How to import Code tables into an Epi Info™ 7 project?

When developing forms using Epi Info™ 7, users can create drop-down lists to allow selections of values in a field. These fields are commonly referred in Epi Info™ 7 as Legal Values, Comment Legal and Codes fields. These fields provide control during data entry and limits potential typing errors.

The drop-down lists can be created manually in the Form Designer module of Epi Info™ 7 or by importing a reference list in a different data format into their Epi Info project.

BEFORE YOU BEGIN

- ✓ Install the latest version of Epi Info™ 7 on your computer.
- ✓ Have your data source readily available.

This document provides steps to import code tables using the Visual Dashboard module.

1. Open the Visual Dashboard module from the Epi Info™ 7 menu.
2. Right click on the canvas and select the **Set Data Source** option.
3. Select the **Database Type** (i.e. Excel, Flat Ascii, etc.) of your reference list.
4. Specify the **Data Source** of the file list.
5. Click **Ok**.

NOTE: If using an Excel spreadsheet, please ensure that the first row in your Excel spreadsheet contains your field names. If your spreadsheet contains any headers and titles above the field names, please remove them from your spreadsheet.

Your data should have been loaded into the Visual Dashboard at this point. Next, export the desired columns in your dataset to a table in your Epi Info™ 7 project. Once imported, this reference table can be linked to any of your Legal Values, Comment Legal and Codes fields in your form. To export the data, complete the following steps:

1. Right click on the canvas and select the **Export Data** option.
2. If you created a project using MS Access as the data format, select **MS Access 2002-2003** as the **Output Format**. If your project was created using SQL Server, select the Microsoft SQL Server Database.
3. Specify the name and location of your project in the **Connection information** section.
4. Using the word "*code*" as your prefix, give a name to the **Destination Table**. For

example, codeCounty if you are importing a reference list that contains a list of the counties in your state.

5. Select the fields to Export (if more than the field/column is desired).
6. Click **Ok**.

Now that the code table is part of your Epi Info™ 7 project, you can go into the Form Designer module and link the newly imported table to your Legal Value, Comment Legal or Codes field in your form.

Example: Let's assume that your Legal Value field on your form is called County Name and you want to link your field with the recent reference table that you imported into your project. In order to do so, try the following steps from Form Designer after opening your form:

1. Right click on the Legal Value field in your form
2. Select **Properties**
3. Click on ellipsis button located in **Data Source** section
4. Click on **Use Existing** button.
5. Select the codeCounty table
6. Click **Ok**.
7. Click **Ok**.
8. Click **Ok**.

Now, the field in your form should have the county name list available for selection by the users during data entry.