

Quick-Start data-entry COSI

Introduction

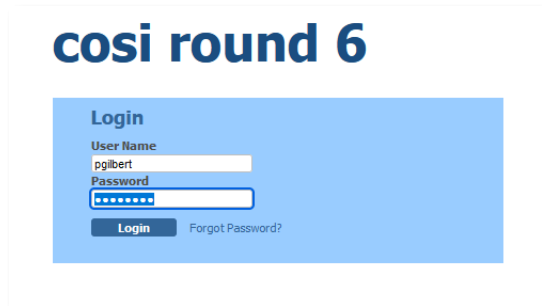
In this quick-start we work with Schools. In order to follow the quick-start you must have an account.

1. Login

Start an internet browser, for example Chrome, Explorer or Firefox, and go to:

<https://whocosi.org/cosi>

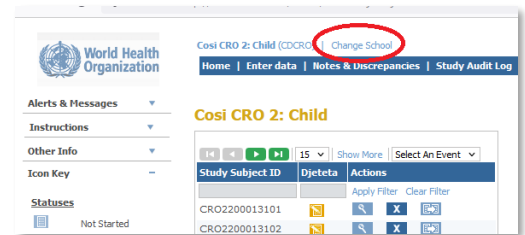
Enter username and password and click **Login**.



2. Select the Study for Schools

Above the header-menu click on **Change School** and in the form that opens select **Cosi Demo 1: Schools (Data entry)**.

Then scroll to the bottom of the screen, click **Change School** and in the next screen click **Confirm**.



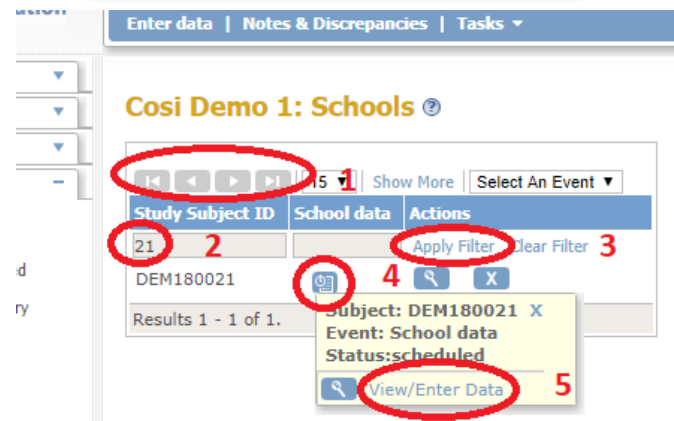
3. Select a School

Click in the header-menu on **Enter data**

All available Schools will be listed. To select a school use one of the following 2 methods:

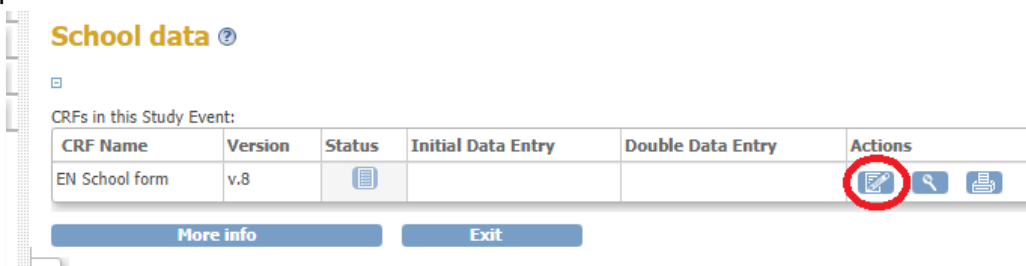
- Browse to the School you want to enter data for by using the green navigation buttons(1)
- Enter (part of) the School-code in the filter-box(2), just below the header of the Subject Matrix; then click on **Apply Filter** (3)

Now you have selected the right school, click on the clock-calendar-icon (4). Finally click the link **View/Enter Data** (5).



4. Select the form


The screen **Schooldata** now opens and here you can select the form **School form**. Click on the pencil-icon.



5. Enter data

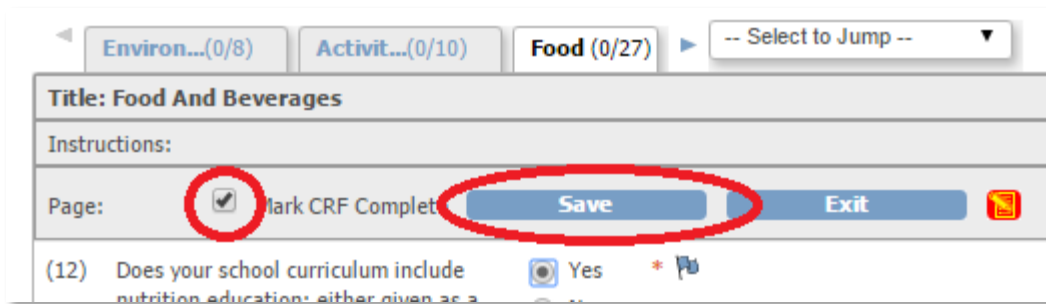
Enter the data for the School.

Required items are marked with an orange asterisk: *.


Use the calendar-icon for date-fields: .

Save the data on each section by clicking on **Save**. Automatically the next section will be opened.

When you've finished entering data on the last section, select the check-box Mark CRF Complete and click **Save**.



The screenshot shows a software interface for data entry. At the top, there are navigation tabs: 'Environ...(0/8)', 'Activit...(0/10)', and 'Food (0/27)'. A dropdown menu on the right says '-- Select to Jump --'. Below this is a section titled 'Title: Food And Beverages'. Underneath is an 'Instructions:' field. The 'Page:' section contains a checked checkbox labeled 'Mark CRF Complete', a blue 'Save' button, and a blue 'Exit' button. Below the 'Page:' section, a question is visible: '(12) Does your school curriculum include nutrition education: either given as a...'. The 'Save' button and the 'Mark CRF Complete' checkbox are circled in red in the original image.

You are now back in the screen **Schooldata** and the icon of the form has changed into . Click on button **Exit** or click in the header menu on **Enter data** and continue with the next School.