

TIBCO Statistica™

Data Entry Admin Guide

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Two-Second Advantage®



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TIBCO Documentation and Support Services

How to Access TIBCO Documentation

Documentation for TIBCO products is available on the TIBCO Product Documentation website, mainly in HTML and PDF formats.

The TIBCO Product Documentation website is updated frequently and is more current than any other documentation included with the product. To access the latest documentation, visit <https://docs.tibco.com>.

Product-Specific Documentation

Documentation for TIBCO Statistica™ is available on the [TIBCO Statistica™](#) Product Documentation page.

The following documents for this product can be found on the TIBCO Documentation site:

- *TIBCO Statistica™ Installation*
- *TIBCO Statistica™ Quick Reference*
- *TIBCO Statistica™ Release Notes*
- *TIBCO Statistica™ Admin Guide*
- *TIBCO Statistica™ Product Traceability*
- *TIBCO Statistica™ Configuration for Windows Server 2012*
- *TIBCO Statistica™ Data Entry Admin Guide*
- *TIBCO Statistica™ Server Administrator's Guide*
- *TIBCO Statistica™ Options Configuration*

How to Contact TIBCO Support

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- For an overview of TIBCO Support, visit <http://www.tibco.com/services/support>.
- For accessing the Support Knowledge Base and getting personalized content about products you are interested in, visit the TIBCO Support portal at <https://support.tibco.com>.
- For creating a Support case, you must have a valid maintenance or support contract with TIBCO. You also need a user name and password to log in to <https://support.tibco.com>. If you do not have a user name, you can request one by clicking Register on the website.

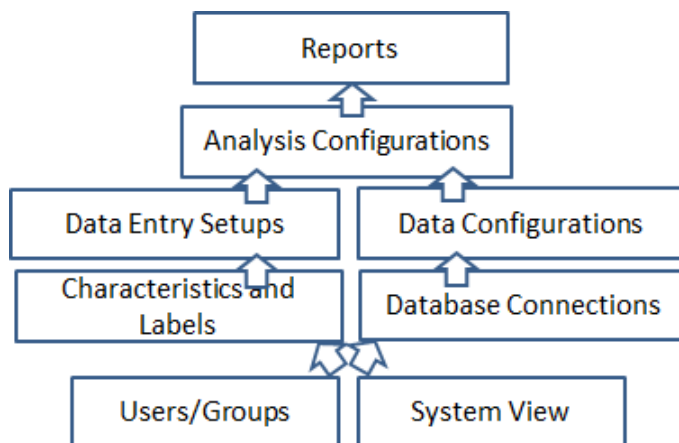
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Overview

Use Statistica Data Entry to configure data entry scenarios and to administer data entry via web browsers. It can also be used to analyze data using all the graphical data analysis, statistical analysis, and data mining capabilities of the Statistica Enterprise software platform.

Like all objects in Statistica Enterprise, the Web Data Entry objects are created and administered via the Statistica Enterprise Manager application. The image below shows the relationships between the objects.



Statistica Data Entry objects:

- ✓ **Characteristics:** Numeric fields for a web form
- ✓ EXAMPLE: pH
- ✓ **Labels:** Text or date data for a web form
- ✓ EXAMPLE: Lot Number
- ✓ **Data Entry Setups:** Groups of Characteristics and Labels configured with specific User/Group permissions to collect the appropriate data via a web form
- ✓ **Data Entry Setup Sequences:** Grouping and ordering of Data Entry Setups

Data entry administrators create the web forms (Data Entry Setups) with the Statistica Enterprise Manager application and save them in the System View folder. These Data Entry Setups grant users access to enter data and approve entered data.

Optionally, multiple Data Entry Setups can be grouped together and ordered within the Data Entry Setup Sequence. Once set up, the sequence guides you from one form to the next during data entry.

To use the data entry forms, open a browser in Internet Explorer (IE), Chrome or Firefox and visit a URL such as [http://\[servername\]/dataentry](http://[servername]/dataentry). Turn on the compatibility mode if using IE10 or IE11.

Installation

The three parts of Statistica Enterprise with **Data Entry**:

1. Statistica Enterprise, applications
2. License Manager service
3. Data Entry, web service

The applications and services are usually installed on the same server.

Prerequisites to installing the Statistica software:

1. IE, Chrome, or Firefox installed on client computers
2. IIS with ASP.NET configured for ISAPI and CGI
3. Net 3.5 SP1, and .Net 4.6.1
4. Administrator login account/password for the database server.

NOTE:

- Choose to create a new database during installation or to use an existing Enterprise database.
- Typically Statistica Enterprise Server and Statistica Data Entry use the same database.
- Access database is not supported for Statistica Data Entry.
- The server will run a flexLM license service after the software installation is completed.

Definitions

Term	Definition
Analysis Configuration	<p>Settings within Statistica Enterprise Manager that control the analysis of data, including IQC, SVB, Ad hoc, and R configurations.</p> <p>Typical work flow:</p> <ol style="list-style-type: none">1. An analyst creates the configuration.2. A group of people execute the configuration when the information is needed. <p>NOTE:</p> <ul style="list-style-type: none">• These configurations can also be executed to generate reports.• The Database Connection and Data Configuration must be created before the Analysis Configuration can be created.• Analysis Admin (AADM) permission must be granted to users who will create Analysis Configurations.
Data Sample	Data that has been entered into a web form is known as a

	sample or record, or can be referred to as data sample or data record.
Data Verification and Approval	<p>Three methods for reviewing, approving, and electronically signing data that has been entered:</p> <ol style="list-style-type: none"> 1. Approval of sample: <ol style="list-style-type: none"> a) One person enters data. b) Second person manually reviews entered data and approves or rejects data. 2. Blind data entry, manual approval: <ol style="list-style-type: none"> a) Two people enter the same data. b) The system compares the two samples. c) Third person logs into system and reads report about the differences between the two samples. d) Third person approves or rejects the data. 3. Blind data entry, automatic approval: <ol style="list-style-type: none"> a) Two people enter the same data. b) The system compares the data. c) The system approves or rejects the data.
Double Blind Data Entry	<p>(Also known as blind data entry)</p> <ol style="list-style-type: none"> 1. Two people enter the same data. 2. The accuracy of the data entry is verified by comparing the two different records.
Characteristic	<p>Numeric data to be collected for analysis, such as pH</p> <p>NOTE: To verify the numeric data and improve the accuracy of data entry, set up reasonable low and high numbers on a Data Entry Setup (web form).</p>
Concurrent License Manager	<p>Statistica Enterprise application used by administrators to identify who is using the analytical or data entry components, and the number of licenses currently in use</p>
Configuration or Object	<p>Objects managed with Statistica Enterprise Manager, such as Data Configuration</p>
Database Connections	<p>Settings (OLEDB or ODBC provider, login name, password) that control the connection to the database.</p>

	<p>NOTE: Users who create these connections must have Database Admin companies limit this ability to information technology employees.</p>
Data Configuration	<ul style="list-style-type: none"> • Settings (SQL and filtering criteria) that control querying data. • Grant Data Admin (DADM) permission to users who will create data configurations. • Create the Database Connection prior to creating the Data Configuration. • Create this Data Configuration prior to creating an Analysis Configuration. • Grant users who need access to raw data access to run this configuration.
Data Entry Setup	<p>Groups of Characteristics and Labels configured with specific User/Group permissions to collect the appropriate data for particular scenarios. It creates and controls the web forms that data entry staff will use.</p>
Data Entry Setup Sequence	<p>A configuration used by administrators to sequence the order of web forms</p> <p>EXAMPLE: Data must be entered on the Monday form before data is entered on the Tuesday form.</p> <p>NOTE: It can also be referred to as a Sequence.</p>
Data Entry (DE)	<p>Data entry user permission</p> <p>EXAMPLE: A user with this permission can open http://[servername]/dataentry with Internet Explorer and start entering data.</p>
Data Entry Approver (DEAPPRV)	<p>Data entry approver user permission that allows opening http://[servername]/dataentry with Internet Explorer and approving data or requesting data revisions</p>
Data Entry Admin (EDE)	<p>Data entry administrator user permission that allows creating characteristics, labels, and data entry setups.</p>
Historical Edit (HEDIT)	<p>Historical edit user permission that allows editing data after it has been marked Complete.</p>
IQC (Interactive Quality Control)	<p>A type of Analysis Configuration.</p>
Label	<p>Text or date data elements on a Data Entry Setup (web form) that allow traceability.</p> <p>EXAMPLE: Lot Number</p>
Metadata	<p>Data that describes other data, managed by the Statistica Enterprise Manager</p> <p>Two types of metadata.</p> <ul style="list-style-type: none"> • Metadata used to describe or classify data. This type of metadata could be captured with a Label on a web form, or

	<p>could be a Data Entry Setup's name or a System View Folder's name.</p> <p>EXAMPLE: A process can be upstream or downstream.</p> <ul style="list-style-type: none"> • Metadata used to describe information saved within the configurations. <p>EXAMPLE: A Database Connection contains metadata on how to connect to database type (Oracle, SQL Server, Access, and flat file), login account, and password.</p>
Override (OVR)	Override user permission, typically provided to expert users only, lets you override the reasonable values that are defined on a Characteristic.
Piece	A type of characteristic or label that can have multiple entries per sample (batch).
QC	Quality Control
Statistica	Part of the Statistica Enterprise suite of products produced by Statistica. This application can be installed on a server or client computer. It contains the statistical analysis and data visualization functionality.
Statistica Enterprise Manager	Part of the Statistica Enterprise suite of products produced by StatSoft. This application provides the means for controlled creating, editing, and sharing of labels, characteristics, data entry setups, database connections, data configurations, analysis configuration, and reports. This application manages metadata about analyses.
Statistica Query	A Statistica product produced by Statistica. It can be installed on a server or client computer. This utility application is used to easily access data from a wide variety of databases (including many large system databases such as Oracle, MS SQL Server, Sybase, etc.) using Microsoft's OLE DB or ODBC conventions
Statistica Data Entry	The web-based system that is part of the Statistica Enterprise suite of products produced by Statistica. Administrators can build web forms with Statistica Enterprise Manager and publish them to specific users for data entry.
SVB	Statistica Visual Basic (programming language). SVB is a super-set of the industry standard Visual Basic language.
System View	Folder structure defined in the Statistica Enterprise Manager application to organize the storage of configurable objects. A Data Entry Setup object would be saved in a folder in the System View.
URL	Uniform Resource Locator. The address of a web page on the World Wide Web.

Unique Values for a Label

A label that contains a unique value must be a sample label.

EXAMPLES OF UNIQUE VALUES:

- Batch ID
- Lot ID
- Locator record
- Transaction number

Configuring a label object to contain a unique value prevents duplicate data entry.

EXAMPLE:

1. You manufacture a drug in three batches; A, B, C.
2. Data has been entered for all three batches.
3. Someone tries to enter data for batch A again.
4. The system displays an error.

A unique value is also needed for double-blind data entry. Blind data entry requires two people to enter the same data record. The system needs to know that two specific records should be compared.

Three methods for identifying a label as unique:

<u>Method One</u>	<u>Method Two</u>	<u>Method Three</u>
Select Require approval of samples as the approval type on the Data Entry Setup. For configuration details, read Data Entry Setup will now require a	Select Blind data entry as the approval type on the Data Entry Setup . While creating the object, the user will be prompted to declare a Blind ID . Data Entry Setup will now require a unique value.	Configure a label for Statistica Product Traceability and add it to a Data Entry Setup. Ensure that Product traceability options is selected on the Label and the Data Entry Setup. All data entered into the system will now require unique values.

Users and Groups

Use the Statistica Enterprise Manager application to maintaining users and groups.

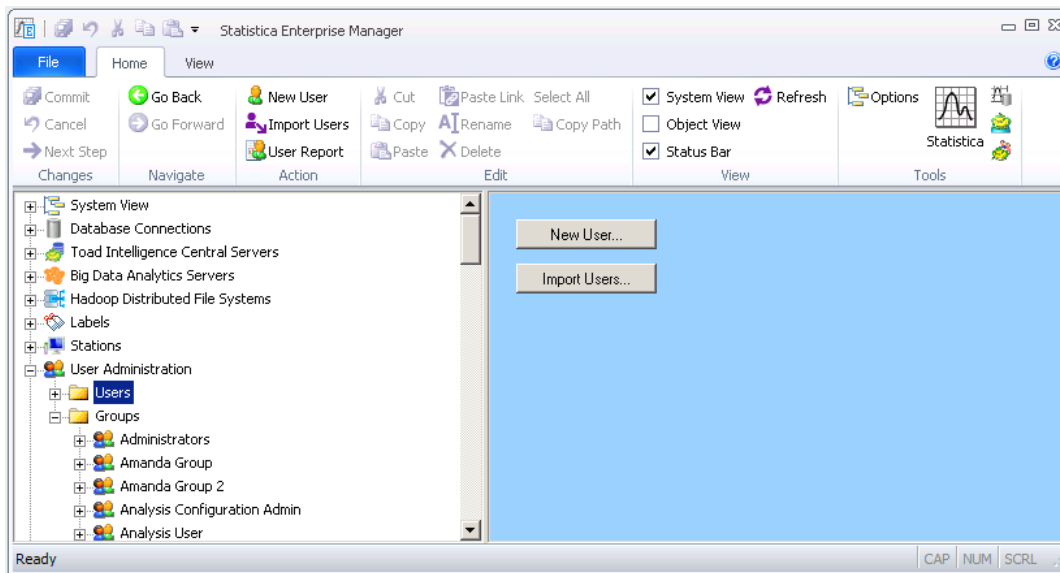
Two types of users:

- Native Statistica Enterprise users
- Imported Windows domain users

Native Statistica Enterprise users exist only within Statistica Enterprise and Web Data Entry.

