

Deviant

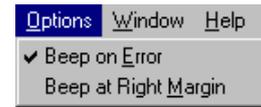
Data Entry and Verification for NT and 32-bit Windows



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Options

You can optionally have Deviant beep when you make an error and/or beep when you reach the right margin. You can set both of these under the **Options** menu. These options are global, affecting all windows.



Opening and Saving files

Deviant automatically opens a new blank window on startup. You can also open a new blank window at any time by choosing **New** from the **File** menu or by pressing **Ctrl-N**. New Deviant windows are created with the Template set to **None** and in Data Entry mode.

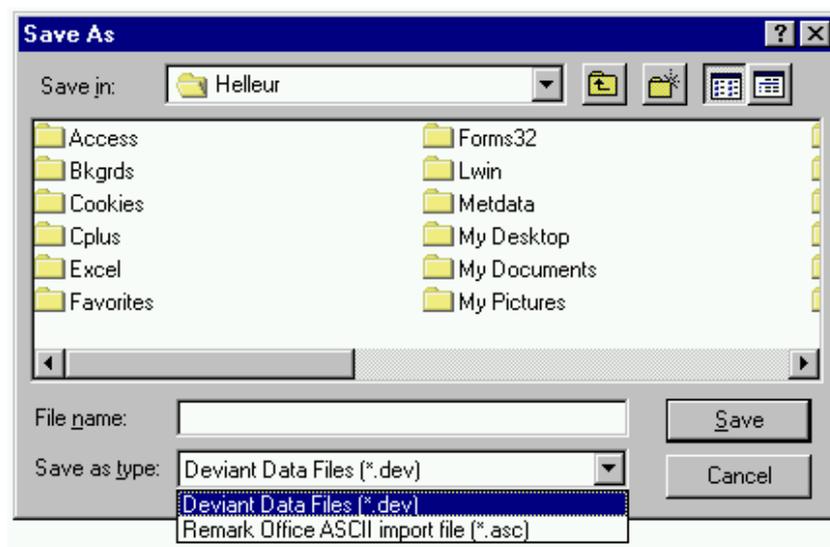


As you type data, you can save your changes at any time by selecting **Save** from the **File** menu or by pressing **Ctrl-S**. You would normally save as a **.dev** file, which stores the current template as well as the data. When opening a **.dev** file at a later date, the program will automatically change the template to whichever was last used with that file.

Under the **File** menu, Deviant keeps a memory of the last 6 files used, so it's easy to quickly access a file you have recently worked on.

Files are always automatically opened in Data Entry mode. If you are opening a file in order to verify it, you will need to switch into Verification mode yourself.

The other option for saving files is as a **.asc** file, a file type which is recognised by and easily imported into Remark Office. When you are ready to export your data for Remark Office, you should select a template whose columns match the columns of the Remark Office template you want to use (this will probably be, but doesn't have to be, the template you used for typing the data in) and then select **Save As...** from the **File** menu. Save as a **.asc** file. Note that any fields defined as "Skip" fields are not saved when you use the **.asc** format.



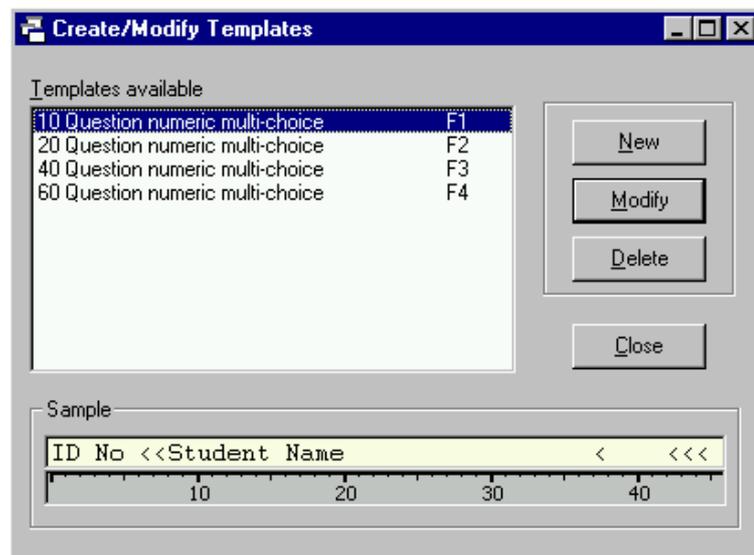
Creating and Modifying Templates

A Template is a set of field definitions for the data you want to enter. Normally, with test data, this would comprise the student ID, student name, and an individual field for each of the marks. If you are intending to import the data into Remark Office then the fields you create should match the fields in the Remark Office template, although the column headings don't need to match.

