

Republic of Côte d'Ivoire  
Ministry of Economy and Finance  
Department of Statistics

P E R M A N E N T   H O U S E H O L D   S U R V E Y

M A N U A L   F O R   D A T A   E N T R Y   O P E R A T O R S

General Statistics Division  
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## 1. INTRODUCTION

### OBJECTIVES OF THE PERMANENT SURVEY

The main objective of the Permanent Household Survey is to provide planners and policymakers with an ongoing and readily available source of basic data on the living standards of African households in Côte d'Ivoire and on changes in those standards over time.

The key elements of living standards measured by the survey are:

- household income and expenditure;
- health and education;
- employment and other productive activities;
- demographic characteristics and migration;
- housing.

The information gathered will be used to improve the planning and evaluation of economic and social policies in Côte d'Ivoire. It will enable policymakers to:

- identify target groups for government action;
- develop models to simulate the impact, both overall and on specific groups, of the various policy options;
- analyze the impact of decisions already made and of the current economic situation on the living conditions of households. The survey will thus meet the priority needs of a number of users, including the economic planning units of the Central Government, the

Directorate of Employment and the Centre Ivoirien de Recherches  
Economiques et Sociales -- CIRES (Ivorian Center for Economic and  
Social Research).

#### METHODOLOGY OF THE SURVEY

In order to reconcile the objectives of the survey with the human and physical resources available, the plan is to survey 1,600 households every year. The households were selected so as to constitute a self-weighted sample of all African households in Côte d'Ivoire, using a three-step procedure:

- First, the country was divided into a number of regions or "primary sampling units" -- towns, villages, districts, etc. One hundred of these units were then selected with probability proportional to population size.
- Next, during the pre-survey stage a cluster of 64 households was chosen at random from each primary sampling unit and a number of socioeconomic attributes were recorded for them.
- Last, 16 households were drawn at random from each cluster to make up the survey sample.

To follow changes in the living standards of the same households, while ensuring that the data collected would be kept continuously up to date, it was decided that half of the sample would be replaced every year.

Two types of questionnaires were developed:

- a questionnaire for households, to be completed in two rounds with a two-week interval between;
- a questionnaire dealing with the locality itself, aimed at identifying the variables relating to the economic, education and health infrastructure in the village.

The quality of the data and their prompt processing will be ensured because:

- The questionnaire design largely eliminates the coding stage, which is generally very lengthy and tedious, and liable to generate certain types of errors.
- Microcomputers will be used in four regional offices of the Statistics Department (Abidjan, Bouaké, Abengourou, and Man), permitting direct entry of the data close to where they are collected.
- The data will be checked automatically through a software program that detects inconsistencies and enables interviewers to correct any errors on the spot when visiting households in Round 2 of the survey.
- There will be close supervision, with one supervisor for each group of two interviewers and one data entry operator.

## ORGANIZATION OF THE SURVEY

The Permanent Household Survey will be conducted by a management team and five data collection and entry teams based in four regional offices of the Statistics Department. In order to get the results out quickly, it was decided to decentralize the data entry operations, which, for previous surveys, had been done in Abidjan only.

This decentralization involved installing a microcomputer in each of the four regional offices (Abidjan, Bouaké, Abengourou and Man) for the immediate entry of data from all questionnaires completed by each team. Two teams will be based in Abidjan, one urban and one rural, to cover nearby villages. The decision to decentralize will naturally mean increased responsibility for the survey teams based in the regional offices.

The management team is composed of four members:

- The Assistant Director for General Statistics, who is the Project Director and therefore responsible for administering the survey and setting its broad guidelines; he directs the work of the team, authorizes expenditures and makes the necessary contacts for the smooth running of the project.
- The Deputy Project Director, who is responsible for conducting the survey in the field. He keeps in touch with the survey teams and through regular inspections in the field sees to it that the instructions for completing the questionnaires are followed. If technical difficulties or problems with supplies or equipment arise, he must be ready with prompt and appropriate solutions.



- The Project Systems Specialist, who designs the data entry software and data processing programs. He ensures that the supervisors and data entry operators follow the instructions for running the programs and operating the microcomputers properly.
- A Statistics Officer, who assists the Deputy Project Director.

Each of the five data collection and entry teams has five members:

- The Supervisor, who is the team leader and responsible for supervising, monitoring and, if necessary, correcting the work of the two interviewers and the data entry operator under him. He also oversees the team's equipment, vehicles and funds. He is the management team's representative at the regional office;
- The two interviewers, who each interview 160 households during the year, in accordance with the set timetable;
- The data entry operator, who enters the data collected on the microcomputer;
- The driver for the team, who transports its members between the regional office and the places where the survey is carried out.

#### RELATIONS WITH OTHERS

You are part of a team comprising a supervisor, who is the leader, two interviewers, a driver and yourself.

In addition, as you are permanently based at a regional office of the Statistics Department, you will deal with its staff as well.

In this chapter we will explain your relations with these various people.

### Supervisor

The supervisor is the leader of your team, and as such you should respect him and follow his instructions.

One of his duties will be to help you with your work and make sure that you are following the instructions of the survey management team.

He will submit regular reports to the management team.

If you have any problems, consult the supervisor first for assistance. If he is unable to resolve the problem he will bring the matter to the head of the regional office or the management team, depending on its nature.

You may contact someone else only when he is away and the matter cannot await his return. This may occur, for example, when the computer is down or if you are ill. In such instances, you should first inform the head of the regional office and then inform the management team yourself immediately. The best person to contact is the Systems Specialist, but you can speak to any member of the management team.

### Head of the regional office

The head of the regional office is the representative of the Director of the Statistics Department in your region, and as such you should respect him.

Normally, you will not have any direct relations with him; rather, your supervisor will be in contact with him.

You will deal with him only in the event of an urgent problem when

the supervisor is away. In that instance, as mentioned above, you should inform him and ask how to alert the management team in Abidjan yourself.

Other staff at the regional office

Strictly speaking, you will have no relations with other staff of the regional office in your work. You are all of course employees of the Statistics Department and work at the same regional office; therefore, there should be courteous and cordial relations all around, to the benefit of your work.

WRITE ANY PERSONAL NOTES BELOW.

## 2. DUTIES OF THE DATA ENTRY OPERATOR

The data entry operator has two basic duties:

- entry of data from the questionnaires, and
- handling of the equipment and documentation.

### ENTRY OF DATA FROM THE QUESTIONNAIRES

The entry of data consists of putting all data from the questionnaires on diskettes and running a number of computer checks, so that after any errors are corrected the diskettes contain clean data.

It is therefore important that a number of checks be made on your work, since the success of the survey depends on the quality of the data and their safekeeping.

The supervisor oversees the data entry checks and the handling of computer hardware and documentation.

### Verification of data from questionnaires

So that the supervisor can make this check, you will submit the results of your work each week, including at least:

- A three-part printout per questionnaire (one part summarizing the sections entered for each questionnaire, the second listing all sections entered, and the third giving the results of the consistency checks between sections), i.e., 16 printouts per round;

- 6 diskettes (2 "production" diskettes, 2 "first backup" diskettes, and 2 "second backup" diskettes); and
- 16 questionnaires.