To create a new user, click the **New User** button.

Integrated login is possible when you import existing Windows domain users



Permissions

We recommend structuring groups for two levels:

- **System level groups** define what applications or areas of the system their users can access.

Typical names for **System level groups**:

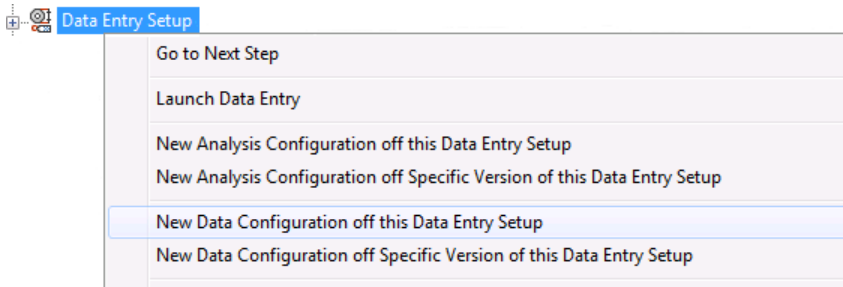
- Data Entry Admin
 - Data Entry Approver
 - Data Entry User
- **Object level groups** grant users edit and read permission to configurations. These groups typically do not contain any system permissions.

EXAMPLE: Team North can more easily share configurations with the entire team.

A list of system permissions that can be applied to users or groups:

NOTE: System Admin (SADM) has all of the permissions listed below.

- Analysis Admin (AADM) can create Analysis Configurations through the Enterprise Manager system view. Data entry administrators might need this permission to create a New Analysis Configuration off this Data Entry Setup.



- **Data Admin (DADM)** can create **Data Configurations**. Data entry administrators might need this permission to create a **New Data Configuration** off this **Data Entry Setup**.
- **Data Entry (DE)** can enter data.
- **Data Entry Admin (EDE)** can create **Characteristics, Labels, and Data Entry Setups**, which are the permissions required to set up the data entry form.
- **Data Entry Approver (DEAPPRV)** can approve or request revisions to the entered data.
- **Historical Edit (HEDIT)** can edit complete data.
- **Override (OVR)** can enter data that is outside of the low and high range for numeric values.
- **User (USR)** can run Statistica Enterprise Manager. This base permission is needed for anyone who creates any configuration.
- **The SYSTEM user** in Statistica Enterprise Manager supports the blind data entry process. The system records that the SYSTEM user last modified a web form to either approve or require revision. This user cannot be deleted or modified.

Work Flow

The different levels of data entry user permissions ensure that users follow a specific workflow, which protects against missing or incorrect data. The workflow requires that data be complete and approved.

EXAMPLE 1:

Example work flow from data entry to data analysis with the **Require approval of samples** option. The work flow assumes that characteristics and labels were already created.

1. An administrator creates a **Data Entry Setup** in Statistica Enterprise Manager and selects the **Require approval of samples approval** option.
NOTE: This workflow does not require using a unique value in a sample label field; however, optionally it could be used with UniqueLabels. See the System Options, IIS section.
2. A user with **Data Entry (DE)** permissions enters the data. The data can be saved and the form can be completed at another time.
3. Later, the user with **Data Entry (DE)** permissions logs into the website again to enter more data and select the **Complete** option. The data must be complete before it can be approved. Once a sample is complete, it cannot be edited by a user with **Data Entry (DE)** permissions unless it is marked as **Requires Revisions**. Only a user with **Historical Edit (HEDIT)** permission can edit a complete data record.
4. A user with **Data Entry Approver (DEAPPRV)** permissions reviews the data, and marks it

as either **Approved** or **Requires Revisions**. This user must be different from the user who entered the data, except when otherwise allowed in Statistica Enterprise Manager, **System Options, Data Entry**.

5. Data that requires revisions must be modified and marked as complete again before it is eligible for approval.
6. Email notification can be sent to designated users whenever a sample is marked as **Complete, Approved**, and/or **Requiring Revision**.
7. Data entry activities can be recorded in an audit log.
8. An administrator sets up the data source for analysis by creating a **Data Configuration** from the **Data Entry Setup**. The administrator can also create an **Ad hoc Analysis Configuration** with filtering turned on.

NOTE: Data Configurations and Analysis Configurations are created for Data Entry Setups for analysis. They can be configured to only include completed data and/or approved data.

9. Analyst permissions:
 - a) Can create a **Workspace** that uses the **Data Configuration** as a data source.
 - b) Can add nodes to merge in additional metadata or limits/specifications for a quality control chart.
 - c) Can add a node to generate the quality control chart.
10. An analyst saves the **Workspace** into Enterprise Manager as an **Analysis Configuration**.
11. A business user runs the **Analysis Configuration** to look at charts based on the current data. This user may also run the **Ad hoc Analysis Configuration** to perform other analyses on the data.

EXAMPLE 2:

Example workflow for Blind Data Entry, which is used only for data entry. The work flow assumes that Characteristics and Labels were already created.

1. The administrator creates a Data Entry Setup in Statistica Enterprise Manager and selects the Blind Data Entry approval option. The company decided to use the Manual approval option because it wants to collect an electronic signature for approval from a human. The system electronically signs the approval by selecting Automatic approval.
2. The administrator reviews the Inputs properties page on the Data Entry Setup and performs the following tasks:
 - a) Selects Blind ID (the sample label that will contain a unique value: LOT123.).
 - b) Decides what other fields (Characteristics and Labels) should be compared by the system. Two people will enter data, but they don't have to enter exactly the same data. **EXAMPLE:** A comment field might need to be different for the two data entry employees.
 - c) Decides if a specific field will be allowed to not match and the data record still be approved. This may be needed in a complex manufacturing environment.
 - d) Reviews the email notification options on the Data Entry Setup and adds the email

address for the data approver. This user will receive an email when the data is complete, requires revision, or needs approved.

- e) Grants permission to use the Data Entry Setup to data entry staff and data approvers.
3. A user with Data Entry (DE) permissions enters the primary data sample.
 4. A second user with Data Entry (DE) permissions enters the matching data sample.
 5. The system then detects if the data matches or not and performs these processes:
 - a) If matching values are detected in the Blind ID label, starts comparing the other fields. Sends an email to the Data approver (DEAPPRV permission) that the data is complete.
 - b) If matching values are not detected in the Blind ID label, sends an email to the data approver (DEAPPRV permission) that the data requires revision. Sends an email to both data entry users if the data records do not match. The system does not provide any details on what didn't match. Both users should review all the fields that they entered to confirm they were correctly entered.
 - c) After this review, the users who received the required revision notification will complete the data again.

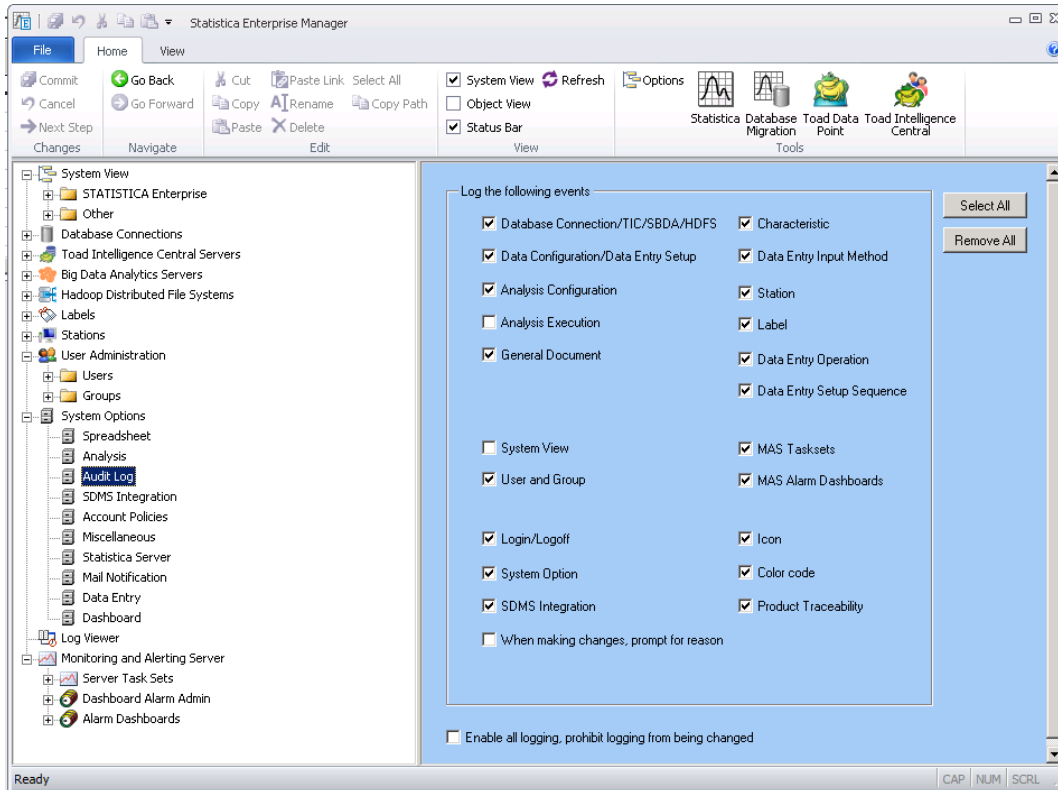
NOTE: If the two users are have difficulty matching their data records, they can log into [http://\[server name\]/dataentry](http://[server name]/dataentry) and review a report on the differences. A third user with permission on the **Data Entry Setup** can communicate which field is different.
 6. When both data records are complete, the approver logs into [http://\[server name\]/dataentry](http://[server name]/dataentry), reviews the difference report on the data, clicks the approve button, and electronically signs approval.

System Options

Audit Log

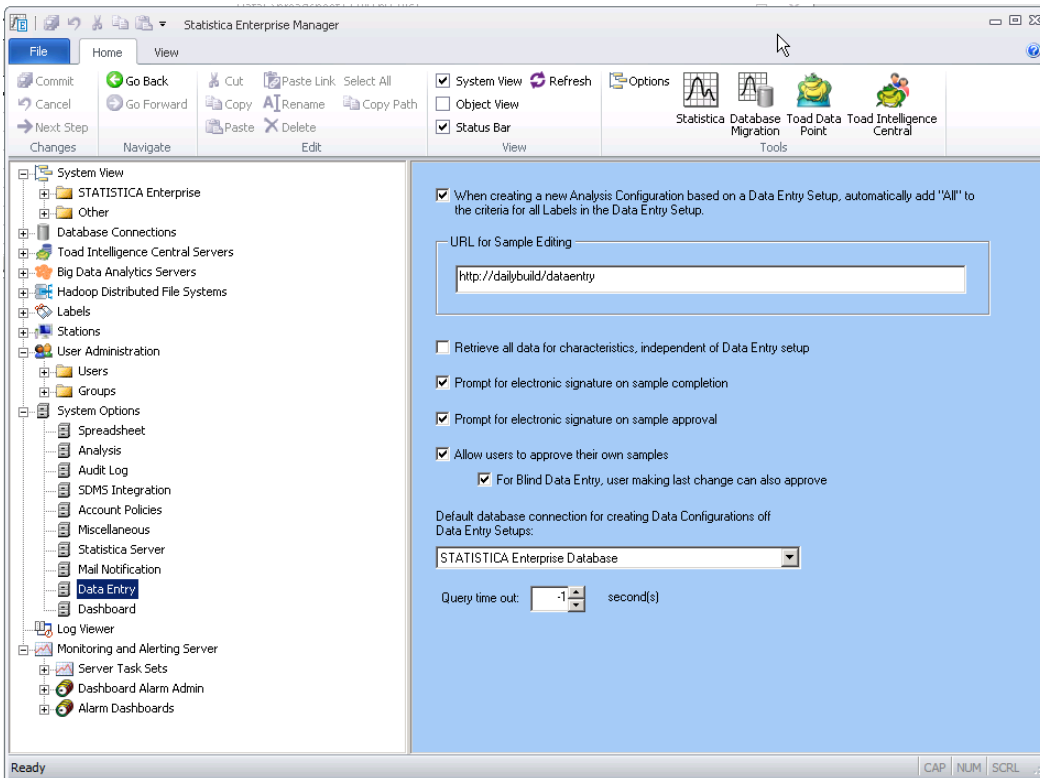
All data entry activities can be recorded in the **Audit log**, which is controlled in Statistica Enterprise Manager.

