

Chapter 108

Data Entry and Search Tool

Introduction

The Data Entry and Search Tool in **NCSS** can be used for row-by-row data entry in user-specified columns and to quickly search for specific rows in the dataset using Search Conditions. If you have an active filter, you can also step through each row that passes the filter using this tool.

As you go to rows using the tool, the corresponding rows are displayed and highlighted automatically in the Data Table on the Data Window.

This chapter will provide information about the various options available in the tool.

Data Entry and Search Tool Options

The options on the Data Entry and Search Tool window are described below.

Columns

Select Columns

Click the button to select the columns to view for Data Entry and Search. You must select at least one column.

Row Navigation

Row Navigation Type

Select how to navigate through the rows in the dataset.

The options are

- **Row by Row**
Move through the dataset row by row.
- **Conditional Search**
Enter search conditions to find specific rows in the dataset that match the conditions.
- **Use Active Filter (shown only when a filter is active on the dataset)**
Move through the dataset by finding rows that pass the active filter.

Row Navigation Buttons

The function of the buttons depends on the selection for Row Navigation Type.

Row Navigation Type = Row by Row

Use the buttons to go to the FIRST row, PREVIOUS row, NEXT row, and LAST row with data, respectively.

Row Navigation Type = Conditional Search

Use the buttons to search for the FIRST row, PREVIOUS row, NEXT row, and LAST row that matches the search conditions, respectively.

Row Navigation Type = Use Active Filter

Use the buttons to go to the FIRST row, PREVIOUS row, NEXT row, and LAST row that passes the filter, respectively.

Go To: Button

Go to the row entered in the box to the right.

Go To: Box

Type the number of the row to go to. Click "Go To:" or hit the ENTER key on your keyboard to move to the specified row.

Data Entry and Search Table

Number

Displays the number of each of the selected columns. The columns can be reordered by clicking the Select Columns button and changing the order of the selected columns.

Column Name

Displays the name of each of the selected columns. The columns can be reordered by clicking the Select Columns button and changing the order of the selected columns.

Data Type (shown when "Display Column Data Types" is checked)

Displays the Data Type of each of the selected columns. The data type indicates how the values you enter will be interpreted.

Search Conditions (shown when Row Navigation Type = "Conditional Search")

Enter conditions for one or more columns to search the dataset. These conditions should follow the same syntax used for filters entered on the Column Info table on the Data Window. You can enter one LIST or a RANGE condition for each column. Click the small button in the right side of the box to load the Search Condition Editor window.

List Condition

A list condition is one in which you specify a list of values to either include or exclude in analyses and plots. The list should be entered with values separated by commas.

If you are using a computer language setting other than English that uses a comma as the decimal symbol, then the list should be separated by the computer's specified list separator (this is usually a semicolon if not a comma). Only values, not column names, may be included in the list.

Syntax

The basic syntax of a list condition entered here is

[LOGIC OPERATOR] VALUE1, VALUE2, VALUE3, ...

With 2 possible logic operators:

- = Equal to
- <> Not equal to (≠)

1. Text values must be enclosed in double quotes (e.g., "Male").
2. Use the word MISSING to represent a missing value (a blank).
3. No functions allowed.

You do not need to enter the column name in the condition statement.

Examples

=1,2,5
<>4,5
="Male"

Range Condition

Enter a range of values to include using values or functions.

Syntax

The basic syntax of each piece of a range condition is

[LOGIC OPERATOR] VALUE or FUNCTION

With 6 possible logic operators:

- = Equal to
- <> Not equal to (\neq)
- < Less than
- <= Less than or equal to (\leq)
- > Greater than
- >= Greater than or equal to (\geq)

1. Combine statements using AND or OR to create bounded ranges (i.e., $10 < C1 \leq 20$ is entered as (> 10) AND (≤ 20)).
2. Text values must be enclosed in double quotes (e.g., "Male").
3. No lists allowed if the logic operator is something other than equal to or not equal to.
4. Use the word MISSING to represent a missing value (a blank).
5. You cannot use functions that require more than one row of data such as LAG, LED, etc.
6. You cannot use special functions such as RECODE, LOCATE, etc.

You do not need to enter the column name in the condition statement.

Examples

- >35
- >C2
- <=C5+C6
- >="M"
- (<5) OR (>100) [i.e., $X < 5$ or $X > 100$]
- (>5) AND (≤ 30) [i.e., $5 < X \leq 30$]

Data Entry and Search Tool

Entries (Row #)

Contains the data value for each selected column in the active row. You can edit these values as needed. Click the dropdown button to the right to select from among the unique values (maximum of 100) in the corresponding column in the dataset.

Hit the ENTER key on your keyboard to move to the next row in the list. When you reach the bottom row, hit ENTER to highlight the Save & Next button, and then hit ENTER again to save all of the values to the active row in the dataset. This action may be undone by clicking "Undo" after closing this tool window. After saving the data, the tool will go to the next dataset row based on the Row Navigation Type, and the first cell in the Data Entry and Search Table will be highlighted for input.

Additional Options

Display Column Data Types

Check this box to display the Data Type for each column in the Data Entry and Search Table.

Condition Combine Type (shown when Row Navigation Type = "Conditional Search")

You can specify conditions on each column in a single dataset search. This option allows you to choose how conditions will be combined when searching.

The options are

- **Find rows where ALL of the conditions above are true**
ALL of the search conditions must be met for the tool to find a row.
- **Find rows where ANY of the conditions above are true**
ANY (at least one) of the search conditions must be met for the tool to find a row.

Saving the Table Values to the Dataset

Save & Next Button

Click to save the current entries to the dataset in the Data Table and move to the new row. This action may be undone by clicking "Undo" after closing this tool window.

Save Button

Click to save all of the entries in the table to the dataset in the Data Table. This action may be undone by clicking "Undo" after closing this tool window.

Close Button

Click to close this window. Any unsaved changes will be discarded.