

DATA-ENTRY FORM A/B

1) SORT OF FORMS

When **one enumeration area** is handed over to the data-entry operator the **forms** should have been **sorted** as follows:

Divide the forms into **piles of settlements (TOWN/VILLAGE)**, and separate the different **settlements** with a **marked blank form**.

Check carefully that the name of the VILLAGE/TOWN **on each form** corresponds to the **settlement code according to the settlement list**, and make the necessary corrections.

Check that the **batch-id is written on the first form** belonging to this batch, and **make sure** that the batchid is correct.

Within each settlement, **sort** the forms in order of **compound number**.

Within each compound, **sort** the forms in order of **household number**.

Within each household, **sort** the forms in order of **serial number**.

Check the **GPC totals** against the **actual number of persons in the forms**, and correct if any discrepancies if any.

These sort criteria applies both to **form A and form B**, with the exception that **form B** does not contain **household number**.

Special check for form B:

The **Form B** is the questionnaire used for Group Quarters / Institutions, like hotels, military camps, hospitals etc. One institution is defined as **one and only one** compound. So, make sure that all the **form B's from the same institution have the same compound number**.

Data-entry of Form A & Form B:

Data entry of forms A & B should be in the order the forms have been sorted as described above.

Form A:

- enter Identification Particulars
- enter GPC totals
- enter Household Characteristics
- enter Population Characteristics

Form B:

- all form B's is to be entered with **household number 01**.
- The field **"Total Number of Persons Enumerated"** is to be filled in the field **GPC-3**.
- When the **Household screen appears**, press "/" and answer "Y" to the question "Accept Blank Record ?"
- A **special skipping pattern** have been incooperated in the **data-entry of form B**, but in special combinations the cursor will move to field 21A-Survival of Father. In this case press "/" to move to the **next person record**. **NOTE: This only applies for form B !**