1. Under System Options, select **Audit Log**.
2. In the properties page, select **Data Entry Operation** to log data entry activities.
3. If you need to track the create/edit/delete activities for Data Entry Setups, select **Data Configuration/Data Entry Setup**.
4. Select **Data Entry Setup Sequence** to log activities related to this object.

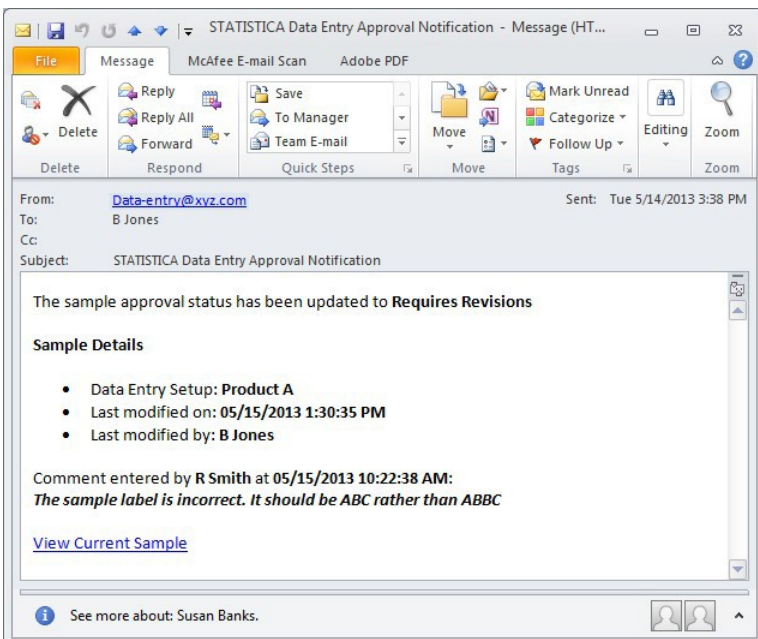


Data Entry

Under **System Options**, select **Data Entry**. These settings apply to all **Data Entry Setups**.



- Select the first check box to automatically add **All** to the criteria for all Labels in the **Data Entry Setup** when creating a new **Analysis Configuration** based on a **Data Entry Setup**.
- The system uses the URL you enter in the **URL for Sample Editing** box for outbound email notifications on data entry tasks. You can typically set it [http://\[servername\]/dataentry](http://[servername]/dataentry). The example email in the next image uses this URL.



- **Retrieve all data for characteristics, independent of Data Entry setup** is not a common use case. Since, you will usually create one **Characteristic** and use it across many **Data Entry Setups**, and you will analysis the **Characteristic** data based on the **Data Entry Setup** form, this option is not selected

by default. Only select this check box if you are interested in analyzing **Characteristics** across all the **Data Entry Setups**.

- Regulated customers typically select **Prompt for electronic signature on sample completion** and **Prompt for electronic signature on sample approval**. These options prompt for an electronic signature when the following occurs:
 - Data entry person clicks the **Complete** button
 - Approver clicks the **Approve** button

The **Allow users to approve their own samples** option is typically turned off in validated environments if the **Require approval of samples** option on **Data Entry Setups** is being used. Regulated industries typically do not allow the same person to both enter data and approve the data. However, this option can be useful for testing new Data Entry Setups in development or non-validated environments.

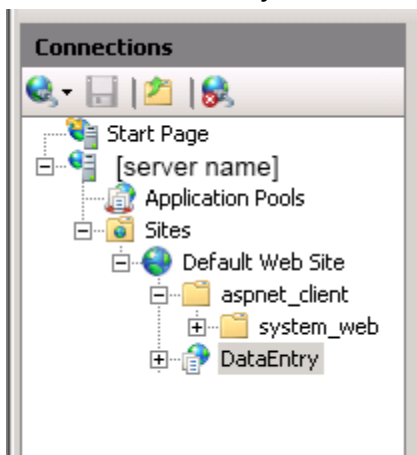
The **Allow users to approve their own samples** option and **Blind Data Entry, user making last change** can also approve options may be turned on when using **Blind Data Manual Approval** on **Data Entry Setups**. In this case, two people will enter the data. The second person will also approve the data. If these two options are turned off, you will need three people to do data entry and approval.

NOTE: After installation this database connection must be created and then used on this property page.

IIS, Application Settings

Other options are configured via **IIS**.

1. On Windows Server 2008 R2, Select the Start menu > Administrative Tools, Internet Information Services (IIS) Manager.
2. On Windows Server 2012, start the Server Manager application >Tools menu > Internet Information Services (IIS) Manager.
3. In the Connections section, open your [server name] and then Sites. Select and open Default Web Site. Select **Data Entry**.



4. Double-click the **Application Settings** icon to display the list of application settings as listed.

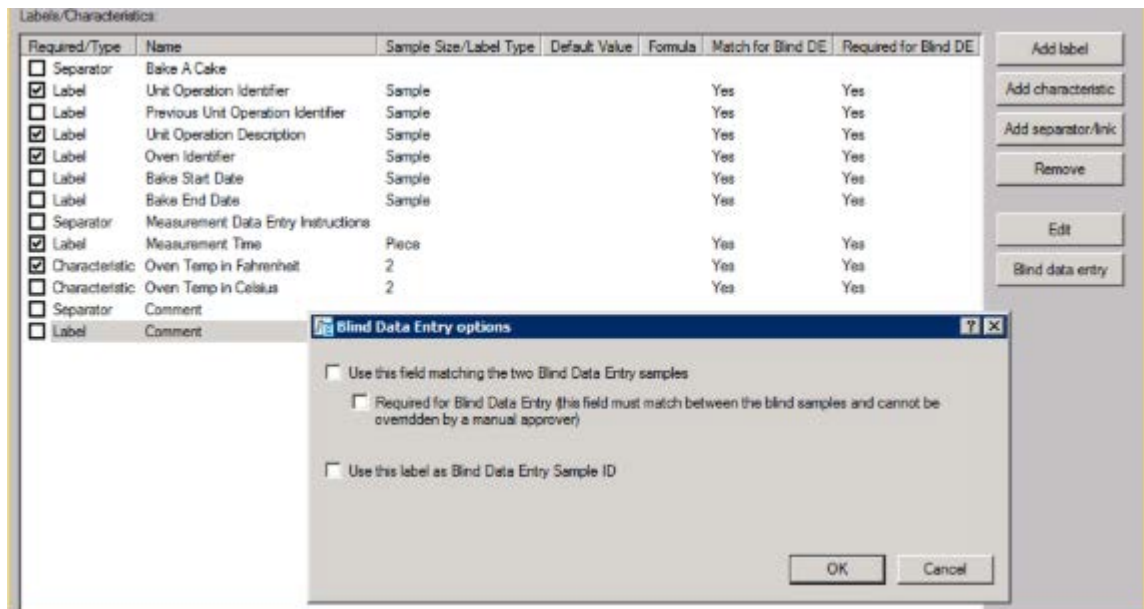
- **Aspnet:MaxHttpCollectionKeys.** Define the maximum number of form elements that can exist on an ASP.NET page. Add this IIS option if you are using forms with more than 1000 fields, otherwise your save will fail.

NOTE: Some versions of ASP.NET default to 1000 form elements, which can cause problems saving large data entry forms.

- **AutoLoadQueryLabelValues.** Possible values are **true** and **false**. By default the value is set to **true**. Automatically loads a query label's values if the query label has no dependencies or its dependencies have values defined.
- **BlindDataEntryHideMatchingValue.** Possible values are **true** and **false**. By default the value is set to **false**. Set to true to avoid displaying the **Matching Value** column on the **Recent Samples** list. This list is displayed after login into [http://\[server name\]/dataentry](http://[server name]/dataentry). The **Matching Value** column displays the unique value (sample label) such as LOT123. **Blind data entry** requires that two people enter the same data. Set this option to **false** to enable the second person can locate data entered by the first person on the **Recent Samples** list. If this option is set to **true**, the second data entry user has to type LOT123 into the label field.

Process if option set to true:

- The second person sees a blue icon next to LOT123.
 - The user clicks on the icon to automatically create a new form and populates the label with LOT123.
- **BlindDataEntryMakePrimaryOnSave.** Do not change without discussing with support@statsoft.com. It should be false for most customers.
- **BlindDataEntryPrepopulateMatchingSample.** Specific to when **Blind Data Entry** is enabled for a **Data Entry Setup**. Possible values are **true** and **false**. By default the value is set to **false**. If the value is set to **true**, when a matching sample is created, the values from the primary sample will be automatically prefilled for inputs that are not part of the **Blind Data Entry** comparison.
- **BlindDataEntryShowUnmatchedValues.** Specific to when **Blind Data Entry** is enabled for a **Data Entry Setup**. Possible values are **true** and **false**. If the value is set to **true**, when differences occur during while the primary or matching sample are saved, the different values from the other sample will be displayed to the user. When set to **false**, only the input name and piece numbers of the differences are identified to the user, and the actual different value from the other sample is not visible to the user.
- **BlindDataEntrySyncFields.** Specific to when **Blind Data Entry** is enabled for a **Data Entry Setup** and there is a field that will not match between two samples. In other words the checkbox *Use this field matching the two Blind Data Entry samples* is not selected.



The most common use case for this option is a Sample Label that is named Notes or Comments. This field is used to hold comments to communicate between the two people entering the data. Possible values are **true** and **false**. By default the value is set to **false**.

If the value is set to **true**, then the two people doing manual data entry will be sharing this field. The following is an example workflow:

1. Data Entry Person 1: Enters data on form. This is the Primary Sample. They type “XYZ” in the Sample Label field. They save the form but don’t mark it complete. This value will not be compared (matched) between the two samples. This field can be used to communicate with the second person who is doing data entry.
 2. Data Entry Person 2: Enters the Matching Sample. They see “XYZ” in the Sample Label field. They can now append additional text to this comment or replace all the text with “ABC”. They save the form and mark it complete.
 3. Data Entry Person 1: Views the Primary Sample. They see “ABC” in the Sample Label field. They append text so the Sample Label field now contains “ABC XYZ”. They save the form and mark it complete.
 4. Data Entry Person 2: Views the Matching Sample and sees “ABC XYZ”.
- **ByColumnsFirstColumnWidth.** Use to set the width of the first column displayed when a data entry form is configured to display the inputs by columns.
 - **ByColumnsWidth.** Use to set the column width for fields on the Data Entry pages.
 - **ByRowsFirstColumnWidth.** Use to set the width of the first column displayed when a data entry form is configured to display the inputs **by rows**.
 - **ByRowsWidth.** Use to set the width of the rows for the Data Entry pages.
 - **CommentNotRequired.** This is false by default. If this is set to true, then modifications (save, delete, approve) do not require text in the Comments field. This Comments field is part of every form and is not part of the data. Therefore if a customer wants a comment with the data, they must create a Sample Label to contain this information and set this to true.

- **CommentNotRequiredOnApprove.** When **Sample approval** is enabled and the sample is being reviewed by the approver, if this option is set to **true**, the approver is only required to enter a comment when the sample is marked as **Requires Revision**. If the sample is marked as **Approved**, a comment is not required.
- **CompareSampleCaseSensitive.** If this option is set to **true**, when comparing sample label data the system will compare, using case sensitive compare (so **a** is different than **A**). If false, then case insensitive compare is applied (**a** and **A** are considered the same).
- **DateFormat.** This option controls the format of the date/times that are retrieved from the database.
EXAMPLE: Dates could be entered as 10/1/2010 but displayed as ddMMMyy.
- **DateFormatLocale.** If this option is defined, it will force clients to use a specific locale just for Date/Time controls. The expected syntax of the option is a **CultureInfo** name such as **en-US** or **es-ES**. Note that this value is blank by default and not a commonly used setting.
- **DefaultDomainName.** This option sets the domain name most frequently used for integrated login.
- **DisableDatePicker.** If set to **false**, the date labels on the data entry form can be entered using a date picker control. If set to **true**, the dates must be entered as strings.
- **DisableCharacteristicDescription.** Specifies whether the **Characteristic description** defined in Enterprise Manager is displayed as part of the **Data Entry Form** visible in the header for that field. If this option is set to **false**, the description is still available as a header tooltip.
- **DisableLabelDescription.** Specifies whether the **Label description** defined in Enterprise Manager is displayed as part of the **Data Entry Form** visible in the header for that field. If this option is set to **false**, the description is still available as a header tooltip.
- **EditMaskChar.** This option sets the value displayed by **Masked edit** when nothing has been entered for a character.
- **EditMaskInteger.** Integer format string used when **UseEditMaskToEnforcePrecision** is defined as **true**. The default value is 9999999999 which would allow the user to enter up to 10 numbers for an integer value.
- **EmailFromAddress.** Set the **From email address** used when sending validation status.
- **FixedHeaders.** The default value is **true**. If set to **false**, the left column headers will not be displayed in a fixed position where they are always visible.
- **GlobalRecentSamplesMaxNumber.** This setting limits samples.
- **GlobalRecentSamplesNumberOfDays.** This setting applies to the global listing of samples across all **Data Entry Setups**. Leaving it blank causes the number of samples to be unlimited and could cause performance issues.
- **GlobalRecentSamplesNumberOfDays.** After signing into Statistica Data Entry, the first page will display the recent samples. This variable controls the number of days of data that is retrieved, regardless of the **Data Entry Setup**. Leaving it blank causes the samples to be unfiltered, and could cause a performance issue.

