DATA ENTRY

Instructions for Data Entry Trainers (CSO) / IT Officers (UNFPA)

Day 1 (a day before Data Entry Training)

A. Check all computers that will be used for data entry. See to it that all external drive ports have been disabled or temporarily sealed (using tapes). This is to minimize proliferation of Malwares (Malicious or unwanted softwares such as viruses, worms, trojan horses, dishonest adwares, etc.). Only external devices from authorized personnel (Data Entry Supervisors) will be allowed to access the computers.

- Reconfigure screen resolution to 1024 x 768. This is the resolution most suited for data entry though data entry will still work/run under lower or higher screen resolution. Higher screen resolution results to a slight but continuous movement of data entry rosters to the left of the data entry screen.

- Install CSPro 4.1 and the data entry program in all computers that will be used in the data entry. Details about the data entry program installation will be discussed in a separate section.

- Make sure that the data entry program runs properly in each and every computer that will be used in the training and eventually in the encoding of the data.
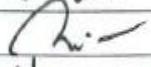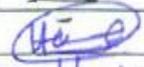
DATA ENTRY INSTRUCTIONS

General Screening Prior to Data Entry

First Screening

Questionnaires for data entry will be assigned by bundle. A bundle is composed of all questionnaires from one enumeration area (EA) with an SDES Form 29 (bundle cover) on top and bundled with a plastic straw to keep all questionnaires and bundle cover in proper arrangement. Bundling is discussed in more details in Chapter 1 – General Processing Instructions and Pre-editing Activities. The R&C Clerk, the person responsible for assigning questionnaires for data entry and other data processing activities, should assign only those questionnaires that have undergone manual processing. Before accepting a bundle, check if all manual processing activities have been completed through the information provided in the bundle cover. Illustration 1 below is an example of a bundle cover that indicates completed manual processing activities.

Illustration 1

MANUAL PROCESSING	DATE STARTED	DATE FINISHED	NAME AND SIGNATURE
Receipt and Control	5/11/12	5/11/12	
Bundling & General Screening	5/11/12	5/12/12	
Editing	6/11/12	6/18/12	M. Idrees
Coding	8/11/12	9/11/12	Hasan
General Review	12/11/12	12/11/12	KAMRAN
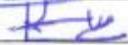
Second Screening

The geographic codes specifically the codes for province, district, nahia, controller area, and enumeration area in the bundle cover should match with the geographic codes in SDES Form 4 (questionnaire). Verify at least 3 questionnaires, the topmost questionnaire, one from the middle and the last questionnaire and see if the codes mentioned above in all these three questionnaires matches exactly with those codes in the bundle cover. If not, the bundle should be returned to the R&C Clerk and ask for a replacement bundle. This matching procedure is shown by Illustration 2 which is on the next page.

Illustration 2

If any of the two screening conditions is not satisfied, return the bundle to the R&C Clerk and inform him/her about your observations. Request for a replacement bundle and again perform the screening requirements. If the two screening conditions are satisfied, proceed with the data entry.

Starting Data Entry Application

To invoke or start the data entry application, click this icon from the computer's desktop. The screen below will appear.

All data encoders will be assigned a user ID with a corresponding password. They are required to keep their passwords a secret so that other data encoders will not be able to use the system thru their individual computer.

After entering the correct user ID and password, the following screen will appear.

The screen above show three buttons namely:
1. Data Entry – click this button to start data entry of SDES Form 4. The specific instructions on how to run the data entry program of SDES Form 4 will be discussed extensively in the succeeding section.
2. Submit to Server – click this button only when the data entry of a particular bundle is finished. You can start working on a new bundle only when the previous finished bundle has been submitted to server.
3. Exit – click this button to exit SDES-IPS.

Data Entry Proper

The screen below will appear once the [Data Entry] button is clicked. This screen is similar to the bundle cover (SDES Form 27). The province code is already predefined so there is no need to enter this field. From the bundle cover, copy all other geographic codes and the number of questionnaires and households.

Sequence of Encoding

The sequence of encoding follows the Arabic sequence of writing which is from top to bottom, right to left. The following illustration shows this.

