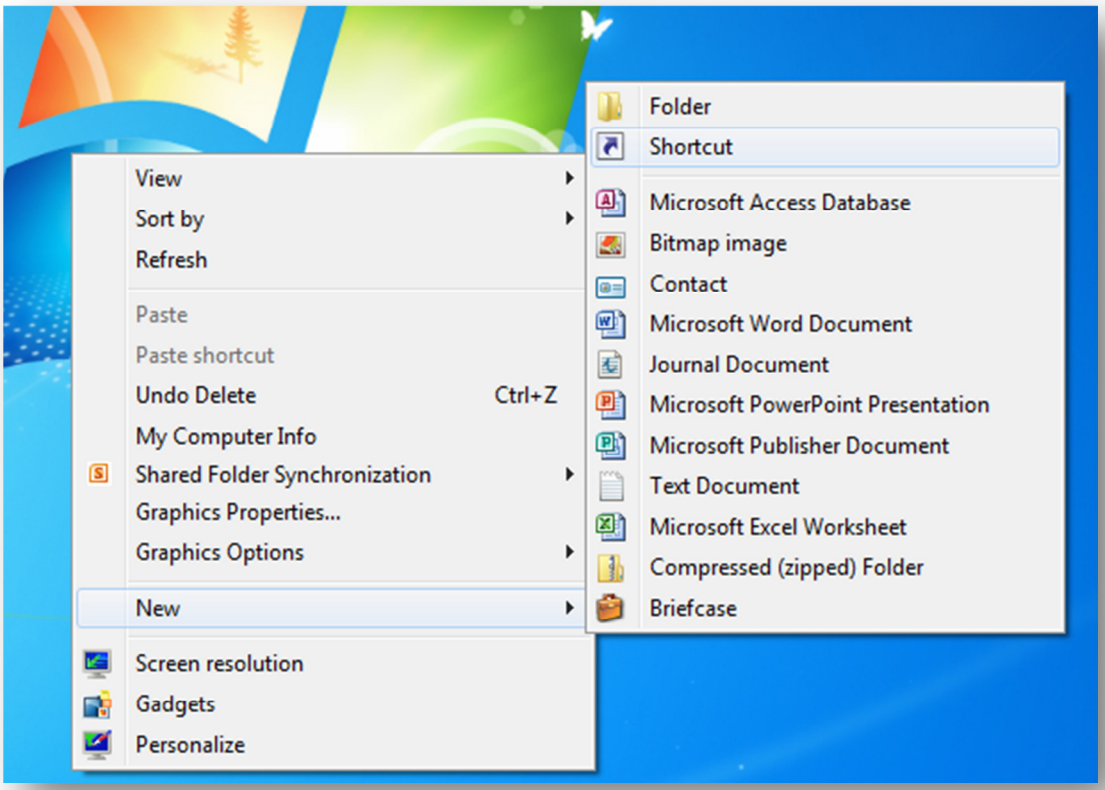
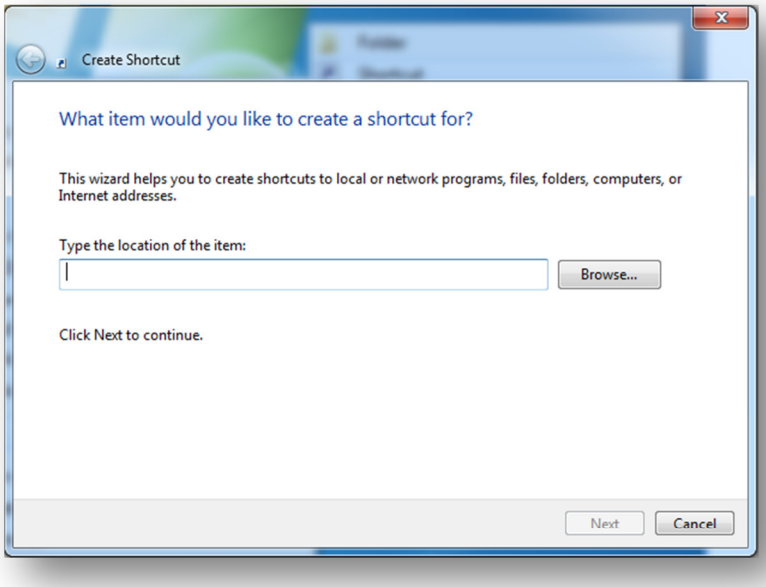
# How to create a shortcut to run a data entry screen for Epi Info™ 7