You can bring up the **Create/Modify Template** screen in one of three ways:

- Selecting **Create/Modify Templates** from the **Templates** menu
- Pressing the **F12** function key
- Clicking the shortcut button on the toolbar 

This will display the following screen:



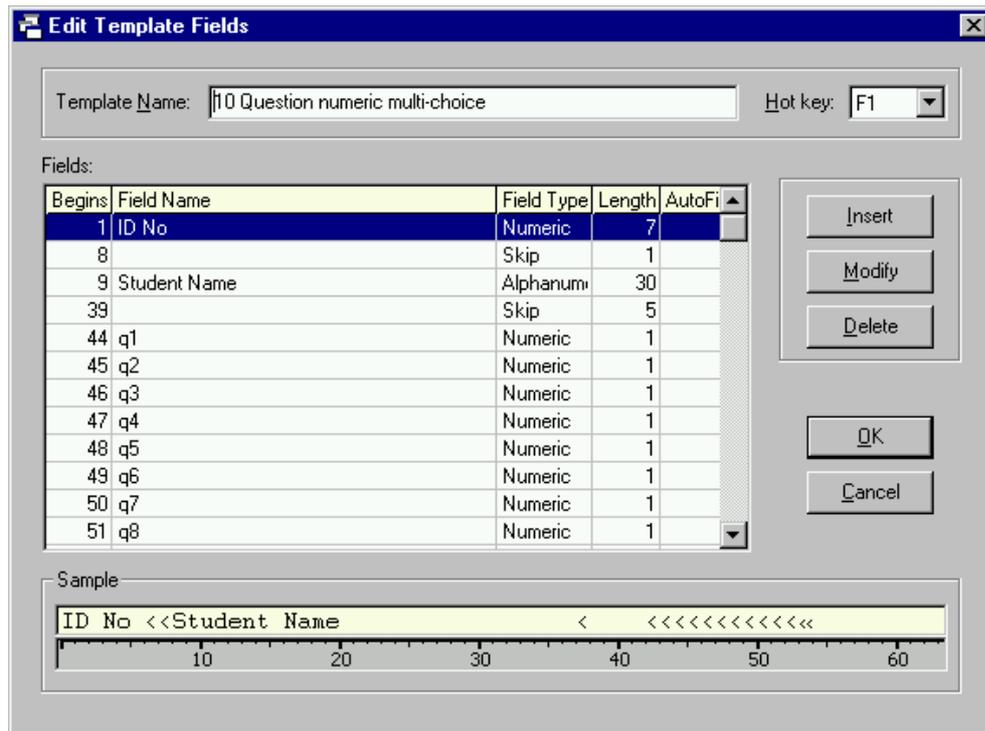
This screen lists the available templates and allows you to create more, or modify and delete existing ones. A sample window at the bottom shows you a representation of the fields in the first 46 characters of each template – This window changes as you click or arrow through the list of templates.

You can create a new template by clicking the **New** button. You can edit an existing template by clicking the **Modify** button, or by double-clicking a template in the list or by pressing **Enter** once you have moved to the template that you want to edit.

The representation in the sample window is used throughout the program and displays field names (if there is sufficient space to display them), as well as the following special characters:

- a < character indicates the last character in a field
- a << character indicates the right margin

When you create or edit a template, the following screen is displayed:



This screen allows you to give the template a name and assign a Function key hotkey as well as define the fields that comprise the template.

The dropdown list for hotkeys will only show function keys that are unassigned. If you want to assign a function key that is already assigned to another template, then edit that template first and set it's hotkey to **None**.