#### The summary of sections entered

In this part of the listing you will have the complete list of sections entered for a given questionnaire. For each section you will find the number of records entered and a symbol indicating whether or not that section contains incorrect records.

#### The printout of all data entered

This part lists all data entered in each section of the household. In this printout, inconsistent fields are circled in dark ink.

In principle, the errors and inconsistencies shown should not result from data entry, since errors are detected during entry and it is your job to correct them by rechecking the questionnaire. You will enter data that the program flags as incorrect only when the data are given as such in the questionnaire.

#### The results of the consistency checks between sections

This part gives the results of the comparisons made between lines of a section or between different sections of the questionnaire. For example, as regards the ages and relationship of individuals in the Household Roster, there may be contradictions between the data given for two people. Someone's mother may be given as younger than that person or may not be shown as female,

or there may be contradictions in the data provided for spouses, etc. All this will be indicated in this part of the listing.

#### Diskette verification

Every day you will check the contents of all diskettes containing data you have entered. Particularly, you will verify the contents of the production diskettes, from which the others are copied. This diskette should show all the households that you have entered for a given cluster.

Use function F4 in the General Menu to check the contents of these diskettes. They should show the numbers of all households for which you have entered the data in the cluster. If this is not the case, you either have the wrong diskette or the data have been lost. Look for the proper diskette or re-enter the lost data.

#### Care of the computer and documentation

Care of computer hardware and documentation consists of properly maintaining the microcomputer and the printer and storing the questionnaires, diskettes and printouts.

#### Care of the computer

You have to make sure that both the computer and printer are:

- turned off and unplugged after the end of the work session;
- protected by the special covers designed for them;
- kept impeccably clean; and
- used normally, i.e., not maltreated.

In general, the computer and printer should be protected from dust and heat. Make sure that the doors and windows are always closed.

#### Management of documents

The documents you will handle are the printouts, diskettes and questionnaires. These should be put in order by cluster and, within a given cluster, by household number. You should particularly ensure that filing is meticulous, as this will make retrieval easier.

#### Sending diskettes to Abidjan

Whenever a complete cluster has been entered the supervisor will send the following documents to the survey management team:

- the production diskettes, which contain all the data for the cluster;
- the first backup diskettes;
- the 16 questionnaires for the cluster;
- the latest printouts produced after the data were entered for Round 2
- if necessary, the questionnaire on the locality.

For the cluster in question, the regional office will retain only the first backup diskette; the other printouts will be brought back to Abidjan by the management team following supervision missions.

**WRITE ANY PERSONAL NOTES BELOW.**

### 3. ORGANIZATION OF DATA ENTRY

#### ORGANIZATION PER SE

The many different duties of the data entry operator require good organization.

#### Program for a half-day of work

Below is a suggested outline for organizing a standard half-day of work:

1. Activate the system
2. Format a diskette, if necessary

For a given household:

3. Enter the corrections from Round 1, if any
4. Enter the data from the questionnaire for the household
5. Start the program to check for consistency
6. Backup the diskette containing the newly entered data.



Operations 3, 4, 5 and 6 are to be repeated for each household.

7. End of session

8. Management of documents.

Schedule for four weeks of work

Below is a typical schedule for the first four weeks for the urban Abidjan team.

WEEK	CLUSTER	HOUSEHOLD	WORK	RESULTS
1 from 2/16/85 to 2/23/85	11	01/05/07/18 20/27/32/33 35/38/39/44 50/53/61/62	Entry of data from Round 1	16 printouts 9 diskettes 16 questionnaires
2 from 2/23/85 to 3/02/85	04	06/09/17/28 36/37/38/43 48/49/50/51 55/59/60/64	Entry of data from Round 1	16 printouts 9 diskettes 16 questionnaires
3 from 3/02/85 to 3/09/85	11	01/05/07/18 20/27/32/33 35/38/39/44 50/53/61/62	Corrections from Round 1/Entry of data from Round 2	16 printouts 9 diskettes 16 questionnaires
4 from 3/09/85 to 3/23/85	04	06/09/17/28 36/37/38/43 48/49/50/51 55/59/60/64	Corrections from Round 1/Entry of data from Round 2	16 printouts 9 diskettes 16 questionnaires

Pace of work

You should enter 16 households per week, in addition to making any corrections for questionnaires already entered. This is critical. If you do

not keep up this pace you will hold back the entire survey because the supervisors need to have the results from the computer checks before continuing the survey for a cluster already surveyed.

Thus, the minimum average is 4 half-questionnaires entered per day. However, you should enter more to meet any contingency.

Regardless of the problems that arise, you should do your utmost to enter the 16 half-questionnaires for the weekly cluster.

#### Distribution of households in a given cluster on the diskettes

In general, each cluster has 16 households.

For data entry, you will use two diskettes:

- the first will be used for entering the first 8 households in the cluster;
- the second will be used for the other 8 households.

If a single diskette cannot hold the data for a group of eight households, use a second one for the remainder. You will then have three diskettes for the cluster instead of two.

#### Backup of the data diskettes

These diskettes are called "production" diskettes.

As they can be damaged, you must make two copies of each one. See Chapter 11 on "Diskette Backup" for instructions on how to copy a diskette.

You will thus have three copies of each diskette: the production diskette and two duplicates.

The first copy of the production diskette is called the "first backup" diskette. The second is called the "second backup" diskette.

Since each of these two diskettes is an exact copy of the production diskette, they can be used should a production diskette be damaged. This ensures proper safeguards in the preservation of the data.

You can easily see why this operation is so important and has to be done after each household is entered. Otherwise, you will have to re-enter an entire household or even eight of them if the diskette is damaged.

#### Identification of diskettes by labels

Below is an example of the two labels that must be affixed to each diskette to identify its origin and contents:

Weeks starting 02/16/85 and 03/02/85 Cluster 11, Koumassi, urban Abidjan Round 1: 02/20/85 Round 2: 03/05/85 Diskette 1: Second backup Mrs. Germaine YAO
---

Cluster 11, Koumassi urban Abidjan Households: 1, 5, 7, 18, 20, 27, 32 and 33
--

#### USE OF THE RESULTS OF DATA ENTRY

##### Printouts

Each week you will turn in the 16 printouts produced from the consistency controls to the supervisor. These printouts are very important for error correction.

### Questionnaires

You will also give the 16 questionnaires to the supervisor. For convenience, put the printouts inside the corresponding questionnaires.

### Diskettes

Lastly, you will give the supervisor, as appropriate, 6 diskettes (2 production diskettes, 2 first backups and 2 second backups) or 9 diskettes (3 of each).

When a cluster has been entered in full, the supervisor will send the following to the management team in Abidjan:

- the latest 16 printouts for the cluster
- the 16 questionnaires
- the 2 or 3 production diskettes
- the 2 or 3 first backup diskettes.

You will retain the other printouts and diskettes.