- **LingerTimeout.** When **Serialized session state** is used, which would be required in a multiple **Web Data Entry Server (NLB)** environment, this setting defines the time in seconds to linger the **WBDE** feature checkout. The default value is **75**, which means if you did not explicitly log out of the **Web Data Entry Server** and instead closed your browser window, it would take up to 75 seconds for the **WBDE** feature being consumed to be released. The smaller the value, the more often the client will need to communicate with the **Web Data Entry Server** to keep the license from being released. The setting cannot be less than 30 or greater than 900.
- **LogAllSampleChanges.** The default value is **false**. If set to **true**, every time a sample is saved, any changes from the previous version of the sample will be added to the audit log. When set to **false**, the changed values are only added to the **Audit log** when a **Completed sample** is resaved.
- **LoginMessage.** This HTML message is displayed prior to logging onto Data Entry.
- Copy your HTML code into the variable. Ensure that the HTML is all on one line. New lines are not acceptable.
- **LogUserActivity.** The default value is **false**. If set to **true**, event log entries will be entered into the Statistica application event log for the following events:
 - **User login**
 - **Sample approval Sample saving**
 - **User logout** – (This event only fires if serialized session state is not enabled)
 - **MainMenuMessage.** This HTML message is only displayed on the recent samples page. It is located on the left side. A green square surrounds around this area. Copy your HTML code into the variable. Make sure the HTML is all on one line. New lines are not acceptable.
- **MasterPageLogo.** This option displays the file name of the image that is displayed in the upper-right corner.
- **MaxParentSamples.** Specific to **Data Entry Setups** that are included in a **Data Entry Sequence**. Default is 1 level of samples. This is the maximum level of parent samples used when evaluating constraints and calculated formulas. Formulas can use variables (fields) from other forms to calculate values. Change this to 0 and all parents within a sequence are used. This can cause the calculations to perform slower. For example, a sequence session has 2 parents (data entered into 2 top-level forms) and 20 children samples (data entered into 20 forms) and the last sample will load all 22 forms into memory everytime a calculated formula is evaluated.
- **PromptForSampleSave.** The default value is **false**. If set to **true**, when the **Save** button is clicked, you will be prompted for an electronic signature. By default, you are only prompted for an electronic signature when you click the **Save and Complete** button.
- **QueryLabelMaxEntries.** The default value is **1000**. This setting limits the maximum entries populated in the **Query label** combo box.

- **QueryTimeout.** Timeout value for query operations. By default the value is "" which means the database's default setting is used.
- **RecentSamplesLabels.** After signing into Statistica Data Entry, the first page will display the recent samples. You can modify what labels are displayed for the recent samples. The label names are pipe delimited.
EXAMPLE: Batch Number|ID|Product Name.
- **RecentSamplesMaxNumber.** If left blank, this variable causes the number of samples not to be limited (could cause performance issues).
- **RecentSamplesNumberofDays.** This variable controls the number of days of data that is retrieved after selecting a specific **Data Entry Setup**. If left blank, it causes the samples to be unfiltered and could cause a performance issue.
- **RecentSamplesPageSize.** After signing into Statistica Data Entry, the first page will display the recent samples. This variable controls how many rows are displayed before paging is enabled.
- **RequireApprovalOnDelete.** This will be **false** by default. Set this to **true** and a second user with HEDIT permission must login to approve the deletion of the sample.
- **SampleUpdateTimeout.** The default value is 45. This variable defines the timeout value in seconds for sample save operations. Sample save operations are serialized, so on very busy Web Data Entry servers this value might need to be increased.
- **SendEmailOnSampleApproval.** Set this to **true** if email notifications should be sent when the **Approve** button is clicked by the approver.
- **SendEmailOnSampleCompletion.** Set this option to **true** if email notifications should be sent when the **Complete** button is clicked by the data entry user.
- **SortSystemView.** When selecting a web form (**Data Entry Setup**) to use in a browser, the folder structure and **Data Entry Setups** are in alphabetical order. Set this option to **false** to see objects sorted by their modification date.
- **UniqueLabels.** These labels must be unique across samples in a **Data Entry Setup**. You can have multiple unique labels on a **Data Entry Setup**. The label names are pipe delimited.
EXAMPLE: Batch Number|Batch ID|ID is mainly used when the **Require approval of samples** option is turned on in **Data Entry Setups**. See section Label, Unique Values.
- **UseDatabaseLock.** By default the value is **false**. Set to **true** to enable database synchronization across servers/processes with Web Data Entry.
- **UseDateTimeLabelDisplayFormat.** By default the value is **true** and the date/time labels use the DateFormat configuration option. Set to **false** to use the display format configured in StatisticaEnterprise Manager.
- **UseEditMaskForDate.** The default value is **true**. This variable determines whether an edit mask is displayed for date/time labels. If enabled, the mask value is defined by the **DateFormat** setting. If this value is set to **false**, dates will still be validated based on the **DateFormat** setting, but a mask control will not be displayed to control input.

- **UserEditMaskToEnforcePrecision:** The two types of precision enforcement:
 - The default (**false**) option displays ToolTips about the precision, and only enforces it once data entry is completed on the **Characteristic**. This option offers flexibility.
 - If you only choose to allow users to type the precise amount of numbers, set this option to **true**.
- **UseMTAObjects.** The default value is **false**. Do not change without discussing with support. It should be false for most customers.
- **WebSTATHost.** Name of server where Statistica Server is installed.

LoginMessage and MainMenuMessage

We recommend that you edit and view your HTML in another tool before copying it into these variables. Both of these variables are installed with sample text.

The **LoginMessage** is only seen prior to logging into the website on `http://[server name]/dataentry`.

The **MainMenuMessage** is displayed after logging into the system, and displays under the buttons like **Create New Sample**. See example below:

LoginMessage example HTML:

```
<p><u>This is example text that should be replaced. </u>This message uses HTML format. </p><p>An administrator will need to modify this text. It is configured via IIS. Select the <em>Start </em>menu, <em>Administrative Tools</em>, <em>Internet Information Services (IIS) Manager</em>. In the <em>Connections</em> section, open your <em>[server name]</em> and then <em>Sites</em>. Select and open <em>Default Web Site</em>. Now you can select <em>Data Entry</em>. Edit the ASP.NET Application Setting <em>LoginMessage</em>. Make sure the HTML is all on one line. New lines are not acceptable in the HTML.&#160;</p><p>Visit:</p><p style="text-align:center;"><a href="https://www.tibco.com"> Statistica Website</a><br/><a href="https://www.tibco.com">Statistica User Forum</a><br/><a href="https://www.tibco.com"><em>Statistica </em> Knowledge Base</a><br/><a href="http://www.statsoft.com/textbook/">Electronic Statistics Textbook</a></p><p><i>Statistica Data Entry </i> enables companies to configure data entry scenarios to allow data entry via Web browsers and the analysis of these data using all of the graphical data analysis, statistical analysis, and data mining capabilities of the <i>Statistica Enterprise</i> software platform <br/><br/><i>Statistica Data Entry</i> builds on the configuration objects in <i>Statistica Enterprise</i>.</p><ul><li>Characteristics: Numeric data to be collected for analysis (e.g., pH)</li><li>Labels: Text or date data for traceability (e.g., Lot Number)</li><li>Data Entry Setups: Groups of Characteristics and Labels configured with specific User/Group permissions to collect the appropriate data for particular scenarios</li></ul>
```

MainMenuMessage example HTML:

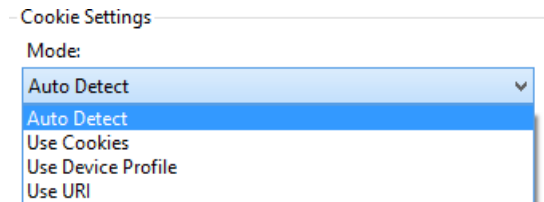
```
<p><b>Updated 4/15/2016 10:49AM</b></p><p>This is example text that should be replaced. <br/>This message uses HTML formatting.</p><p>An administrator will need to modify IIS. <br/>Edit the ASP.NET Application Setting <em>MainMenuMessage</em>.</p><p>Visit:</p><ul><li><a href="https://www.tibco.com"> Statistica</a></li><li><a href="https://www.tibco.com">Statistica User Forum</a></li><li><a href="https://support.tibco.com">Knowledge Base</a></li><li><a href="http://www.statsoft.com/textbook/"> Statistics Textbook</a></li></ul>
```

IIS, Session State

By default, cookie-based sessions are enabled. This option prevents using multiple browser tabs (sessions) within one browser.

To turn off cookies:

1. Start **IIS**.
2. Double-click the **Session State** icon.
3. Select Use URI from Cookie Settings.



Comment Box

Data entered into the **Sample Comments** box is only visible via [http://\[server name\]/dataentry](http://[server name]/dataentry). This box communicates important information about data entry or approval. These comments are not retrieved with other form data by a **Data Configuration** or **Analysis Configuration**.

If you need to include comments with the data that will be analyzed, create a **Label** to contain this information.



To increase the size of the comment box, edit the following file on the server:

- File path/name: [C \WebSTATISTICAPub \DataEntry \StyleSheet1.css](C:\WebSTATISTICAPub\DataEntry\StyleSheet1.css)
- Modify the height and width fields in the **CommentsEditor** section.

```
.LoginTextBoxClass
{
    font-size:1em;
    width: 100px;
    height: 20px;
}

.CommentsEditor
{
    position: relative;
    height: 50px;
    width: 500px;
    display: block;
}

.ButtonClassAdd
{
    position: relative;
}

.ButtonClassRemove
{
    position: relative;
}
```


Electronic Signature on Save

You can configure the software to prompt for an electronic signature whenever the **Save** or **Save and Complete** buttons are clicked by two methods:

- Modify a configuration file on the server.

Here is the option to be added to the file

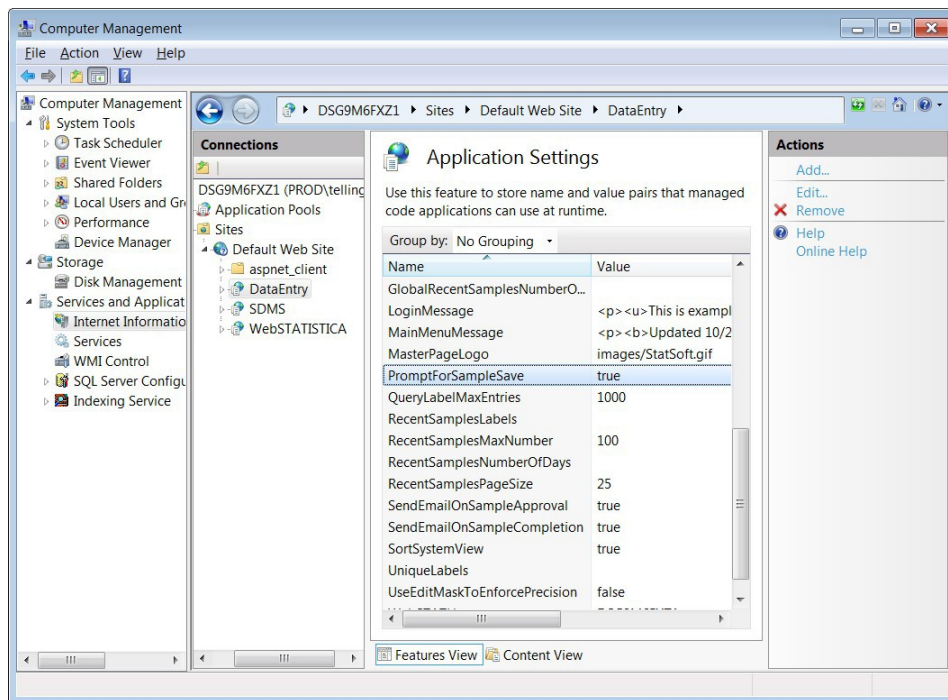
\WebSTATISTICAPub\DataEntry\web.config:

```
<!-- If true then when the Save button is clicked prompt for an electronic signature -->
```

```
<add key="PromptForSampleSave" value="false"/>
```

- Adjust an IIS ASP.NET setting.

The IIS ASP.Net setting is called **PromptForSampleSave** as shown below:



Web DE Scalability

Overview

By default **Web Data Entry** is configured to run inside a single **ASP.NET** worker process.

You now have options that allow the **Web Data Entry Server** to handle an increased number of users.

