

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

**Definition of a BATCH:**

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

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

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

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

1 2   3 4 5   6 7 8

Last three digits of EA number

Last three digits of Town / Village

District number

**PROBLEMS - CONTACT YOUR SUPERVISOR**

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