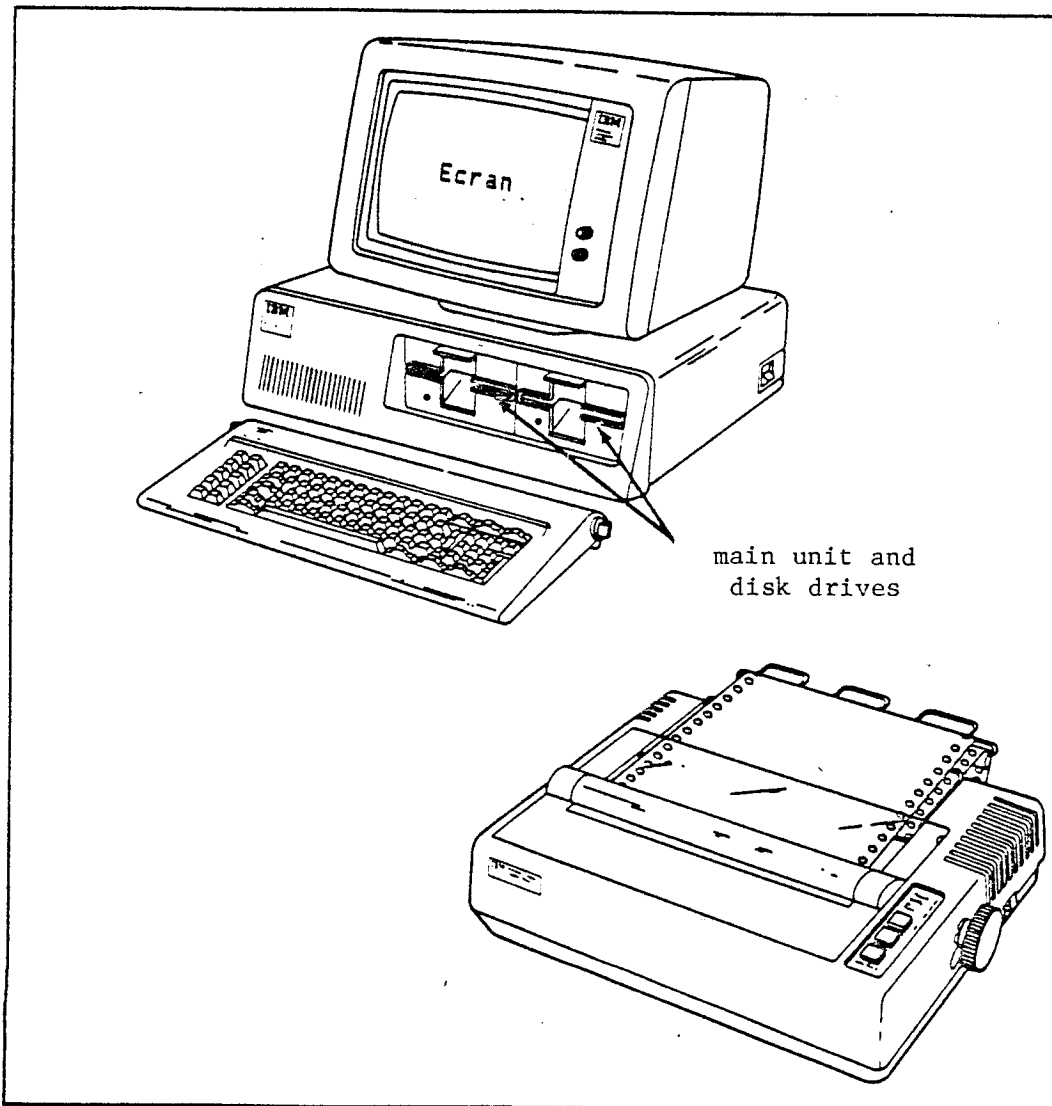
**WRITE ANY PERSONAL NOTES BELOW.**

#### 4. USING THE MICROCOMPUTER

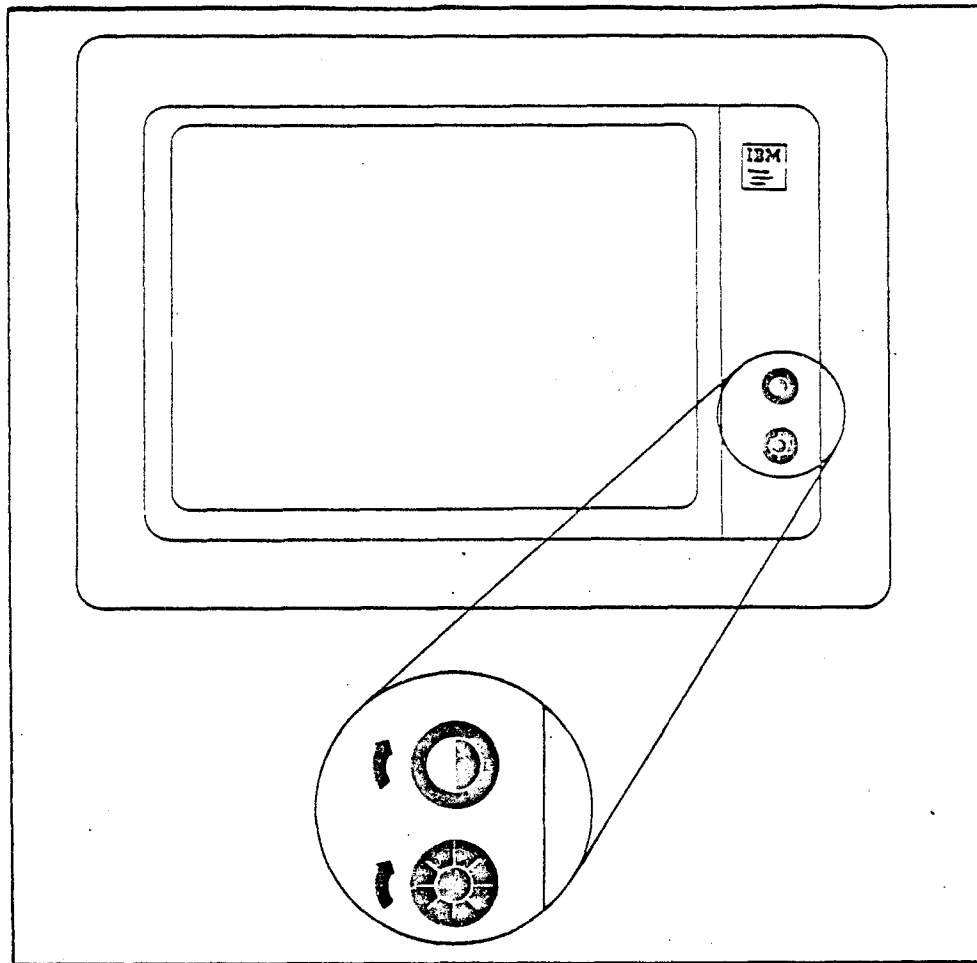
##### INTRODUCTION

The microcomputer, as illustrated below, consists of the following parts:

- monitor
- keyboard
- main unit and disk drives
- printer



Monitor



Your monitor screen is monochromatic, meaning that only one color, green, is used.

