## **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.

bject: Fwd: Fwd: Show Registration from: Dr Flore	ence Schenker and Nancy Godbey
log's sex:	Female
og show class (register one dog a time):	Puppies 6 to 9 months
log's full name:	Pin Oak Mar-Gin Orient Star
egistration number:	SR75078402
egistration number:	AKC Reg. No.
ate of birth:	11/03/2012
lace of birth:	Green
elect an option:	USA
rint above in catalog?:	Yes
reeder:	Nancy Godbey; Joel Fisher DVM; Ken Wall; Tracy McNeal
ire:	CH Pin Oak I Have A Dream RN, BN, CD
am	CH Pin Oak Glamour Star of Militza
ctual owners:	Dr Florence Schenker and Nancy Godbey
wner Street Address:	2 Willowgreen Way
ity:	Greer
tate abbreviation:	<u>sc</u>
ip Code:	29651
gent (if any):	Katie Shepard
hone Number:	86 89 9675
mail:	pin L.ng@i rter.net
mior Showmanship?:	No
ibmitted On:	2013-05-05 15:20:07

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, <u>or not</u>. This is important to understand because the pre-processing of the raw block of text for the new entry <u>does not</u> 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.

Record Found Total CATALOG 20121101	
HOME 1 Day Event EVENT DATE	Dates & Available Sections: NEW ENTRY N W ENTRY SAME ENTRY DELETE BLANK AME DOG SAME ENTRY DELETE
MVCSC         Saturday, October 20, 2012         1461           Mission Valley Cocker Spaniel Club, Inc.         377100	Sweeps - Puppy         Sweeps - Vectors         Obedie         Trial         Rally Trial         Agility Trial         REVERT           Conformation         Junior Showmanship         Parade         MISC 0020         COMMIT
Bay Cities Cocker Spaniel Club         35/100	Sweeps - Puppy         Sweeps - Veterans         Obedience Trial         Rally Trial         Agility Trial           Conformation         Junior Showmanship         Parade         MISC         Image: Conformation Conformat
	Sweeps - Puppy Sweeps - Veterans Obedience Trial Rally Trial Agility Trial Conformation Unior Showmanship Parade MISC
	Conformation Ju Junior Showmanship Parade MISC ABR
EIND ONLY     20121101 - Mission Valley / Bay Cities Cocker Spaniel Clubs, Inc – Back to     V     SR60201102     V     SR60201102	Breed         OPEN BITCHES           2 Years, 10 Months, 20 Days         ENTRY FEE 2ND SPL #27 00
SPANIELS (COCKER) - PARTI SEED SPANIELS (COCKER) - PARTI SEED	AGE of Entry on Show Date PAID PAID PAID PAID PAID PAID PAID PAID
CITY Stockton STATE CA ZIP 95209 +4 -2. Ph (2^9) 4 -3. 44 f eM. (ry n 2@aboglobal.net f AGENT Bryon Santos ACC RES ACC RES ACC RES ACC RES ACC RES CONNER: OWNER: Amaris Alcantar COMMIT RECORD Update ALL Entry Fields from Stored Record - Fields With Red Alert Contain Data that Differs RECORD - HEIGHT HEIGHT HEIGHT	DAY OF EVENT TRANSFERS     Best of Variety       HRNDY NOTES     Brood Bitches       R     T       T     T
HEIGHT HEIGHT Agility TEAM CODE  TEAM CODE  CALL NAME  Toggle-Pause Auto-Fill Entry Fields from Master Database Record	Image: Construction of the second s

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.