1. Create a **Web Garden** by configuring the application to use multiple **ASP.NET** worker processes on a single server.
2. Configure a **Web Farm** with multiple web servers configured to accept requests on a single virtual IP address (while still maintaining the **Web Garden** configuration on each server).
3. Optionally, integrate **Web Data Entry** into a **Network load balanced (NLB)** environment where multiple **Web Data Entry Servers** are available to service requests

Both configurations require the **Session State** configuration. The **Web Farm** configuration requires the **Machine Key** configuration. The steps for both of these procedures plus integrating a network load balanced environment are outlined below.

Session State

Whenever you configure **Web Data Entry** for use in a **Web Garden** or **Web Farm**, you must configure an alternate session state mode. It can be one of the following:

- An **ASP.NET State Server** running on one of the computers in the cluster
- A SQL Server based Session State

The **Session State** setting is configured in the web.config settings located in the **WebSTATISTICAPub\dataentry** folder on each **Web Data Entry Server**. You will find an existing <sessionState/> node in the <System.Web/> section of the **Web.Config**. The following XML is an example of using an **ASP.NET State Service** that has been started in the first node in the **NLB** cluster.

```
<sessionState mode="StateServer" stateConnectionString="tcpip=WebDE1.tulsa.statsoft.com:42424"
cookieless="AutoDetect" timeout="5" />
```

CAUTION: Keep in mind that using an **ASP.NET State Server** is a single point of failure. If that service is not available, then active Web Data Entry sessions will be lost and new sessions will not be possible until that service is restored or Web Data Entry is configured to use a different **ASP.NET State Server**.

MORE INFORMATION: Additional information on configuring an **ASP.NET State Server** or using **SQL Server** to store session state is available here:

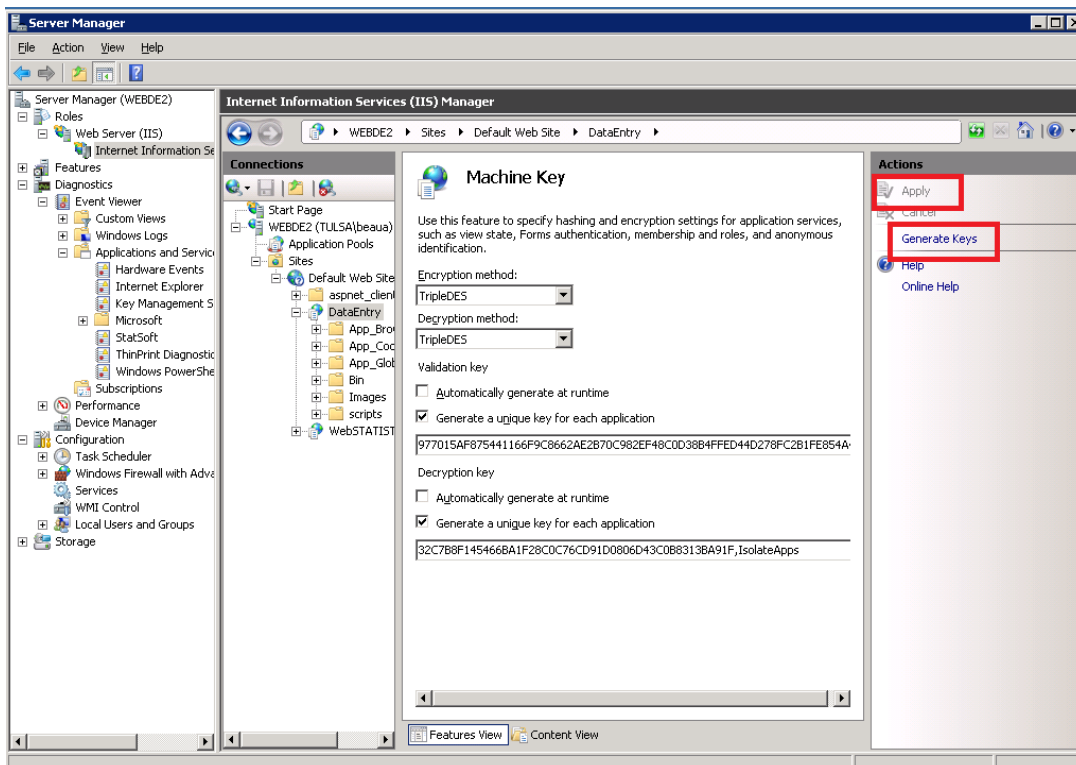
<https://msdn.microsoft.com/en-us/library/ms178586.aspx>.

Machine Key

A static **Machine Key** setting should be configured if multiple servers (a **Web Farm**) will be configured for Web Data Entry. This setting is not necessary if only a **Web Garden** has been configured and Web Data Entry will not scale out to multiple servers.

To configure,

1. On one of the servers to be used in the cluster, open **IIS Manager**.
2. Select the **DataEntry** application, then the **Machine Key** option in the ASP.NET section for that application.
3. Click **Generate Keys** and then **Apply**, which will update the web.config in the **DataEntry** folder with the unique keys.



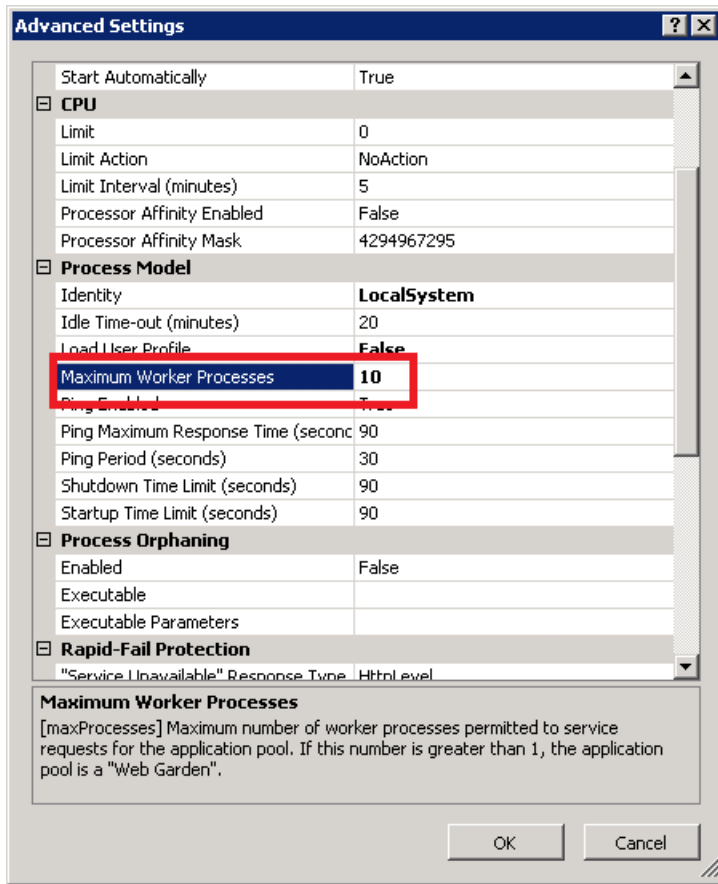
Update the existing <machineKey/> section in the <System.Web> portion of the **web.config** on the other servers in the **NLB cluster**, using the same text.

```
<machineKey decryption="3DES"  
decryptionKey="32C7B8F145466BA1F28C0C76CD91D0806D43C0B8313BA91F,IsolateApps"  
validation="3DES" validationKey="977015AF875441166F9C8662AE2B70C982EF48C0D38B4FFED44D278FC2B1FE854A44BC  
E52F53F8304831DB65477F261A03C2123FA61CE6B5C05A763088CF5A56,IsolateApps" />
```

Configuring Web Data Entry to use multiple processes (Web Garden) in IIS

1. Select the **DataEntry** application pool in **IIS Manager** and display the **Advanced Settings** dialog box.
2. The **Maximum Worker Processes** defaults to **1**. You can increase it to allow multiple **w3wp.exe** worker processes to service requests.

NOTE: As mentioned previously, an Out of process session state mode must be configured to use a Session State Server or a SQL Server based session state.



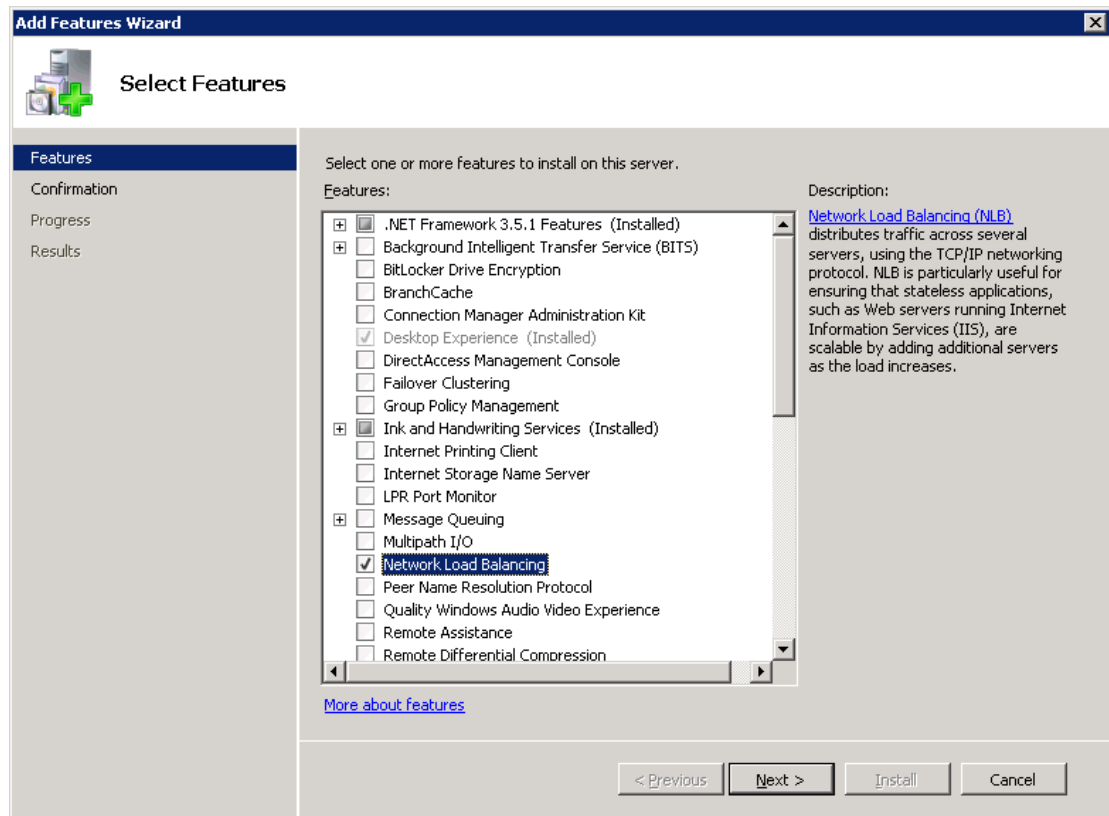
Microsoft Network Load Balancing

The following section contains instructions on how to configure **Microsoft Network Load Balancing** for use with Web Data Entry to create a **Web Farm**. If you have an existing NLB technology in place, it can be used instead of **Microsoft NLB**. In general, the load balancer should be configured to use round robin scheduling, and **TCP** port 80 traffic needs to be load balanced.

Installing Network Load Balancing

Microsoft documentation: <http://technet.microsoft.com/en-us/library/cc731695.aspx>

Add **Network Load Balancing** as a feature to all servers that will participate in the load balancing cluster.



Creating a new network load balancing cluster

<http://technet.microsoft.com/en-us/library/cc771008.aspx>

All servers to participate in the cluster will need a network adapter with a static IP address. An additional static IP will be needed for the **Cluster IP**.

EXAMPLE:

In this example 2 servers with Web Data Entry installed are using the following host names and IP addresses:

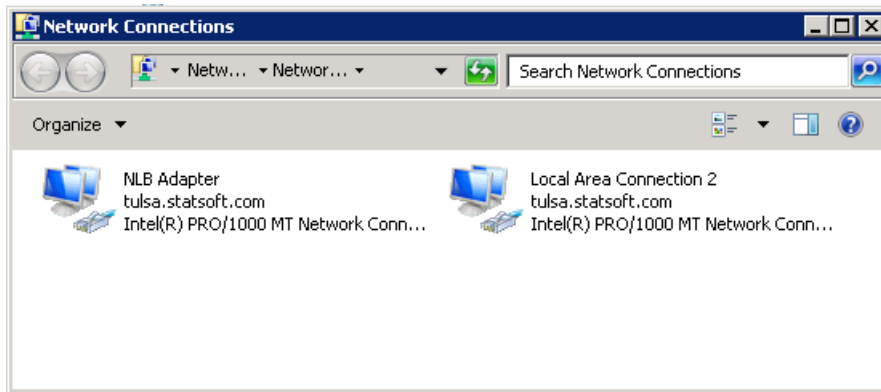
WebDE1 – 192.168.0.115

WebDE2 – 192.168.0.116

The **Cluster IP** used is 192.168.0.117.