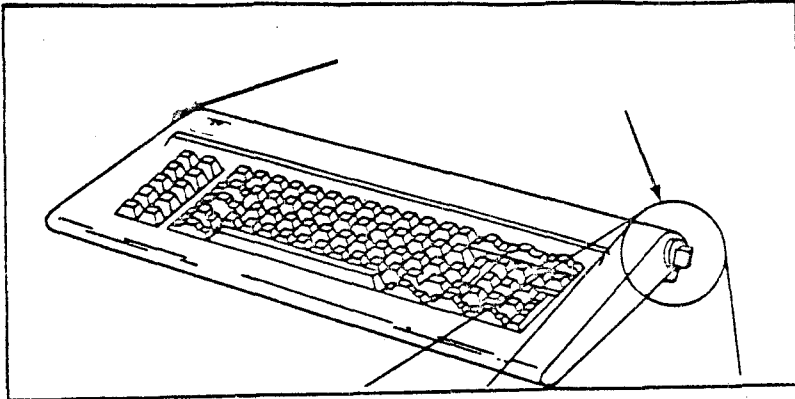
It has 25 lines and 80 columns.

To adjust the screen, turn the 2 knobs in front of you to the right or left until you obtain the desired intensity.

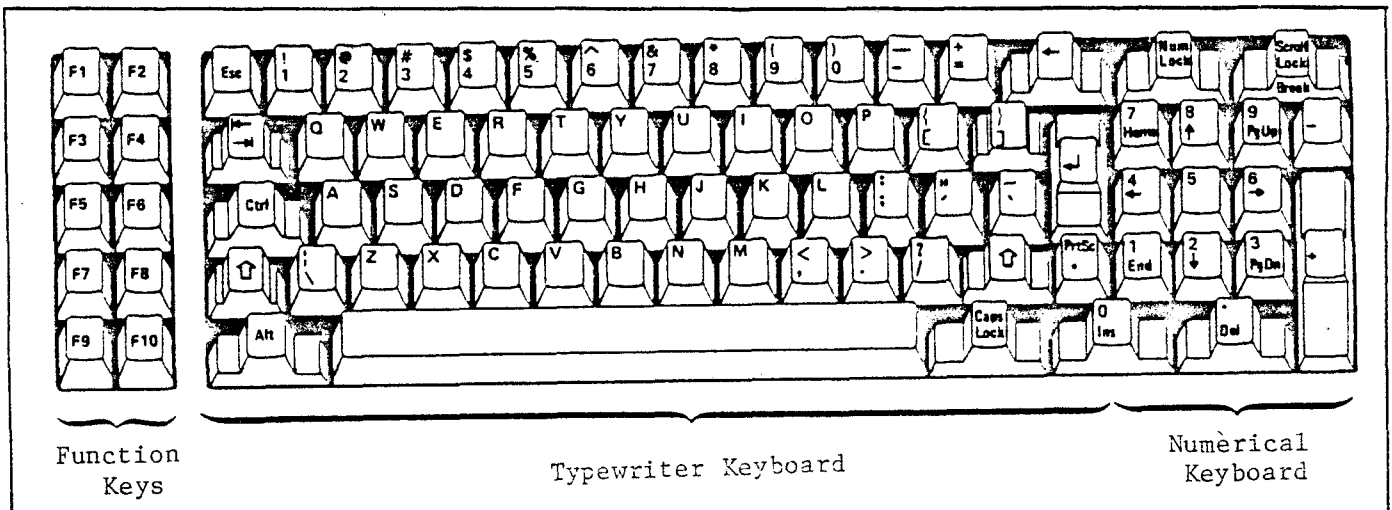
## Keyboard

### General

Below is an illustration of the keyboard.



Use these knobs to adjust  
the slant of the keyboard.



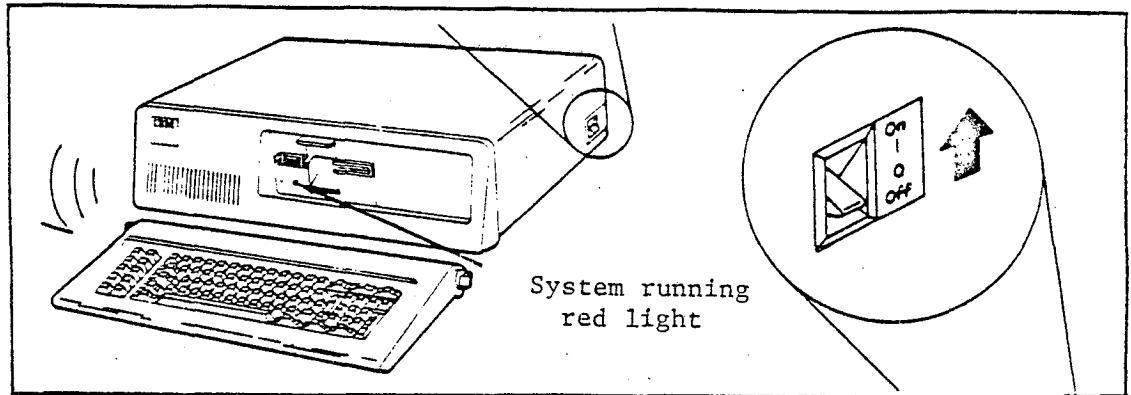
## Keys

- Function keys F1 to F5 enable you to choose one of five activities, or functions which are listed on the General Menu of the Program.
- Use the "typewriter" keys to enter alphabetic data.
- The numeric keypad is used to enter figures.

Some keys (e.g. "esc" and "del") have special uses, which are explained in the section entitled "Special Keys for Data Entry".

## Main Unit and Disk Drives

### Main Unit \*



The main unit is the heart of the microcomputer and controls the whole apparatus.

As you can see from the above illustration, when you are facing the unit, to your right is a switch that turns the main unit on and off.

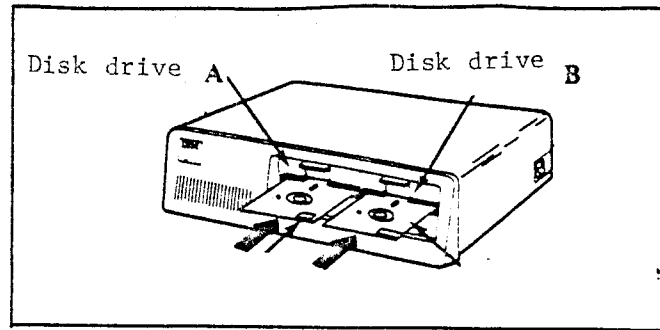
This is the only operation you will have to make on this unit.

---

\* Note this illustration has only one disk drive.



### Disk drive



The disk drives are built into the housing of the main unit, as can be seen from the foregoing illustration.

To open, simply lift the covers.

