

# InformationNOW – Quick Entry/Edit

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## About this Guide

This Quick Reference Guide provides an overview of the options available through *Quick Entry/Edit* in InformationNOW. *Quick Entry Edit* is a tool for changing data elements for a group of students.

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## Quick Entry Edit

To access this option, go to **Students | Quick Entry Edit**.

The screenshot shows a search interface with the following sections:

- Search** (tab)
- Criteria** (blue header):
  - First Name: [text input]
  - Last Name: [text input]
  - Student Number: [text input]
  - Date of Birth: [MM/dd/yyyy] [calendar icon]
  - Social Security Number: [text input]
  - Gender: [dropdown menu]
  - Phone: [text input]
  - State ID Number: [text input]
  - Grade Level: [8] [dropdown menu]
  - Homeroom: [text input] [Find](#)
  - Section Number: [text input] [Find](#)
- Filter** (blue header):
  - Student Filter: [dropdown menu]
- Field Value** (blue header):
  - Area: [Demographics] [dropdown menu]
  - Field: [School Next Year] [dropdown menu]
  - Any Value
  - No Value
  - Specific Value
  - [Hometown Elementary] [dropdown menu]
- Search** (button)

- First select the criteria to establish a group of students for which a value may be changed. Use one of the following two methods.
  - Under *Criteria*, select the criteria of students that may be changed. For example, *8<sup>th</sup> Grade Females*; or,

- Under *Filter*, select the filter of students that may be changed.

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Note: After entering search criteria, a list of matching students will display. Students may then be selected from the list to be changed.

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- Under *Field Value*, select the *Area* of the data element to be changed (Demographics, Custom, School or Transportation).
- Select the *Field* to be changed. The fields available will be determined by the area that was selected in the step above.
- Under the value options, select one of the following:
  - **Any Value**: Display only those students who already have a non-blank value in the field selected.
  - **No Value**: Display only those students who have a blank value of the field selected.
  - **Specific Value**: Display only those students who have a specific value. After bulleting this option, the field below will become active. Enter the specific value for which to search. For example, if changing *School Next Year* for a group of students, select the value that the students already have that is to be changed.

This selection field will vary based on the field type selected. For example, if a date field such as *Expected Graduation Date* is selected, the *Specific Value* field will require a date entered in the format of *dd/mm/yyyy*.

If a drop-list field type is selected, the *Specific Value* field will become a drop-list from which a value may be selected.

- Click **Search**. A list of students meeting the criteria, filter and/or value will display. In the following example, a list of 12<sup>th</sup> grade students with a blank *Expected Graduation Date* was requested.

**Criteria**

First Name:  Last Name:

Student Number:  Date of Birth:  ...

Social Security Number:  Gender:

Phone:  State ID Number:

Grade Level:  Homeroom:  Find

Section Number:  Find

**Filter**

Student Filter:

**Field Value**

Area:

Field:

Any Value

No Value

Specific Value

...

Search

**Quick Entry/Edit**

Area: Demographics Field: Expected Graduation Date Value: None

New Value:  ...

<input type="checkbox"/>	File No.	Name	Current Value
<input checked="" type="checkbox"/>	S1007	Anniston, Jennifer	
<input checked="" type="checkbox"/>	S1008	Armstrong, Louis	
<input checked="" type="checkbox"/>	S1010	Baer, Justin	
<input checked="" type="checkbox"/>	S1011	Ball, Christina	
<input checked="" type="checkbox"/>	S1012	Ball, Jacob	
<input checked="" type="checkbox"/>	S1013	Blair, Bonnie	
<input checked="" type="checkbox"/>	S1014	Bradshaw, Terry	
<input checked="" type="checkbox"/>	S1015	Branson, Jacob	
<input checked="" type="checkbox"/>	S1016	Brown, Ruth	
<input checked="" type="checkbox"/>	S1017	Callaway, Ann	
<input type="checkbox"/>	S1018	Carey, Mariah	
<input checked="" type="checkbox"/>	S1022	Dorsey, Thomas	
<input checked="" type="checkbox"/>	S1023	Elway, Jonathan	
<input type="checkbox"/>	S1024	Eubanks, Jennifer	
<input checked="" type="checkbox"/>	S1025	Fitzgerald, Ella	
<input checked="" type="checkbox"/>	S1026	Franklin, Aretha	
<input checked="" type="checkbox"/>	S1027	Franklin, Gail	
<input checked="" type="checkbox"/>	S1028	Froman, Angel	

Close Apply

- Under *New Value*, enter the data to which to change the selected students. For example, to change the student's *Expected Graduation Date* to 5/31/2009, enter the date in the *New Value* field.

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Note: For code fields, a list of available codes will display. For fields that are not required, users will also have the option to select a blank option from the drop list, allowing users to blank out data fields for various students.

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- Place a check next to each student who is to be assigned this date.

- Click **Apply**.

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Note: No warning message will display when **Apply** is selected. This process may not be undone.

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- The *Quick Entry Edit* screen will display again. Students who have been changed will be removed from the list, as they no longer have a blank *Expected Graduation Date*.
- Continue making changes or click **Close** to exit the *Quick Entry Edit* screen.