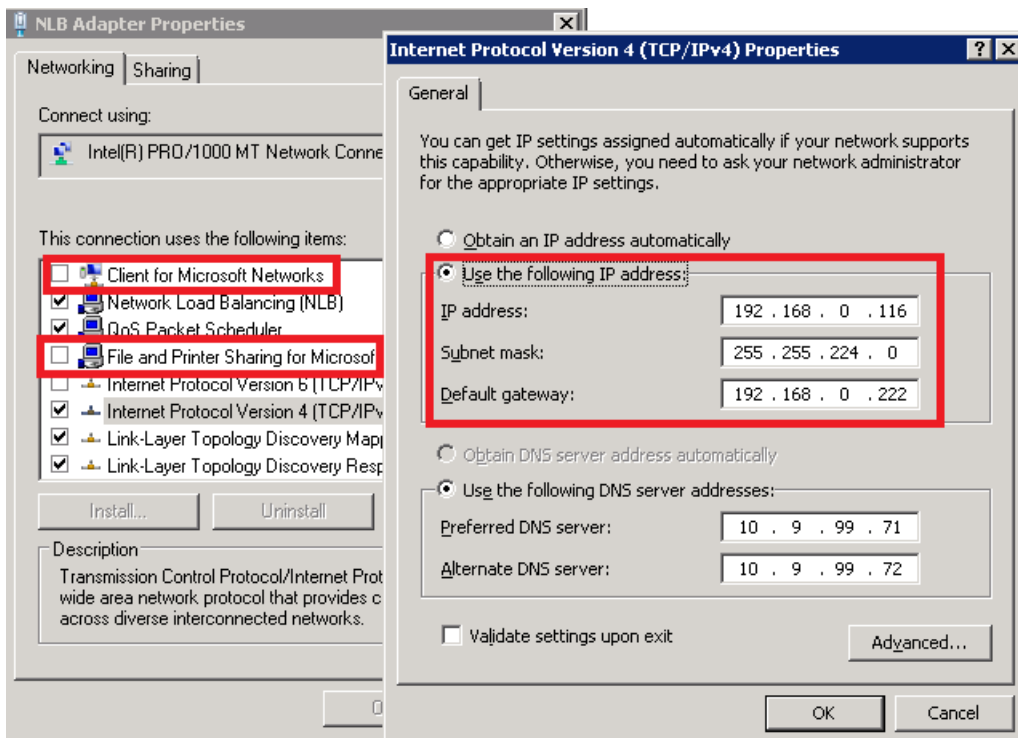
A **DNS** entry can be created (decluster.tulsa.statsoft.com) that points to that IP address, although it is not required. Alternatively, the Web Data Entry server could be accessed using the cluster IP directly.

We recommend that you have two network adapters on the NLB computers participating in the cluster.



1. Define a static IP address for the network adapter. It will be used to service **NLB** requests.

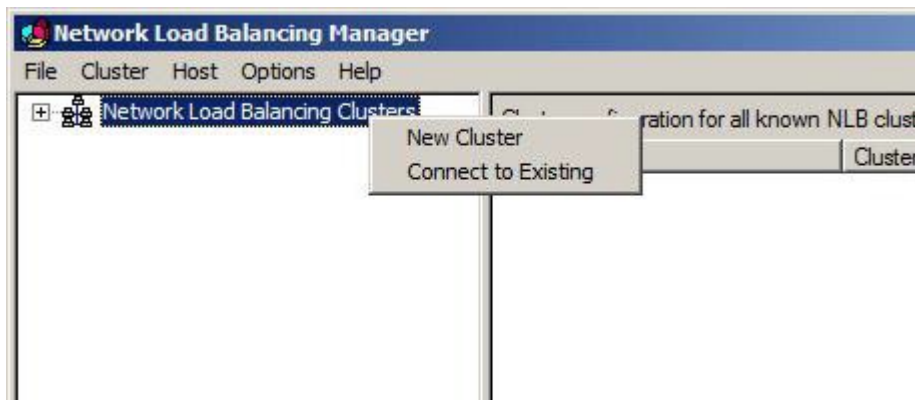
NOTE: It also makes sense to disable Client for Microsoft Networks and File and Printer Sharing for Microsoft Networks.



2. Open the Network Load Balancing Manager (located in Administrator Tools).

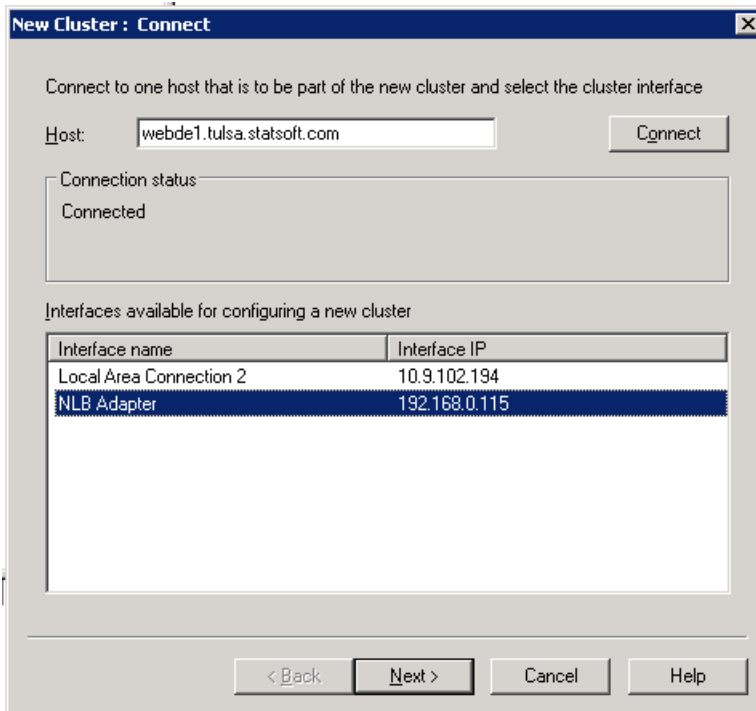


3. Right-click Network Load Balancing Cluster and click New Cluster.

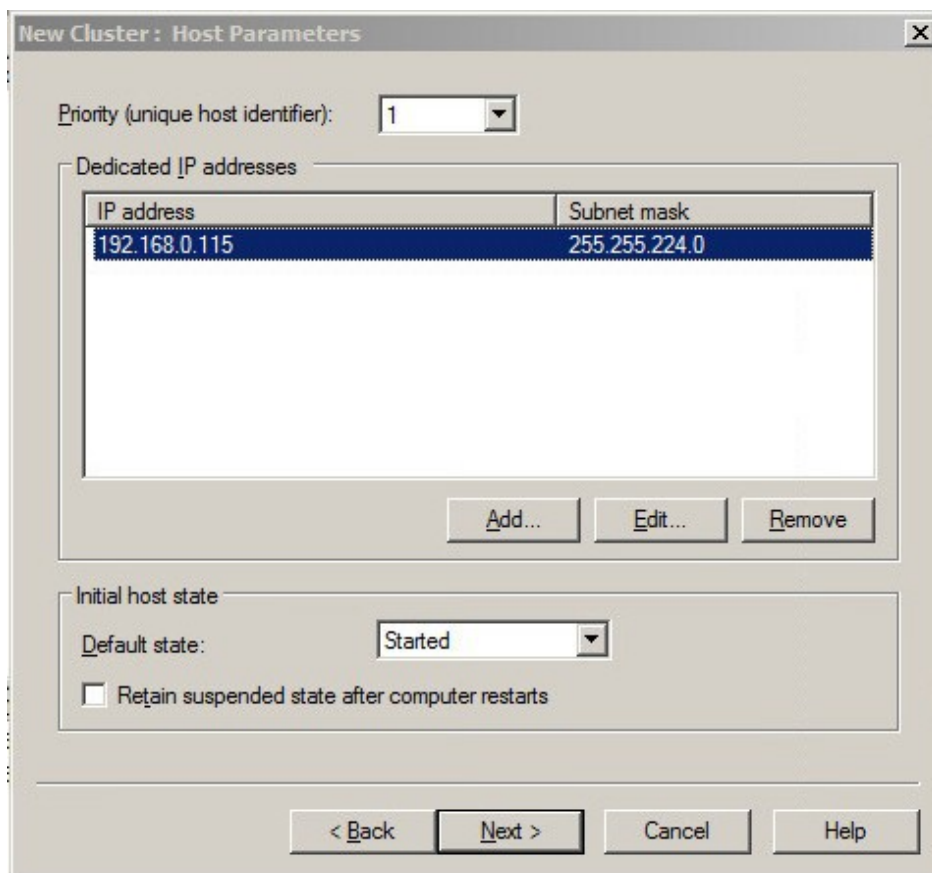


4. Enter a host name or IP address of one of the servers in the **Load balancing cluster**. In this example the IP's on the NIC used by the first server was 192.168.0.115.

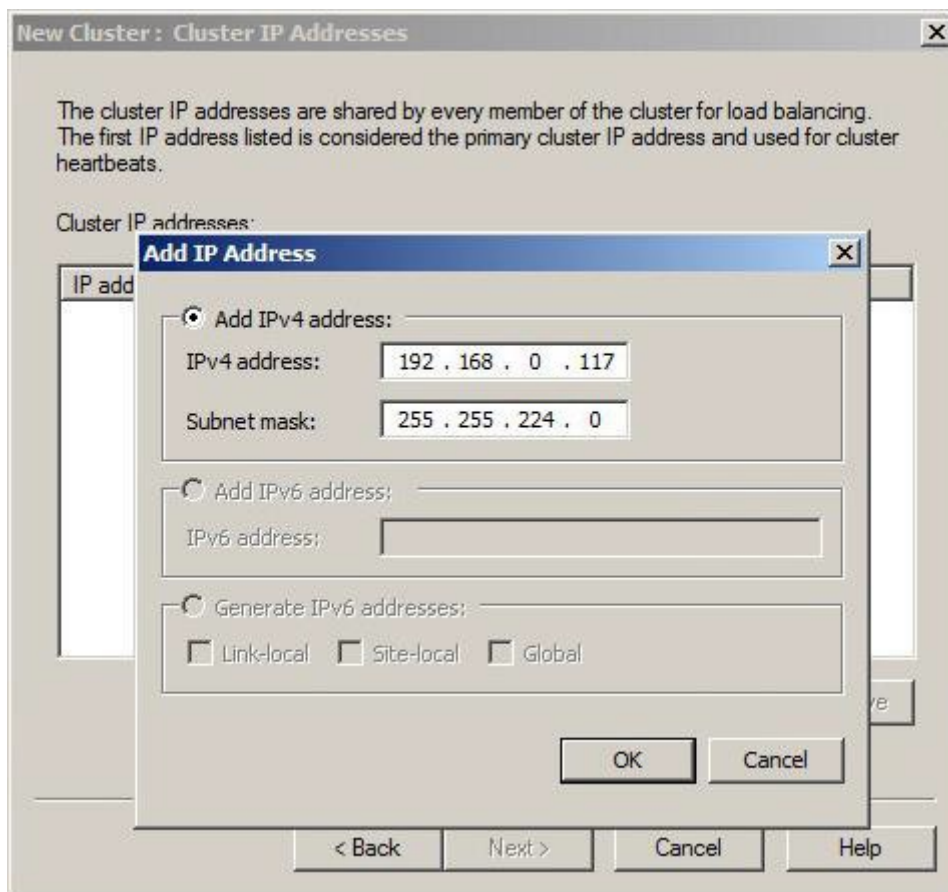
5. After you have connected to the server, select the **Network adapter** that will participate in the cluster. In this example the VM only has one network adapter.



