

# CREATING A NEW ENTRY FROM ONLINE FORM TEXT

As illustrated below, the first step in creating a new entry from an online form is to copy the received text.

In this example the text was received as an email.

Select the text in the email and COPY it to the Windows clipboard. In the next steps this raw block of text will be pasted into a field in the software system.

<b>From:</b> John <b>To:</b> Richard	
<b>Subject:</b> Fwd: Fwd: Show Registration from: Dr Florence Schenker and Nancy Godbey	
<b>Dog's sex:</b>	Female
<b>Dog show class (register one dog a time):</b>	Puppies 6 to 9 months
<b>Dog's full name:</b>	Pin Oak Mar-Gin Orient Star
<b>Registration number:</b>	SR75078402
<b>Registration number:</b>	AKC Reg. No.
<b>Date of birth:</b>	11/03/2012
<b>Place of birth:</b>	Greer
<b>Select an option:</b>	USA
<b>Print above in catalog?:</b>	Yes
<b>Breeder:</b>	Nancy Godbey; Joel Fisher DVM; Ken Wall; Tracy McNeal
<b>Sire:</b>	CH Pin Oak I Have A Dream RN, BN, CD
<b>Dam:</b>	CH Pin Oak Glamour Star of Militza
<b>Actual owners:</b>	Dr Florence Schenker and Nancy Godbey
<b>Owner Street Address:</b>	2... Willowgreen Way
<b>City:</b>	Greer
<b>State abbreviation:</b>	SC
<b>Zip Code:</b>	29651
<b>Agent (if any):</b>	Katie Shepard
<b>Phone Number:</b>	864 89 9675
<b>Email:</b>	pin_lag@...rter.net
<b>Junior Showmanship?:</b>	No
<b>Submitted On:</b>	2013-05-05 15:20:07
<b>IP Address:</b>	24.158.71.239

In the software system, start from the entry screen as is done when typically adding a new entry.

At this point in the process, the button NEW ENTRY BLANK can be selected, or not. This is important to understand because the pre-processing of the raw block of text for the new entry does not initially require a new blank form on the screen.

This will be better understood as it is further described with the instructions and illustrations on the following pages.

The screenshot displays a software interface for dog show management. At the top, there are navigation buttons like 'HOME', 'LIST', 'MDB', 'PRINT ENTRY FORM', and 'FEES'. A red circle highlights the 'NEW ENTRY BLANK' button in the 'Dates & Available Sections' area. Below this, there are event listings for 'Mission Valley Cocker Spaniel Club, Inc.' and 'Bay Cities Cocker Spaniel Club'. The main section shows a dog's pedigree for 'Kimz Miz Remi Ann of Easthampton', including fields for sex, date of birth, kennel club, sire, dam, and owners. A red arrow points to the 'SECTION' and 'CLASS' dropdown menus. On the right, there are buttons for 'REVERT RECORD', 'COMMIT RECORD', and 'OK'. At the bottom, there are buttons for 'PROCESS FROM TEXT' and 'SCROLL'. The interface is densely packed with text and buttons, typical of a specialized software application.

This is the special working screen for the processing of a new entry from the raw text copied from an online form.

At this stage, two assumptions are made:

- 1) The raw text is now on the Windows Clipboard
- 2) The configuration and template setup is done and the correct template is retrieved.

In this illustration, the template "JOHN" has been retrieved and is active as noted by the red oval. The setup process instructions are not included in these instructional steps.

The creation of a new entry blank form can be delayed further, but for this example, a new entry blank can be created using the button NEW ENTRY BLANK.

The screenshot shows a complex software interface for dog entry processing. At the top, there are various menu items and status indicators, including 'Record Found Total 2329 2330 2330', 'CATALOG NUMBER: 20121101', and 'LIST'. A green arrow points to the 'NEW ENTRY BLANK' button in the 'Dates & Available Sections:' area. Below this, there are two event entries for 'Saturday, October 20, 2012' at 'Mission Valley Cocker Spaniel Club, Inc.' and 'Bay Cities Cocker Spaniel Club'. The main area displays details for a dog named 'Ch. Shalybon She's Charmed', including its breed 'SPANIELS (COCKER) - PARTI', sex 'Dog', and date of birth '07/05/2009'. The interface also features a 'PASTE ENTRY TEXT HERE TO PROCESS' area and a 'PROCESS' button, which is circled in red along with the text 'How Using Config: JOHN'. Other buttons like 'DONE', 'CLEAR', and 'ALL CLEAR' are also visible.