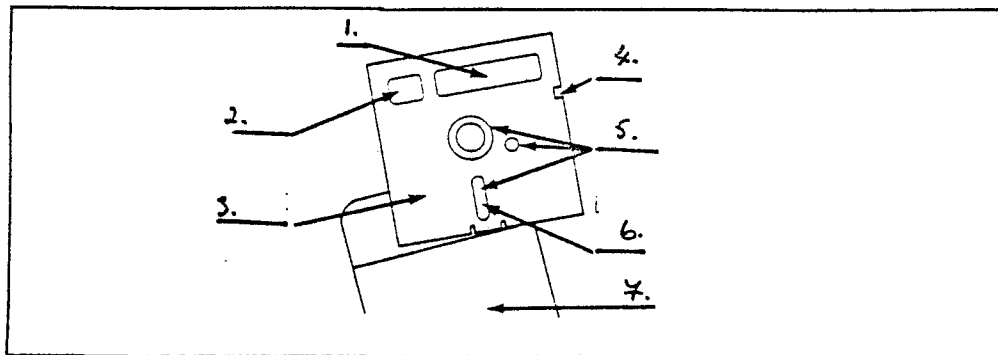
When the disk drives are in use the small red dots in front of them light up.

Never try to open the disk drives when the red dots are lit.

The left-hand disk drive is called drive A; the right-hand disk drive is called drive B.

Before turning the main unit, on, make sure that the system diskette is in the left drive (drive A).

### Diskettes



Key to illustration:

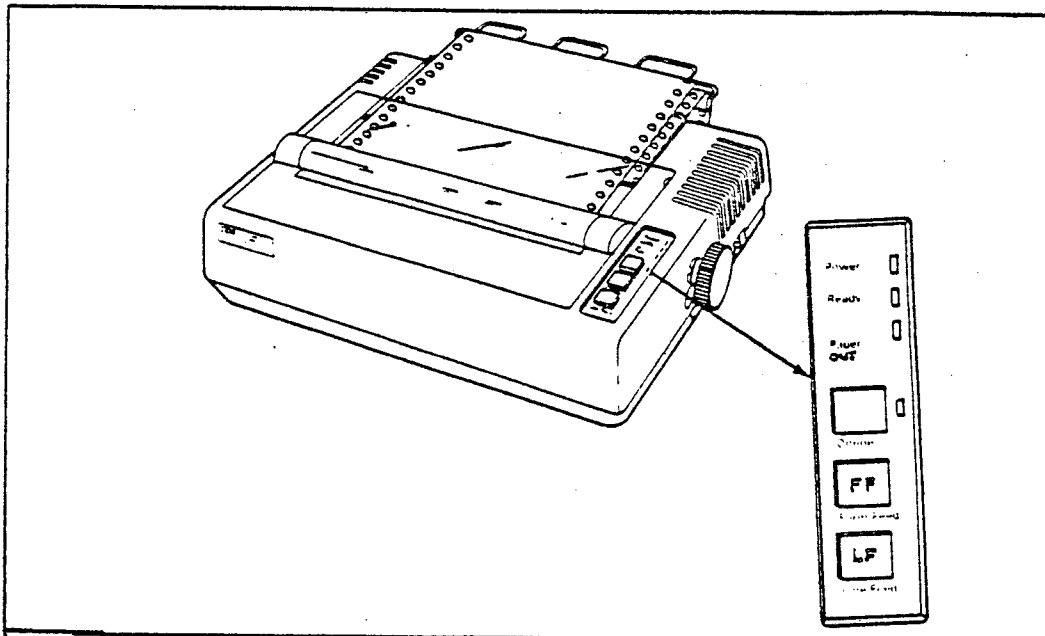
1. Temporary label
2. Permanent label
3. Protective plastic envelope
4. Write protect notch
5. Magnetic parts of the diskette
6. Read-write magnetic surface
7. Protective paper envelope

The diskettes are the media on which the entered data are recorded.

Never touch the uncovered portion of the diskettes (see illustration).

To put the diskettes into the appropriate drive, the uncovered portion must go in first or you can damage the drives or the diskettes themselves.

Printer



### Turning it on

To turn the printer on, flip the toggle switch on its left-hand side to the "on" position.

### Indicators

- The "POWER" light comes on when the printer is turned on.
- The "READY" light comes on when the printer is ready to receive the data to be printed from the computer.
- The "PAPER OUT" light comes on when the printer runs out of paper. At the same time it also beeps.
- The "ON LINE" light comes on at the same time as the "READY" light when the printer is ready to receive the data to be printed.

### Control buttons

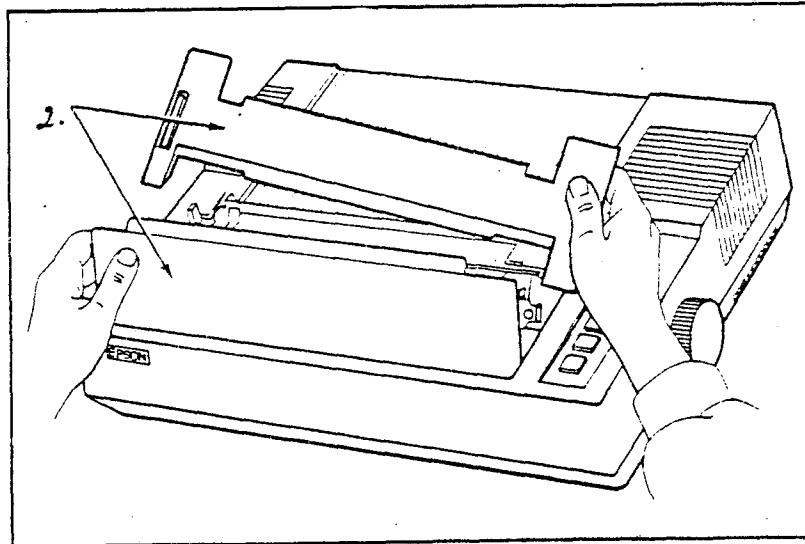
The "ON LINE" button is used to make or break the connection between the computer and the printer. When the printer is turned on, the connection is made and the "ON LINE" light comes on. If you press this button once, you break the connection between the printer and the computer. If you press it a second time, the connection is re-established.

The "FF" button is used to advance to the top of the next page automatically, without any manual intervention. However, you must first press the "ON LINE" button so as to break the connection with the main unit.

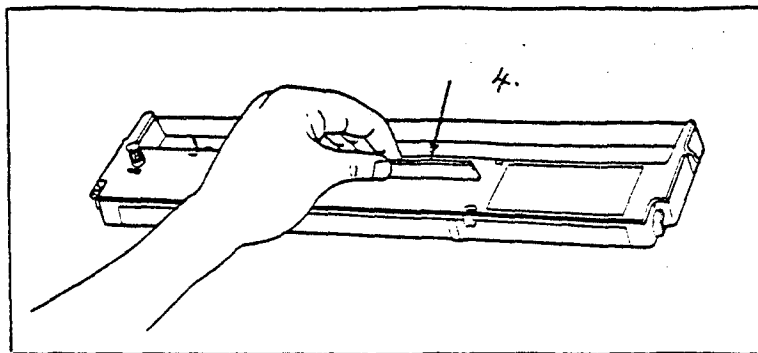
The "LF" button is used to advance the paper one line. For as long as you hold this button down, the paper will continue to advance line by line. Here again, you must first press the "ON LINE" button in order to break the connection with the main unit.

