

Sierra Leone Integrated Household Survey 2018

Data Entry Clerk Manual

revised version - May 2018

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GETTING STARTED

Key Points

- The Sierra Leone Integrated Household Survey (SLIHS) was designed to provide a complete and integrated data set to better understand target groups of households (HH) affected by poverty.
- Data from the SLIHS is strictly confidential. You should not discuss the data contained in the questionnaires with anyone other than your fellow survey teammates. No names of people or towns will be attached to any data that is published or shared.
- The survey will be conducted over a 12-month period. You will be in each EA for approximately three weeks.
- The survey is divided into five "books" as discussed below. Enumerators will canvass households and provide you with the completed questionnaires **for each book** as they complete them. When you receive a Book, you should review it briefly to ensure all subsections are present and completed as applicable.
- We are using the software program CSPro for all field data processing activities.
- For detailed instructions on how each section was completed, and for code lists used within the questionnaires, refer to the Enumerators Manual.

Main Menu

You will control the entry, editing, and report generation of the above five books from the SLIHS menuing application. You will launch this via a short-cut (traffic light icon) on your desktop. Once launched, the following dialog box will appear. You will first need to enter the two pieces of information shown circled in yellow below—the cluster code (EA) and household number for the Book in question. Once those two pieces of information are provided, the interim fields (District Name, Chiefdom, etc) will be automatically populated. Whenever you wish to exit the system, just press the "Close" button, located in the upper left corner of the data entry application (shown below circled in red).

CSEntry - (Apl File = Main_Menu.ent , Data File = Main_Menu.dat)

File Mode Edit Navigation View Options Help

==> CLOSE <==

THE REPUBLIC OF SIERRA LEONE
Statistics Sierra Leone
Integrated Household Survey (IHS) 2017/18

Team: 999 **MAIN MENU** Version: 0.2.6

Cluster Code:

District Name:

Chiefdom:

Section:

EA Number: Urban/Rural : ☐

Household Number:

After entering the cluster code and HH number, the following submenu will appear, which allows you to select the Book for entry:

Cluster Code:

SELECT BOOK:

BOOK 01 INDIVIDUAL.....	<input checked="" type="checkbox"/>
BOOK 02 HOUSEHOLD.....	<input type="checkbox"/>
BOOK 03 AGRICULTURE.....	<input type="checkbox"/>
BOOK 4A CONSUMPTION.....	<input type="checkbox"/>
BOOK 4B CONSUMPTION.....	<input type="checkbox"/>

Household Number:

While the enumerators will not necessarily give you the household's books in order, and so you may find yourself entering Book 2 before Book 1, you must key Book 4A before Book 4B—the system will not allow you to attempt otherwise. Upon choosing which Book you want to work on (use the arrow keys to move among the choices), you will be presented with the following, final submenu, your activity choice:

MAIN MENU Version:

SELECT ACTION:

- ENTER DATA
- ERROR REPORT
- CORRECT DATA
- FIELD TABLES by Team, this EA
- FIELD TABLES by Team, to date
- FIELD TABLES by Interviewer, this EA
- FIELD TABLES by Interviewer, to date

Household Number: 1

Interpretation of the Menu Selections are as follows:

- Enter Data—This will launch the data entry application for the desired Book. At any time during the entry process if you have not finished entry of all sections for the book, you should choose this option.
- Error Report—This will generate a listing of inconsistencies found among the data. Generally these will be errors that need to be corrected, but sometimes they will be warnings, alerting you to something that appears inconsistent.
- Correct Data—If you need to correct data, either to correct your own mistakes or to take into account revisions made after review by the supervisor and/or the interviewer, use this option.
- Field Tables—The Supervisor will work with you to generate the correct field table. Generally, these tables report on field quality controls.

As hopefully anticipated, you can not run an error report or correct data on a household that has not yet been entered. Attempting to do so will generate an error message from the system. On the other hand, you can run field tables at any time, as these run on data across the EA, not just a single household.

Entering Data

This is where you will spend the vast majority of your time—entering data for each household within the cluster. Key issues to be aware of and keep in mind while keying include the following:

- [1] You must always press the <Enter> or <Tab> key to move from one field to the next.
- [2] <Shift+Tab> will move you to the previous field if you need to correct a mistake.
- [3] <Space> will clear all the data in a field
- [4] When entering data for rosters, especially in very long rosters, be very careful to enter data from the correct line. It is often useful to use a ruler, or a blank piece of paper, to move down the page as you enter data, to better help you track your position within the page.
- [5] Pressing the <Enter> key will not necessarily advance you to the next field. Oftentimes there are skips that will advance you further along within the same row (for example, see A04), skips that will take you to the next row (for example, see B02). Likewise, there are filters for many sections that may cause you to move elsewhere (for example, see C04—if the person you are entering data for is 3 years old, you will not enter any data for this person beyond C03).

"Other" responses

If the interviewed has used a code for “other”, he/she should have specified the exact response by writing the question number, the line number (if applicable) and the specified response at the bottom of the page of the questionnaire. When you key the code for other, the data entry application will bring up a dialogue box in which you should type the response as written on the questionnaire. If no details were specified, enter “other response not specified” and your supervisor will follow up with the interviewer.

	14	15	16	17
	When did [NAME] go back to school after the schools reopened?	Why did [NAME] not go back to school?	Based on the responses to 9, did the person	Why did you/[NAME] repeat a class?
	after school opened any response >> 16	6 other	1 yes 2 no >> 18	9 strike 10 other
01				
02		6		
--				

B15 - 02 - worried about Ebola transmission at school

The screenshot shows a data entry application interface. A dialog box titled "Field Note: B_15 (2)" is open, displaying the text "worried about Ebola transmission at school". The dialog box has "OK", "Cancel", and "Clear" buttons. In the background, a questionnaire form is visible with columns for enrollment and school closure data. The form includes a header "Enrollment Since Pre-Ebola School Year" and a table with columns for school closure reasons and dates. The table has rows for data entry, with some cells containing numbers like 0, 1, 2, and 6.

Note that the question number and line number (B_15 (2)) are already indicated in the Field Note header -- you do NOT need to reenter this information.

new
notes

Entering Amounts

To reduce the number of key strokes and reduce errors, amounts will be entered in thousands of Leones. Thus if the questionnaire looks like below left, the data entry screen is as below right:

13	How much does the household pay in cash for rent?	
amount in Le	500,000	
time period	1 monthly 2 quarterly 3 yearly	1

13. How much does the household pay in cash for rent?
_____ - _____
<input type="checkbox"/>

You will key **5 0 0** and the data entry screen will show

13. How much does the household pay in cash for rent?
_____ 5,0,0 - _____
<input type="checkbox"/>

Then when you key <enter> or <tab> it will show

13. How much does the household pay in cash for rent?
_____ 5,0,0 - 0,0,0
<input type="checkbox"/>

To enter amounts of one million or more, follow the same logic. Le 1,500,000 is keyed as **1 5 0 0** <enter>

13. How much does the household pay in cash for rent?
_____ 1,5,0,0 - _____
<input type="checkbox"/>

13. How much does the household pay in cash for rent?
_____ 1,5,0,0 - 0,0,0
<input type="checkbox"/>

To enter amounts less than Le 1,000 or amounts that are not even multiples of Le 1,000 you will use the decimal point. To enter Le 2,500 key **2 . 5** <enter>

16. How much did you spend on materials (paints, cement, plumbing) for maintenance or minor repairs to the dwelling in the past 12 months?
_____ 2, - 5, _____

16. How much did you spend on materials (paints, cement, plumbing) for maintenance or minor repairs to the dwelling in the past 12 months?
_____ 2, - 5,0,0

To enter Le 500 key **. 5** <enter>

16. How much did you spend on materials (paints, cement, plumbing) for maintenance or minor repairs to the dwelling in the past 12 months?
_____ - 5, _____

16. How much did you spend on materials (paints, cement, plumbing) for maintenance or minor repairs to the dwelling in the past 12 months?
_____ 0, - 5,0,0

When using codes 888 [refused to say] and 999 [don't know] in section O, key **. 8 8 8** or **. 9 9 9** with the decimal point so that the amount is recorded as Le 888 and not Le 888,000 (which is a possible value).