Record Found Total CATALOG 20121101	DIST 10 LISTING : M 8697		ENT SETUP OUTPUT ENTRY FORM FEES RESULTS	
HOME Day Event EVENT DATE CLUB and EVENT NAME	Dates & Available Sections:			DELETE
MVCSC         Saturday, October 20, 2012         1481           Mission Valley Cocker Spaniel Club, Inc.         37/100	Sweeps - Puppy Sweeps - Conformation		Construction of the second	REVERT N RECORD
BAT         BCCSC         Saturday, October 20, 2012         1598           Bay Cities Cocker Spaniel Club         35/100	Sweeps - Puppy Conformation	ans)(Obedience Trial)(Rally T nanship)(Parade)(	rial (Agility Trial) MISC	
	Sweeps - Pup Conformation Sh	eterans (Obedience Trial ) Rally T wwmanship ) Parade )	rial (Agility Trial) MISC	DONE RETURN AND
		Veterans)(Obedience Trial)(Rally T nowmanship)(Parade)(	rial (Agility Trial) MISC	CONTINUE
FIND ONLY 20 121101 - Mission Valley / Bay Cities Cocker Spaniel Clubs, htt - Back to				V
● 6800 X ► SR58620904 ② 9 10-20-2012 SAT	FILL		FILL	
GCh. Ch. Shalybon She's Charmed       10.001         TTTLED DOG NAME       X         BREED       Spaniel S         SPANIELS (COCKER) - PARTI       V         Spaniel S       Dog         Date OF BIRTH       KENNEL CLUB         Bitch       O7/05/2009         AKC       Arc Reg No         X Years, 3 Months, 15 Days       1015         Sch. Size Ch. Shalybon N Kingsman Rave REviews         Sch. Size Ch. Shalybon N Kingsman Rave Reviews	$ \begin{array}{c} \leftarrow FILL \\ \leftarrow FIL \\ \leftarrow FILL \\ \leftarrow FIL$		PASTE ENTRY TEXT HEF	RE TO PROCESS
BREEDER OWNER:       (owner)         OWNER:       COMMIT RECORD         Update ALL Entry Fields from Stored Record       Fields With Red Alert Contain Data that Differs         HCLEARDLARARABACHER Stored Record       Fields With Red Alert Contain Data that Differs         HCLEARDLARARABACHER Stored Record       Fields With Red Alert Contain Data that Differs         HEIGHT       HEIGHT         Obedience       Rally         TEAM       CODE         Externing       CALL	TAP FOR SPAN	New Entries from Previous Saved Entry:	PAST How Using Cor DONE V CLEAR V CLEAR SCOP Record Fo	

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.

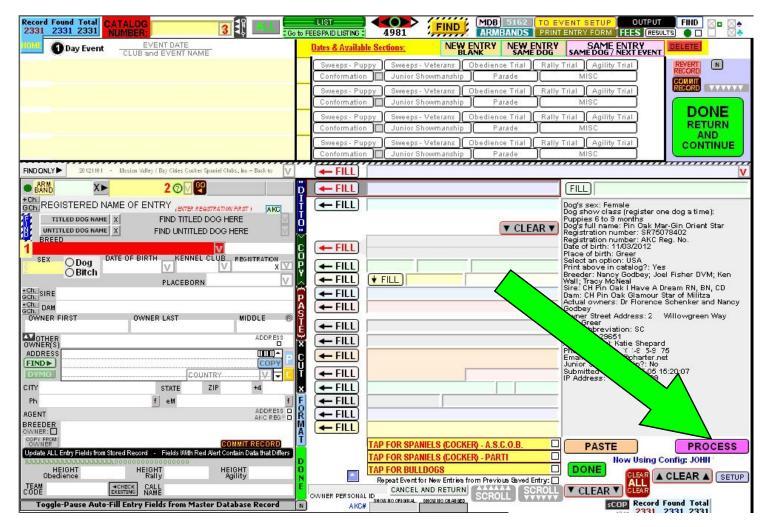
With the copied text still on the Windows Clipboard, tap the button labeled PASTE, and the raw text will be pasted into the large field above that button.

Record Found Total CATALOG 3 ALL Got NUMBER: 3	
TOXIS Day Event EVENT DATE CLUB and EVENT NAME	Dates & Available Sections: NEW ENTRY NEW ENTRY SAME DOG / NEXT EVENT
	Sweeps - Puppy     Sweeps - Veterans     Obedience Trial     Rally Trial     Agility Trial       Conformation     Junior Showmanship     Parade     MISC       Sweeps - Puppy     Sweeps - Veterans     Obedience Trial     Rally Trial
	Sweeps - Puppy) Sweeps - Veterans Obedience Trial Rally Trial Agility Trial Conformation Junior Showmanship Parade MISC
	Conformation Unior Showmanship Parade MISC AND
	Sweeps - Puppy Sweeps - Veterans Obedience Trial Rally Trial Agility Trial CONTINUE
FINDONLY 🕨 20 121101 - Mission Valley / Bay Cities Cocker Spaniel Clubs, Inc – Back to 💟	
	FILL     PASTE ENTRY TEXT HERE TO PROCESS      CLEAR
2 OBitch	
OWNER FIRST OWNER LAST MIDDLE (8)	
ADDDDCCC	
CITY STATE ZIP +4 Ph	$\begin{array}{c} \leftarrow FILL \\ \leftarrow FIL \\ \leftarrow FILL \\ \leftarrow FILL$
Update ALL Entry Fields from Stored Record - Fields With Red Alert Contain Data that Differs	TAP FOR SPANIELS (COCKER) - A.S.C.O.B.  TAP FOR SPANIELS (COCKER) - PARTI
HEIGHT HEIGHT HEIGHT Obedience Rally Agility TEAM CODE CALL NAME	Repeat Event for New Entries from Pre
Toggle-Pause Auto-Fill Entry Fields from Master Database Record	OWNER PERSONAL ID AKC# SCOP Record Found Total SCROLL

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 PROC-ESS button as shown below.