Installation of the ribbon cartridge

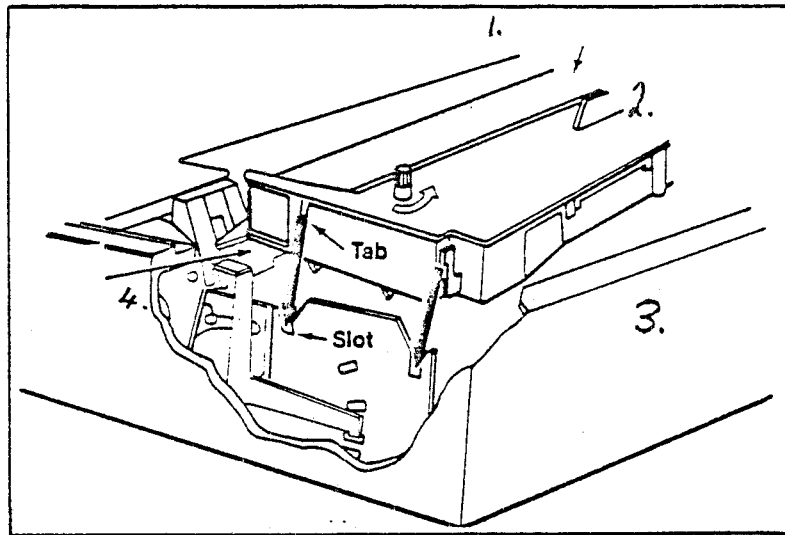
1. Turn off the printer.
2. Lift off the dust cover.



3. Remove the new cartridge from its box
4. Grasp the cartridge in the middle

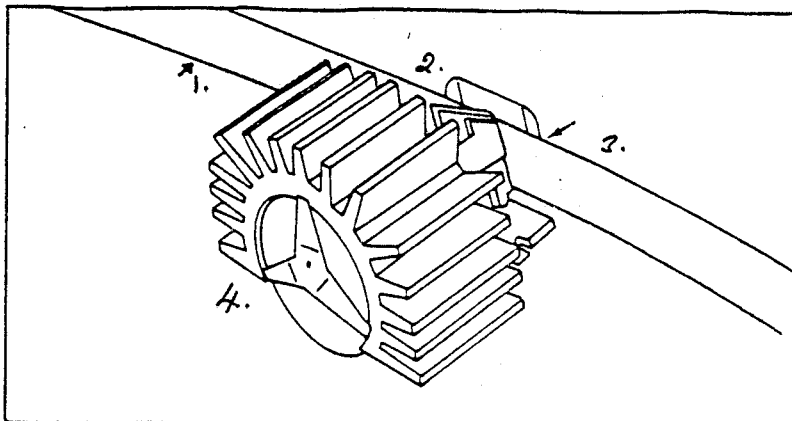


5. Ease the cartridge into the left and right-hand slots on the printer, without using too much pressure.



Key to illustration:

- 1. Ribbon
  - 2. Ribbon cartridge
  - 3. Printer housing
  - 4. Space for paper
6. Thread the ribbon between the print head and the metal ribbon guide

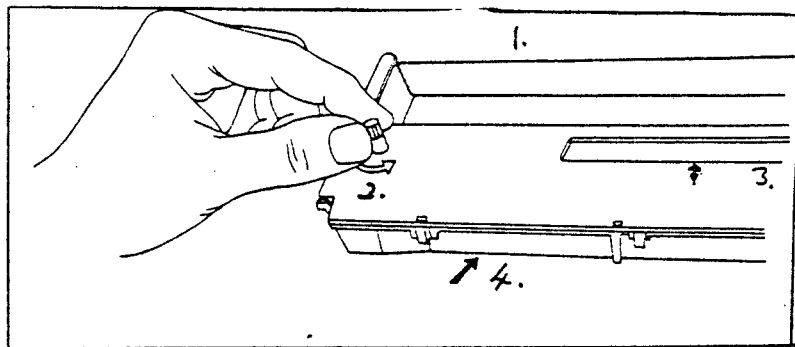


Key to illustration:

1. Ribbon
2. Metal guide
3. Space for ribbon
4. Print head

7. Press firmly on the cartridge until you hear a click, which indicates that it is in place.

8. Adjust the ribbon feeding knob.



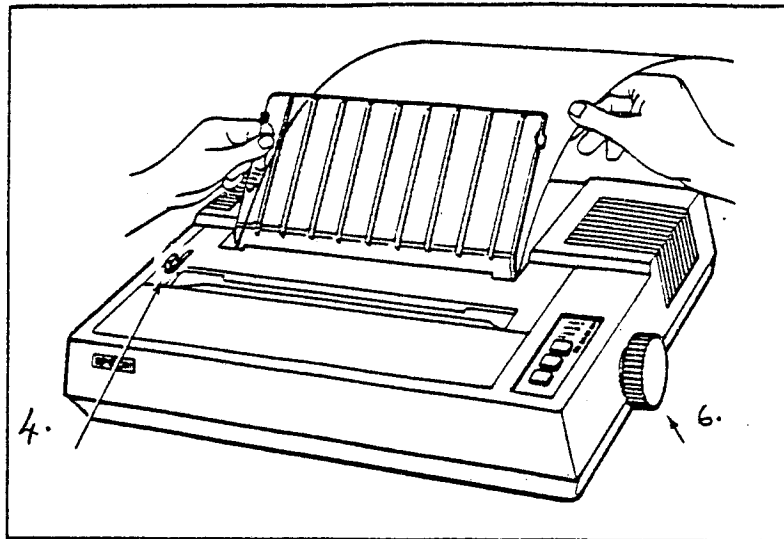
9. Replace the dust cover.

Key to illustration:

1. Ribbon
2. Ribbon feeding
3. Hold here
4. Ribbon cartridge

### Paper loading

1. Turn off the printer.
2. To make the operation easier, remove the dust cover.
3. Put the paper under the printer.
4. Adjust the margins on the paper feed carriage to the width of the paper. To do this, use the paper release lever on the carriage, then adjust the carriage to either the two outside or inside arrows, depending on the width of the paper.
5. Feed the paper into the plastic paper guide and the paper feed system after opening the head adjusting lever in front.



6. Use the paper feed knob to advance the paper.
7. Align the sprockets on the sides of the paper parallel to the print guide.
8. Replace the dust cover.
9. Restart the printer. It is ready to go!

## ACTIVATING THE MICROCOMPUTER

### First steps

The first steps are done before the microcomputer has been turned on.

### Inserting diskettes

Before turning on the microcomputer:

1. Insert the diskette labeled "system" in the left disk drive (drive A).
2. Insert the diskette labeled "production" in the right disk drive (drive B).
3. Make sure that the disk drives are properly closed.