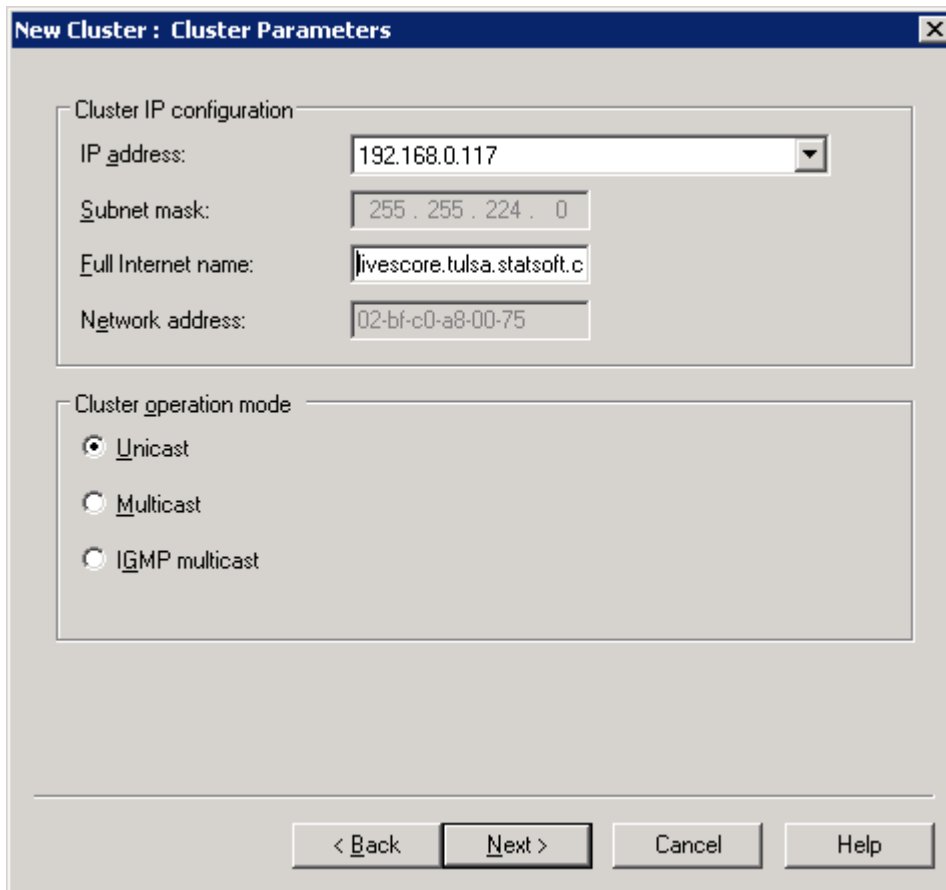
6. In the next dialog box, the defaults should be sufficient.



7. Add the **Cluster IP address** (192.168.0.117 in this example). Manually configure the **Full Internet name** on your DNS servers for it to resolve to the cluster **IP address**.



8. Next configure the **Cluster parameters**.



The **Cluster Operation Mode** option defaults to **Unicast**. This changes the network adapter MAC address so it is the same for all hosts in the cluster.

If only one network adapter is available on the server

The hosts participating in the cluster will not be able to communicate with each other. In a Web Data Entry cluster, the hosts should not be required to communicate with each other unless one of the hosts is also a **Session State Server, Statistica License Server**. However, using **Unicast** mode with only one network adapter means you may need to manage the NLB cluster using a server that is not part of the cluster.

If only a single adapter is available on the NLB nodes, select **Multicast** and **IGMP Multicast**. This choice adds a layer two multicast address to the network adapter instead of changing the primary MAC address. The hosts within the cluster will be able to communicate with each other even if only one network adapter is present.

To prevent port flooding, if your switch hardware supports **IGMP** snooping, select the **IGMP multicast** option. Otherwise, we recommend standard **Multicast** with manual configuration of the switch hardware for the cluster IP so that only those ports receive the multicast traffic.

If you have 2 network adapters

Leave option set to **Unicast**. As stated before, It is preferable to setup the NLB cluster with 2 network adapters on each server that is a member of the cluster.

- One adapter is dedicated to the NLB cluster and can have **Client for Microsoft Networks** disabled. This adapter will have the static cluster IPs assigned to it.
- The other adapter will be used for general network communication and standard (non-NLB) communication between the NLB nodes.

More information is available on the following pages:

<http://technet.microsoft.com/en-us/library/bb742455.aspx>

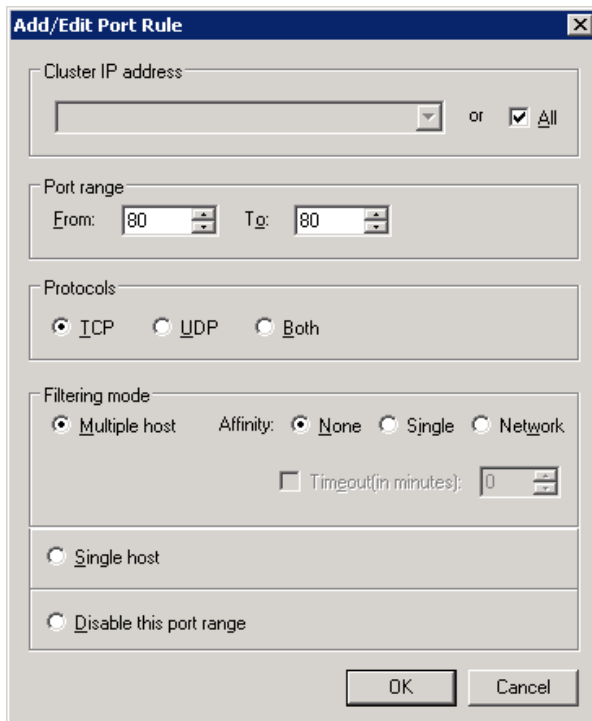
<http://www.isaserver.org/articles/basicnlbpart2.html>

[http://technet.microsoft.com/en-us/library/cc782694\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/cc782694(WS.10).aspx)

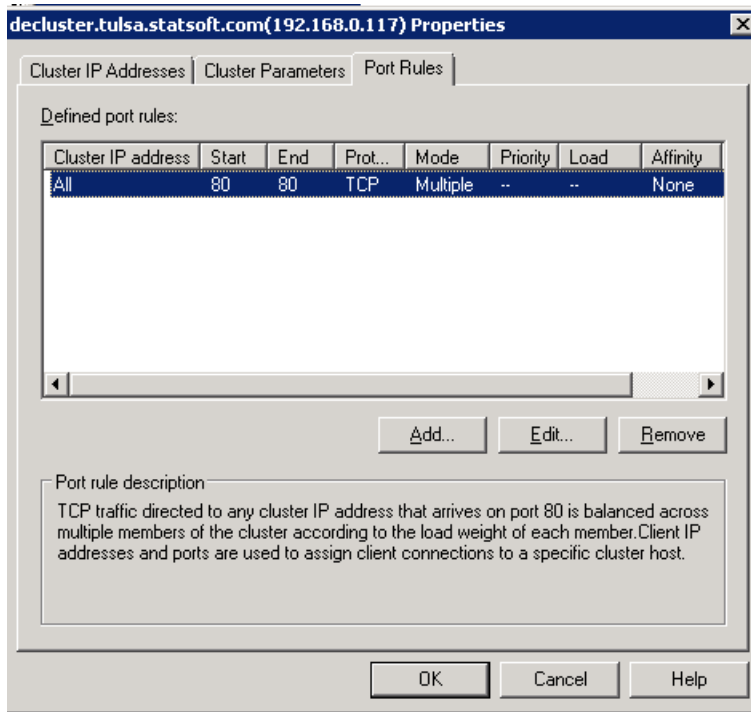
http://kb.vmware.com/selfservice/microsites/search.do?language=en_US&cmd=displayKC&externalId=1006580

1. By default the port rules will load balance all TCP and UDP traffic to the computers participating in the cluster. Web Data Entry is only concerned with TCP traffic on the IIS web site port (usually 80), so edit the port rule as shown in the following image:

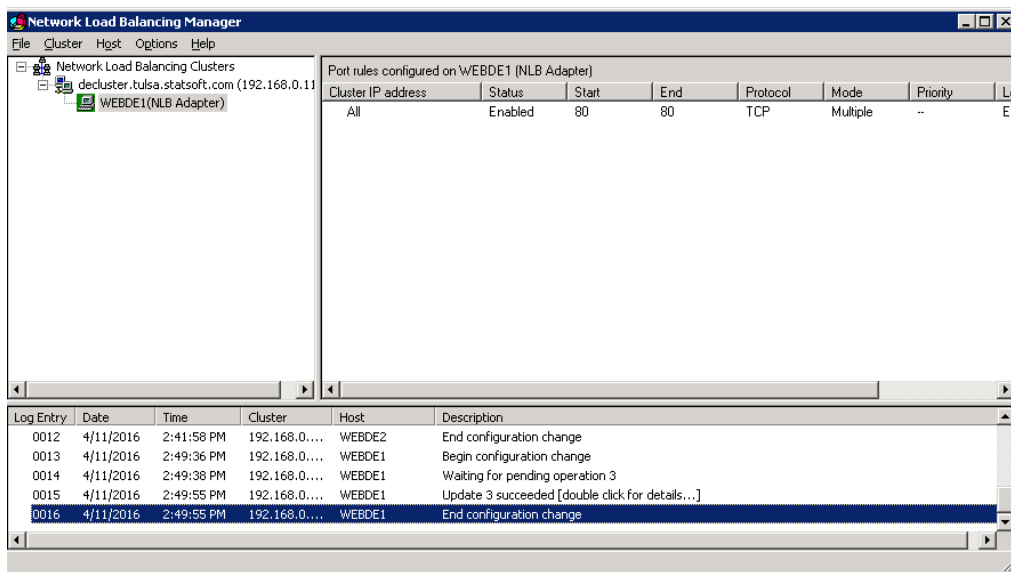
NOTE: We recommended setting the Affinity option to None.



2. Click the **Finish** button on the **Port Rules** dialog box to create the new cluster.

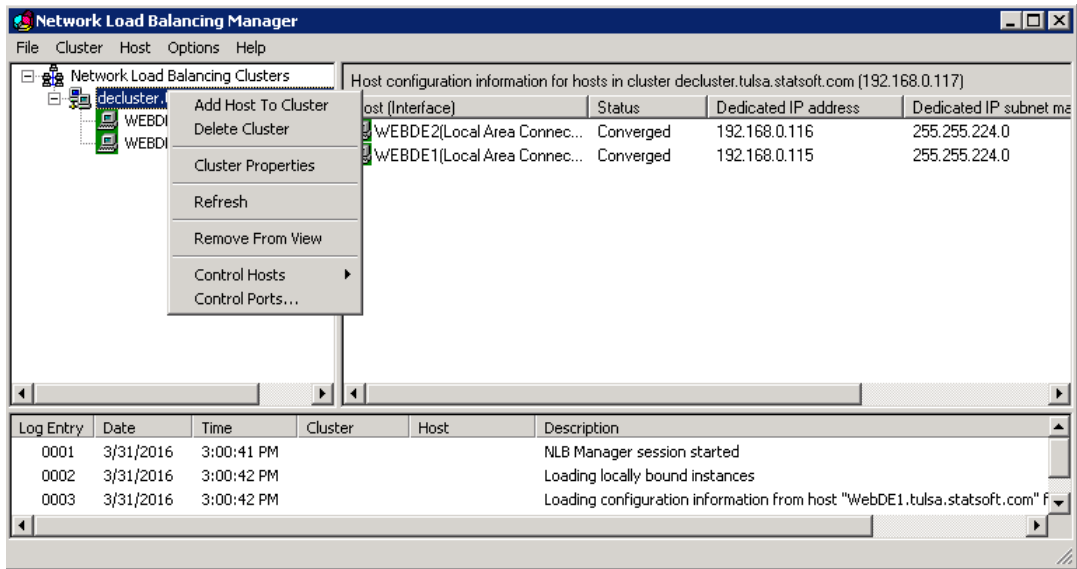


After a short delay you should see the first host listed as a child of the new cluster.

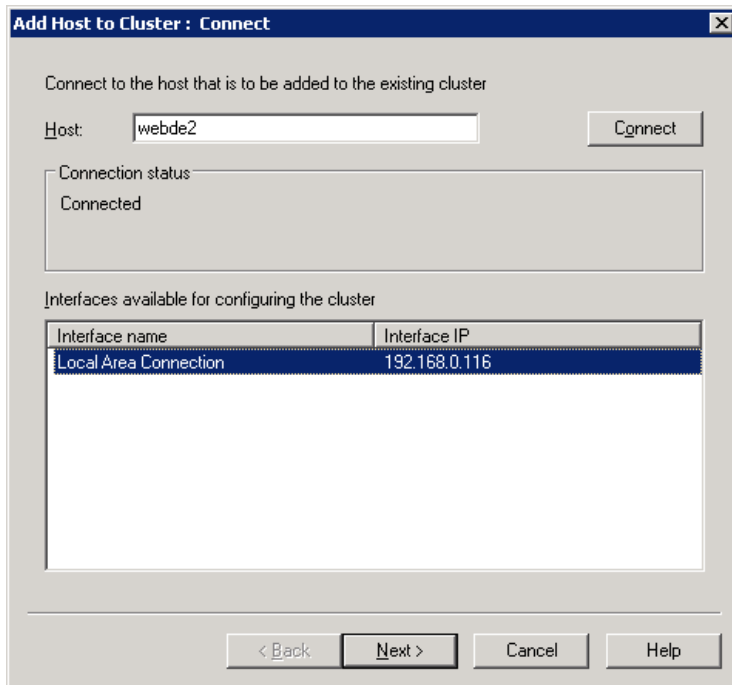


Adding additional hosts to the cluster

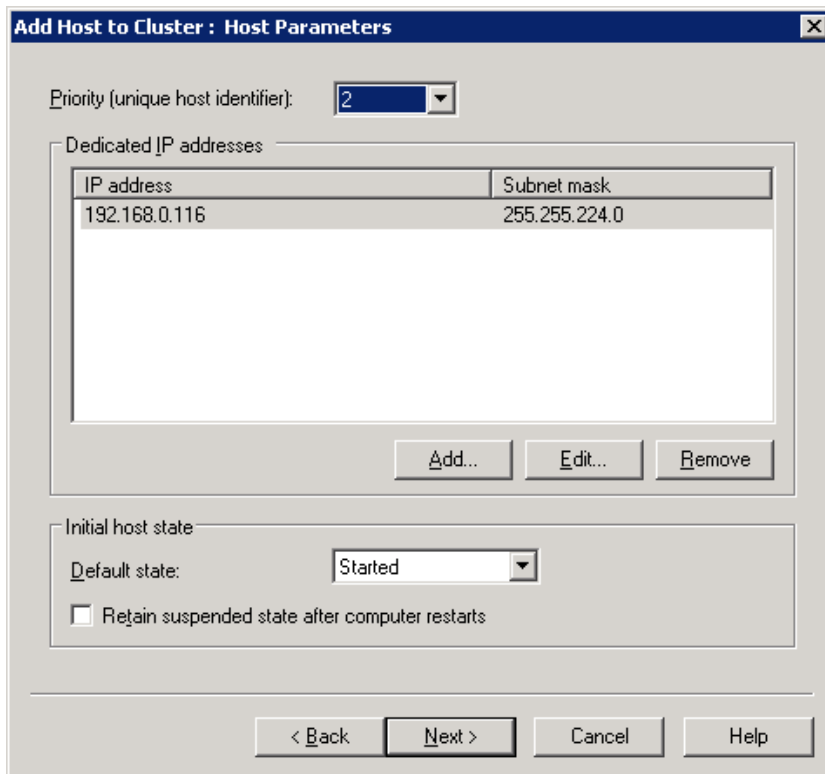
1. Select the decluster cluster and select Add Host to Cluster.