After the command to create the new blank entry form, the screen should look like this.

Use the CLEAR ALL button if any of the processing field contain data from previous entries.

With the copied text still on the Windows Clipboard, tap the button labeled PASTE, and the raw text will be pasted into the large field above that button.

The screenshot shows a complex software interface for dog registration. At the top, there's a header with 'Record Found Total 2331 2331 2331', 'CATALOG NUMBER: 3', 'LIST', 'Go to FEESPAID LISTING: 4981', 'FIND', 'MDB 5162', 'TO EVENT SETUP', 'OUTPUT', 'FIND', 'PRINT ENTRY FORM', 'FEES', 'RESULTS'. Below this is a '1 Day Event' section with 'EVENT DATE CLUB and EVENT NAME'. A 'Dates & Available Sections:' table lists various event types like 'Sweeps - Puppy', 'Sweeps - Veterans', 'Obedience Trial', 'Rally Trial', 'Agility Trial', 'Conformation', 'Junior Showmanship', 'Parade', and 'MISC'. A 'DONE RETURN AND CONTINUE' button is on the right. The main form area includes fields for 'REGISTERED NAME OF ENTRY', 'TITLED DOG NAME', 'UNTITLED DOG NAME', 'BREED', 'SEX', 'DATE OF BIRTH', 'KENNEL CLUB', 'REGISTRATION', 'PLACEBORN', 'SIRE', 'DAM', 'OWNER FIRST', 'OWNER LAST', 'MIDDLE', 'ADDRESS', 'CITY', 'STATE', 'ZIP', 'COUNTRY', 'AGENT', 'BREEDER', 'HEIGHT', 'Rally', 'Agility', 'TEAM CODE', 'CALL NAME', 'OWNER PERSONAL ID', and 'SHOW NO ORIGINAL'. A vertical toolbar on the left contains 'FILL', 'COPY', 'PASTE', 'CUT', 'FORMAT', and 'DONE'. A large green arrow points from the 'PASTE' button in the toolbar to a 'PASTE' button in the main form area. A red arrow points from the 'PASTE' button in the main form area to a 'CLEAR ALL CLEAR' button. The bottom of the screen shows 'Toggle-Pause Auto-Fill Entry Fields from Master Database Record' and 'Record Found Total 2331 2331 2331'.

Depending on the User template used, the pasted text may or may not fit within the visible area of the large processing field. There is not a problem if the text is not entirely visible.

In this case, the text is now pasted and will appear in the large field. If nothing appears after the PASTE button command, the text can be copied again from the original email or text source.

The next step is to process the raw text block using the PROCESS button as shown below.

Record Found Total 2331 2331 2331

CATALOG NUMBER 3

LIST

Go to FEESPAID LISTING 4981

FIND

MDB 5162

TO EVENT SETUP

OUTPUT

FIND

PRINT ENTRY FORM

FEES

RESULTS

DELETE

HOME 1 Day Event

EVENT DATE

CLUB and EVENT NAME

Dates & Available Sections:

NEW ENTRY BLANK

NEW ENTRY SAME DOG

SAME ENTRY SAME DOG / NEXT EVENT

REVERT RECORD

COMMIT RECORD

DONE RETURN AND CONTINUE

FIND ONLY 20121101 - Mission Valley / Bay Cities Cocker Spaniel Clubs, Inc - Back to

ARM BAND 2

GO

REGISTERED NAME OF ENTRY

(ENTER REGISTRATION FIRST) AKC

TITLED DOG NAME X FIND TITLED DOG HERE

UNTITLED DOG NAME X FIND UNTITLED DOG HERE

BREED

SEX Dog Bitch

DATE OF BIRTH

KENNEL CLUB

REGISTRATION

PLACEBORN

SIRE

DAM

OWNER FIRST

OWNER LAST

MIDDLE

ADDRESS

CITY

STATE

ZIP

COUNTRY

AGENT

BREEDER

HEIGHT Obedience Rally Agility

COMMIT RECORD

Update ALL Entry Fields from Stored Record - Fields With Red Alert Contain Data that Differs

PASTE

PROCESS

How Using Config: JOHII

DONE

CLEAR ALL CLEAR

REPEAT EVENT FOR NEW ENTRIES FROM PREVIOUS SAVED ENTRY: [ ]

CANCEL AND RETURN

SCROLL

SCROLL

OWNER PERSONAL ID

SHOW NO ORIGINAL

SHOW NO CHANGED

Record Found Total 2331 2331 2331

The PROCESS button does initiate a lot of work upon the one pointer click. The data is extracted from the raw text, formatted and placed into the correct corresponding field(s) for review.

