STATISTICS SIERRA LEONE

SIERRA LEONE INTEGRATED HOUSEHOLD SURVEY

(SLIHS)

2002 / 2003

DATA ENTRY OPERATOR'S MANUAL

DECEMBER 2002

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Sierra Leone Integrated Household Survey (SLIHS)

December 2002

1   INTRODUCTION

The Data Entry System for the preparation of data collected on the Sierra Leone Integrated Household Survey (SLIHS) was developed on the Integrated Microcomputer Processing Systems (IMPS) Ver. 3.1 software package.

Data will be entered into the computer from the questionnaire. Coded responses the enumerator wrote in the questionnaire will be keyed into the data file for each of the four survey instruments. However, responses such as names of household members will not be captured. The instruments used in the SLIHS are (a) Household Questionnaire Part A, (b) Household Questionnaire Part B, (c) Community Questionnaire and (d) Price Questionnaire

1.1 SYSTEM TERMINOLOGY

The following terminologies used in this system should be well noted:

(a). JOB: A job is simply a data entry application or program. In the case of SLIHS, there are four data entry programs or jobs; one for each of the four survey instruments.

The job names or data entry program filenames are:

> * SLIHSPTA ... for Household Questionnaire PART A - sections 1 to 7
> * SLIHSPTB ... for Household Questionnaire PART B - sections 8 to 12
> * SLIHSPTC ... for the COMMUNITY questionnaire
> * SLIHSPTD ... for the PRICE questionnaire.

(b). FORMAT: A format is a screen displayed by a job. It defines the information on the screen, the input data fields, and the layout of the output record. A job may have one or more formats of the same or different number of fields.

> In your case the job;
> - SLIHSPTA ... has forty-three (43) formats or screens
> - SLIHSPTB ... has fifty-three (53) formats or screens
> - SLIHSPTC ... has seventeen (17) formats or screens
> - SLIHSPTD ... has three (3) formats or screens

Example formats for Household Questionnaire part A and the Community Questionnaire can be found at the appendix.

(c) RECORD: A Record is a collection of data concerning one individual or unit. Within the SLIHS, information on each household member constitutes a record; information on housing characteristics also constitutes another record.

(d). QUESTIONNAIRE: A questionnaire is a set of related records. For example a household questionnaire would contain person records for all individuals living together in a housing unit along with a housing record describing the characteristics of the building structure itself.

(e) BATCH: A batch is a set of related questionnaires. A batch usually consists of all the questionnaires from a small geographically defined unit such as an enumeration area (EA).

The SLIHS Questionnaires would be entered in batches, and each batch would have a unique file name. One Data Entry Operator should key-in ALL questionnaires from the same Batch. Each of the 200 Enumeration Areas (EAs) in this survey will have four sets of batches. One each for parts A, part B, Community and Price questionnaires. That is, in all there would be 800 batches (4 x 200) to be entered for the survey. The naming of batches, which would be created by the Data Entry Operator, is to follow this procedure:

Zrddccnn

Where **Z** could either be A, B, C or D representing PARTS A, B, C or D **respectively**

r - is the region code (0 to 3)

d - is the district code (1 to 9)

cc - is the chiefdom/ward code (01 to 20)

nn - represents the EA number (01 to 80).

Examples:

(i) The Batch file name for PART A questionnaires from Region 1, District 2 Chiefdom 3 and EA 5 would be **A120305**

(ii) The Batch file name for PART B questionnaires from Region 0, District 1, Chiefdom 14 and EA 32 would be **B011432**

(iii) **C340506** will represent a Batch file name for Community questionnaire from Region 3, District 4, Chiefdom 5 and EA 6

(iv) Similarly, **D230409** will represent a Batch file name for Price questionnaire from Region 2, District 3, Chiefdom 04 and EA 09

It is the responsibility of the Data Entry Operator to create the Batch file names correctly, for each batch of questionnaires. Remember, a batch of questionnaires is simply questionnaires from the same Enumeration Area (EA) for a particular instrument. In case of difficulty in forming the batch file names, the DEO should consult the Database Manager for assistance. The Batch file will store the data keyed in by the operator.

The system will automatically append an extension to the batch file names you create **(BCH),** in addition, two files with the same batch name but extensions LOG (containing the operator statistics) and BOP (containing information used by the system internally) will be created automatically.

2 GETTING STARTED

2.1   To Enter the IMPS system

 On your desktop (when your computer is switched on), you will find the IMPS icon.

Using your mouse,

> ➢   click on the **IMPS** icon, a box will appear with some options,
> ➢   click on the **DOS** option
> ➢   select IMPS working directory (\SLIHS**PARTA**\ ) [or \PARTB\, \PARTC\, \PARTD\ ]
> ➢   click **OK**

The following IMPS main menu appears:

A -   Data Dictionary
B -   Data Entry (CENTRY)
C -   Data Edit and Imputation (CONCOR)
D -   Publication Tabulation (CENTS)
E -   Quick Tabulation (QUICKTAB)
F -   Table Retrieval (TRS)
G -   Variance Calculation (CENVAR)
H -   Data Entry Control (CENTRACK)

U -   Utilities
Q -   Quit

2.2   The Data Entry Mode

Select option B - **Data Entry (CENTRY)** from the main menu. Then choose **Enter Data**. At this point, you have to identify the application you want to work with. That is the set of questionnaires you are about to capture. Using the function key F2, select the application for the appropriate questionnaires.

