

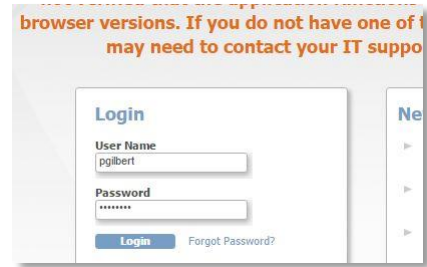
# Quick-Start data-entry COSI

## Introduction

In this quick-start we work with Schools, because that information is easiest to enter.

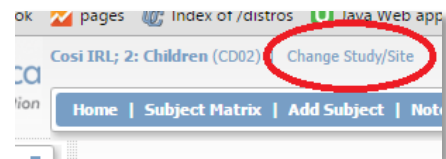
## 1. Login

Start an internet browser, for example Explorer or Firefox, and go to: <http://whocosi.org/cosi>  
Enter username and password and click **Login**.



## 2. Select the Study for Schools

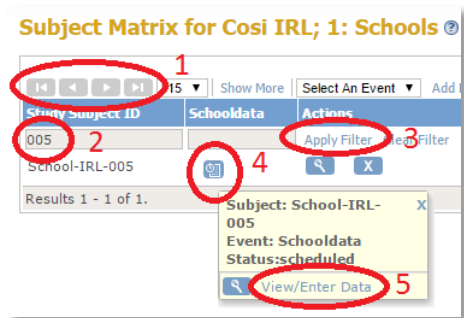
Above the header-menu click on **Change Study/Site** and in the form that opens select **Cosi IRL; 1: Schools (Data Specialist)** Then scroll to the bottom of the screen, click **Change Study** and in the next screen click **Confirm**.



## 3. Select a School

Click in the header-menu on **Subject Matrix**  
All available Schools will be listed. To select a school use one of the following 2 methods:

- (A) Browse to the School you want to enter data for by using the green navigation buttons(1)
- (B) 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 **Enter or Validate Data for CRFs in 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**.

Environ...(0/8) Activit...(0/10) Food (0/27) -- Select to Jump --

Title: Food And Beverages

Instructions:

Page:  Mark CRF Complete **Save** **Exit**

(12) Does your school curriculum include nutrition education: either given as a

You are now back in the screen **Enter or Validate Data for CRFs in Schooldata** and the icon of the form has changed into .

Click on button **Exit** or click in the header menu on **Subject Matrix** and continue with the next School.