



Manual Input Elements

There are several elements that rely on the user to enter the information (Fig. 1)

Date	Date element
Time	Time element
<i>Label</i>	Label element
ABC	Manual Text element
123	Manual Number element

Figure 1 Manual input elements and their icons.

All the elements are created by selecting **Build, Templates, Elements, Element Type, New** and simply entering their description and then selecting '**Save & Close**' (Fig. 2).



Figure 2 Manual input element edit window (Manual Text Input shown here).

The Date and Time elements use the time input and calendar of the device you are using them on while Manual Number element restricts input to numbers, and in the case of most handhelds pops up a numeric keypad.

It should be noted that the Manual Text element may not give you reliable data in your reporting, and could even confuse your reports. Take for example the Subject Code element above. If someone entered 'MAT', and someone else entered 'MA', and yet another entry was 'Mathematics', then there would be 3 different values and graphs in a report about the subject of the lesson observed, and so there would not be an aggregation of the data as would be expected. Because you cannot control what the user types into a manual text box, this type of element should be avoided, and instead a list of possible entries should be provided so that users will provide consistent data.

The Label element does not record any data and it is typically used to attach with a note-box or a checklist.