For Household Part A Questionnaires, the application to select would be **SLIHSPTA.ap**

For Household Part B Questionnaires, the application to select would be **SLIHSPTB.ap**

For Community Questionnaires, the relevant file would be **SLIHSPTC.ap**

For Price Questionnaires, the relevant file would be **SLIHSPTD.ap**

2.3   Identifying the Batch

The system will ask for the Batch file name after the correct application name has been given. This may be a new name or the name of a batch that has already been created. Enter A111222 for a household questionnaire part A from Region 1, District 1 Chiefdom 12 and Enumeration Area 22. If the batch exists, the system continues, otherwise, the system gives you the option to create it.

2.4 **Operator Identification**

The Database Manager will assign each Data Entry Operator, a unique identification code. This code could consist of a maximum of twelve alphanumeric characters without embedded spaces. Examples, operator code could be KBDM, KOROMA, MOSES, JOHNSON, JANET or DEO05. The system keeps operator statistics by the operator identification.

2.5 **Data Entry Mode - Main Menu**

By selecting the **'Enter Data'** option, the following Menu will be displayed:

Add to Batch	**Modify Batch**	**Verify Batch**	**Stats**	**End**

➢   Add to Batch: allows for the entry of new data, whether or not the batch exists. If the batch is new, entry will begin with the first record of the first questionnaire. If the batch already exists, entry will begin immediately following the last previously entered record.

➢   Modify Batch: allows you to locate and make changes in the batch.

➢   Verify Batch: allows you to verify (i.e. re-key) a batch to detect errors from the original keying

➢   Stats: gives statistics of the operator's performance

➢   End: will let you exit from the data entry session.

Within the CENTRY menu, you may use the arrow keys to move the highlighted bar over the choices. Pressing the 'Enter' key will select the highlighted choice. You can go directly to a choice by entering the first letter of the name of that choice. For example, pressing 'a' while in this menu will select the 'Add to Batch' option.

3 USE OF FUNCTION KEYS IN DATA ENTRY MODE

3.1 *ADD to BATCH*

 i)   **TO ENTER A FIELD**:

0-9   = enter digits

Space bar   = erase field

DEL   = erase field

Backspace   = erase field

* (Numeric keypad)   = DUP field from previous record

 ii)   **TO MOVE AMONG FIELDS:**

Enter   = go to next field

- (Numeric keypad)   = go to previous field

®   = Go to next field (numeric only)

¬   = Go to previous field (numeric only)

+ (Numeric keypad)   = skip to pre-defined field

 iii)   **TO MOVE AMONG SCREENS:**

PgDn   = go to next screen in quest

PgUp   = go to previous screen in quest

Home   = go to first screen in quest

End   = go to last screen in quest

 iv)   **TO MOVE AMONG RECORDS**:

/   = Go to next record

Tab   = go to next record type

F5   = Choose next record type from menu

Ctrl-F5   = Choose next record type (enter value)

v)   **TO INSERT/DELETE RECORD**:

F3   = Insert record before current record
                        (then F5 to choose record type)

Ctrl-F3   = Insert after current record
                        (then F5 to choose record type)

F4   =Delete current record

vi)   **TO EXIT THE QUESTIONNAIRE**:

F7   = End questionnaire

Esc   = Cancel questionnaire

3.2 MODIFY *BATCH*

i)   TO ENTER A FIELD:

0-9	= enter digits
Space bar	= erase field
DEL	= erase field
Backspace	= erase digit
***** **(Numeric keypad)**	= DUP field from previous record

ii)   TO MOVE AMONG FIELDS:

Enter	= go to next field
- (Numeric keypad)	= go to previous field
®	= Go to next field (numeric only)
¬	= Go to previous field (numeric only)
+ (Numeric keypad)	=skip to pre-defined field

iii)   TO MOVE AMONG SCREENS:

PgDn	=go to next screen in quest
PgUp	=go to previous screen in quest
Home	=go to first screen in quest
End	= go to last screen in quest

iv)   TO MOVE AMONG RECORDS:

/	=Go to next record
Tab	= go to next record type

v)   TO MOVE AMONG QUESTIONNAIRES:

F6	= find questionnaire
Ctrl-F6	= find next questionnaire

Note: ***** matches any character in an F6, Ctrl-F6 search

Ctrl-PgDn	= go to next questionnaire
Ctrl-PgUp	= go to previous questionnaire

Ctrl-Home   = go to first questionnaire

Ctrl-End   = go to last questionnaire

vi)   TO INSERT/DELETE RECORDS:

First, move to the appropriate record screen; then:

F3   = Insert record before current record
                                          (then F5 to choose record type)

ctrl-F3   = Insert record after current record
                                           (then F5 to choose record type)