Savings Accounts

15. Does any member of the household have a savings account? **1**

16. In whose name is the savings account?	17. Respondent ID	18. What is the current value of the savings account?	19. How much has been added to the saving account in the last 12 months?
101	1	0,1	_____ - 8,8,8

new notes

Overview of the Survey Questionnaires

Book 1

There are ten sections in this book, A to J. Each section is organized in a table (also called roster) with one line for each person. Each page begins with a person ID in the first column, which are the same across all sections, and are not to be in any way changed. Be aware that not all sections are applicable for all persons; in those situations, the line corresponding to that person's ID will be blank for the entire section.

The data entry application will automatically determine which sections are relevant for which household members, and automatically cue you to enter data only for those persons. If a section has been filled out on the questionnaire for a person who is not eligible for the section, first, go back and double check the person's age and sex to make sure you have entered these correctly. If the person is really not eligible for the section, do not enter the data, but make sure to flag this with the supervisor.

If data is missing for a person who should have been interviewed for a section, leave the respondent ID blank. The application will then present you with a dialog box asking if the entire section is blank for this individual. If it is, select "Data missing", and you will be allowed to skip the section for that person. (If just the respondent ID was left blank, select "Field missing", and you can then continue to enter the rest of the data for the section.)

Section A: For this section, you will need to enter the "person ID" that is printed in the leftmost column of the questionnaire. When you have entered all the members of the household, leave the next person ID blank and just <Enter>. This will exit the section. For the other sections in Book 1, you will not have to enter the person ID, it will automatically be filled in and you will start entering with the respondent ID.

Section C: You will need to enter a respondent for every household member for this section, even if none of the sections of questions are actually relevant. If none of the sections are relevant, and the interviewer left the respondent column blank, just enter 01.

Multiple copies of book 1

If a household has more than 10 members, the interviewer will use multiple book copies of book 1 to capture all the household members. These should be marked on the inside cover page as (for example) "Book 1 of 2" and "Book 2 of 2"

9 0 3	0 2	1
SLIHS Cluster Code	Household Number	MICS EA? 1 = yes; 2 = no
1 of 2	Total number of listed individuals 12	
Qx No	Total Qxs	

9 0 3	0 2	1
SLIHS Cluster Code	Household Number	MICS EA? 1 = yes; 2 = no
2 of 2	Total number of listed individuals 12	
Qx No	Total Qxs	

These will both be entered together in CSPro.

<input type="text" value="X"/>	of	<input type="text" value="2"/>	Total number of HH members	<input type="text" value="1,2"/>
Qx No		Total Qxs		

The lines / persons in the first book should be numbered 01 to 10. Those in the second book should be numbers 11 to 20. They will all be entered sequentially in CSPro.

Questionnaires:

	name	code
01	Alpha Bah	1
02	Mariama Bah	2
03	Sheku Bah	3
04	Fatmata Jalloh	11
05	Alimamy Bah	5
06	Mariama Bintu Bah	3
07	Abubakarr Bah	3
08	Fatmata "Fanta" Bah	3
09	Ibrahim Bah	3
10	Isatu Barrie	2

	name	code
11	Mariatu Bah	3
12	Issa Bah	3
13	Ibrahim Barrie	7
14	Mabinty Bah	12

CSPro:

Demographics					
	Pers ID	1. Person's Name	Relationship	2. Sex	3. Birth Cert
1	01	ALPHA BAH	1	1	2
2	02	MARIAMA BAH	2	2	2
3	03	SHEKY BAH	3	1	1
4	04	FATMATA JALLOH	11	2	1
5	05	ALIMAMY BAH	5	1	1
6	06	MARIAMA BINTU BAH	3	2	1
7	07	ABUBAKARR BAH	3	1	1
8	08	FATMATA "FANTA" BAH	3	2	1
9	09	IBRAHIM BAH	3	1	1
10	10	ISATU BARRIE	2	2	2
11	11	MARIATU BAH	3	2	1
12	12	ISSA BAH	3	1	1
13	13	IBRAHI BAH	7	1	1
14	14	MABINTY BAH	12	2	2
15					

Book 2

There are seven sections in this book, K to Q. Most sections are organized into rosters. None of these rosters pertain to persons within the household, but rather to other things such a housing characteristics, goods owned by the household, expenditure etc.

K26/K27: If only the number of minutes is entered, enter 0 against the number of hours.

Section P: The enterprise ID codes (801, 802 etc) are pre-printed on the questionnaire, but you will have to key them into the data entry system. When you have completed the rows for all the NFEs, leave the next enterprise ID blank, and the program will exit the section.

Section Q: Same as section P above, you have to key in the pre-printed person ID numbers (101, 102 etc).

Book 3

There are six sections in this Book, R to W, covering the agricultural activities of the household. This book will be completed for all households, whether or not they are involved in any agricultural activities.

If the household does not own any agricultural land (R8 = 2 [no]) then the rest of section R and all of sections S and T are skipped. If you enter 2 for R8, the application will ask you to check and confirm that the rest of section R, and sections S and T are blank before continuing.

8. Has anyone in the HH cultivated any land in the past 12 months?

Item	9 Description of Plot	10 Plot Size	11 Plot Loc	12 Type of Irrigation	13 Able to Sell Plot	14 Who Can Sell Plot	15 Get Permission to Farm Land
1							
2							
3							
4							
5							

Entering NO will advance to Section U.

Correct, NO entered ✓

Incorrect, reenter value ✗

↺ ↻ 👉

Recording Calendar Information

There are several places in Book 3 where the respondent is asked about things by month, working back over the previous 12 months. For example, if an interview is being done in June 2018, we want to ask about June 2017 to May 2018.

The interviewer indicates exactly the range of months in question by drawing a line between May and June, and writing "2017" above June to Dec, and "2018" above Jan to May.

44 In the past 12 months, in which months did the household NOT have enough of its own rice to eat?
Mark X for months when there was NOT enough own rice to eat.

year:	2018					2017						
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	X	X	X						X	X	X	X

please
review

To indicate in the data entry program where the line was drawn, you enter the month and year when the recall period starts (to the right of the line), in this case, June 2017, so enter 6/17.

44. In the past 12 months, in which months did the household NOT have enough of its own rice to eat?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Not Enough Rice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

What was the beginning month and year for the 12 month period above? / (MM / YY)

For surveys conducted in Jan 2018, the recall period will be Jan 2017 to Dec 2017.

Enter 1/17.

44. In the past 12 months, in which months did the household NOT have enough of its own rice to eat?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Not Enough Rice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

What was the beginning month and year for the 12 month period above? / (MM / YY)

Books 4A & 4B

There are two sections in Book 4A (Section X & Y), with an additional third section (Z) in Book 4B. These Books capture the consumption of food and other frequently purchased items over a 20 day period. This 20 day diary is divided into two physical parts, 4A and 4B, each of which cover 10 days. In Book 4A and 4B, the Section X food purchase diaries will be logged on a daily basis, whereas the non-food purchase diaries will be split into two columns, corresponding to four discrete time periods during the 20 days.

