

May 19, 2005



eCornerstone

www.iphca.org/eCornerstone/implement.htm

Cancel or Not to Cancel - That is the Question

Users of Internet applications are given many options in the form of screen buttons to process data. Saving data is one of the most important data processing options. Internet applications behave differently from other types of applications in regard to saving data. The purpose of this bulletin is to clarify the "save" option from the other options available in the eCornerstone system.

The most important concept to remember is this - the computer you are using to access eCornerstone is not in constant communication with the Springfield server which contains the data that you saved. Communication between your computer and the Springfield server only happens when you press a button, or follow a link, on an eCornerstone screen. The most important consequence of this fact is that data you enter into an eCornerstone screen is not saved unless, and until, you press one of these buttons: "Save" or "Next" or "Previous". If the system times out while you are entering data onto a screen, and before you press one of these buttons, that data will be lost - you'll have to enter it again after signing back on to the system.

Not all screen buttons in eCornerstone save data. For instance, pressing the "Cancel" button will cause the system to discard any new or changed data you have entered. If you are entering new data and press the "Cancel" button, the new data will be ignored and not saved. If you are editing existing data and press the "Cancel" button, then the data will remain in its original state - only the changes will be ignored, the original data will remain as it was. The "Cancel" button provides a safety net. You can change your mind about any new or changed data - by pressing the "Cancel" button the system will simply ignore, and not save, any changes you've made.

PLEASE NOTE: Important information regarding the eCornerstone system is communicated through emails from ecornerstonesupport@iphca.org, and is posted on the Illinois Primary Health Care Association's eCornerstone Web site at <http://www.iphca.org/eCornerstone/implement.htm>. As you receive information, please read it carefully, and share it with other eCornerstone users at your site.



eCornerstone

www.iphca.org/eCornerstone/implement.htm

"Refresh" or "Reset" buttons do not save data. If you press one of these buttons, the system will reload the page with its original values - and any changes you've made will be ignored.

Remember, "Save" or "Next" or "Previous" buttons will save data to the Springfield server (assuming that there are no validation errors). "Cancel" or "Refresh" or "Reset" will not save data.

Under normal circumstances you should press one of the buttons that saves data after you've entered your changes on the screen. However, there are some circumstances in which you should press "Cancel". They include:

- Anytime you've made a mistake and don't want the data saved.
- Anytime you've changed your mind about changing data in the system.
- Anytime data on a screen looks "weird". For example - if you expect a participant to have attendance data for a particular event, and none is shown. If data ever looks "weird", it could be indicative of a bug in the system. Please call the Cornerstone Call Center® in such circumstances, and press "Cancel".

If you follow these simple rules, your data will be safe in the eCornerstone system.