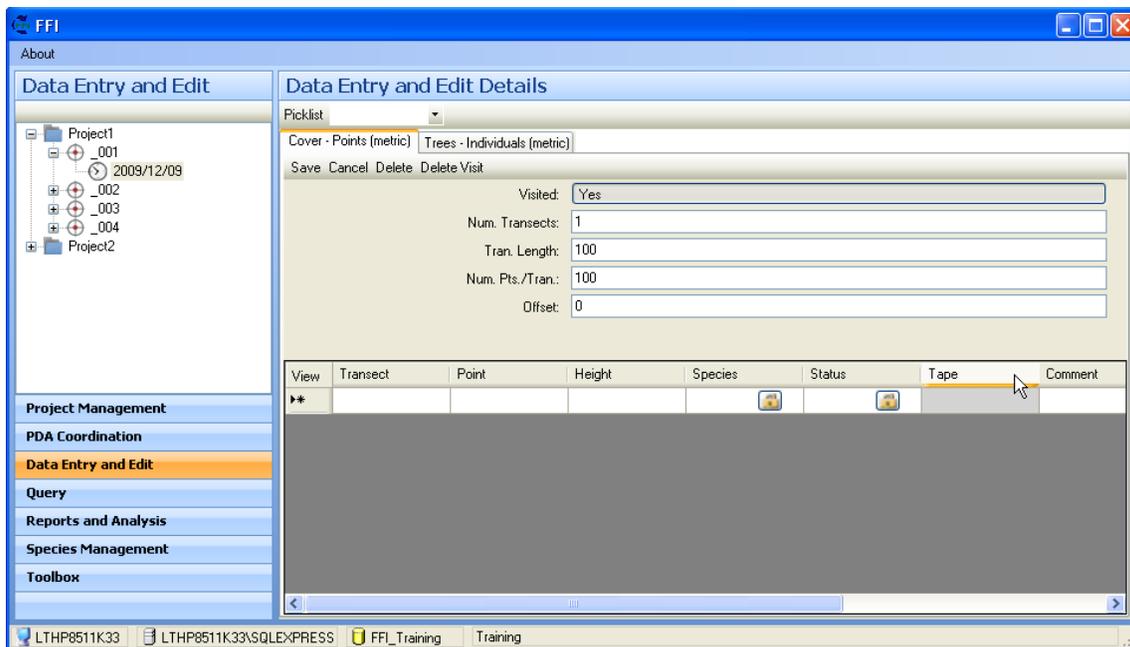


...drag the field to the position you want it...



FFI v1.03 Updates - Data Entry

...release the left mouse button.



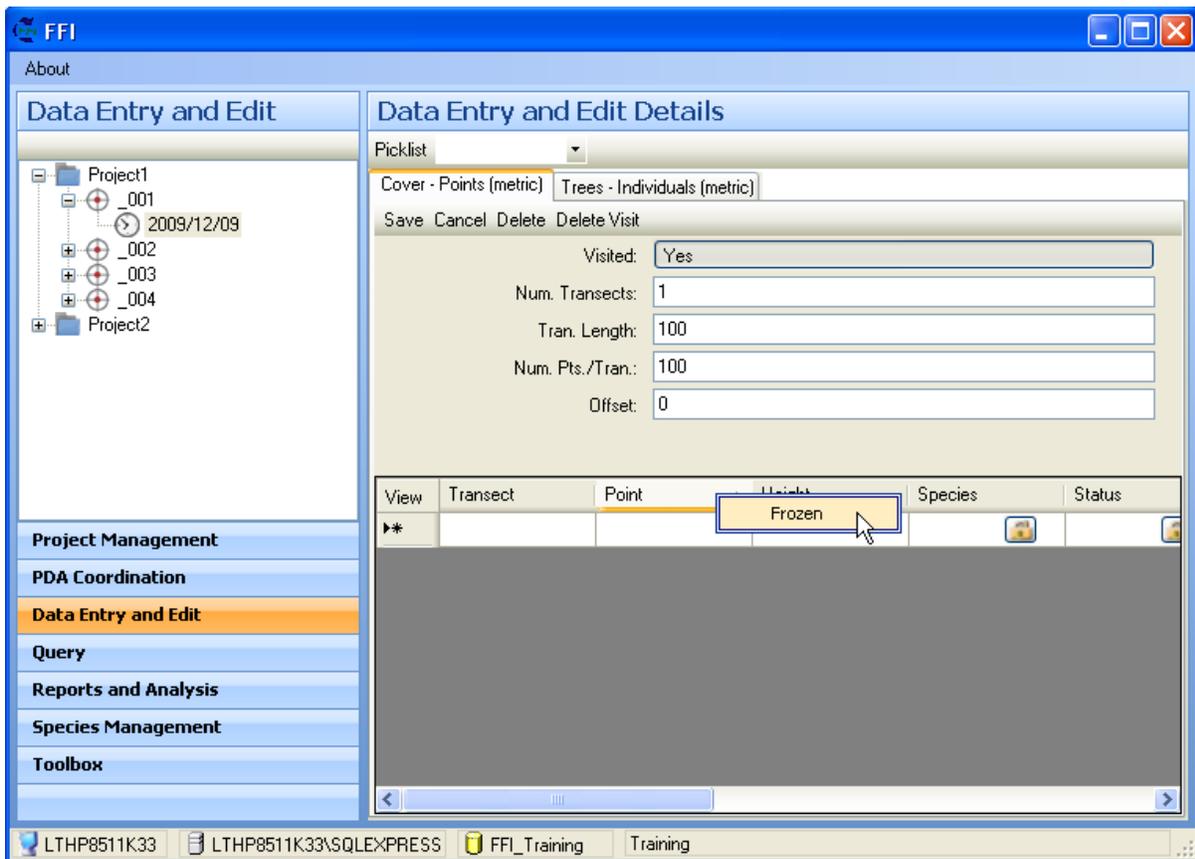
Fields can be reordered again using the same drag and drop sequence.

FFI v1.03 Updates - Data Entry

3) How to Freeze Columns

This is useful when many fields are visible and, when scrolling to the right, the leftmost fields are hidden from view. Freezing a column makes that column and every column to the left of it stay in place when scrolling right. In this example the user wants to freeze the Transect and Point fields.

Place the cursor on the rightmost column label you want to freeze, right-click and select **Frozen**.



FFI v1.03 Updates - Data Entry

Now when scrolling to the right the Transect and Point field remain in view.