Note that the dates for the diary days (Section X) must be sequential.

new
section

Extreme Values

For questions H3 (parts a, b, c and e), H14 and H27 the data entry application only allows for two digits for these questions. It is possible (although unlikely) that a person works more than 99 hours in 7 days at one of these activities (this would mean working more than 14 hours every day of the week). Question N2 similarly allows for only two digits. It is possible (although unlikely) that the household would purchase the items in Section N more than 99 times over the course of 12 months. If you encounter a value of more than 99 for any of these questions, confirm with your supervisor, and if the value written is correct, enter 99 for any value of 99 or more.

Data Validation

There are several methods by which the data you enter will be verified or checked within the system, as described below.

Range Checking

Most fields have an expected, and hence internally defined, value. For example, in the HH roster for Section A, the acceptable list of relationship statuses is shown for A01, and so these are the only codes allowed. Likewise, the sex field (A03) can only have two values, male or female. Yet there are other fields without an explicitly-stated range of acceptable values, such as a person's age (A04). However, clearly a person can not be 140 years old—therefore, most fields have an internally defined range of acceptable values. If you attempt to enter a value that is not within that defined range, you will get the following error message:

1.	2.	3.	4.	5.	6.	S
Relationship	Sex	Birth Cert	Age	Date of Birth DD MM YY	Marital Status	ID1
01	2	1	140		4	

Confirm
WARNING: Out of range! Accept this value for A_04(1,1,1)?

If you did not enter the value in error and do in fact wish to enter the possibly out-of-range error, just select "Yes" to allow the value to be accepted by the system.

When you receive any type of error message (either during data entry or while running the error check) you should first check and make sure that you have correctly entered what the interviewer wrote on the questionnaire. If (in the above example) the interviewer really wrote 140, then click "Yes" to accept the value. This will then be flagged again on the error report after data entry, for the supervisor to review with the interviewer.

1.	2.	3.	4.	5.	6.	7.	8.	
Relationship	Sex	Birth Cert	Age	Date of Birth DD MM YY	Marital Status	Spouse ID(s) ID1 ID2 ID3 ID4	Religion	Biolog. Father: Location
01	2	1	40		4		3	97
02	1	1	39		4		2	97
03	1	1	7	09 10 11	1	04	3	98

Entry Message (U 108)
PersonID 3: The calculated age based on the date of birth (5) doesn't agree with the person's age listed in A04 (7).

Consistency Checks During Entry

For key fields that are reasonably easy to verify during entry, consistency between responses is made during the keying session. For example, in the HH roster, the date of birth is collected for persons younger than 16 years of age. After entering the date of birth, the system will verify this information against the stated age in A04 and the date of interview listed on the cover page's interview roster. If there appears to be a disagreement among the data, an error message will be issued as shown below.

Note that the error message number is displayed in the upper left corner of the dialog box (108). The error message informs you that the person with a PersonID of 3 (i.e., the person listed in row 3 of the HH roster) has a calculated age of 5 based on the date of birth and date of interview (not listed, but it is May 2017), whereas the stated age for the person was 7 years. If there was no obvious keying error, leave the data as is and continue keying. The error message will be generated during the post-entry report, and you can discuss it with your Supervisor at that time as to what action will be taken.

Consistency Checks After Entry

After you have entered all questionnaire data for a given book, you will run the second menu option, Error Report, on the data. This will create a report that will present all errors generated during your keying session, as well as additional consistency errors that are a bit more difficult to handle during keying. Note the error message that was generated above (108), and how it will appear below in the report listing:

```
27
28 Process Messages
29
30 *** Case [90101] has 50 messages (6 E / 1 W / 43U)
31 W 88870 Value '901' out of range - check S_PSU
32 U 117 A18(1): Can not enter 0 for MICS HH line, as this HH is in a MICS EA.
33 U 109 A06(2): A person with a relationship code of spouse must be married (A06 must = 1-3).
34 U 116 A17(2): This person should not be a member of the HH based on responses to A15 and A16.
35 U 108 PersonID 3: The calculated age based on the date of birth (5) doesn't agree with the
36     person's age listed in A04 (7).
37 U 116 A17(3): This person should be a member of the HH based on responses to A15 and A16.
38 U 119 A18(2): Their MICS HH line number (1) is being used by other HH member(s).
```

You will review the error report with your supervisor, and possibly print it out for him/her to review with the interviewer.

Decoding Error Messages

If you get:

```
E 88182 Inconsistent field detected... C_18(1) is not a skipped field, however
is NotAppl
```

this means that C18 was left blank when it shouldn't have been (NotAppl is an abbreviation for "Not Applicable").

If you get

```
U -2517 Book 2 load failed, can not verify codes listed in I_07 against Section
P
```

this should mean that you have not yet entered Book 2 for this household. After you have entered Book 2, when you run the error report on Book 2, this will be checked.

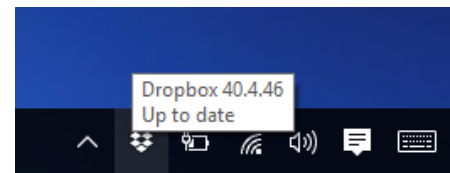
Connectivity

You will be provided with an Orange cellular modem to connect to the internet. This should only be used in the SLIHS laptop, and only for syncing to DropBox. All team members are provided a separate monthly communication allowance to communicate with each other and the SLIHS management.

Whenever you are connected to the internet, the application will automatically upload the data you have entered, and automatically download any updates to the data entry application, using DropBox. Once you are connected to the internet, the DropBox icon in the system tray (bottom right corner) will show a blue circle icon to indicate that it is syncing. Once this changes to a green checkmark icon, syncing is complete, and all files have been uploaded / downloaded. (In some cases, the green check mark may not display. Hover over the DropBox icon in the system tray. If it says that DropBox is up-to-date then you are fine.)



If you are working in an area with coverage, you should connect to the internet every couple of days. This should take only 5-15 minutes. If you are in an area without coverage, connect to the internet when you return to the district headquarters, and make sure that DropBox finishes syncing.



You will need to connect to the internet for a longer period (say about 1 hour) every month to ensure that DropBox can update itself. If DropBox stops syncing (you connect and get the blue circle icon but never the green check) the most likely cause is that DropBox has gotten too out of date. Take note of the DropBox version number (40.4.46 in the image above) and contact SSL data processing.

new
section

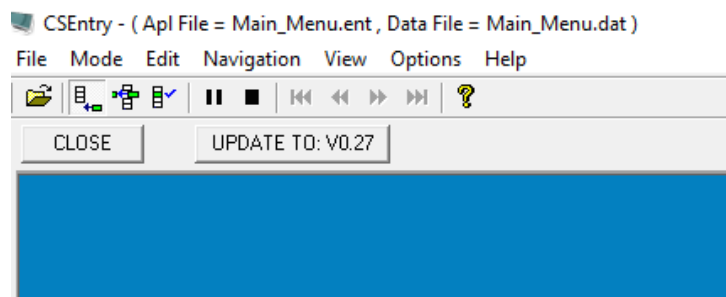
Uploading Data

Whenever you connect to the internet, DropBox will automatically upload any data you have entered. You do not need to do anything else.

Updating the Application

If an update to the application has been created, it will be automatically downloaded via DropBox when you connect to the internet. The next time you run the application, you will see in the top left hand corner a button to update the application.

Click this button. You will need to enter the administrative password (SLIHS2018) to run the update. If multiple updates have been created since you last connected to the internet, you may have to repeat these steps several times, until the option to update no longer appears.