The following document guides the user though the process of setting up a short cut for automatically opening a specific Epi Info 7 form in a project without requiring the user to access the main menu of Epi Info 7. For this example, we will set up a shortcut to open the FoodHistory form available in the Ecoli project (EColi.PRJ) available in the Projects directory of Epi Info 7.

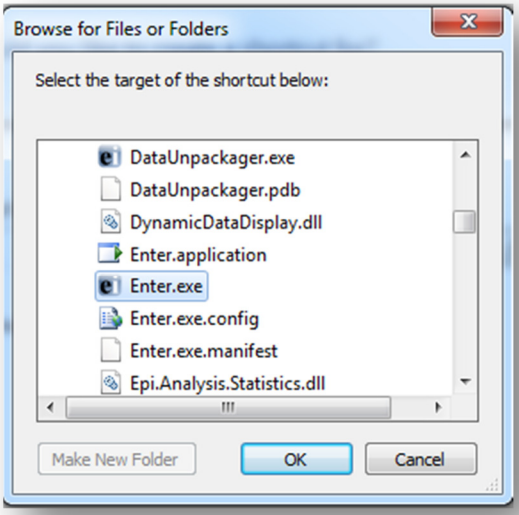
From your desktop, complete the following steps;

- Right mouse click on the Desktop
- Click on New
- Click on Shortcut as shown screen shot below



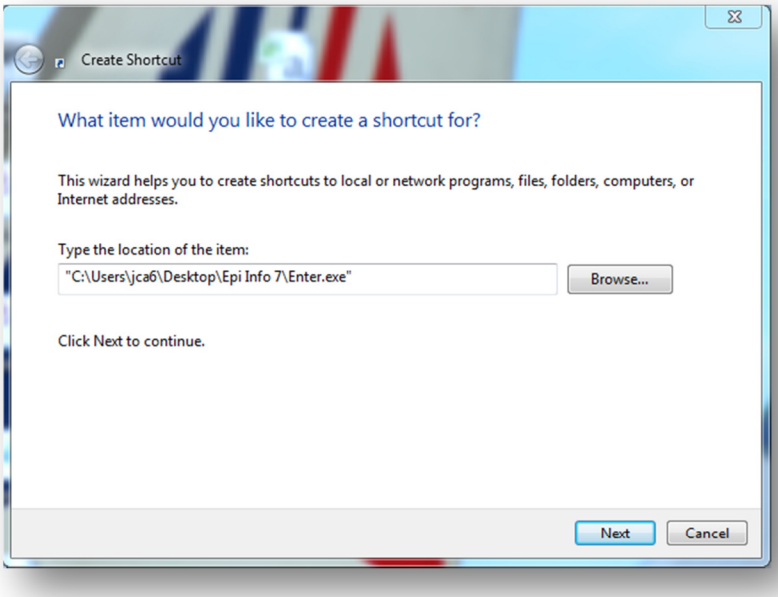



- Click on the **Browse** button
- Navigate to the location where Epi Info 7 has been installed. In this example, Epi Info 7 has been installed on our Desktop.
- Navigate to the \Epi Info 7\
- Click on the "Enter.exe" file.