Illustration 3

Predefined ID Fields

Province Code, District Code and Nahia Code are predefined ID fields. In CSPro, these type of fields are also called "Persistent" fields. These fields will not be encoded during data entry but will automatically be captured in the data file. Refer to Illustration 4 below.

Illustration 4

IMPORTANT: Make sure that the values in the predefined ID fields are equal to the corresponding values written in the questionnaires. If the values are not equal, do not proceed with the data entry. Refer this matter to your machine processing supervisor.

Field Characteristics

The following are important field characteristics that the data entry operators and supervisors should be aware of:

- Only numeric fields are used in the data entry application which implies that only the numeric key pad at the right side of the keyboard will be regularly used.

- All fields are set to **zero-fill**. This means that all leading spaces will be filled with zeroes instead of blank during data entry.

  For example: During data entry a field or item with a length 3 is encountered. A value of '92' was keyed. The value that will be stored in the data file and will be shown in the screen is '092'.

- The data entry operator is not required to press the **Enter** key to advance to the next field. The system will advance automatically when the field is filled with the correct number of digits. However, the operator can still advance by pressing **Enter** if the digits are not all filled.

Errors at Data Entry

Errors are introduced into the data through miskeying. A system called 'intelligent data entry' may be used to prevent invalid entries from ever getting into the system. An intelligent data entry system ensures that the value for each field or data item is within the permissible range of values for that item.

The system will produce a beeping sound and shows a message such as the one shown below (Illustration 5) every time the operator/keyer enters a value that is out of range according to the set of defined valid values.

Illustration 5

Manual or Operator-Controlled Skips

During data entry, there may be times when there is a need to skip over certain fields that do not apply to the current case. For example, in a Population record, the fertility fields do not apply to males or to underage females, nor do questions on economic activity apply to children under a certain age. In this application (or in any CSPro data entry application), the '+' key on the numeric keypad (refer to Figure 1 below) is always active as a 'skip' key. Every field has a skip field value associated with it. The default value is 'next', meaning that when the cursor is on that field and the skip key ('+') is pressed the cursor will move to the next field in sequence.

Figure 1

Data Entry Features

Screen #1 (Part I – Identification Particulars)

1. City code and Village code should not be left blank. If any of these fields is blank, enter '0' (zero) or just press the 'Enter' key. For these fields, the application is designed to pad zeroes to the field when the 'Enter' key is pressed. The same holds true for the following fields with field extensions namely:
    a. Gate Number;
    b. Building Number;
    c. Census House Number;
    d. Household Number; and
    e. Institutional Number.

    Note that both the main number and its extensions should be padded with zeroes if shown to be blank in the questionnaire.

1. Screen #2 covers pages 2 and 3 of the questionnaire or members information in columns 2 to 14. Column 1 which is the name of the member will not be encoded.

2. Line Number (col. 0) is a sequential number starting from 1 and is automatically generated by the system. This serves as a guide for the encoder to prevent information from being mixed-up or jumbled among members of the household.

3. Mirror image of the geographic ID codes is shown at the bottom left corner of the screen. This serves as a guide for the encoder to show what particular questionnaire is being encoded.

4. The member roster allows a maximum of 10 members to be encoded per questionnaire. If the total number of members is less than 10, position your cursor in the 1st active field of a non-member record then use the **Ctrl+/** keys to jump out of the roster and move to the next field outside the roster.

The above discussions are clarified by the following illustration.

Illustration 6

Screen #3 (Sections E, F and G)

1. Screen #3 covers pages 4 and 5 of the questionnaire or members information in columns 15 to 28.

2. Line Number (column 0) automatically shows all members who are 5 years old and over based on the responses in column 4 of Screen #1. This will serve as guide to the encoders by showing the record position of eligible members in this particular screen (5 years old and over).

   There may be cases of questionnaires where there are entries in pages 4 and 5 despite the fact that the reported age is below 5. DO NOT TRY TO EDIT THE QUESTIONNAIRE or encode differently from what is written in the questionnaire. Encode based on what is written in the questionnaire.