The resulting data extracted is dependant on the information contained in the raw text and will vary from user to user.

In this example, the event catalog and the Breed ~ Breed Variety is not included on the form. This is not a problem and those field entries can be made manually, as can any other field as needed.

In this illustration, the system is highlighting in red and indicating that the (1)BREED, (2)REGISTRATION NUMBER and (3) CATALOG are primary requirements in the processing at this particular point.

Only the (1)BREED and the (3)CATALOG need to be selected manually as explained previously.

The screenshot shows a complex software interface for dog registration. At the top, there are navigation buttons like 'HOME', 'LIST', 'FIND', 'MDB', 'ARMBANDS', 'PRINT ENTRY FORM', 'FEES', 'RESULTS', 'OUTPUT', and 'FIND'. A 'CATALOG NUMBER' field is highlighted in red and contains the value '3'. Below this, there are several 'NEW ENTRY' buttons: 'NEW ENTRY BLANK', 'NEW ENTRY SAME DOG', and 'SAME ENTRY SAME DOG / NEXT EVENT'. A large red arrow points to the 'CATALOG NUMBER' field. Another red arrow points to the 'BREED' field in the registration form, which is also highlighted in red. The registration form includes fields for 'REGISTERED NAME OF ENTRY', 'TITLED DOG NAME', 'UNTITLED DOG NAME', 'SEX', 'DATE OF BIRTH', 'KENNEL CLUB', 'REGISTRATION', 'SIRE', 'DAM', 'OWNER FIRST', 'MIDDLE', 'ADDRESS', 'CITY', 'STATE', 'ZIP', 'COUNTRY', 'AGENT', 'BREEDER', 'HEIGHT', 'TEAM CODE', and 'CALL NAME'. A 'PROCESS' button is visible at the bottom right. The interface also features a 'DITTO' sidebar with 'COPY', 'PASTE', 'CUT', and 'FORMAT' options. At the bottom, there are 'DONE', 'CLEAR ALL', and 'SETUP' buttons. The status bar at the very bottom shows 'Record Found Total' as 2331.

After the (1)BREED and the (3)CATALOG are selected manually, the screen will look something like the screen shot below.

Now, for illustration purposes, only three of the FILL buttons will be used to process the information in the corresponding fields. Each FILL button processes one or more fields in the new form.

In this case, three FILL buttons will process and complete the six form fields for: AKC Registration Number, AKC Registered Name, the Gender of the Entry, the Entry Date of Birth and Kennel Club Information ( that defaults to the AKC ).

The form fields will be filled upon executing the corresponding FILL buttons and the results of the processing of three of the FILL buttons is shown below.

The balance of the FILL buttons can now be used.

The screenshot displays a complex software interface for dog registration. At the top, there are navigation and search tools including 'Record Found Total' (2331), 'CATALOG NUMBER' (20120001.111), and a 'FIND' button. Below this is a table of events, with two entries for 'SAT' on 'Saturday, October 22, 2011' at the 'California Kennel Club'. The main area is divided into several sections:

- Event Details:** Shows 'Pin Oak Mar-Gin Orient Star' with registration number 'SR75078402' and date of birth '2013-05-05 15:20:07'.
- Form Fields:** Includes fields for 'Breed' (Setters (Irish)), 'Sex' (Dog/Bitch), 'Date of Birth', 'Kennel Club' (AKC), and 'Registration' (AKC Reg No.).
- Owner Information:** Fields for 'Owner First', 'Last', 'Middle', 'Address', 'City', 'State', 'Zip', and 'Country'.
- Registration Details:** A list of 'FILL' buttons for processing entries, including 'Puppie 6 to 9 months', 'TAP FOR SPANIELS (COCKER) - A.S.C.O.B.', 'TAP FOR SPANIELS (COCKER) - PART I', and 'TAP FOR BULLDOGS'.
- Right Panel:** Contains a 'Dog's sex: Female' section, 'Dog show class' information, and contact details for the breeder, Nancy Godbey.
- Bottom Section:** Features a 'Toggle-Pause Auto-Fill Entry Fields from Master Database Record' and a 'Record Found Total' summary (2331).



After all of the FILL buttons are used, the form fields will contain the information as shown in the screenshot below.

Like the PROCESS button, the FILL buttons do more than just transfer the data to the final entry form fields. Depending on the field processed, a good deal of formatting and clean-up is performed. In this example, most everything is correct with the exception of the lower-case letters in the DVM suffix title for one of the Breeder names.

