

DATA-ENTRY MANUAL - FORM A/B HOUSEHOLD QUESTIONNAIRE

Data-entry is the last step in the processing of the questionnaires.

The objective of data-entry is to transfer data from questionnaires to the computer, and to transfer data in a uniform numeric format which can be interpreted by the computer in the subsequent stage of tabulation.

Data-entry will demand a high level of concentration from the data-entry operators, due to the accuracy which is required entering the data. It is of great importance that data are keyed into the computer exactly as they appear on the questionnaire, in order to maintain the consistency of data which has been created by the teams of editors and coders.

A data-entry program for entering data from Form A/B Household Questionnaire has been developed. This program will guide the data-entry operator through the various steps in entering the different groups of data, Batch-name, Operator-Id, Batch Identification, Questionnaire Identification, GPC-information, Housing information and Population information.

GENERAL GUIDELINES TO DATA-ENTRY OPERATORS

1) Distribution of questionnaires

The Data-entry Supervisor will distribute file-folders with questionnaires belonging to one distinct Enumeration Area (EA). If you come across questionnaires with different LGA number or different EA numbers within the file folder, consult your supervisor.

2) Arrangement of questionnaires

Check that all Form A/B's are arranged in ascending order, in respect of Town/Village, and within Town/Village ensure that the forms are sorted in ascending order in respect of compound number and within compound number sorted in order of household number. Within each household the forms should be sorted in order of serial number.

3) Definition of a BATCH:

A BATCH is a number of questionnaires belonging to the same geographical area, i.e. same LGA, District, Village/Town and the same Enumeration Area. So the combination of District, Village/Town number and Enumeration Number is a unique identification of a BATCH.

The name given to each batch by the data-entry operator is the identification which is to be unique recognized by the computer, so it is of great importance that the batch number is entered correct.

The BATCH identification is furthermore the only key for the supervisors to keep track of which data has been entered on which machines, so BATCH Identification is a very important instrument for the further processing of data.

IMPORTANT: Within one file folder with one EA, is possible to have several town / village, so remember to start a new data-entry session and a new batch-id for each new town / village.

The BATCH ID is an 8 digit identification combined by the following:

1 2 3 4 5 6 7 8

Last three digits of EA number

Last three digits of Town / Village

District number

Data-Entry of Form A & Form B

Data-entry of Forms A & B should be in the same order the forms have been sorted as described above.

Data-entry operators will enter the following groups of information from Form A/B:

- Batch Identification
- Questionnaire Identification
- GPC Information
- Housing Information
- Population Information

Special for Form B:

The form B which has been used to enumerate group quarters does not have the GPC information and the household information, so Form B is to be treated as follows:

- all form B's is to be entered with household number 01.
- The field "Total Number of Persons Enumerated" is to be filled in the field GPC-3 on the screen.
- When the Household screen appears, press "/" and answer "Y" to the question "Accept Blank Record ?"
- A special skipping pattern have been incooperated in the data-entry of form B, but in special combinations the cursor will move to field 21A-Survival of Father. In this case press "/" to move to the next person record. **NOTE: This only applies for form B !**

Data-entry step by step:

1) ENTER BATCH NUMBER

Batch number is the combined number of District, Town/Village and Enumeration Area. This number will be written on the first questionnaire sheet in each batch with red pen, example 20003005. Check carefully an extra time that the BATCH name is entered correct.

2) ENTER OPERATOR-ID

Each Data-entry operator has been issued a personal operator identification. This identification e.g. OPER001 is to be entered so the computer can keep track of which operator is keying what data. If you forget your operator-id please ask your supervisor to provide you with the correct id. **DO NOT** enter an operator-id which might be incorrect, so be careful when entering your personal id.

3) DATA-ENTRY MENU

The MENU has five options:

- a) Add to batch
- b) Modify Batch
- c) Verify Batch
- d) Stats
- e) End Batch

You are going to use "**Add to Batch**" and "**End Batch**".

'**Add to batch**' will add questionnaire data to the batch which you identified entering the batch number in the previous step.

'**End Batch**' will end the batch and prompt for a new batch id. This function is also useful if you have entered a wrong batch number, it will allow you to end the "wrong" batch and enter the correct batch id. Normally you will use the "End Batch" function when you finish one batch and start entering a new batch.

'Modify Batch', 'Verify Batch' and 'Stats' is to be used in a later stage of data-entry by the supervisor.

4) ADD TO BATCH

'**Add to Batch**' will add data to the Batch-id identified by the operator.

Batch Identification:

When starting a new batch, you will start entering the Batch Identification:

- L.G.A
- District
- Town/Village
- E.A. number

It is of great importance that these values are entered correct, because these values are determining the geographical distribution of data in the stage of tabulation.

The four values can only be entered within certain ranges, and in certain combinations. If data is entered outside these limits an error message will be displayed, and the entered values should be corrected or the supervisor consulted.

When the BATCH ID is entered correct the computer will prompt you to accept this particular BATCH ID. So now it is time to make a final check that the values entered are correct. Accepting the BATCH ID, will provide the next screen where you are to provide the Questionnaire identification:

Questionnaire identification:

- Compound Number
- Normal / Group (Form A = 1 - Form B = 2)
- Household Number

Compound numbers have to be entered in ascending order.

GPC-Information:

The GPC totals are located in the five small boxes on the front cover of Form A's. Note Form B's have no GPC totals but a "Total number of persons Enumerated" as described earlier.

Housing Information:

The housing information located on the back of Form A is to be entered as it appear. If one household covers more than one Form A,(a household with more than ten persons), the housing information should only be entered once for each household.

Population Information:

The population data inside the questionnaire is to be keyed exactly as it is written on the questionnaire by the enumerator.

When data for all persons in the household have been entered, press the function key "**F7**" to accept the questionnaire and to terminate data-entry for this particular household.

The screen will change back to the questionnaire Identification screen, and you enter the identification of the new household, enter the GPC Information, enter the housing information, enter the population informationetc.

Pressing **F7** will display a prompt to accept the questionnaire. If you finished the questionnaires related to this household number, **answer YES**, and the 'Questionnaire Identification' screen for entering the next household number will appear.

It is IMPORTANT that data for all persons in the household is entered before accepting questionnaire by pressing **F7**.

5) END BATCH

When all household questionnaires in all compounds in the batch have been entered you are to end this batch and proceed with another batch. The BATCH ID will change due to new village /town number.

After pressing "**F7**" and returning to the Questionnaire Identification screen, you press "**Esc**" which will bring you back to the menu.

Choose option "**End Batch**", which will ask "Work with another Batch?".

If you have more Batches to enter, answer Yes. If you have finished data-entry, answer No, which will exit from data-entry.

6) PROBLEMS - CONTACT YOUR SUPERVISOR

If you at any time encounter problems during data-entry with the computer not accepting the values entered from the questionnaire or other problems with the computer e.g. keyboard, or screen, contact your supervisor IMMEDIATELY.