

## Admin Session 2:

### FORM DATA



## Form Data

- Form Data in E-Com may be accessed by level 2 users via the “Admin” menu.
- This menu is available from the Preferences screen or, for newer versions of E-Com, via a drop-down list on the Admin screen (reducing the number of steps required).
- Form Data is where all the forms that have ever been assigned to a student record in E-Com are stored. Including the deleted ones!
- Form Data only saves forms, it does not save temporary text – if a staff member deletes a form, you can bring it back, but if a staff member deletes text from within a form, it is gone.

## Form Data, cont.

- **A few things to know about Form Data:**
  - Every form ever assigned to a student is saved here;
  - Forms are related to student records via the ID field – this contains the E-Com ID, not the student number or the SSID.
  - Negative numbers in the ID field connote forms that no longer appear in student records.
  - “-1” in the ID field means that this form was deleted.
  - “-3” in the ID field means that this form was in a batch and the entire batch was deleted.
  - “-2” in the ID field means that the form was never fully assigned for one reason or another; we can safely ignore these records.

## Undelete a Form

- **The most common operation an E-Com administrator needs Form Data for is undeleting a form that has accidentally been deleted.**
- **To do this, it helps to have some basic information: student name; form number; the batch it was deleted from; the date deleted; etc.**
- **Once you have at least two of the above data points for the missing form, you can start the “undelete” process.**

## Undelete a Form, cont.

- Click on the Admin button, and select “Form Data” from the drop-down available under “Admin Tools” (or click the Pref button if you have an older copy of E-Com).
- In Form Data, click the Find button.
- In the ID field, enter <0 so that you only find deleted forms and batches. This is the first field in the Student Information tab.
- Then enter any other info you have on the form you want to find. (Easiest is student name and form number.)

## Undelete a Form, cont.

- Three or more characters of the first and/or last name can be entered in the First/Last field in the Student Information tab.
- The form number can be entered in the Form ID field, the first field in the Form-Specific Information tab, to the right of the Student Information tab.
  - Be specific about form number. If it is form 82.11, entering 82.1 will NOT find it.
- Once you have entered the data you have, hit the Find button again, or hit your Return key.

## Undelete a Form, cont.

- If you get more than one return, go through the records carefully.
- Check for date deleted, staff name, anything that will help you determine exactly which form should be undeleted.
- Once you have the form you want, check to see if it is marked as -1 or -3.
- If it is a -1, that means that the original batch that it was deleted from is still available on the student record, and it will be placed back in that batch when it is undeleted.
- For -1 records, click the “Undelete Form” button at the top of the screen. The ID field should change to match the student’s E-Com ID, and you should get a message that the form has been returned to the student record.
- Click on the blue First/Last link by the student name, and you will go to the student record, where you may check to make sure the form is there.

## Undelete a Batch

- If the form record is marked with a -3, that means that the entire batch was deleted. In this case, it may be easiest to restore the entire batch, even if you only need one form from it.
- Check the “Batch Link” field in the Batch Information tab. It should be a negative number. Copy or write down this number.
- Click Find again.
- Paste or type the negative batch link number into the Batch Link field on the Find screen, and hit Return or the Find button again.
- This should find all forms that were assigned to that deleted batch.

## Undelete a Batch, cont.

- Once you have all the forms from the deleted batch together, you can click the “Undelete Batch” button at the top of the screen.
- The ID field and the batch link fields should change from negative to positive numbers, and you should get a message that the batch has been returned to the student record.
- Go to the student record and verify that the batch is returned.
- If you only needed one or two forms from the deleted batch, you may move those forms to a different batch on the student record, and delete the batch again.

## Form Data Fields

- There is a great deal of information contained in Form Data.
- Be very careful not to delete or edit any data from any of the fields when you are doing Finds.
- Other ways Form Data that may be useful:
  - Finding how many Spanish forms are in use – do a search for Spanish in the descriptor field.
  - Finding forms that a specific staff member created or modified.
  - Finding specific forms that have been recently modified (progress reports, for instance).

## Other Form Data Functions



- There are a couple of other functionality buttons on the Form Data screen, for creating batches.
- These are, generally speaking, for districts upgrading from older versions of E-Com where forms were originally not shown on the student screen in batch view.
- Using these buttons allows them to collect their older forms, put them in specific batches, and have those batches display on the student screen.
- Further details may be found in the Admin manual. Those districts in need of this functionality can arrange for additional help.