Additional Application Features and Hints

Navigation & Variable Naming Within CSPro

F6

During your correction sessions, you may find CSPro's F6 function key of use to move quickly to the field of interest.

In order to move to a specific field, you need to know its internal (programming) name. Variable naming within the application is generally the section letter, followed by the underscore, and finally the two-digit question number. Therefore, A7 is internally named A_07 within CSPro.

The general convention is

<section letter>_<question #><opt-suffix>

where question # is always two digits (lead with zeros if the question number is less than 10) and the suffix, if needed, is one letter.

For example, using this nomenclature, the variables associated with a person's sex and age in Section A (the HH roster) are A_02 and A_04. Similarly, the variables associated with the (up to) four spouse codes are named A_07A, A_07B, A_07C, and A_07D. Some of the date fields use D, M, Y suffixes, rather than A, B, C. If you ever have trouble reaching a specific field, just use F6 to go to the closest non-split field (i.e., closest field that doesn't have subparts).

If you are unsure of a variable's name, you can always locate during the keying session by looking to the bottom center of the data entry applications frame—there, you will see an area with "Field =", with the variable name following.

The screenshot displays the CSPro application window with the title bar "CSEntry - (Apl File = B1.ENT, Data File = B1-901-01.FDE)". The interface includes a menu bar (File, Mode, Edit, Navigation, View, Options, Help) and a toolbar. The main data entry area contains various fields for household information, including District, Chiefdom, Section, Locality, Name of HH Head, Address, Phone Number, HH Serial #, Chiefdom/City Code, Section Code, EA Number, U/R, SLIHS Cluster Code, HH Code, MICS EA?, Total number of HH members, Interviewer, Supervisor, and DEC. A table titled "Sections Worked On" is visible, showing columns for Date, Start Time, End Time, and a grid of checkboxes for sections A through J. A red arrow points from a cell in the table to the status bar at the bottom, which displays "Field = B1A2_04G".

	Date DD / MM / YY	Start Time HH : MM	End Time HH : MM	A	B	C	D	E	F	G	H	I	J
1	01 / 05 / 17	06 : 00	07 : 00	X	X			X	X			X	
2	02 / 05 / 17	08 : 00	09 : 39			X	X			X	X		X
3	/ /	:	:										
4	/ /	:	:										
5	/ /	:	:										
6	/ /	:	:										
7	/ /	:	:										

2017 May 31

Field = B1A2_04G

F10

Advances to the last keyed field, or to the end of the book if everything has been entered.

Partial Saves

During your keying session, you should periodically save your data. While CSPro does periodically write out your data, it's better to err on the side of caution. You can force the save by pressing <Ctrl+R>, or by clicking on the "File" option in the upper left corner of CSPro, and choosing the "Save Partial Case" option. You can then resume your keying. When stopping your entry session for any length of time (for example, taking a lunch break), you should exit the system, saving your work as you exit.

Correcting Multiple Fields

If you realize that you have made a mistake in several fields, you should go back to the first place where you entered an incorrect value and correct it. For example, suppose you are entering data and you enter this:

Demographics																
	Pers ID	1. Person's Name		Relationship	2. Sex	3. Birth Cert	4. Age	5. Date of Birth DD MM YY			6. Marital Status	7. Spouse ID(s) ID1 ID2 ID3 ID4				8. Religion
1	01	MAX KOROMA		01	1	1	40				1	02				

but then realize that Max was marked as widowed, not married.

	14 non-relative name	code	2 female	2 no	→ 6 years	younger → 9 DD/MM/YY	married → 8	lives outside the household. ID1 ID2 ID3 ID4			
1	Max Koroma	1	1	1	40		6				

Use <shift+tab> to go back two fields to A06 (or click on A06 with your mouse) and type in the correct response. CSPro will then skip over A07 and advance to A08. The contents of A07 will remain until the data for this book is finalized; that is, while the questionnaire is incomplete (partially saved), all data will be retained, whether it is on-path (located along the most recent skip pattern flow) or off path (located along a previous skip pattern flow).

	Pers ID	1. Person's Name		Relationship	2. Sex	3. Birth Cert	4. Age	5. Date of Birth DD MM YY			6. Marital Status	7. Spouse ID(s) ID1 ID2 ID3 ID4				8. Religion
1	01	MAX KOROMA		01	1	1	40				6	02				

If A06 had been a two digit or larger field, or if you must reenter data for several incorrectly entered fields, it is sometimes easier to press the <space> key to first delete the contents, then enter the correct information.

Problems On the Questionnaire?

There are several types of errors that can occur during the interview and entry process that may lead you to believe there is an error in the CSPro data entry program. But before you reach out to the supervisor, verify where the error occurs.

- [1] The interviewer may have followed a skip/the wrong skip for a question; that is, they may have skipped to a question when they shouldn't have, or not skipped to a question when they should have. For example, there is no skip associated with A06 responses 1-3, but the interviewer might have followed the skip for response '4', even though they wrote '3' for the response.

This type of mistake should be brought to the attention of the supervisor, for the interviewer will need to correct the questionnaire.

- [2] You might have keyed the incorrect number, causing the program to skip to a field/the incorrect field (for example, F13 skips on response 3 to F15, but to F20 for responses 4 or 5. So if the response to F13 had been '3' but you keyed '4', you will most assuredly go to the wrong field).

This type of mistake was created by you and hence, will be fixed by you. No further action required.

- [3] There may be a programming mistake within the data entry program. *This is the type of problem that you should bring to the attention of your supervisor as soon as possible*, for this will prevent the correct entry of your questionnaire data. If you enter a response to a question and the skip pattern on the questionnaire doesn't take you to the same place as the program does, you've found a bug. ***Make a note of what happened and contact your supervisor.***

If, after review of the questionnaire with the supervisor and the interviewer, there are issues that are generating errors, you can always enter a note to explain what is happening. At any time during entry you can press Ctrl+N, and a dialog box will appear where you can enter your note. Lead all notes with "DEC NOTE"

Notes are tagged to the field from which you press Ctrl+N. Therefore, if you wish to add a note for a field where a note is already expected (due to the respondent's answer), then you will **not** get a separate dialog box—instead, your comment will appear in the same area as the question's "other" text. If you prefer to avoid this situation, then just enter a note for the closest previous or succeeding field where "other" text does not occur.

Starting and Closing the Application

new
section

Maintaining Correct IDs

The most important identifiers are the cluster number and the household number. These must be entered correctly at the beginning and never changed during the course of entering or correcting data.

When entering or correcting data, you must follow the following procedure for each book:

- 1) Enter the cluster number and household number in the Main Menu
- 2) Select the book and either “ENTER DATA” or “CORRECT DATA”
- 3) Enter or correct data.
- 4) To finish:
 - a) If you have not yet finished entering data for this household, do a partial save. Click the “Stop” button (solid square) select “Partial Save.”

CSEntry - (Apl File = B1.ENT , Data File = B1-899-12.FDE)

File Mode Edit Navigation View Options Help

SECTION B: GENERAL EDUCATION

Ever Attended Highest Level Completed

	Person ID	Respondent ID	1. Ever Attend School	2. Why Never Attend	3. Attended Pre-school	4. Attended Grade School	5. Attended High School	6. Attended College	7. Highest Level Completed
1	01								
2									

Stop Adding

Partial Save Discard Cancel Help

- b) After you have finished entering all the data for the book, you will see an entry message that asks you to confirm in you are done entering data for this household. Select “Yes, done.”

Entry Message (U 61)

You are now exiting data entry for this household. Are you done?