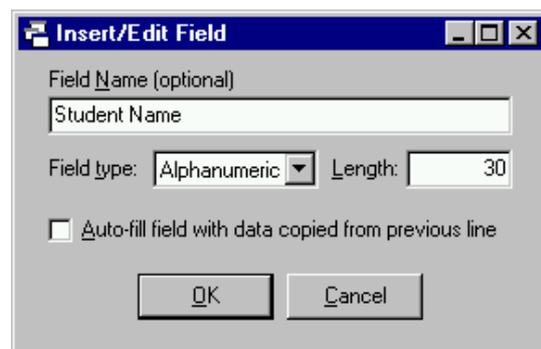
Entering Fields

You can add new fields to your template by clicking the **Insert** button, which will always insert a new row *above* the currently selected row. You can add new rows at the bottom by moving down to the last row (which will always be blank) and inserting there, or by double-clicking or pressing **Enter** on any blank rows you can see at the bottom of the template.

In version 1.0 of Deviant, templates are limited to 100 characters, but there is no limit to the number of fields – A template could have a single field of 100 characters, or 100 fields of 1 character each.

You can edit fields by highlighting them and either clicking the **Modify** button or pressing the **Enter** key, or by double-clicking the field you want to edit.

When individual fields are edited, you will see the screen at right, which allows you to enter an optional field name, select a field data type (select from Alphabetic, Alphanumeric, Numeric or Skip), a field length and whether the field should auto-fill.



The **Field type** allows you to restrict the type of data that can be entered into a field. If you select “Alphabetic” then you will only be able to enter the characters a-z into the field. If you select “Numeric” then you will only be able to enter numbers.

The “Skip” Field type

A “Skip” field has a special function. It allows you to space the columns out so that they are not hard up against each other. As an example, two fields defined as:

Student ID	Numeric	7 characters
Student Name	Alphanumeric	30 characters

would be entered into Deviant hard up against each other and difficult to separate visually, e.g.

```
1234234F Flintstone
1245323B Rubble
```

Inserting a 1 or 2 character skip field in between allows you to separate the two visually:

```
1234234 F Flintstone
1245323 B Rubble
```

When entering data, Deviant will automatically skip over the field – You don’t need to enter a space manually to move to the next field. In fact, Deviant will not *allow* you to type data into a field that has been defined as a skip field (unless the field has also been defined as an auto-fill field).

Note that when you save data to a **.asc** file for export to Remark Office, skip fields are not saved to the file, so you don’t need to make any special allowance for them in your Remark Office template.

Auto-Fill Fields

The Auto-Fill tick-box allows you to set up fields that are always constant in the data being entered. Whenever a new line is inserted or added at the bottom, the field is automatically filled based on the data in the same field in the line above. As you type you can simply tab over the auto-fill field when you reach it.

You can have Deviant automatically move past an auto-fill field by defining the field as **both** an Auto-fill field and a Skip field. When a field is defined as being both, then Deviant will allow you to enter data in the field *but only on the first line of the file*. On subsequent lines, the field will be auto-filled and automatically tabbed over, and you will not be able to edit it as with normal skip fields. This is intended for constant columns that never change throughout the file.

Data Entry Mode

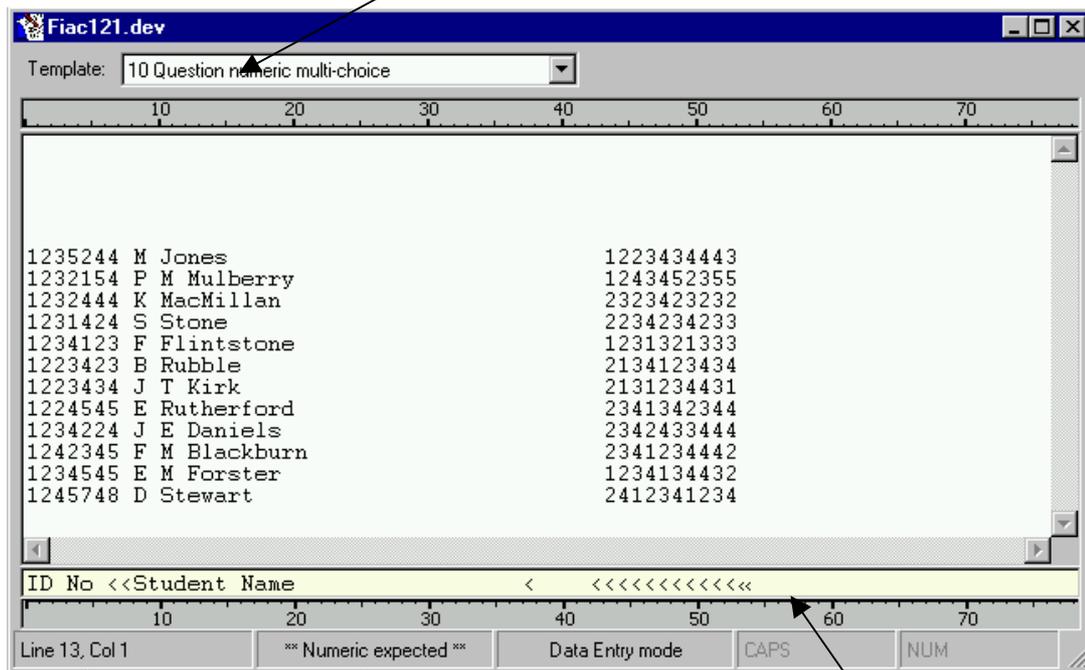
Data Entry mode is the recommended mode for entering new data. It is designed for fast entry of characters with minimal use of special keys and is ideal for touch typists.

