

To fill out a Data Entry form do the following steps:

1. Navigate to the **Data** tab at the top of the Pani platform's main page.
2. On the left side of the screen, you will see a menu. Ensure "Data Entry" is highlighted (default)
3. Select the form you which to enter data into. "RO Feed Report" in this example. You will see the form with any previous entries on the main screen.

The screenshot shows the 'Tools' menu on the left with 'Data Entry' highlighted. Below it, 'Workflows' includes 'RO Feed Report' which is also highlighted. On the right, a table displays historical data for 'RO Feed Report' with columns for Datetime, Feed Flow (gpm), and RO pH.

Datetime	Feed Flow (gpm)	RO pH
2021-12-27 16:00:00 PST	68882	6.9
2021-12-28 16:00:00 PST	68876	6.9
2021-12-29 16:00:00 PST	69543	6.9
2021-12-30 16:00:00 PST	72348	6.9
2021-12-31 16:00:00 PST	69982	6.9

At the bottom right, an 'Add Data' button is highlighted with a red box.

4. Tab over to the "Add Data" button located on the upper right of the main screen and press enter on the keyboard or Click on it to open the selected form where you can enter data.

The screenshot shows the 'RO Feed Report' form with various data entry fields. A date and time picker is open, showing a calendar for June 2022 with the date '30' selected. The 'Now' button at the bottom of the calendar is highlighted with a red box.

**RO Feed Report**

Feed Flow: 73150 gpm | RO pH: 6.9 | RO Temp: 75.3 °F

EC: 1678 mmhos/cm | Turbidity: 0.02 NTU | Cl2 free: 0 ppm

TL Flow: 0.16 | Cart.Filter dp: 6.3 psi | Cl2 Total: 3.6 ppm

Buttons: Cancel, Save

5. Press Tab, then enter on the keyboard or Click on the Select date & time window.
6. Click on the "Now" button located at the bottom of the date calendar to select the current date and time.
7. Tab through the data entry fields, (selected field will be highlighted) entering your data in each selected field.
8. Once filled in, confirm entries and Tab over to the "Save" button, press enter to save your data.
9. You can scroll to the bottom of the main screen to view your recent form entries.
10. If you made a mistake, double click on the entry to open the form once again for editing.

2022-06-30 00:00:00 PDT	76830	6.9	81.9	1773	0.03
2022-06-30 17:00:00 PDT	76830	6.9	81.9	1773	0.03