No, return to data entry Yes, done, exit CSPro

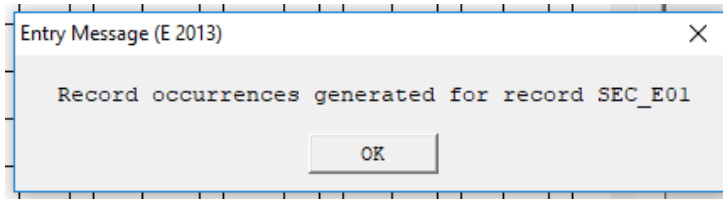
For Book 1, it will just ask if you are done with Section J.

Entry Message (U 60)

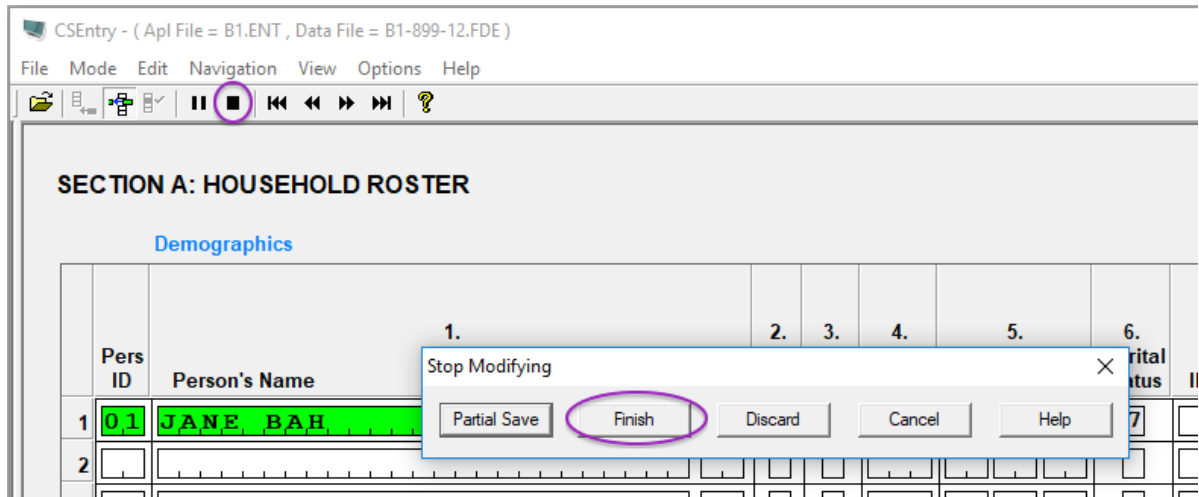
All applicable questions for Section J have been asked. Ready to continue?

No, Return Yes, Continue

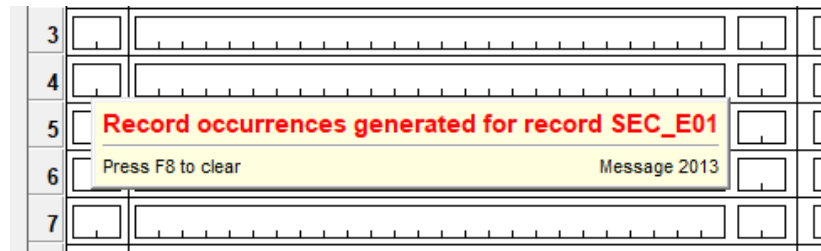
You may see several entry messages “Record occurrences generated for record ...” Just click OK on all of these.



c) If you have finished correcting data, click “Stop” and select “Finish”

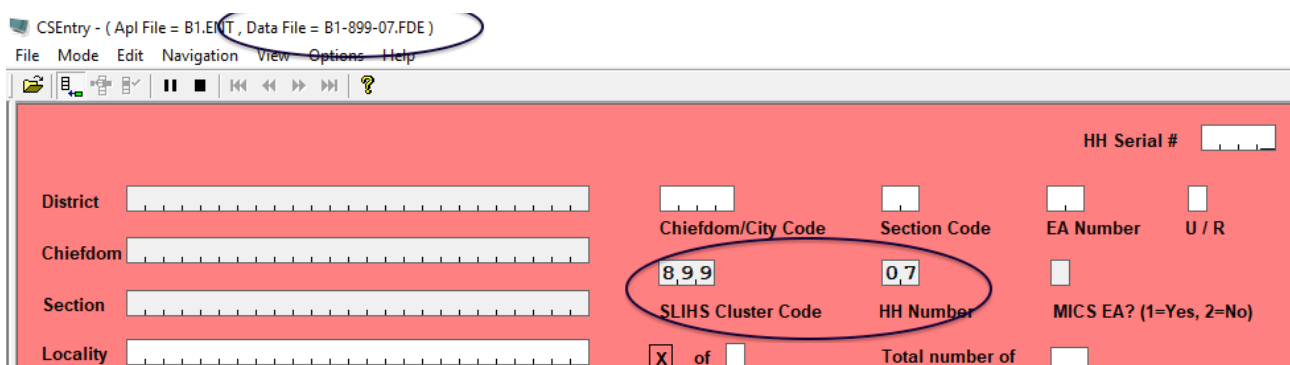


You may receive some error messages that have to be dismissed. On the SLIHS laptops, you need to press the <Fn> and <F8> keys together to dismiss these.



In any of those cases, you will be returned to the Main Menu, household number field. You can now either enter a different household number for the same cluster or change the cluster code to enter data for another EA.

At all times the “Data File” specified in the very top left should match the cluster and household on which you are working.



If these ever do not match, click the “Stop” button, discard the case, and start again from the Main Menu.

CSentry - (Apl File = B1.ENT , Data File = B1-899-12.FDE)

File Mode Edit Navigation View Options Help

SECTION B: GENERAL EDUCATION

Ever Attended Highest Level Completed

Person ID	Respon- dent ID	1. Ever Attend School	2. Why Never Attend	3. Atte Pre-sc	7. Highest	8. High Qualifica
1	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stop Adding

Partial Save Discard Cancel Help

If you start entering data for a book and realize that the cluster number or household number is incorrect, you must click the “Stop” button, discard the case, and start again from the Main Menu.

Zipping

The data for the cluster is zipped (and then uploaded to DropBox when you connect) when you close the main menu screen, BUT ONLY for the current cluster number. In general, it is good practice to close the application completely, and then re-launch it when you want to enter / correct data for a different EA. If data processing reports that they have not received data that you have entered, or that a zip file is corrupt, open the menu main, enter the cluster number, and the close the main menu to re-zip the data for that cluster.

new
section

ISIC CODES

AGRICULTURE, FORESTRY AND FISHING

- 010 Crop and animal production, hunting and related service activities
 - 011 Growing of non-perennial crops
 - rice, cassava, vegetables*
 - 012 Growing of perennial crops
 - coffee, cocoa, fruits, oil palm*
 - 013 Plant propagation
 - 014 Animal production
 - beekeeping*
 - 015 Mixed farming
 - farms that have both perennial and non-perennial crops, or crops and animals*
 - 016 Support activities to agriculture and post-harvest crop activities
 - extension worker, sprayer*
 - 017 Hunting, trapping and related services
- 020 Forestry and logging
 - 021 Logging
 - collecting firewood, cutting fence sticks, production of charcoal in the forest*
 - 022 Gathering of non-wood forest products
 - palm wine tapping, collecting wild fruit or plants*
- 030 Fishing and aquaculture
 - 031 Marine fishing
 - ocean fishing, collecting cockles, oysters, crabs etc*
 - 032 Freshwater fishing
 - river fishing*
 - 033 Aquaculture
 - fish farming*

