

CLA Digital Record Form User Instructions V5

Applies to Digital Record Form V1.26

August 2008

1. The "CLA Digital Record Form" (DRF) data capture spreadsheet (the Form) is distributed by email as an Excel file and as a zipped Excel file. A CD Rom version will be posted on request. Save a copy to a suitable location and keep the original safe.
2. New features/fixes for this version include:
 - Reference to new Comprehensive Licence, including new 'Source' code
 - Capacity for 5,000 course codes or reported extracts
 - 'Sort Codes' button to remove blank rows and sort by course code, preserving 'uref' (user reference) field
 - Improvements to print preview so form and course descriptions can be printed more easily
 - All fields set to word wrap
3. The Form has been tested for Excel versions 2000 and upward. Please report any technical issues to ben.powell@cla.co.uk (Surveys Data Analyst), or use the same address for any other information, including issues of compatibility with Apple Macs, Vista or Excel 2007. You can also call 0207 400 3183 for a direct line. If Ben Powell is not available then please call 0207 400 3181 and ask to speak to Kyle Page (Surveys Coordinator).
4. The Form contains macros for its operation so the Enable Macros option should be okayed if prompted; or else if this dialogue box is not seen then the security settings in Excel should be set to a level lower than High (*Medium is recommended*), through Tools, Options, Security; or Tools, Macro, Security, and the Form re-opened. The macros control the following features:
 - ISN validation: row by row and with the check all ISN and sort codes buttons
 - Cell navigation from left to right and to begin a new line
 - Validation of the ABC codes on the right hand side of the form
 - Limits on editing, copying and pasting to preserve the document functionality
 - Sorting the course codes in the course codes tab and course code navigation
5. If a valid ISN (including 13 digit formats) is entered in column F then the entry will turn green. An invalid entry will turn red. This should indicate clearly whether the macro is activated or not. An invalid number can still be entered if the entry is confirmed when prompted "Press cancel to confirm". Please visit the following addresses for information on what constitutes a valid ISN (ISBN or ISSN):
 - <http://www.isbn.org/standards/home/index.asp>
 - <http://www.issn.org/2-22636-All-about-ISSN.php>

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6. The Form operates on a row by row basis. ***If you need to copy and paste data a row at a time or across multiple rows open the form and choose to disable macros; save, and re-open the form with macros enabled when finished.*** (The check all isn button can be used at this stage). *Please use the paste-special option and paste only the value or 'text' so as to not affect the document formatting.*
7. All information should be filled in as completely as possible.
8. It is possible some errors may be discovered that were not trapped during testing. Please report these to CLA as soon as possible so that subsequent software updates can incorporate any required amendments.
9. The tabbing order on pressing enter is left to right except in the final column where if data is entered then the cursor will return to a new line.
10. Some regions of the document are protected against editing to preserve the document format. The top half of the screen is frozen so column headers are always visible.
11. Please enter a record for every event and save work regularly.
12. Thank you for taking the time to read these instructions.