Characters are checked against the template as they are entered, and Deviant will not allow you to enter alphabetic characters into a numeric field or vice versa. Skip fields are automatically skipped over. When you reach the right margin on the last line, a new line is automatically added below the current line and the cursor moved to the beginning of it.

When a new file is created or an existing file is opened, Data Entry mode is selected by default. If you are in a different mode, you can return to Data Entry mode by selecting **Data Entry mode** from the **Edit** menu or by pressing the **F7** function key. When changing to Data entry mode, the cursor is automatically positioned on the first character of the last line, ready to begin or continue data entry.

The screen for Data Entry mode is shown below:

Select the template by choosing from the drop-down box, or pressing the assigned hot key for the template that you want.



The **position panel** reports the cursor's current position in the file.

The **error panel** reports error messages, optionally with a beep.

The **mode indicator panel** tells you what mode you are currently working in.

The **template panel** shows a representation of the currently selected template, along with field names and < characters to indicate the last character of each field.

You can move around the screen using the arrow keys and other special keys to correct data previously typed. As well as the arrow keys, you can use the following movement keys:

Tab	move to next field
Shift-Tab	move to previous field
Home	move to the beginning of the current line
End	move to the end of the current line
Page Up	move up one page at a time
Page Down	move down one page at a time
Ctrl-Home	move to the first character in the file
Ctrl-End	move to the last character in the file

You can insert new lines within the data already typed by pressing the **Insert** key, which will insert a line *above* the current cursor position.

You can delete characters by pressing the **Backspace** key, or an entire field by pressing the **Delete** key. Note that these two keys function differently than in other programs you may have used in that they do **not** move other characters to the right of the deleted character leftwards. This would move characters out of line of the fields that they are supposed to be in. The Backspace and Delete keys effectively replace characters with spaces rather than “delete” them in the conventional sense.

You can delete an entire line by pressing **Ctrl-Delete**.

While the movement keys described at the top of the page are available in *all* modes, the insertion and deletion keys are only available in Data Entry mode.

Verification mode

Verification mode is designed to allow you to retype the data to verify it. The screen is split into two windows. The top window contains the data in the current file, but it is initially hidden and only revealed character by character as you type into the bottom window.