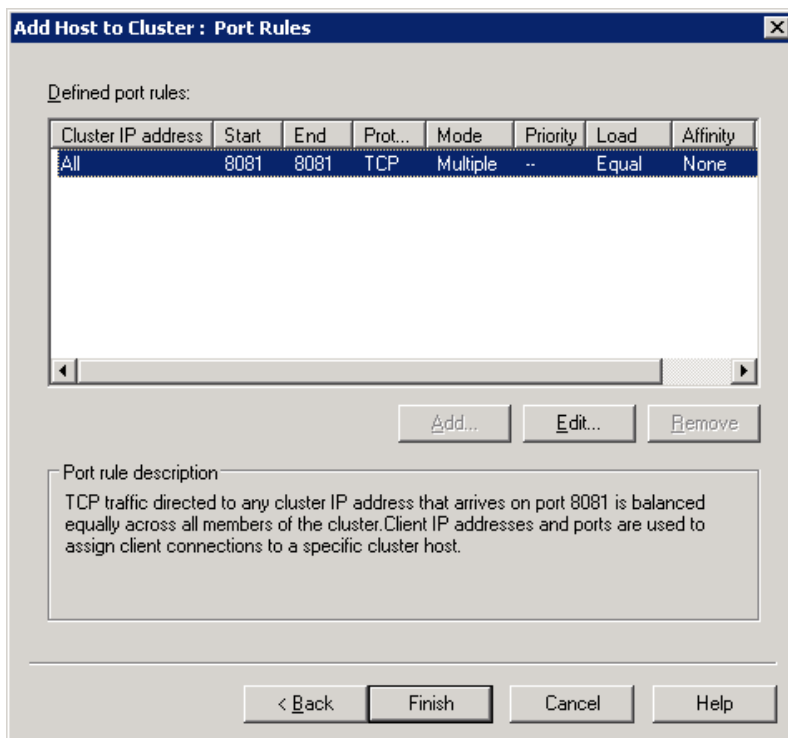
2. Type the name of IP of the host you want to add to the cluster and click **Connect**.
3. In the **Connect** dialog box, select the appropriate network adapter for the cluster.



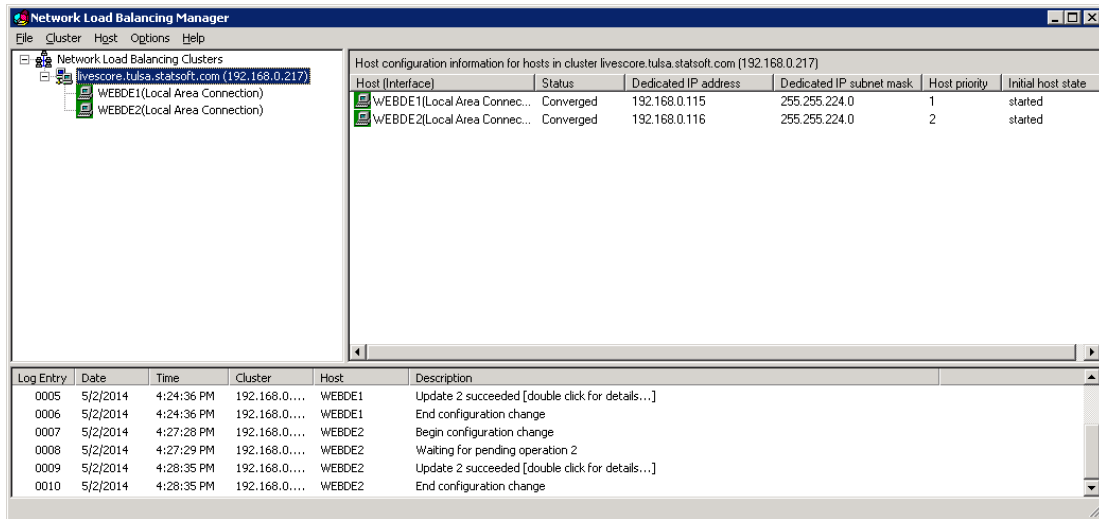
4. Leave the defaults in the **Host Parameter** dialog.



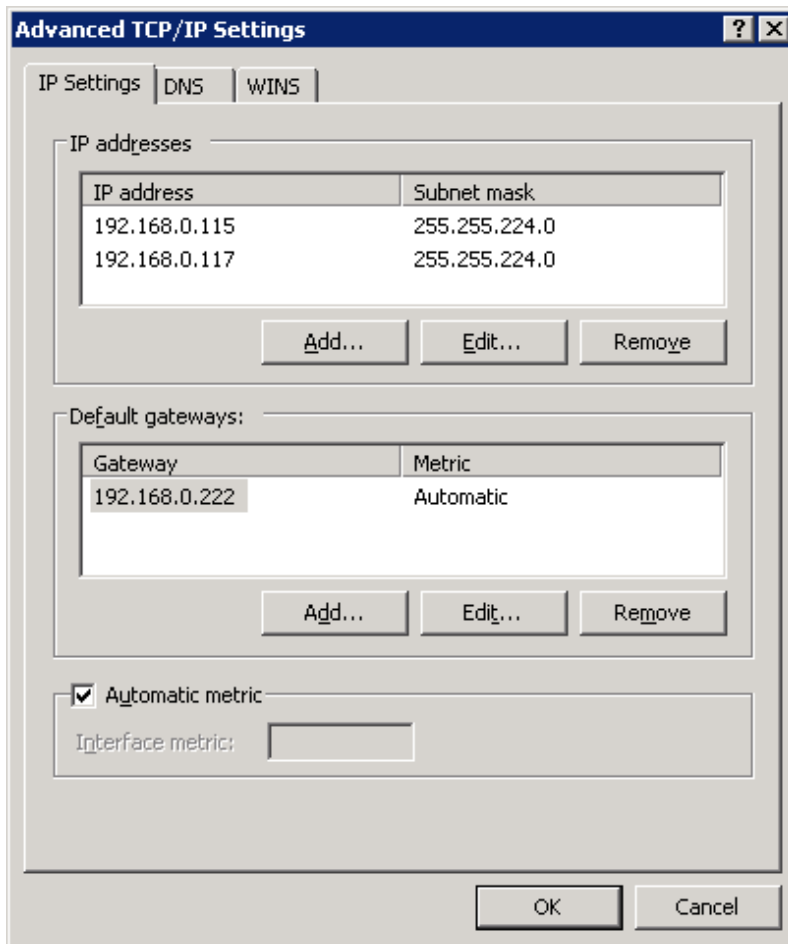
5. Also leave the defaults in the final dialog, and click the **Finish** button.



After a short delay, the new host should display as part of the cluster.

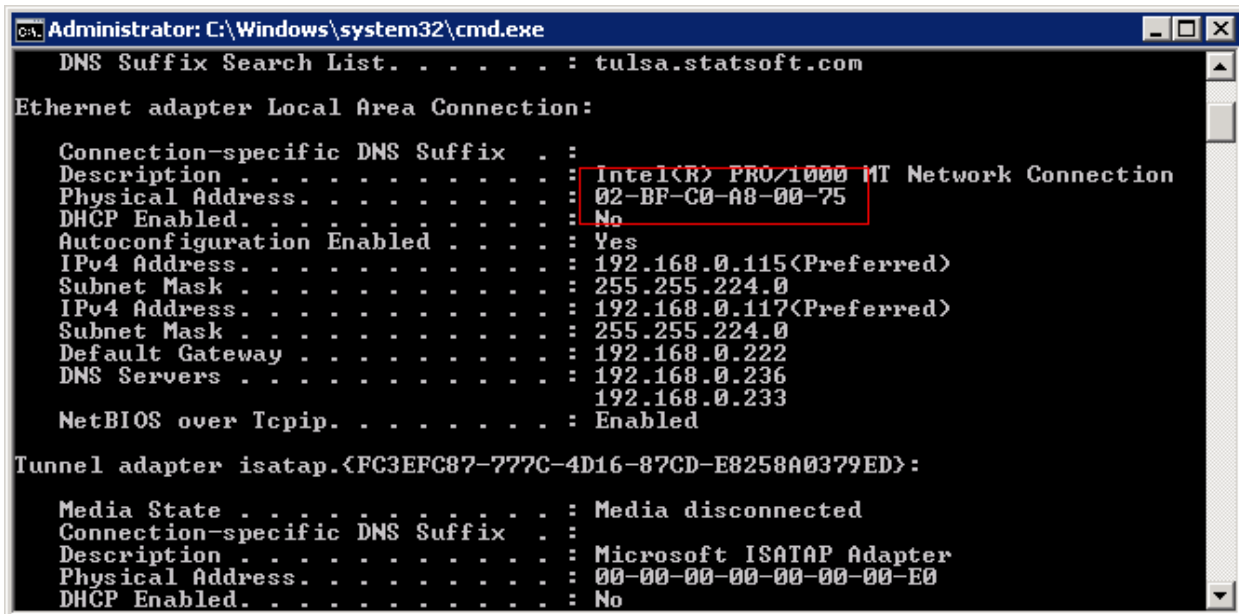


If you look at the TCP/IP properties of the network adapter used for the cluster you will see that the cluster IP has been added as an additional IP address.



Post installation steps

If you selected unicast mode when setting up the cluster, and each node in the cluster has only one network adapter, you may need to provide Statistica with certain license files to be resigned (if the License Service is installed to one of the nodes in the NLB cluster). You will also need the new cluster MAC address. Open a command prompt and type `ipconfig /all` to acquire the new MAC address:



```
Administrator: C:\Windows\system32\cmd.exe
DNS Suffix Search List. . . . . : tulsa.statsoft.com

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix  . : 
    Description . . . . .           : Intel(R) PRO/1000 MT Network Connection
    Physical Address. . . . .        : 02-BF-C0-A8-00-75
    DHCP Enabled. . . . .           : No
    Autoconfiguration Enabled . . . : Yes
    IPv4 Address. . . . .            : 192.168.0.115(Preferred)
    Subnet Mask . . . . .           : 255.255.224.0
    IPv4 Address. . . . .            : 192.168.0.117(Preferred)
    Subnet Mask . . . . .           : 255.255.224.0
    Default Gateway . . . . .       : 192.168.0.222
    DNS Servers . . . . .           : 192.168.0.236
                                      192.168.0.233
    NetBIOS over Tcpip. . . . .     : Enabled

Tunnel adapter isatap.<FC3EFC87-777C-4D16-87CD-E8258A0379ED>:

    Media State . . . . .           : Media disconnected
    Connection-specific DNS Suffix  . : 
    Description . . . . .           : Microsoft ISATAP Adapter
    Physical Address. . . . .       : 00-00-00-00-00-00-00-00-E0
    DHCP Enabled. . . . .           : No
```

In this example, the licensing file needed would be:

[C:\Program Files \(x86\)\Statistica\FlexLM\stat.lic](C:\Program Files (x86)\Statistica\FlexLM\stat.lic)

Troubleshooting

User Interface Slow to Load

If the **Web Data Entry User Interface** is slow to load after logging in, the list of recent samples might be too long. When that happens, populating a list is time-consuming. Try shortening the list of recent samples by changing the following **Application Settings**:

- GlobalRecentSamplesMaxNumber
- GlobalRecentSamplesNumberOfDays
- RecentSamplesMaxNumber
- RecentSamplesNumberOfDays

See the System Options, IIS section above.