

DISCS II: data entry

You should already have been given detailed information about the DISCS II program along with the software. However, the following pages contain a brief guide to entering your observation into DISCS II.

To move the cursor around the screen you can use the 'Tab' key or your mouse.

- To enter your observation press:



- A data-entry screen will be displayed. Enter the appropriate date (i.e. this will be either today's date for today's observation, or another date if you need to make some corrections). The format is 'ddmmyyyy' (e.g. 3/6/02 is entered as 03062002).



- Click 'OK' or press 'Return'.



- If there was an error, you will be asked to try again. Check your date and eliminate any error by selecting the number you want to change. Delete the original and type the correct number.



- Click 'OK'.

Example of the data-entry screen with data already entered

Data entry/correction for Example Station on 28 January 2002 at 0900

TOTAL CLOUD	5	GRASS MINIMUM	5.0	SNOW DEPTH	0
WIND DIRECTION	250	CONCRETE MINIMUM	5.4	RAINFALL	xx00
WIND SPEED	20	10 cm SOIL	7.9	SUNSHINE	0.2
PRESENT WEATHER	01	20 cm SOIL	8.4	Weather SNOWSLEET	0
VISIBILITY	8	30 cm SOIL	8.3	Weather HAIL or ICE	0
DRY BULB	9.0	50 cm SOIL	8.2	Weather THUNDER	0
WET BULB	7.0	100 cm SOIL	8.1	Weather GALE	0
MAXIMUM	11.5	STATE OF GROUND	Without snow - 1		
MINIMUM	7.0				

This is the fourth weather group it is checked against the wind speed group and can have values of 0 or 1

Weather diary OK < Day before Next day > Quit

This shows all the weather elements that are reported at your station. Put your observed values into the blank white boxes, or correct the values shown if you are making a correction.

You can move between the boxes by using the mouse, the 'Return' key, or the 'Tab' key.

To help you, a brief description of the element being entered is shown at the bottom of the screen.

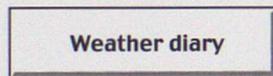
Notes

- DISCS II will automatically 'throw back' particular values to the previous day, so ensure you enter ALL values for the same day.
- A trace of rainfall, 'TR', can be entered and will be archived. Note that when the monthly data are printed out, it will appear as zero.

Code up information following instructions within the 'Making climate observations' booklet. However, the following exceptions apply:

- use a decimal point for entering all temperatures and rainfall amounts;
- do not abbreviate wind directions (e.g. 360 is entered, not 36); and
- if you are unable to enter a particular data value, leave the box BLANK. This might be due to an instrument being broken or perhaps nobody being available to carry out the observation. A suitable explanation can be added into the weather diary section.

Select the



button to enter your comments.

The weather diary is shown in two parts, 'before 0900 GMT' and 'after 0900 GMT'. You can only use normal letters and capitals so, if you want to use Beaufort

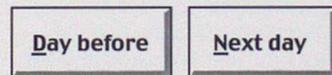
letters, you will have to enter the subscripts as normal letters. For example, continuous slight drizzle would need to be entered as 'dodo'.

If you click 'Cancel' you will be asked 'Are you sure?'. Click 'No' to go back to where you were, or click 'Yes' to go to the data-entry screen without saving what you have just typed (any original entry will remain unchanged).

Click 'View month's diary' to see all saved diary data so far for the current month. If you now click 'Print', all these data will be printed for you.

Click 'OK' to return to the data-entry screen, saving what you have just typed and over-writing any previous entries.

While in the data-entry screen, you can use the



keys to move backwards and forwards around your current day, so you can enter more than one day of data without having to go back to put in the date.

When you have finished entering all your readings, click the 'OK' button. At this point, the computer carries out basic quality-control checks on your data. If all the data have been entered correctly, they are saved, and then you will be returned to the main menu.

If, however, any data are incorrect, the element will be 'flagged' in red, and the data must be changed, until the computer is satisfied that it passes the quality control.

In some cases the check will bring up a box giving you three options – 'Abort, Retry, or Ignore'.

By pressing the 'Ignore' button, you can leave the data as it is and continue. Pressing the 'Retry' or 'Abort' buttons will allow you to change the data before continuing.

If your DISCS software has been set up to send e-mails every day, an e-mail message will be created when you click the 'OK' button. This will only be sent if you are typing the data in on the day it was observed. If you are typing data in arrears, the following check box will be visible in the bottom left-hand corner of the screen.

E-mail this observation

If you click on this check-box, the data will be e-mailed when you click on the 'OK', 'Next-day' or 'Day-before' buttons. If you have already sent the data or you don't want to send the observation at this time, leave the box unchecked.

You can choose 'Quit' at any time. You will be asked 'Are you sure?'. Type 'yes' to return to the main menu without saving any changes.