MINING AND QUARRYING

- 050 Mining of coal and lignite
- 060 Extraction of crude petroleum and natural gas
- 070 Mining of metal ores
 - 071 Mining of iron ore
 - 072 Mining of bauxite
 - 073 Mining of gold
 - 074 Mining of rutile
 - 075 Mining of limonite
 - 076 Mining of other metal ore
- 080 Other mining and quarrying
 - 081 Quarrying of stone, sand and clay
 - 082 Mining of diamonds
- 090 Mining support service activities

MANUFACTURING

- 100 Manufacture of food products
 - 101 Processing and preserving of meat
 - butchering*

- 102 Processing and preserving of fish, crustaceans and mollusks
smoking/drying fish
- 103 Processing and preserving of fruit and vegetables
roasting groundnuts, making plantain chips, groundnut paste
- 104 Manufacture of vegetable and animal oils and fats
making palm oil
- 105 Manufacture of dairy products
- 106 Manufacture of grain mill products, starches and starch products
milling rice, making garri, foo foo, rice flour
- 107 Manufacture of other food products
making bread, confectionary such as groundnut cake, coconut cake
- 108 Manufacture of prepared animal feeds
- 110 Manufacture of beverages
making ginger beer, poyo, omole; packet water production; Kadco, Sierra Leone Brewing Company
- 120 Manufacture of tobacco products
- 130 Manufacture of textiles
weaving country cloth
- 140 Manufacture of wearing apparel
tailoring
- 150 Manufacture of leather and related products
- 160 Manufacture of wood and of products of wood and cork, except furniture;
manufacture of articles of straw and plaiting materials
sawmills, making boards / hardboard
- 170 Manufacture of paper and paper products
making Nice sanitary pads
- 180 Printing and reproduction of recorded media
photocopying, binding
- 190 Manufacture of coke and refined petroleum products
- 200 Manufacture of chemicals and chemical products
fertilizer, soap, paint
- 210 Manufacture of basic pharmaceutical products and pharmaceutical preparations
- 220 Manufacture of rubber and plastics products
Milla
- 230 Manufacture of other non-metallic mineral products
cement
- 240 Manufacture of basic metals
- 250 Manufacture of fabricated metal products, except machinery and equipment
making metal doors / gates, aluminum items
- 260 Manufacture of computer, electronic and optical products
- 270 Manufacture of electrical equipment
- 280 Manufacture of machinery and equipment n.e.c.
- 290 Manufacture of motor vehicles, trailers and semi-trailers
- 300 Manufacture of other transport equipment
building boats
- 310 Manufacture of furniture
carpentry, mattress factory
- 320 Other manufacturing
jewelry making
- 330 Repair and installation of machinery and equipment

ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY

- 350 Electricity, gas, steam and air conditioning supply
EDSA, Afrigas, production of ice

WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES

- 360 Water collection, treatment and supply
GVWC
- 370 Sewerage
emptying septic tanks / latrines
- 380 Waste collection, treatment and disposal activities; materials recovery
Klin Salone/Masada, collecting scrap metal
- 390 Remediation activities and other waste management services

CONSTRUCTION

- 410 Construction of buildings
carpentry, masonry, general contracting
- 420 Civil engineering
construction of roads, dams etc
- 430 Specialized construction activities
plumbing, electrical wiring, installing air conditioners, laying tile

WHOLESALE AND RETAIL TRADER; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES

- 450 Wholesale and retail trade and repair of motor vehicles and motorcycles
garage, washing cars
- 460 Wholesale trade, except of motor vehicles and motorcycles
importing, commercial bottling facilities
- 470 Retail trade, except of motor vehicles and motorcycles
 - 471 Retail sale in non-specialized stores
fullah or other small shop
 - 472 Retail sale of food, beverages and tobacco in specialized stores
 - 473 Retail sale of automotive fuel in specialized stores
NP, Safecon etc
 - 474 Retail sale of information and communications equipment in specialized stores
selling mobile phones
 - 475 Retail sale of other household equipment in specialized stores
selling fabric / hardware / furniture / plates, spoons etc
 - 476 Retail sale of cultural and recreation goods in specialized stores
selling books / newspapers / stationary / CD/DVD plates / toys
 - 477 Retail sale of other goods in specialized stores
selling clothing (incl. junks) / cosmetics / medicine / culture
 - 478 Retail sale via stalls and markets
stalls or tables in fixed locations
 - 479 Retail trade not in stores, stalls or markets
street trading (either mobile or by the side of the road)

TRANSPORTATION AND STORAGE

- 490 Land transport and transport via pipelines
- 491 Transport via railways or pipeline

- 492 Land passenger transport
taxi, poda poda, motorbike
- 493 Land freight transport
transport driving
- 500 Water transport
- 510 Air transport
- 520 Warehousing and support activities for transportation
working at water quay
- 530 Postal and courier activities

ACCOMODATION AND FOOD SERVICE ACTIVITIES

- 550 Accommodation
hotels, guest houses
- 560 Food and beverage service activities
 - 561 Restaurants and mobile food service activities
restaurants, cookeries and street food
 - 562 Event catering and other food service activities
 - 563 Beverage serving activities
bars

INFORMATION AND COMMUNICATION

- 580 Publishing activities
publishing newspapers
- 590 Motion picture, video and television programme production, sound recording and music publishing activities
- 600 Programming and broadcasting activities
SLBC
- 610 Telecommunications
SierraTel, Airtel, Africell etc; DSTV
- 620 Computer programming, consultancy and related activities
- 630 Information service activities

FINANCIAL AND INSURANCE ACTIVITIES

- 640 Financial service activities, except insurance and pension funding
Bank of Sierra Leone, private banks or MFI, money changers
- 650 Insurance, reinsurance and pension funding, except compulsory social security
- 660 Activities auxiliary to financial service and insurance activities

REAL ESTATE ACTIVITIES

- 680 Real estate activities

PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES

- 690 Legal and accounting activities
- 700 Activities of head offices; management consultancy activities
- 710 Architectural and engineering activities; technical testing and analysis
- 720 Scientific research and development
SSL
- 730 Advertising and market research
- 740 Other professional, scientific and technical activities
photography, translation
- 750 Veterinary activities

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

770 Rental and leasing activities

780 Employment activities

790 Travel agency, tour operator, reservation service and related activities

800 Security and investigation activities

security companies

810 Services to buildings and landscape activities

820 Office administrative, office support and other business support activities

PUBLIC ADMINISTRATION AND DEFENSE; COMPULSORY SOCIAL SECURITY

840 Public administration and defense; compulsory social security

includes most government offices: Ministries, NRA/NASSIT, police, fire force, local government, traditional authorities

NOTE: government schools included under 85 (Education) and government clinics / hospitals under 86 (Human Health)

EDUCATION

850 Education

HUMAN HEALTH AND SOCIAL WORK ACTIVITIES

860 Human health activities

hospitals, clinics, labs

870 Residential care activities

880 Social work activities without accommodation

ARTS, ENTERTAINMENT AND RECREATION

900 Creative, arts and entertainment activities

910 Libraries, archives, museums and other cultural activities

920 Gambling and betting activities

930 Sports activities and amusement and recreation activities

OTHER SERVICE ACTIVITIES

940 Activities of membership organizations

950 Repair of computers and personal and household goods

960 Other personal service activities

hairdressing, funeral activities, shoe shining

ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS

970 Activities of households as employers of domestic personnel

980 Undifferentiated goods- and services-producing activities of private households for own use

ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES

990 Activities of extraterritorial organizations and bodies

ISCO CODES

LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

Chief executives, senior officials and legislators

- 111 Legislators and senior officials
includes traditional chiefs and village heads
- 112 Managing directors and chief executives