- Click Ok

The window should now look like this;



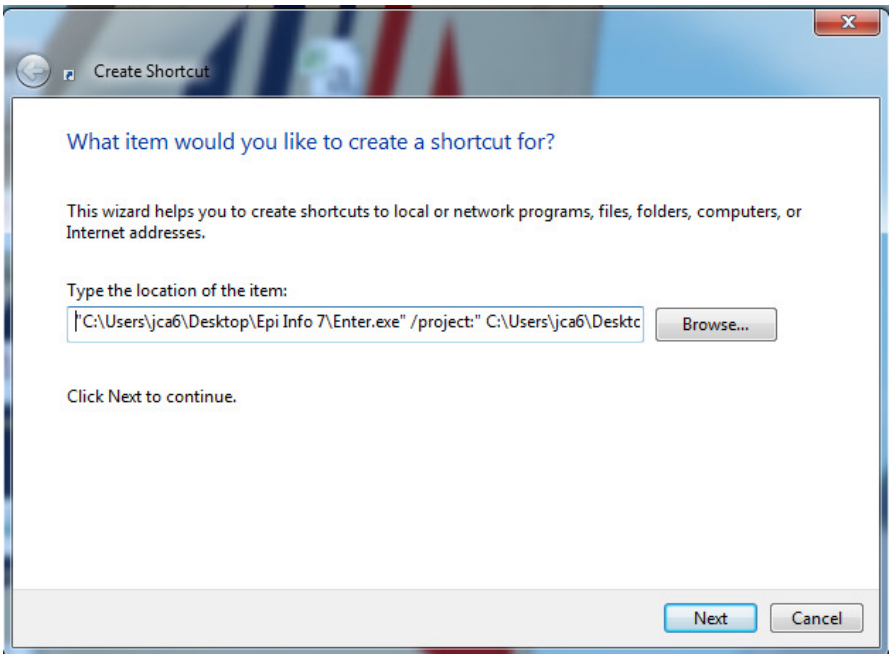

An additional parameter will need to be added afterwards as shown below: The parameter is:

/project:" C:\Users\jca6\Desktop\Epi Info 7\Projects\Ecoli\Ecoli.prj"
/view:"FoodHistory" /record:"*"

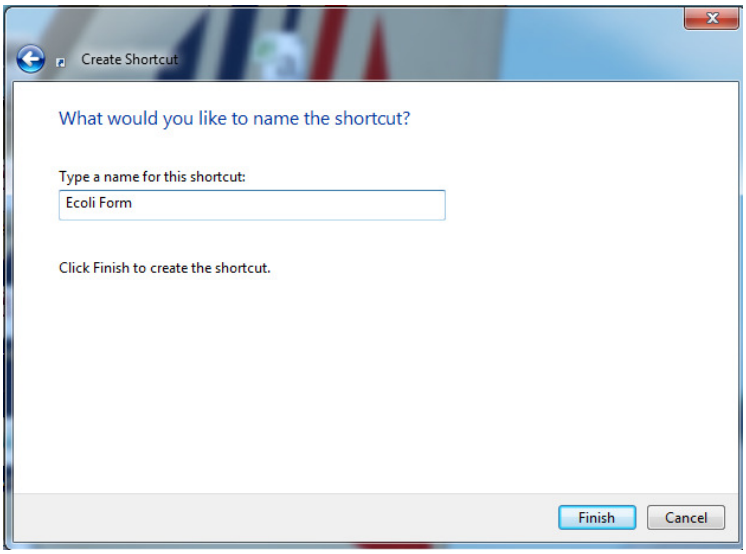
| **Parameter** | Description |
|---|---|
| **/project:** | Required EI7 parameter. Do not modify. |
| **"C:\Users\jca6\Desktop\Epi Info 7 \Projects\Ecoli\Ecoli.prj"** | Path to location of Epi Info 7 project |
| **/view:** | Required EI7 parameter. Do not modify. |
| **"FoodHistory"** | Name of Epi Info 7 form |
| **/record:"*"** | Optional parameter; start on a new record. |

- Once completed, the location of the item might look like this (computer name will change):

"C:\Users\jca6\Desktop\Epi Info 7\Enter.exe" /project:"C:\Users\jca6\Desktop\Epi Info 7\Projects\Ecoli\Ecoli.prj" /view:"FoodHistory" /record:"*"




- Click on **Next**.
- Type a name for your Shortcut in the **Type a name for this shortcut:** text box. You can name it *E Coli Form*.




- Click on "Finish" button.
- Finally, double click on the *Ecoli Form* shortcut to automatically run the data entry screen that you just created.