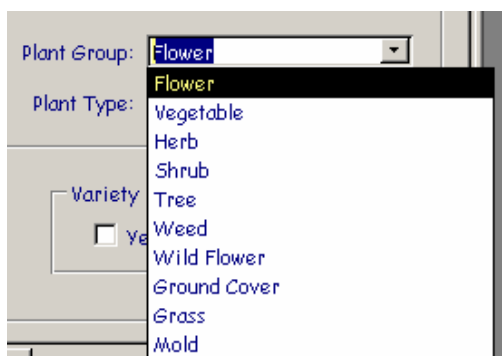


## Common Application Techniques

**Purpose:** To learn how to use different screen controls in Habitat Tracker©.

There are several techniques used for entering and editing data that are common throughout the application. Once you learn how to perform a technique in one place, you will be able to repeat the process anywhere in Habitat Tracker©. Examples and explanations of these techniques are included here.

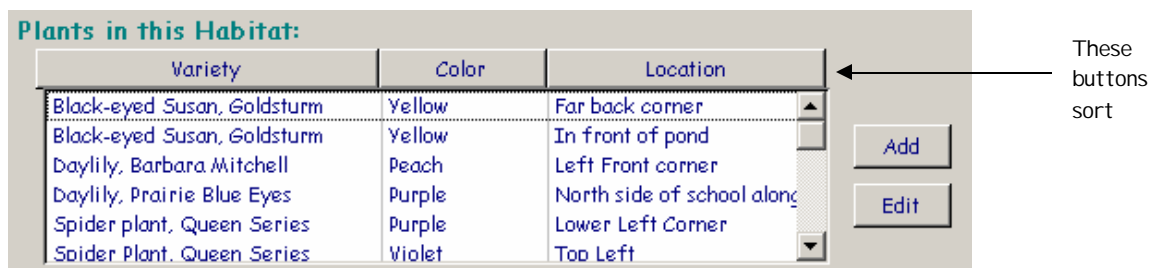
### 1. Drop-down lists



**Drop-down lists** function to facilitate data entry of repetitive information. In places where the same value may be entered on multiple data records, a drop-down list has been provided to remember and suggest values used previously. When you begin to type a value in a drop-down list, if a value matches what you are typing, the list will complete the entry for you. When you enter a value not in the list, Habitat Tracker© automatically adds the value to the list for future use. Most of the drop-down lists in Habitat Tracker© will automatically add values. There are a few, mostly on the Plant Variety form, that do not allow the user to add to the list. For those lists, you must chose a value already entered.

**Note:** You can not add values to the following drop-down lists:  
Planting Time, Bloom Season, Bloom Start, Bloom End, and Zone

### 2. List Boxes



## Common Application Techniques

**List Boxes** are utilized throughout Habitat Tracker© to display data that is related to other data in the system. For instance, when you are entering a Journal Entry record, you can also tell Habitat Tracker© about the Habitat Tasks that were performed on that day. This associated data would be added and displayed with the help of List Boxes. There are buttons next to, or beneath, the list box that allow you to Add to the list, Edit a list item's main data record, and Remove or Delete the associated record. There will be either two buttons (Add or Assign and Remove or Delete) or Three buttons (Edit also) near the list box.

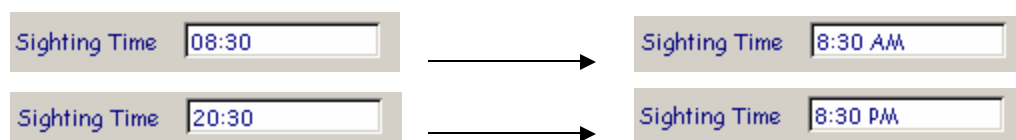
The Edit button will take you to the data entry screen for the row selected in the list. Remember that in order to execute the Edit, Remove, or Delete buttons, you must first have selected a row in the list. Also, double clicking a row in the list has the same effect as selecting the row and then clicking the Edit button.

There is a difference between Remove and Delete that you should understand.

- ❖ Remove breaks an association between two data records in the database, but does not Delete either Record. For instance, if we Click Remove for a Note on the Reference form, we do not Delete the Note Record or the Reference Record. We simply don't associate the two records anymore
- ❖ Delete actually Deletes the selected listing record from the database. If we click Delete with a row to a selected in the Wildlife Sightings List, we will Delete that Sighting Record from Habitat Tracker© permanently.

There are often buttons on the top of the columns in the List Box. These buttons Sort the list, either in ascending or descending order, by the category indicated by the button label.

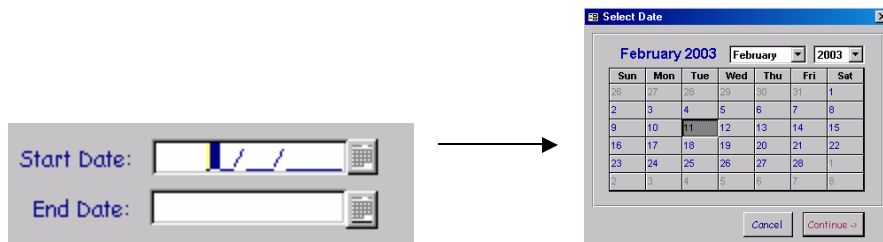
### 3. Entering Times



Times are entered into Habitat Tracker© in Military format. This means that times from Midnight until Noon are entered as 00:00 to 11:59 (numbers only), and then Habitat Tracker© converts the entry to show the time followed by AM. Times from Noon until Midnight (afternoon and evening) are entered as 13:00 to 23:59 (numbers only), and then Habitat Tracker© converts the entry to show the time in standard format followed by PM. This may be confusing for younger students, in which case it may be helpful for the teacher to create a conversion chart.

