Data Entry Form

Overview

Do you have a need for a data entry form that forces users into the correct cells at the moment data is needed? Do you need to force a data entry, and a correct one at that? Do you need to know when a record was added and who added it? Do you need to prevent people from removing already entered data?

This spreadsheet demonstrates using the Sheet Change event to manage sequential data entry. The spreadsheet has the following features:

- The active cell is highlighted at all times.
- All other cells are locked to prevent data entry into the wrong cell.
- The next cell in sequence is selected automatically.
- Data validation is enforced using the standard Excel Data Validation features.
- As an option, when the last entry is made on a row, a date stamp and the login account name of the person doing the data entry are placed in the adjacent two rows..

Form Setup

The tool should work with Excel versions between 2000 and 2010 and can be made to accommodate up to 26 columns of data entry.

Setup is accomplished on the Parameters Tab

Form Status	Locked	Locked = data entry mode / Unlocked = maintenance mode
Number of Header Rows	2	Enter the number of rows in the header
Number of Columns	6	Enter the number of desired columns in the data entry range
Time Stamp and Author	On	Turn time stamp and date entry login on or off.

Form Status

Form status can be either Locked or Unlocked.

- In the locked mode, entries made in the data range cause the function to fire. That is the cursor is moved to the next available cell, and the rest of the spreadsheet is locked.
- In the unlocked mode, the function is bypassed. You can unlock the page and lay out headers, set column widths, etc. without the page locking after every change.

Unlock the Data Tab, lay it out the way you want it to appear, and then re-lock it for use.

Number of Header Rows

The number of header rows specifies how many rows you use for headers. In the example, two header rows are used. You can specify any number of header rows up to the maximum available on the spreadsheet.

Number of Columns

The number of columns cell sets the number of columns for data entry. It sets the "carriage return" for the application. For example, if data entry is desired in the range of cells A:F, the number of columns is 6.

Time Stamp and Author

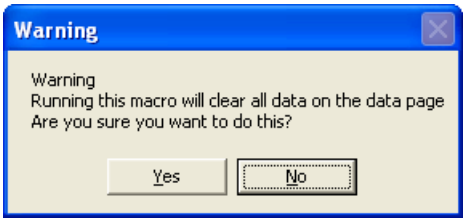
Time stamp and author is an optional feature.

- With it turned off, the cursor will simply move to Column A, one row further down.
- With it turned on, the system date and time is placed in the cell adjacent to the last data entry, and the Windows login name of the person doing the entry is added to the cell adjacent to the time stamp.

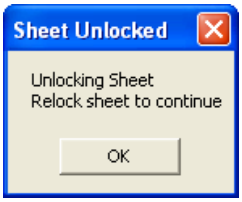
Once you have all these items configured, you are ready to use the form.

Data Entry

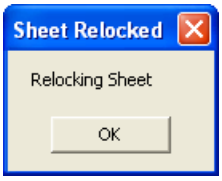
The form comes with some sample data. To clear it, press CTRL-R. This activity will clear out all old data and reset the active cell to Column A directly below the header row. A safeguard is in place to prevent accidental data removal.



To correct already entered data, press CTRL-T. This will toggle the sheet to an unlocked state allowing updates to any cell.



Make the adjustments and the press CTRL-T to toggle back to locked mode.



Go ahead. Play with the form, you can't break anything.

It is suggested that you make a copy of the spreadsheet for each of your data entry needs.

This spreadsheet is not the be-all and end-all of data entry but it does demonstrate the principles needed to design a spreadsheet where data entry must be tightly controlled.

The code is surprising simple. About the only thing to add for additional security is a password to the locked forms.