

## **DATA-ENTRY MANUAL - FORM C (BUILDING & COMPOUND)**

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 C (Building & Compound Particulars) has been developed. This program will guide the data-entry operator through the various steps in entering the data, from entering the very important Identification Particulars to entering the data of the building and compound.

### **GENERAL GUIDELINES TO DATA-ENTRY OPERATORS**

#### **1) Distribution of questionnaires**

The data-entry operator will receive from the supervisor all questionnaires belonging to one distinct Local Government Area (LGA) and 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 C'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.

#### **3) Definition of a BATCH:**

A BATCH is a number of questionnaires belonging to the same geographical Area "Village/Town", so the number of Village/Town is the identification of a BATCH.

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

## **DATA - ENTRY**

Data-entry operators will enter the following information from Form C:

- Identification particulars
- Compound number
- Building number

- Code for Wall
- Code for Roof
- Code for Use of building
- Number of rooms

### 1) ENTER BATCH NUMBER

Batch number is the number of Town/Village. Check an extra time that BATCH 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 program 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.

### 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.

'**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.

'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.

Identification particulars:

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

- 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.

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 Compound Number.

#### Compound number:

Compound numbers have to be entered in ascending order, and the computer will provide the next ascending number when finishing one compound.

Entering compound number in non-ascending order will display an error message and leave the operator to correct the entry.

Entering the correct compound number will display the third screen with building and compound particulars.

#### Compound Particulars:

The computer will provide the next ascending building number.

Data has to be entered within certain ranges. If data is entered outside the ranges, an error-message will be displayed and the operator can correct the entered value.

When all buildings related to the same compound number have been entered, press the function key "F7" to accept the questionnaire and to terminate data-entry for this particular compound.

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

It is IMPORTANT that data for all buildings related to the same compound number is entered before accepting questionnaire by pressing F7.

### 5) END BATCH

When 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 compound 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.