Administrative and commercial managers

- 121 Business services and administration managers
finance manager, HR manager
- 122 Sales, marketing and development managers

Production and specialized services managers

- 131 Production managers in agriculture, forestry and fisheries
- 132 Manufacturing, mining, construction, and distribution managers
- 133 Information and communications technology service managers
- 134 Professional services managers

Hospitality, retail and other services managers

- 141 Hotel and restaurant managers
- 142 Retail and wholesale trade managers
wholesale traders
- 143 Other services managers

PROFESSIONALS

Science and engineering professionals

- 211 Physical and earth science professionals
- 212 Mathematicians, actuaries and statisticians
- 213 Life science professionals
- 214 Engineering professionals (excluding electro-technology)
- 215 Electro-technology engineers
- 216 Architects, planners, surveyors and designers
building contractors

Health professionals

- 221 Medical doctors
- 222 Nursing and midwifery professionals
senior nurses
- 223 Traditional and complementary medicine professionals
- 224 Paramedical practitioners
radiologists, laboratory technician
- 225 Veterinarians
- 226 Other health professionals
dentists, pharmacists, optometrists

Teaching professionals

- 231 University and higher education teachers
- 232 Vocational education teachers
- 233 Secondary education teachers
- 234 Primary school and early childhood teachers
- 235 Other teaching professionals
private tutors, language or music teachers

Business and administration professionals

- 241 Finance professionals

- accountant, auditor*
- 242 Administration professionals
HR expert
- 243 Sales, marketing and public relations professionals
- Information and communications technology professionals**
- 251 Software and applications developers and analysts
- 252 Database and network professionals

Legal, social and cultural professionals

- 261 Legal professionals
lawyers, judges
- 262 Librarians, archivists and curators
- 263 Social and religious professionals
pastors, imams
- 264 Authors, journalists and linguists
translators
- 265 Creative and performing artists
musicians, announcers on radio or TV

TECHNICIANS AND ASSOCIATE PROFESSIONALS

Science and engineering associate professionals

- 311 Physical and engineering science technicians
- 312 Mining, manufacturing and construction supervisors
- 313 Process control technicians
- 314 Life science technicians and related associate professionals
- 315 Ship and aircraft controllers and technicians

Health associate professionals

- 321 Medical and pharmaceutical technicians
x-ray technicians, lab or pharmacy assistants
- 322 Nursing and midwifery associate professionals
assistant/auxiliary nurses/MCHA
- 323 Traditional and complementary medicine associate professionals
- 324 Veterinary technicians and assistants
- 325 Other health associate professionals
community health worker

Business and administration associate professionals

- 331 Financial and mathematical associate professionals
accounts assistant, bookkeeper
- 332 Sales and purchasing agents and brokers
- 333 Business services agents
- 334 Administrative and specialized secretaries
- 335 Regulatory government associate professionals

Legal, social, cultural and related associate professionals

- 341 Legal, social and religious associate professionals
- 342 Sports and fitness workers
- 343 Artistic, cultural and culinary associate professionals

Information and communications technicians

- 351 Information and communications technology operations and user support technicians
- 352 Telecommunications and broadcasting technicians

CLERKS

General and keyboard clerks

- 411 General office clerks
- 412 Secretaries (general)
- 413 Keyboard operators

Customer services clerks

- 421 Tellers, money collectors and related clerks
bank teller, money changers
- 422 Client information workers
receptionists, census enumerators

Numerical and material recording clerks

- 431 Numerical clerks
payroll clerk
- 432 Material-recording and transport clerks

Other clerical support workers

- 441 Other clerical support workers

SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS**Personal service workers**

- 511 Travel attendants, conductors and guides
- 512 Cooks
caterers, cookery makers
- 513 Waiters and bartenders
- 514 Hairdressers, beauticians and related workers
- 515 Building and housekeeping supervisors
- 516 Other personal services workers

Sales workers

- 521 Street and market salespersons
stall and market salesperson, street food vendors
NOTE: street traders are under 952 below
- 522 Shop salespersons
small or "fullah" shopkeepers
- 523 Cashiers and ticket clerks
- 524 Other sales workers

Personal care workers

- 531 Child care workers and teachers' aides
- 532 Personal care workers in health services

Protective services workers

- 541 Protective services workers
police officer, firefighter, security guard / caretaker

SKILLED AGRICULTURAL AND FISHERY WORKERS**Market-oriented skilled agricultural workers**

- 611 Market gardeners and crop growers
growing crops mainly for sale
- 612 Animal producers
honey producers
- 613 Mixed crop and animal producers

Market-oriented skilled forestry, fishery and hunting workers

- 621 Forestry and related workers
charcoal producers, beekeepers, palm wine tappers
- 622 Fishery workers, hunters and trappers

Subsistence farmers, fishers, hunters and gatherers

subsistence implies mainly for own household consumption, even if some is sold

- 631 Subsistence crop farmers
- 632 Subsistence livestock farmers
- 633 Subsistence mixed crop and livestock farmers
- 634 Subsistence fishers, hunters, trappers and gatherers

CRAFT AND RELATED TRADES WORKERS

Building and related trades workers, excluding electricians

- 711 Building frame and related trades workers
carpenters building houses, bricklayers/masons
- 712 Building finishers and related trades workers
plasterers, roofers, tile setters, plumbers
- 713 Painters, building structure cleaners and related trades workers

Metal, machinery and related trades workers

- 721 Sheet and structural metal workers, moulders and welders, and related workers
- 722 Blacksmiths, toolmakers and related trades workers
- 723 Machinery mechanics and repairers
vehicle mechanics / fitters

Handicraft and printing workers

- 731 Handicraft workers
makers of traditional items (country cloth, woven mats, clay pots etc)
- 732 Printing trades workers

Electrical and electronic trades workers

- 741 Electrical equipment installers and repairers
electricians wiring new buildings
- 742 Electronics and telecommunications installers and repairers

Food processing, wood working, garment and other craft and related trades workers

- 751 Food processing and related trades workers
fish smokers, garri makers, cookery sellers
- 752 Wood treaters, cabinet-makers and related trades workers
carpenters making furniture
- 753 Garment and related trades workers
tailors
- 754 Other craft and related workers
stone breakers, sand miners

PLANT AND MACHINE OPERATORS AND ASSEMBLERS

Stationary plant and machine operators

- 811 Mining and mineral processing plant operators
- 812 Metal processing and finishing plant operators
- 813 Chemical and photographic products plant and machine operators
- 814 Rubber, plastic and paper products machine operators
- 815 Textile, fur and leather products machine operators
- 816 Food and related products machine operators
- 817 Wood processing and papermaking plant operators
- 818 Other stationary plant and machine operators