F4   = Delete current record

vii)   TO INSERT/DELETE QUESTIONNAIRES:

 First, move to the appropriate questionnaire screen; then:

F3   = Insert quest before current quest

F4   = Delete current quest

viii)   TO FIND RANGE ERRORS:

Press <ctrl-E> to search forward for the next field in error

ix)   TO EXIT THE QUESTIONNAIRE:

F7   = Write changes to disk

Esc   = Exit quest (cancel Changes)

3.3 *VERIFY BATCH*

i)   TO ENTER A FIELD:

0-9	= enter digits
Space bar	= erase field
DEL	= erase field
Backspace	= erase digit
* (Numeric keypad)	= DUP field from previous record

ii)   TO MOVE AMONG FIELDS:

Enter	= go to next field
- (Numeric keypad)	= go to previous field
®	= Go to next field (numeric only)
¬	= Go to previous field (numeric only)
+ (Numeric keypad)	= skip to pre-defined field

iii)   TO MOVE AMONG RECORDS:

/	= Go to next record

iv)   TO MOVE AMONG QUESTIONNAIRES:

F6	= choose & go to unverified quest
Ctrl-F6	= choose & go to next unverified quest

NOTE:*****matches any character in an F6, Ctrl-F6 search

Ctrl-PgDn	= go to next unverified quest
Ctrl-PgUp	= go to previous unverified quest

v)   TO EXIT THE QUESTIONNAIRE:

F7	= Exit partially verified questionnaire
Esc	= Exit partially verified questionnaire

vi)   TO ENTER/EXIT   F2

4 MAIN TASKS OF DATA ENTRY OPERATOR

The data entry operator essentially has two major tasks:

* entry of data from the questionnaires and
* management of computer hardware and documents.

Entry of data from the questionnaires consists of entering all data from the questionnaires into the appropriate data files (Batch files) and correcting all errors in the data entered.

Management of computer hardware and documents consists of properly maintaining the microcomputer and printer and storing the questionnaires.

4.1 Management of computer Hardware

To prevent the rapid deterioration of the delicate and costly computer and printer, you must ensure that:

♦ The office doors and windows are kept shut to prevent dust;
♦ Computers and prints are turned off at the end of each day's work;
♦ Computers and printers are protected from dust by covering them with anti dust covers before leaving;
♦ Questionnaires, computers and printers are handled with great care.

4.2 Management of materials

The materials are diskettes and questionnaires.
These materials should be put in order by EAs and within a given EA, by household numbers to make the identification of documents easier. This would also facilitate the verification and editing processes.

4.3   Taking Backups of Batches

When data entry together with corrections for a particular batch have been completed, the DEO must take a backup or make a copy of the original data entered for that batch. This could be achieved in two ways: (i) by using the **Edit, Copy/Paste** option within the Windows environment or (ii) by using the DOS **COPY** command.

COPY: - Enables the duplication of one or several files, from one folder (directory) to another.

 e.g. To copy a BATCH file onto an empty diskette:

a. Insert the diskette in drive A.

b. Type COPY C:\SLIHS\partD\<Batchname.BCH> A:
*and press* **<ENTER>**

e.g.   COPY C:\ SLIHS\partD\D121234.BCH A:
      and press **<ENTER>**

    Where **D121234.BCH** is the batch file being copied
 The DEO should also copy the associated .LOG and .BOP file for the batch.

4.3.1 Labeling your Diskette

Labelling of diskette facilitate easy identification of its contents. Diskettes must be labelled with felt pens in order not to damage them. The format is shown below:
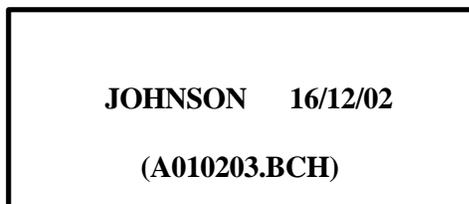
Format:

```
<DEO Id>    <date>

     (BATCH NAME)
```
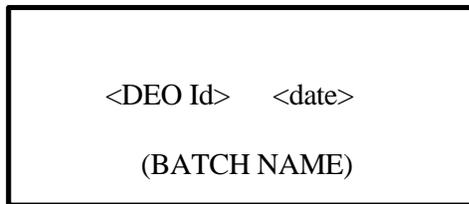
The above illustration corresponds to the following information:

      a. The Batch file name;
      b. Date on which "Batch" was prepared.
      c. ID of Data Entry Operator.

Example:

```
JOHNSON    16/12/02

   (A010203.BCH)
```

In addition to the DEO's backup of the batch, the Database Manager is to copy from all workstations, the day's work at the end of each day. This may be store on the server as well as diskettes or CD's.

4.4 Verification of Batches

After a batch has been entered, one way to ensure the accuracy of the data keyed is through verification. Verification is a process whereby a batch keyed-in by one operator is re-entered by another operator. The systems allows for partial or total verification of a batch. The sample of batches to be verified will be determined by the project management.

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APPENDIX

♦ Data Entry Screens for Household Questionnaire - Part A

♦ Data Entry Screens for Community Questionnaire