3. At Column 15, click the '+' key to move directly to the next record within the roster or **Ctrl+/** keys to jump out of the roster and move to the next field outside the roster.

The figure below illustrates these discussions.

Illustration 7

Screen #4 (Section H - Fertility)

1. Screen #4 covers page 6 of the questionnaire or members information in columns 29 to 40.

2. Line Number (column 0) automatically shows all ever-married women regardless of age based on the responses in columns 3 and 5 of Screen #1. This will serve as guide to the encoders by showing the record position of eligible members in this particular screen (female whose marital status is not single).

   Just like in Screen #3, there may be cases of questionnaires where there are entries in page 6 for members who are not ever-married women. DO NOT TRY TO EDIT THE QUESTIONNAIRE or encode differently from what is written in the questionnaire. Encode based on what is written in the questionnaire.

3. Normally, a number of members are not eligible in this particular screen. Records can be skipped by clicking the '+' key to move directly to the next record within the roster. Note that the cursor position should be at the first active field (or column) which is Column 29. On the same column position, press **Ctrl+/** keys to jump out of the roster and move to the next screen.

   Refer to Illustration 8 below for further clarification.

Illustration 8

<u>Screen #5 (Section I – Deaths in the Household)</u>

1. Screen #5 covers page 7 of the questionnaire or information about members of the household who died in the past 2 years. It covers columns 42 to 46 of the household questionnaire. The member records in this screen are not related to the member records in the previous screens.

2. There is a screening question I.1 at the upper left part of the screen. Make a quick screening or validation of the response to this question. If the response to this question is '2' or No, make sure that there are no entries in the roster of deceased members. If there are, change the response in I.1 from '2' to '1' or Yes. Similarly, if the answer to this question is '1' or Yes but there are no entries in the roster, change the response in I.1 from '1' to '2'.

   If the value entered in I.1 is 2, the system will automatically skip to the next data entry screen. Otherwise, it will proceed to Column 42 of the first record of the roster of deceased members.

3. Line Number (col. 0) is a sequential number starting from 1 and is automatically generated by the system. This serves as a guide for the encoder to prevent information from being mixed-up.

4. The roster of deceased members allows a maximum of 10 members to be encoded per questionnaire. If the total number of members is less than 10, position your cursor in the 1st active field of a non-member record then use the **Ctrl+/** keys to jump out of the roster and move to the next field outside the roster.

<div align="center">Illustration 9</div>

Screen #6 (Section J – Characteristics of Census House and Household Facilities)

1. Screen #6 covers the final page (page 8) of the questionnaire. Included in this screen are 21 questions about the characteristics of the census house and household facilities. Refer to Figure 2 below.

2. This particular section of the questionnaire is intended only for population in households, that is, if the response in Question 1 – Type of Population (page 1 of the questionnaire) is 1. Institutional population are not covered in this section, nevertheless, this part will not be automatically skipped during data entry. To end the data entry, position the cursor in Q1 and press **Ctrl+/** keys simultaneously. An "Accept Form" dialog box will appear.

    For population in households, that is, if the response in Question 1 (page 1) is 2, this part of the questionnaire is required. After encoding the last item in the screen, an "Accept Form" dialog box will appear (Figure 3).

3. The "Accept Form" dialog box is an indicator that the data entry for a particular questionnaire is finished. Click 'Yes' to save all that has been entered for that particular case, otherwise click 'No'.