Assemblers

821 Assemblers

Drivers and mobile plant operators

831 Locomotive engine drivers and related workers

832 Car, van and motorcycle drivers

taxi / poda poda driver, driver for office / private person, okada rider

833 Heavy truck and bus drivers

transport driver

834 Mobile plant operators

835 Ships' deck crews and related workers

ELEMENTARY OCCUPATIONS

Cleaners and helpers

911 Domestic, hotel and office cleaners and helpers

domestic worker

912 Vehicle, window, laundry and other hand cleaning workers

Agricultural, forestry and fishery labourers

NOTE: subsistence farmers and skilled agricultural laborers are above in 611-633

921 Agricultural, forestry and fishery labourers

Labourers in mining, construction, manufacturing and transport

labourer implies physical labour requiring little specialized skill

931 Mining and construction labourers

artisan miners

932 Manufacturing labourers

933 Transport and storage labourers

omokelenkey drivers, load toters

Food preparation assistants

941 Food preparation assistants

Street and related sales and service workers

951 Street and related service workers

952 Street vendors (excluding food)

street traders

Refuse workers and other elementary workers

961 Refuse workers

962 Other elementary workers

firewood and water collectors, messengers

ARMED FORCES

Commissioned armed forces officers

011 Commissioned armed forces officers

Non-commissioned armed forces officers

021 Non-commissioned armed forces officers

Armed forces occupations, other ranks

031 Armed forces occupations, other ranks

FOOD ITEM CODES

Bread and Cereals 101 rice - imported 102 rice - local 103 bread 104 rice/cassava bread 105 biscuits (packaged) 106 maize - yellow 107 maize - white 108 guinea corn / sorghum 109 millet 110 other grains 111 macaroni / noodles 112 wheat flour 113 other flour 114 fried cakes (made with flour) 115 <i>agidi</i> (steamed corn dough) 116 baked cakes, biscuits (<i>kingdriver</i>) 117 pap (cooked) 118 cheese balls, snack stix etc 119 oatmeal (quaker), corn flakes 120 baby cereal Meat 201 chicken 202 <i>fowl foot</i> (chicken feet) 203 duck 204 guinea fowl 205 wild birds 206 other domestic poultry 207 cow beef 208 <i>cow kanda</i> (beef skin) 209 mutton (sheep) 210 pork 211 goat meat 212 wild game meat (<i>bush meat</i>) 213 other meat (not poultry) 214 tinned/packaged meat	Fish and Seafood 301 bonga / awefu - fresh 302 bonga / awefu - dried 303 bonga / awefu - smoked 304 catfish - fresh 305 catfish - dried 306 catfish - smoked 307 couta / kinni - fresh 308 couta / kinni - dried 309 couta / kinni - smoked 310 gwangwan - fresh 311 gwangwan - dried 312 gwangwan - smoked 313 herring - fresh 314 herring - dried 315 herring - smoked 316 ladyfish - fresh 317 ladyfish - dried 318 ladyfish - smoked 319 freshwater fish - fresh 320 freshwater fish - dried 321 freshwater fish - smoked 328 other ocean fish - fresh 329 other ocean fish - dried 330 other ocean fish - smoked 331 crab 332 shrimps 333 other shellfish (cockles, oysters) 334 snails 335 frog 336 canned fish (sardines) 337 fish balls	Milk, Cheese and Eggs 401 milk powder 402 yogurt 403 fresh milk 404 baby milk powder 405 milk - tinned, unsweetened 406 milk - tinned, sweetened 407 cheese 408 other milk products 409 chicken eggs 410 other eggs Oils and Fats 501 palm oil (<i>palm wine</i>) 502 palm kernel oil 503 groundnut oil 504 coconut oil 505 margarine (<i>butter</i> , golden gate) 506 vegetable oil (imported yellow oil) 507 other fats and oils 508 groundnut paste Fruit 601 banana 602 mango 603 <i>popo</i> (papaya) 604 pineapple 605 orange 606 guava 607 <i>bota piya</i> (avocado) 608 llime 609 grapefruit 610 <i>lemon</i> (tangerine) 611 watermelon 612 wax apple / rose apple 613 <i>rosti plum</i> 614 star fruit 615 sweet sop (<i>switi sap</i>) 616 sour sop 617 breadfruit (<i>monki bred</i>) 618 <i>bobi wata</i> (star apple) 619 <i>chuk chuk plum</i> 620 <i>malombo</i> 621 other fresh fruit 622 canned/frozen/dried fruit
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Vegetables 702 onions 703 cassava leaf 704 potato leaf 705 <i>kren kren</i> leaf 706 <i>sowa sowa</i> (sorrel) 707 okra - fresh 708 okra - dried 709 eggplant (<i>garden egg</i> , <i>jublox</i>) 710 tomatoes 711 cucumber 712 <i>jackatoe</i> 713 <i>mokabi</i> 714 carrots 715 runner beans 716 cabbage, lettuce 717 green onions (<i>leaf yabbas</i>) 718 other vegetables 719 tomato paste 720 other canned/frozen vegetables Tubers 731 cassava 732 garri 733 plantains 734 sweet potato - red 735 sweet potato - white 736 <i>chinese yam</i> 737 <i>irish potato</i> 738 yam 739 cocoyam 740 fufu / cassava dough 741 other roots / tubers 742 plantain chips, cassava cake Pulses, Nuts and Seeds 751 groundnuts: unshelled, raw 752 groundnuts: unshelled, boiled 753 groundnuts: shelled, raw 754 groundnuts: shelled, roasted 755 bambara groundnut 756 big beans 757 back-eyed beans 758 beans <i>akara</i> or <i>olele</i> 759 coconut	760 sesame (<i>benni</i>) 761 soya beans 762 <i>egusi</i> 763 other pulses / beans 764 other nuts / seeds Sugar, jam, honey, chocolate and confectionary 801 sugar 802 honey 803 jam 804 ice cream, ice lollipops 805 coconut cake, groundnut cake, <i>kanye</i> , banana bread 806 other sweets and confectionary Other Food 901 ginger 902 baking soda / baking powder / yeast 903 salt 904 white/black pepper 905 garlic 906 maggi / jumbo / white maggi / packet seasoning 907 <i>ogiri</i> , <i>kenda</i> , <i>tola</i> other locally made seasonings 908 <i>parmanji</i> , parsely, other herbs (fresh or dried) 909 mayonnaise 910 pepper - fresh 911 pepper - dried 912 other seasonings Chocolate, Tea and Cocoa 011 coffee (nescafe) 012 chocolate drinks (cocoa, Ovaltine, Milo etc) 013 tea leaf 014 <i>atye</i> (herbal tea) 015 black/white mint (<i>dye mint</i>)	Mineral waters, soft drinks, fruit and vegetables juices 021 bottled water 022 sachet water 023 malt drinks (Maltina) 024 soft drinks (coke, rubber drink) 025 energy drinks (Battery) 026 ginger beer - local 027 fresh juice Alcoholic Beverages 031 <i>omole</i> 032 rum, gin other liquor in sachet 033 other spirits 041 palm wine (<i>poyo</i>) 042 wine 043 other alcoholic beverage (ie Savannah, Red Bull) 051 beer / stout Tobacco and Stimulants 061 cigarette 062 other tobacco 071 kola nut 072 bitter kola Prepared Meals 081 cooked rice and soup 082 cassava / foofoo / acheke and soup 083 other starch with soup 084 chicken/fish and chips/fried rice 085 shawarma, hamburger etc 086 bread and butter / mayonnaise / sweet milk 087 bread and boiled eggs / baked beans / luncheon meat 088 beans salad / Krio salad 089 <i>yebbe</i> 090 <i>brown soup</i> 091 hot prepared drink (tea, cocoa etc)
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UNIT CODES

These are the only valid unit codes for section X (question X4). If any other codes are used, return to supervisor for correction.

11	kilogram		41	pile A
12	gram		42	pile B
13	pound		43	pile C
14	ounce		44	bunch A
15	litre		45	bunch B
16	mL		46	bunch C
17	gallon		51	tie A
21	pint (stout or coke bottle)		52	tie B
22	full cup / butter cup		53	tie C
23	short cup		54	tie D
24	stopper		55	tie E
25	milk tin		56	tie F
26	sweet milk tin		57	tie G
27	tomato paste tin		58	tie H
31	piece A		61	plate A
32	piece B		62	plate B
33	piece C		63	plate C
34	piece D			
35	piece E			
36	piece F			
37	piece G			
38	piece H			
39	piece I			