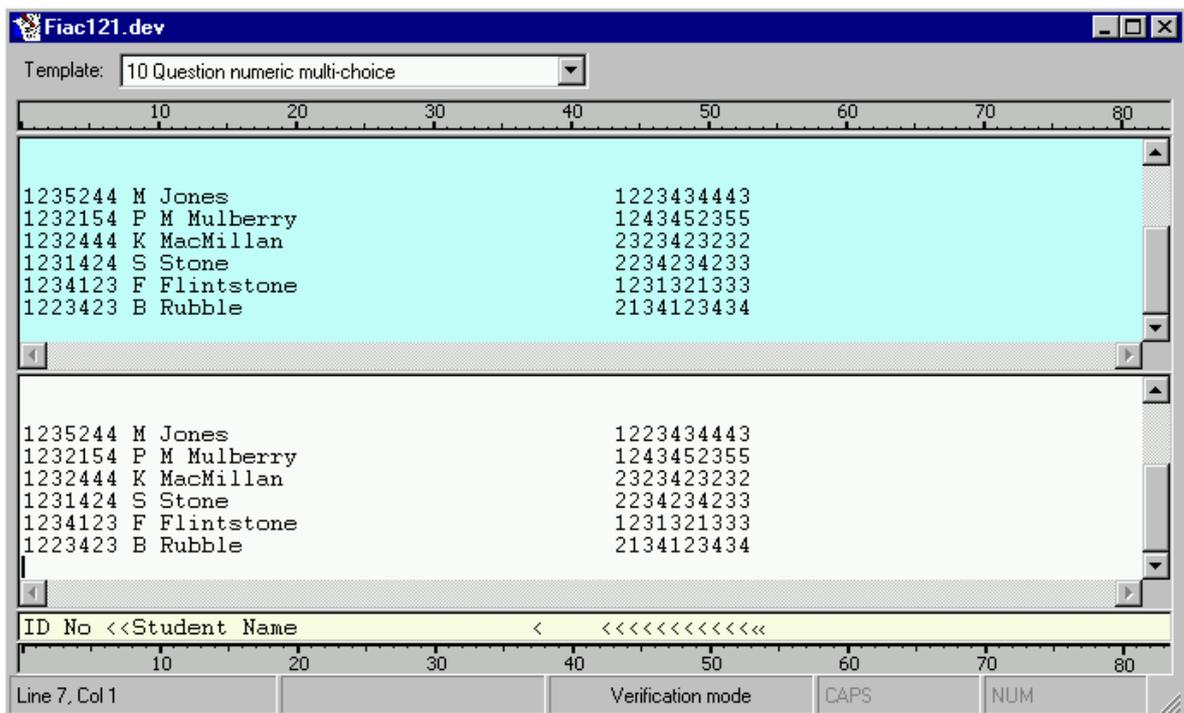
Verification mode is entered by selecting **Verification mode** from the **Edit** menu or by pressing the **F8** function key

Having changed into Verification mode, you can jump to a particular line number, to begin verifying at that point, by pressing **Ctrl-J** or choosing **Jump to Line no...** from the **Edit** menu.

In Verification mode, data that you type into the bottom window is checked against the current template and also against the original data in the top window. If you type a character that differs from the original data, Deviant will display an error message and, optionally, beep. It won't allow you to continue to the next column until you either type the correct character or, if the original data is incorrect, correct the original.

There are two ways that you can correct the original data if it is incorrect. You can either:

- press the correct key 3 times (after reporting an error twice, Deviant will accept the character and change the original data on the third attempt);
- press the **F11** function key which will immediately substitute the character in the original data with the new character just typed, and allow you to continue.



Movement Key Summary

(Available in all modes)

<i>Key Sequence</i>	<i>Function</i>
Up arrow	Up one line
Down arrow	Down one line
Left arrow	Left one character
Right arrow	Right one character
PageUp	Up one page
PageDown	Down one page
Home	Beginning of Line
End	End of Line
Ctrl-Home	Top of File
Ctrl-End	End of File

Function Key Summary

(Functions available in all modes)

<i>Key Sequence</i>	<i>Function</i>
F1	The first 6 function keys can be assigned to your 6 most commonly used templates as shortcut keys for selecting the template.
F2	
F3	
F4	
F5	
F6	
F7	Data Entry mode
F8	Verification mode
F9	Full text edit mode
F12	Create/Modify Templates

Function Key Summary

(Functions available in certain modes only)

<i>Key Sequence</i>	<i>Function</i>	<i>Mode</i>
F11	Substitute character	Verification mode only
Ctrl-J	Jump to Line no	Verification mode only
Tab	Move to next field	Data Entry and Verification modes only
Shift-Tab	Move to previous field	Data Entry and Verification modes only
Insert	Insert new line <i>above</i> cursor	Data Entry mode only
Backspace	Delete one character	Data Entry and Full Text edit modes only
Delete	Delete entire field	Data Entry and Full Text edit modes only
Ctrl-End	Delete entire line	Data Entry and Full Text edit modes only
Ctrl-X	Cut	Full text edit mode only
Ctrl-C	Copy	Full text edit mode only
Ctrl-V	Paste	Full text edit mode only
Ctrl-A	Select All	Full text edit mode only