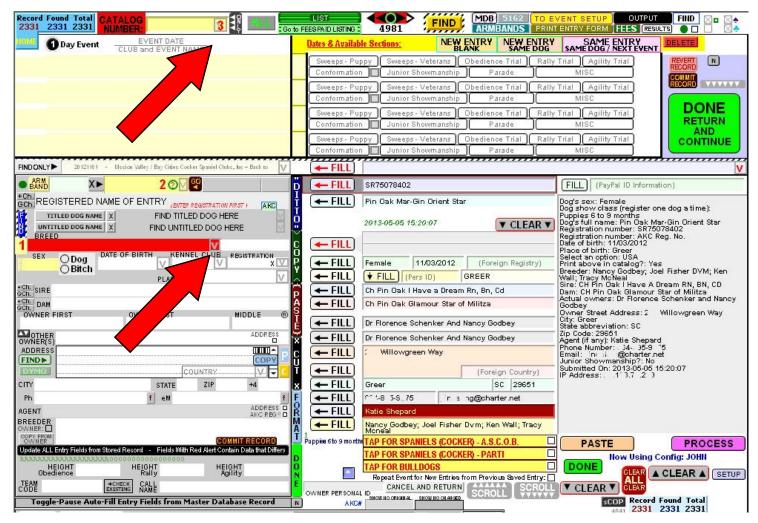
The PROCESS button does initiate a lot of work upon the one pointer click. The data is extracted from the raw text, formatted and placed into the correct corresponding field(s) for review.

The resulting data extracted is dependent 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.

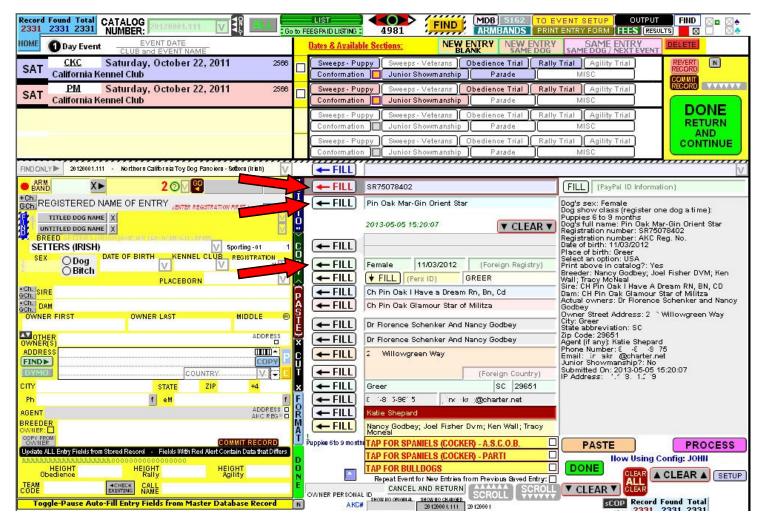
Only the (1)BREED and the (3)CATALOG need to be selected manually as explained previously.



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

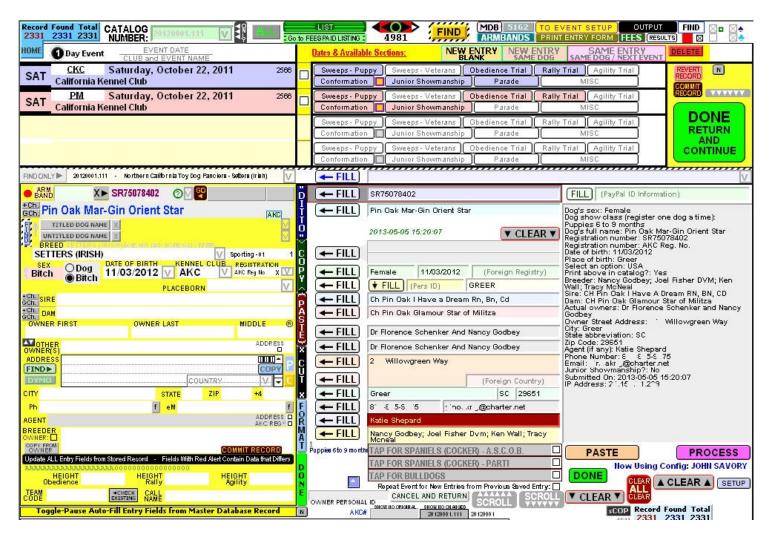
Now, for illustration purposes, only three of the FILL buttons will be used to process the information in the corresponding fields. Each FILL button processes one or more fields in the new form.

