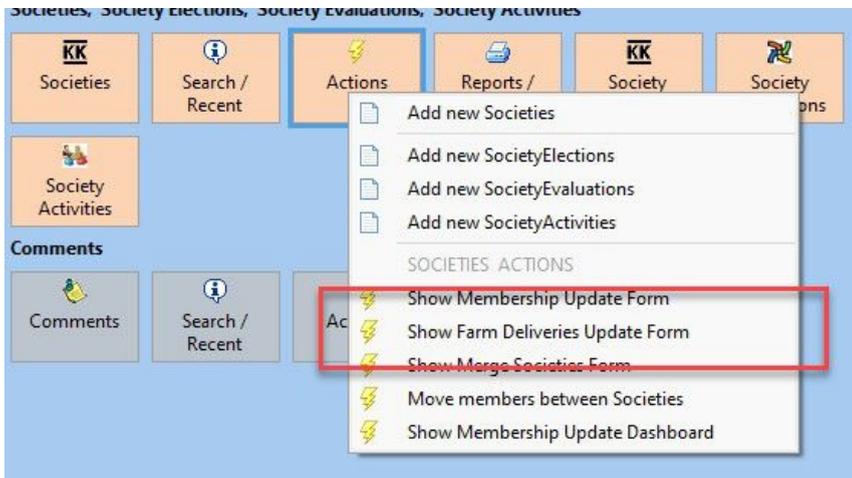


# Farmer Deliveries Rapid Entry Grid

A Rpaid Entry Grid has been added to speed up data-entry for FarmerDeliveries. This allows entry from the data-sheets returned by Recorders to be entered onto the system more quickly.

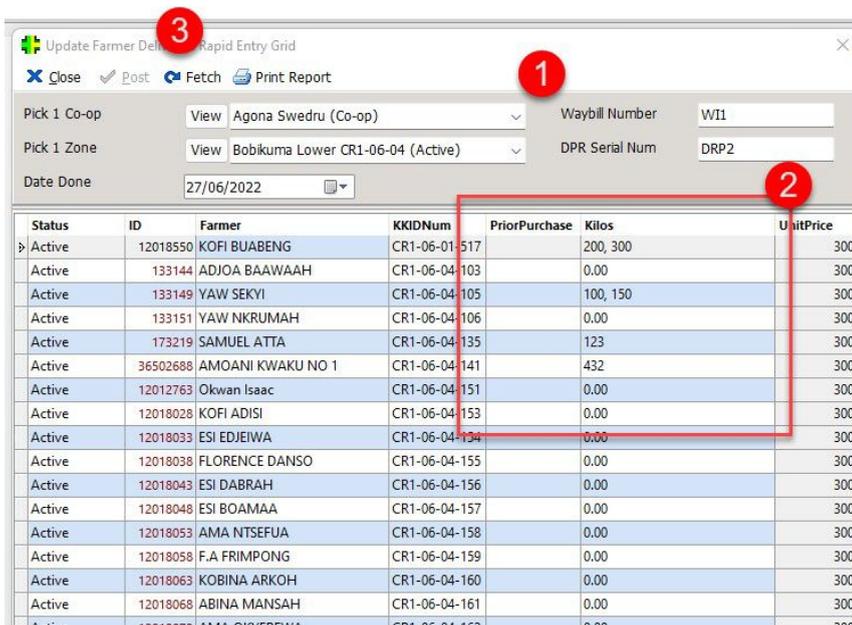
## Accessing the Rapid Entry Grid



Farmer Deliveries Rapid Entry Grid

To access the grid, select "Show Farm Deliveries Update Form" from the "Societies" "Actions" icon.

## Using the Rapid Entry Grid



Areas of the Rapid Entry Grid

The image above shows the Rapid Entry Grid once some data-entry has been undertaken. A "Co-op" and "Zone" have been selected, Membership data has been fetched, and some data for "Kilos" delivered have been added.

1. When the grid first opens the Co-op and Zone will be blank. Select a Co-op, then pick a Zone. Only Zone's for the picked Co-op will appear in the list. In the top part of the Form the user should also pick a "Date Done" (the date of the transactions) and enter a Waybill Number and DPR Serial number.
2. The user can then enter all cocoa deliveries for farmers, row by row. Note that if a farmer has made more than one delivery **with the same date, waybill and DPR number** they can be entered separated by commas.
3. Once the data for a single Waybill / DPR Serial number / Date is all entered the "Post" button will illuminate. Click this button to post all the data to the database.

The user should then repeat the above steps for **all** zone, dates, waybill and DPR details that they have to.

Each time the "Zone", "Date Done", is changed the user should click "Fetch to return new data. "Waybill" and "DRP Serial" will be reset each time the user clicks "Fetch."

Note that the "PriorPurchase" column is added (blank in the above example) which shows the latest date recorded in FarmerDeliveries for each farmer. This field is added to make it easier for the user to check when a farmer's data was last entered, to ensure there is no double-entry of data.

Remember, you can double-click on any row to see the data about the selected Farmer. This allows cross-checking of the data which has been added.