## Common Application Techniques

### 4. Entering Dates



There are multiple ways to indicate a Date to Habitat Tracker©. In a text box associated with a Date value, you can type the date directly, in mm/dd /yyyy format. This means that you type two numbers to indicate the month first, then two numbers to indicate the day, and then four numbers to indicate the year. You do not type the slashes between month and day, or day and year.

If you do not want to type the date, then you can click on the button to the right of the Date text box. This will open up the calendar form. If the Date you want is today's date, clicking the Enter key or Clicking on the Close button, will close the Calendar form and enter today's date into the Date textbox. To select a date other than today's date, use the Month and Year controls at the top of the form to scroll to the date you want, then click on the day number and Close the form.

You can delete a previously entered date by selecting the entire date value in the Date textbox, and then clicking the delete key on your keyboard.

### 5. Toolbars

There are three custom Toolbars in Habitat Tracker©:

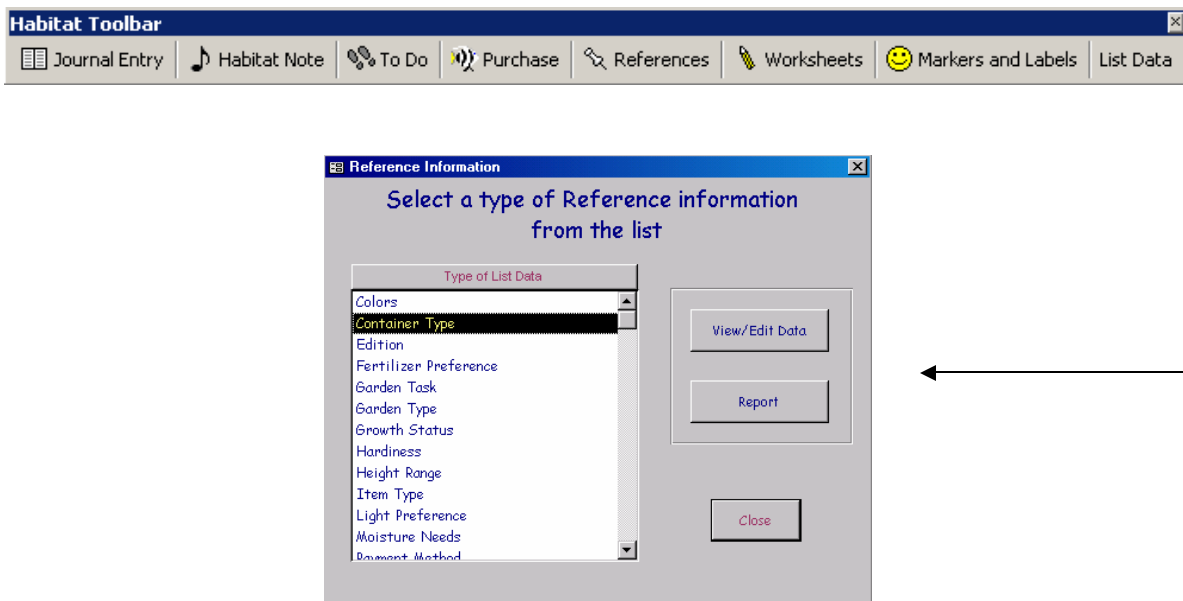
- Habitat Toolbar
- Habitat Tracker
- Link Habitat Data

These Toolbars behave in a manner consistent with Toolbars in other Windows applications; They can be either *Docked*, or they can be *Free Floating*. Normally, these Toolbars will be Docked at the top of the screen. To move a Toolbar, position the mouse pointer over the gray bar at the left edge of the Toolbar until the mouse pointer shape changes to a cross-hair, and then drag the Toolbar away from it's docked position. In the Free Floating position, you can see the Toolbar Title, as illustrated in the pictures in Section 6, below.



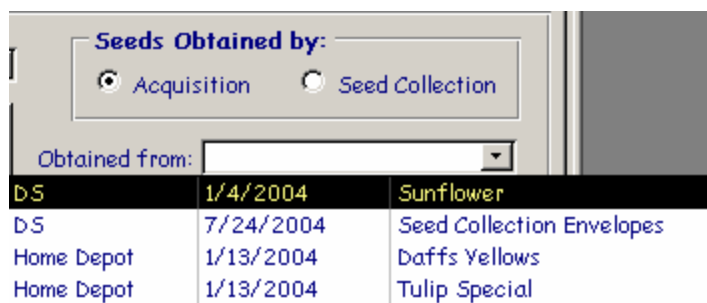
## Common Application Techniques

### 6. Editing or Printing Drop-down List Values



You can Edit or Print the values for any of the drop-down lists in Habitat Tracker©. You access the Reference Information form by clicking the List Data button on the Habitat Toolbar. Then, select the type of data you are interested in editing or printing. Once you have made your selection, click a button to the right of the list to either navigate to a screen allowing editing or deleting of a value, or to a report which will display a list of values for that type of data.

### 7. Option Groups associated with drop-down lists.



On the Seed Starting form, there is an Option Groups associated with a Drop-down list. When the user clicks a radio button in the Option Group, Habitat Tracker© updates the values in the corresponding drop-down list. For example, if the user clicks Acquisition, then Habitat Tracker© displays a list of all Gifts and Purchases entered previously into the database. If the user had clicked on Seed Collection, then Habitat Tracker© would have displayed all Seed Collections for that Variety previously entered into the system. In other words, the values in the list depend on the choice you make in the Option Group!