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.

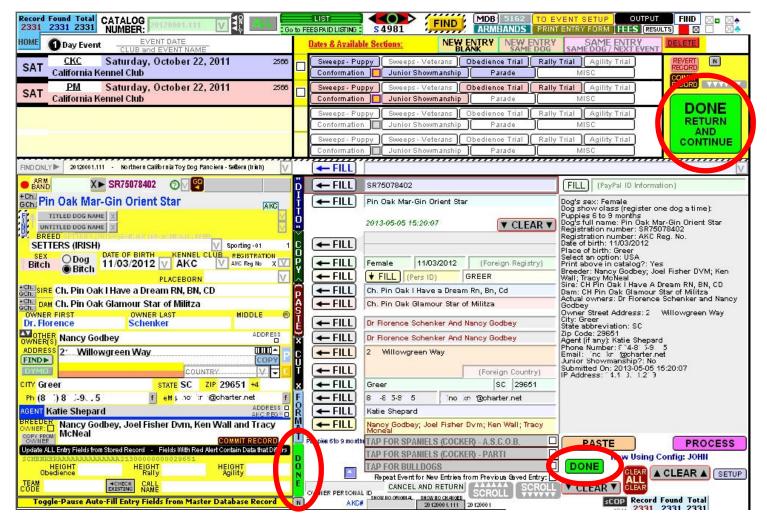


After all of the FILL buttons are used, the form fields will contain the information as shown in the screenshot below.

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.

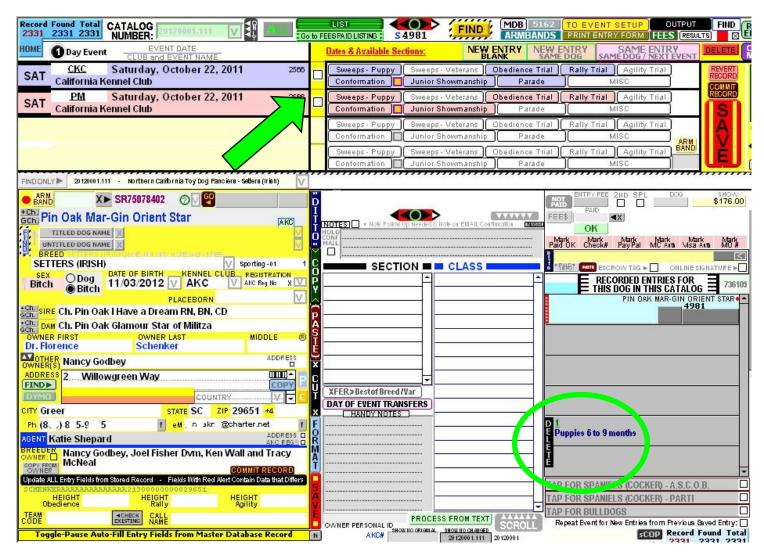


The entry can now be completed in the typical manner from the regular entry form screen.

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.

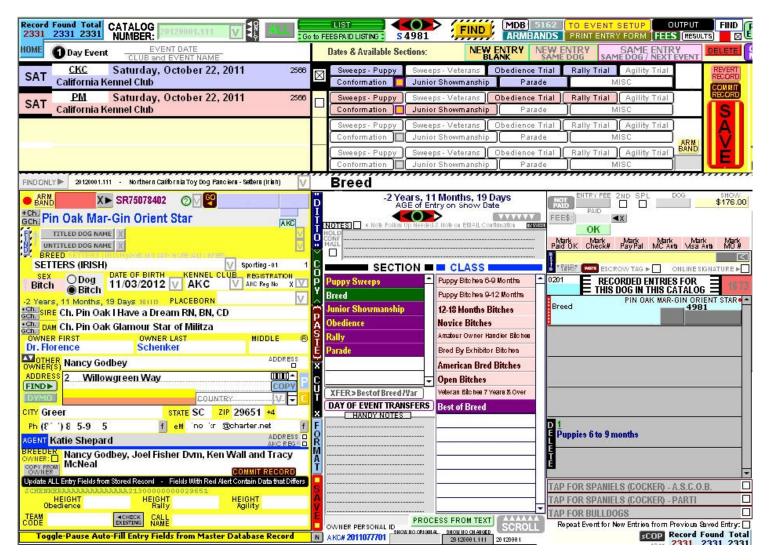
Remember that an event day must be chosen for the SECTION and CLASS panels to populate with available classes. The entry AGE ON DATE OF EVENT and other information cannot be made available until the event day is selected.



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.



## <u>NOTES</u>