Improvements are made in many of the system functions such as these with every new version of the software, and almost any correction or new ability can be provided in future versions.

Next, by using one of the green colored DONE buttons, the rest of the new entry work can be completed using the familiar entry form screen.

The screenshot displays a complex software interface for dog registration. At the top, there are navigation buttons like 'HOME', 'LIST', 'FIND', 'MDB', 'ARM BANDS', 'PRINT ENTRY FORM', 'FEES', 'RESULTS', and 'OUTPUT'. Below this is a table of events for Saturday, October 22, 2011, at the California Kennel Club. A grid of event categories is shown, including Sweeps - Puppy, Sweeps - Veterans, Obedience Trial, Rally Trial, Agility Trial, Conformation, Junior Showmanship, and Parade. A prominent green button labeled 'DONE RETURN AND CONTINUE' is circled in red. The main area shows a detailed form for a dog named 'Pin Oak Mar-Gin Orient Star' (AKC), including fields for breed (Setters (Irish)), sex (Bitch), date of birth (11/03/2012), and registration number (SR75078402). The form also lists owners (Dr. Florence Schenker and Nancy Godbey) and breeders (Nancy Godbey, Joel Fisher Dvm, Ken Wall and Tracy McNeal). A vertical toolbar on the left contains buttons for 'FILL', 'COPY', 'PASTE', 'CUT', 'FORM', and 'DONE'. The 'DONE' button at the bottom of this toolbar is also circled in red. At the bottom right, there are buttons for 'PASTE', 'PROCESS', 'DONE', 'CLEAR ALL CLEAR', and 'SETUP'. The interface is densely packed with text and interactive elements.

The entry can now be completed in the typical manner from the regular entry form screen.

The entry class(es) can now be selected. Depending on the user's form and template, a full or partial list of classes entered will be available on the lower portion of the list of classes panel.

The class information can be deleted manually, but in most cases the display will be erased automatically.

Remember that an event day must be chosen for the SECTION and CLASS panels to populate with available classes. The entry AGE ON DATE OF EVENT and other information cannot be made available until the event day is selected.

The screenshot displays a complex software interface for dog show entries. At the top, there are navigation and status bars with fields for 'Record Found Total' (2331), 'CATALOG NUMBER' (20120001.111), and 'LIST' (S 4981). Below this, the 'Day Event' section is active, showing 'Saturday, October 22, 2011' at the 'California Kennel Club'. A green arrow points to the event selection area. The main area is divided into 'Dates & Available Sections' and a detailed dog entry form. The dog entry form includes fields for 'TITLED DOG NAME' (Pin Oak Mar-Gin Orient Star), 'BREED' (SETTERS (IRISH)), 'SEX' (Dog), 'DATE OF BIRTH' (11/03/2012), and 'KENNEL CLUB' (AKC). The owner information is listed as 'Dr. Florence Schenker'. The bottom section shows a list of classes, with 'Puppies 6 to 9 months' circled in green. The interface also includes various buttons like 'HOME', 'LIST', 'FIND', 'NEW ENTRY', 'COMMIT RECORD', and 'SAVE'.

Here is the final result screen shot with an entry that is ready for some additional work before completion.

All of the steps illustrated on these pages can be performed in less than half a minute, especially if editing and corrections are not needed.

When first learning this process it is recommended that user's do this work a little slower than usual and take time to carefully proofread both the raw text and the processed fields. After a number of entries and practice, user's can post this work very quickly and with great accuracy.

The screenshot displays a complex software interface for dog show entries. At the top, there are navigation buttons like 'HOME', 'CATALOG NUMBER: 20120001.111', and 'LIST'. A search bar shows 'SR75078402'. Below this, event details for 'California Kennel Club' on 'Saturday, October 22, 2011' are shown. A grid of 'Dates & Available Sections' includes options like 'Sweeps - Puppy', 'Obedience Trial', and 'Rally Trial'. The main section is for a dog named 'Pin Oak Mar-Gin Orient Star', a 'Setter (Irish)' breed, aged '2 Years, 11 Months, 19 Days'. It lists the owner 'Dr. Florence Schenker' and agent 'Katie Shepard'. A 'SECTION CLASS' menu is open, showing options like 'Puppy Sweeps', 'Junior Showmanship', and 'Best of Breed'. The bottom of the screen features a 'COMMIT RECORD' button and a 'Toggle-Pause Auto-Fill Entry Fields from Master Database Record' option.

