16. Appendix

Data Quality Check

Date Validation

The **Date** field is an alphanumeric field with pre-set date patterns selected from the pattern drop-down list. It cannot be altered.

The date field offers Range property, which can be applied to Date variable types. Range allows for a specified value between one setting and another. Values falling outside a specified range will prompt you with a warning message in the Enter module. Unless the field is designated Required, missing values are accepted.

How to:
Use Form Designer to open the data entry form:

- Select **Oswego** from "C:\Epi Info 7\Projects\Sample\Sample.prj\Oswego".
- Right click on the **Date Onset** field.
- Select **Properties** option from the popup menu.
- Click on **Range** option.
- Enter the **Lower** and **Upper** date.

Numeric Data Validation – Lower and Upper Bound

The **Number** field is a numeric field that has six predefined value patterns (e.g., xxx.xx). A new pattern can be created by simply typing the pattern into the Pattern field.

The Number field offers Range property. The Range property can be applied to Number or Numeric types. The Range allows for a specified value between one setting and another. Values falling outside a specified range will prompt the user with a warning message in the Enter module. Missing values are accepted unless the field is also designated Required.

How to:
Use Form Designer to open the data entry form:

- Select **Oswego** from "C:\Epi Info 7\Projects\Sample\Sample.prj\Oswego".
- Right click on the **Age** field.
- Select **Properties** option from the popup menu.
- Click on **Range** option.
- Enter the **Lower** and **Upper** values.

Legal Values

A Legal Values field is a drop-down list of choices on the questionnaire. These items cannot be altered by the person entering data. The only values legal for entry are the ones in the list.

How to:

- See the **Legal Value** section

Comment Legal Values

Comment Legal fields are similar to Legal Values. Comment Legal fields are text fields with a code typed in front of text (with a hyphen) so that in populating fields, the code is entered instead of the text. In the Classic Analysis module, the statistics are displayed with the codes only.

How To

- See the Comment Legal section

Auto Search

During data entry, fields with Autosearch Check Code are automatically searched for one or more matching records. If found, a match can be displayed and edited or be ignored and data entry can continue on the current record. Autosearch is used as an alert to potential duplicate records. However, the Autosearch command does not restrict users from entering duplicate records.

How To

- See the AutoSearch section

Skip Logic/Patterns

Skip patterns can be created by changing the tab order and setting a new cursor sequence through a questionnaire, or by creating Check Code using the GOTO command. Skip patterns can also be created based on the answers to questions using an IF/THEN statement.

How To

- See the Skip section.

Required

A Required field (formerly known as a Must Enter field) is a mandatory field. Since the properties are mutually exclusive, Required cannot be used in combination with Read Only. If a page contains a Required variable, the Enter module will prevent further page navigation until a value has been entered. Use this property sparingly to avoid gridlock.

How To

- See the Must Enter section.

Calculated Age

If possible, always use the Years command to calculate from the birth and the data entry date.

How To

- See the YEARS function

Analysis

Check for Duplicate Records

Using Frequency, check for duplicate records.

How to:

- READ {C:\Epi Info 7\Projects\Sample\Sample.prj}:Oswego
- FREQ CODE
- SELECT CODE = "P55"
- LIST * GRIDTABLE

Delete Duplicate Records

Helps you delete or remove duplicate records.

How To:

- READ {C:\Epi Info 7\Projects\Sample\Sample.prj}:Oswego
- FREQ CODE
- SELECT CODE = "P55"

- LIST * GRIDTABLE
- DELETE UNIQUEKEY = 1 PERMANENT

Missing Data

Using the SELECT command, this technique allows you to find missing records for specific fields or variables.

How to:

- READ {C:\Epi Info 7\Projects\Sample\Sample.prj}:Oswego
- SELECT DATEONSET = (.)
- LIST * GRIDTABLE