Figure 2

ي	بخش سوم - مشخصات خانه سر شماري و تسهيلات خانوار (اگر سازمان است خانه پري نكنيد				
6چند اتاق در اين خانه سر شماري وجود دارد؟ □	5مواد اساسي سقف چيست؟ □	4مواد اساسي ساختمان ديوار هاي بيروني چيست؟ □	3مواد اصلي پوشش كفا تاق چيست؟ □	2مواد عمده كف اتاق مسكوني چيست؟ □	1خانه سرشماري به چه منظور استفاده مي شود؟ □
11منبع اساسي انرژي بر اي9منبع اساسي انرژي بر اي روش نـايي چـيـست؟ □	10منبع اساسي انرژي بر اي روشنـايي چـيـست؟ □	9منبع اساسي انرژي براي پـخـت و پـز چـيـست؟ □	8چند اتاق را خانوار براي استر احت استفاده مي كند؟ □	7چند اتاق در اختيار خانوار مي باشد؟ □	
16آيا يكي از اعضاي خانوار شما مالك: ساعت؟ □ موبايل؟ □ كمپيوتر؟ □ بايسكل □ موتر سايكل / ريكشا؟ □ گادي(به وسيله حيوان) □ موتر تيز رفتار □ جنراتور □ قايق موتور دار □	15خانوار شما چيز هاي ذيل را دارد: برق؟ □ راديو؟ □ تلويزيون تليفون غير موبايل؟ يخچال؟ ماشين لباشويي؟ انترنيت؟	14از چه نوع تسهيلاتت شناب اين خانوار استفاده مـي كند؟ □	13منبع اساسي آب بـراي استـفـاده پـخـت و پـز شستو شو و ديگر اهداف خـانـوار چـيـست؟ □	12منبع اساسي براي آب آشاميدني چيست؟ □	
21حالت ملكيت خانه چـگـونـه اسـت؟ □	20اين خانوار چه تعداد از حيوانات ذيل را دارد؟ گله گاو ، گاو شير ي، گاو نر؟ □ اسب، خر ، قاطر؟ □ بز؟ □ گوسفند؟ □ مرغ؟ □ مرغابي ، فيل مرغ؟ □	19آيا اين خانوار مالك كدام مـواشـي ، گلـه ديـگـر حيوانـات اهلي، و يا پـر نـده مـي بـاشـد؟ □	18اعضـاي ايـن خانـوار مالـك چنـد جريب زمين زراعتي مي باشد؟ □	17آيا يكي از اعضاي اين خـانـوار مالـك زمـين زرا عـتـي مـي بـاشـد؟ □	

Figure 3
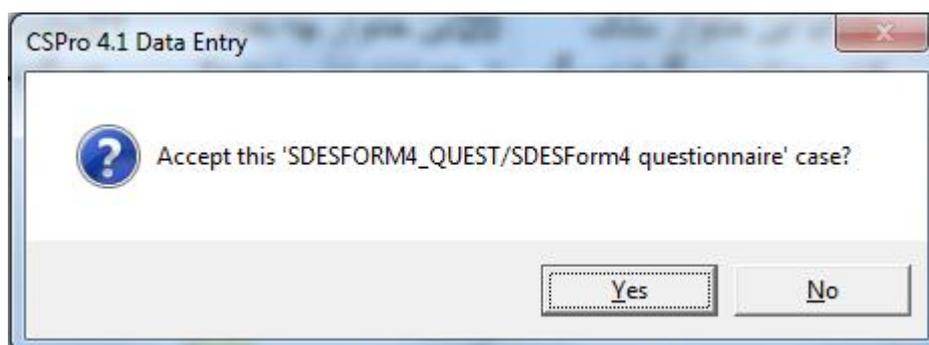
Other Useful Keys for Data Entry Operators

1. PgUp   – Previous screen
2. PgDn   – Next Screen
3. /   – End group occurrence
4. Ctrl+/   – End group

5. F12   – End level occurrence

6. Ctrl+F12   – End level

7. F6   – Go to

8. F7   – Previous

Attachment A

Islamic Republic of Afghanistan
CENTRAL STATISTICS ORGANIZATION
Kabul

SOCIO-DEMOGRAPHIC AND ECONOMIC SURVEY

FILE NAME /
BUNDLE NUMBER . . . .

District   Nahia   EA

PROVINCE 2 4

DISTRICT . . . .

NAHIA . . . .

CONTROLLER AREA . . . .

ENUMERATION AREA . . . .

NUMBER OF QUESTIONNAIRES . . . . .

NUMBER OF HOUSEHOLDS . . . .

MACHINE PROCESSING	DATE STARTED	DATE FINISHED	NAME AND SIGNATURE
Data Entry			
Key Verification			
Verification or Error List			