### Turning on the microcomputer

The accessories for electrical supply to the microcomputer are:

- 1 transformer to change the voltage from 220V to 110V;
- 1 voltage regulator.

Before turning on the microcomputer, make sure that:

- the switches of the main unit and the printer are in the "off" position;
- the current reaches the transformer through its terminal marked "220V";
- the voltage regulator is properly plugged into the transformer through its terminal marked "110V";



- the main unit and printer are receiving electric current from the voltage regulator.

If everything is properly connected, turn on the main unit.

The system, i.e., the program which operates the microcomputer, is then automatically brought up. This program is on the "system" diskette in disk drive A.

#### System reset

System reset is the term used for re-activating the microcomputer after it has already been turned on.

For system reset, merely press the "Ctrl," "Alt" and "Del" keys simultaneously.

#### Identification operations

##### 1. Survey initials

After the operating system has been turned on or reset, the initials of the Permanent Survey will be displayed at the same time the national anthem is played.

The national flag can be seen in the survey initials. Since the monitor screen is monochromatic, it does not show the colors of the flag, although you can "see" them in your mind's eye.

Use the flag to adjust your monitor so that there is sufficient contrast between its three stripes.

You can stop the national anthem before it ends normally by pressing any key.

## 2. Operator identification and date

At the end (normal or commanded) of the national anthem, your monitor will display the following:

YOUR CODE:            03 < KOUAKOU CHIA BLE  
DATE OF ROUND 1:    070885  
TODAY'S DATE:        070885  
TIME:                18:05

- Enter the secret personal code given you
- Next enter the date
- Lastly, enter the time.

If the system indicates that you have made an error in entering this information, you must correct it before continuing.

If there is no such indication, you can still make corrections after you have entered the information in all the spaces because the cursor will return to the first one.

key and You can then go on to the spaces below by pressing the  $\leftarrow$  key and make your corrections.

You can also go back to spaces above by simultaneously pressing the  $\uparrow$  and  $\leftarrow$  keys.

The identification operation is very important because it protects your work from interference by those not trained to use the microcomputer.

#### General menu display

After you have properly completed the above operation, the monitor will display the General Menu of the program.

GENERAL MENU	
Please select next activity:	
F1:	DATA ENTRY
F2:	DISKETTE FORMATTING
F3:	DISKETTE BACKUP
F4:	DISKETTE DIRECTORY
F5:	END OF SESSION

You can now start the printer and begin working.

#### TURNING THE SYSTEM OFF

To turn the microcomputer off, you must:

1. First turn off the printer.
2. Turn off the main unit.
3. Turn off the voltage regulator.
4. Lastly, unplug the transformer.

WRITE ANY PERSONAL NOTES BELOW.

## 5. GENERAL PRINCIPLES

### DEFINITIONS

In order to clarify what follows, we will now explain some terms that will be used later on.

#### Section

As you know, the Permanent Survey is intended to measure the living standards of African households in Côte d'Ivoire.

To that end, the interviewers collect data from the households on their housing, education, health, activities, and so forth.

The questionnaire is thus broken down into several elements, each providing data on one of the specific aspects of living standards mentioned earlier.

Each of these elements is called a section.

The Permanent Survey questionnaire has 16 sections, namely:

- 0: CONTROL DATA
- 1: HOUSEHOLD COMPOSITION
- 2: HOUSING
- 3: EDUCATION
- 4: HEALTH
- 5: ACTIVITIES
- 6: MIGRATION
- 7: RESPONDENTS IN ROUND 2
- 8: CHARACTERISTICS OF THE DWELLING

- 9: AGRO-PASTORAL ACTIVITIES
- 10: NONAGRICULTURAL SELF-EMPLOYMENT
- 11: EXPENDITURES AND INVENTORY OF DURABLE GOODS
- 12: FOOD EXPENDITURES AND CONSUMPTION OF HOME-GROWN FOOD
- 13: FERTILITY
- 14: OTHER INCOME
- 15: CREDIT AND SAVINGS

#### Subsections

Some sections of the questionnaire are very complex.

For example, to understand the activities of a member of the household, data must be obtained on:

- his main work during the last 7 days
- his secondary work during the last 7 days
- his main work during the last 12 months
- his secondary work during the last 12 months
- his job history
- his other activities, etc.

In order to understand the activities of a household, that same data must be obtained for each member of the household. You can see that this can be complex.

Some complex sections have been divided into several parts called subsections.

For example, the section on household activities mentioned above was divided into six subsections (main work during the last 7 days, secondary work, etc.).

#### Pages of a subsection

There may be so many questions in a subsection that they do not all fit on one page.

A subsection page is each page on which several questions from the subsection are printed.

For example, in the Permanent Survey Questionnaire, Section 3 (Education) has two subsections:

- Subsection A: Schooling
- Subsection B: Education of children living elsewhere

However, Subsection A (Schooling) takes up two pages and Subsection B only one.

#### Subpage

Some pages of the questionnaire are organized in such a way that some of the subsections on them could actually have been transferred to other pages.

However, they were kept in their present form to facilitate the work of the interviewers using the questionnaire. This is the case, for example, with page 1 of Section 9, Subsection D.

A subpage is a part of certain pages such as page 1 of Section 9, Subsection D.

### Screen

A screen holds all of the data for a section, subsection, page or subpage, which are displayed at a given time on your monitor.

The diagram shows a rectangular screen with the following content and labels:

- Household Number:** MENAGE N°: 00417
- Section # and Title:** 1A: FICHE DU MENAGE
- Individual's I.D. Code:** CODE D'ID: 01
- Question numbers and labels:**
  - 1 NCM : COULIBALY DESIRE
  - 2 SEXE : 1 → MASCULIN
  - 3 LIEN DE PARENTE : 01 → CHEF
  - 4 ACTE DE NAISSANCE? : 1 → OUI
  - 5 DATE DE NAISSANCE JOUR: 12 MOIS: 01 AN: 44
  - 6 AGE ANS: 041 MOIS:
  - 7 SITUATION DE FAMILLE : 1 → MARIE(E)
  - 8 EPOUSE OU MARI ICI? : 1 → OUI
  - 9 CODE D'ID EPOUSE OU MARI: 02
  - 10 DEPARTEMENT DE NAISSANCE: 37 → MALI
  - 11 NATIONALITE ACTUELLE : 3 → MALIENNE
  - 12 DORMI ICI HIER : 1 → OUI
  - 13 NB MOIS HORS DU MENAGE : 01
  - 14 MEMBRE DU MENAGE? : 1 → OUI
- Description of response automatically appears after code is entered, e.g. when code 1 is typed for sex, MALE appears to the right.** (This text is positioned to the right of the screen, with an arrow pointing to the '1 → MASCULIN' entry).
- Screen number:** ECRAN1A
- Precoded responses on questionnaire entered here:** (This text is positioned below the screen, with an arrow pointing to the '1 → OUI' entries).

Key to illustration:

1. Section no.
2. Coaching term for the field
3. Field
4. Screen no. (same as for the section)

### Coaching terms for fields and the fields themselves

The foregoing illustration shows what we call the coaching terms for the fields and the fields themselves.

The data are entered into the fields and the coaching terms describe the contents of the fields.

The counterparts to the coaching terms in the questionnaire are the questions that the interviewers have to ask.

The counterparts to the field are the spaces where the interviewers write in the answers given by the respondents.

As you can see, the breakdown of the questionnaire into sections, subsections, pages, and subpages is very convenient for locating a given place in the questionnaire.

However, this involves many terms which can be cumbersome to use.

To simplify matters, we will call them all "sections," which will be followed by their number. For example:

SECTION 7 designates section 7. This is a section.

SECTION 1A designates section 1, subsection A. This is a subsection.

SECTION 9B1 designates page 1 of section 9, subsection B. This is a page.

SECTION 9D1A designates subpage A of page 1, section 9, subsection D. This is a subpage.

We thus have a clear and concise means of expressing sections, subsections, pages and subpages.



For the screens, we use an identical method:

Section 7 corresponds to screen 7

Section 1A corresponds to screen 1A

Section 9B1 corresponds to screen 9B1, etc.

WRITE ANY PERSONAL NOTES BELOW.

#### HOW TO GET TO A SCREEN FROM THE GENERAL MENU

Let us assume that you want to enter the data from section 1A.

- On the General Menu, you can choose from the following functions:

GENERAL MENU
Please select next activity:
F1: DATA ENTRY
F2: DISKETTE FORMATTING
F3: DISKETTE BACKUP
F4: DISKETTE DIRECTORY
F5: END OF SESSION

If you select the data entry function (F1) at this level, you will go to the following level:

- Data Entry Menu, from which you can select from any of the following activities:

HOUSEHOLD NO.: 00111	DATA ENTRY MENU
Please select next activity:	
1. DATA ENTRY	
2. CONSISTENCY TESTS	
3. LISTING OF SECTIONS	
4. DISPLAY OF SECTIONS	

If you select Data Entry (activity 1), you will go on to the next level:

- Section menu, which lists all sections in the questionnaire:

HOUSEHOLD NO.:	00111	SECTION MENU
SECTION NO.:		
0:	CONTROL DATA	
1:	HOUSEHOLD COMPOSITION RECORD	
2:	HOUSING	
3:	EDUCATION	
4:	HEALTH	
5:	ACTIVITIES	
6:	MIGRATION	
7:	RESPONDENTS IN ROUND 2	
8:	CHARACTERISTICS OF THE DWELLING	
9:	AGROPASTORAL ACTIVITIES	
10:	NON-AGRICULTURAL SELF-EMPLOYMENT	
11:	EXPENDITURES AND INVENTORY OF DURABLE GOODS	
12:	FOOD EXPENDITURES AND CONSUMPTION OF HOME-GROWN FOOD	
13:	FERTILITY	
14:	OTHER INCOME	
15:	CREDIT AND SAVINGS	

If you now select the Household Composition Record (section 1), you will go on to the next level:

- Subsections of the Household Composition Record, which gives you the following choices:

HOUSEHOLD NO.:0011	1: HOUSEHOLD COMPOSITION
Select Subsection:	
A: HOUSEHOLD ROSTER	
B: DATA ON PARENTS	
<u>SCREEN 1</u>	

If you now select the household record (subsection A), you will go directly to the entry of data for section 1A using screen 1A, as illustrated in the chapter on screens.

#### HOW TO RETURN TO THE GENERAL MENU

By pressing the "Esc" key, you will return to the level immediately above (preceding level).

For example, to return to the General Menu from section 1A where you were:

- Press the "Esc" key once and the system will return you to the level of the subsections of section 1A.
- Press the "Esc" key again and the system will return you to the Menu Section.
- Press the "Esc" key a third time and the system will return you to the Data Entry Menu.
- Lastly, push the "Esc" key a fourth time and the system will return you to the General Menu.

## 6. ENTRY OF DATA USING A SCREEN

### SPECIAL KEYS FOR DATA ENTRY

The paragraph with the general description of the keyboard discussed the role of each of its parts.

We will now look at the functions of some keys for data entry, as summarized below.

### FUNCTIONS OF SPECIAL KEYS

KEY	FUNCTION
F1	Makes it possible to use the "data entry" activity on the General Menu.
F2	Makes it possible to use the "diskette formatting" activity on the General Menu.
F3	Makes it possible to use the "diskette backup" activity on the General Menu.
F4	Makes it possible to use the "diskette directory" activity on the General Menu.
F5	Makes it possible to use the "end of session" activity on the General Menu.
+	After the data are entered in all the fields of a screen, makes it possible to go to fields farther down on the screen to make corrections, if any.
↑	Used in combination with the ↑ key (first " + ," then "↑"), makes it possible to go back to preceding fields.  Used alone, it has no effect; it must be used in combination with other keys, which gives access to the function found on the upper part of this key. Example: Keeping the "↑" key down and pressing on key 5 produces the character "%."

Num Lock	Press once to use the numeric keypad located on the right-hand side of the keyboard. Press a second time to close off that function. To use the numeric keypad once again, press a third time. When entering data, press this key once when turning the system on and do not press again.
Ctrl	Can be used in two ways:  <ol style="list-style-type: none"><li>1. In combination with the "End" key to pad all fields with trailing blanks, from the point on the field where the cursor is located to the last field on the screen.</li><li>2. In combination with the "Alt" and Del" keys, will reset the system without your having to turn the machine off and on again. This is called system reset.</li></ol>
<--- (Enter key)	This key can be used in two ways:  <ol style="list-style-type: none"><li>1. To go on to the next field when in a field other than the last one of the screen and when fewer characters than allowed by the length of the field have been entered.</li><li>2. To record all of the fields of a screen that has been completed.</li></ol>
Esc	When you are at a given screen, this key is used to go back to an immediately preceding one. For example, when you are at the "data entry" screen, pressing the "Esc" key will bring you back to the General Menu, which is the immediately preceding level.

#### ENTRY OF DATA INTO A FIELD

As seen in the preceding chapter, the field is a basic space on the screen that holds the data from the questionnaire.

When data are about to be entered in a field, the cursor will always be at the top of the field. You can then begin to enter the data.

When you get to the end of the field, you have finished entering the data for that field and the cursor automatically goes to the beginning of the next field.

The data entered may not take up the whole field. This occurs, for

example, with the field used to enter the names of individuals. As it is 30 characters long, if the name "FRANCOIS LOUGAH" (15 characters) is entered, the whole field will not be filled.

In such a case, to get to the next field, press the "←|" key.

If the field is alphanumeric, the data are padded to the right with trailing blanks. This is the case of the foregoing example.

If the field is numeric, the data are justified on the right side of the field and padded to the left with zeros.

#### ENTRY OF DATA INTO A SCREEN

A screen consists of one or more fields. Entering data into a screen therefore means putting information in all of its fields, from the first to the last.

As soon as a screen is displayed, the cursor moves to the beginning of the first field.

As seen earlier, for data entry you move from a field to the following one either at the end of a field or by pressing the "←|" key in the middle of a field.

Exception: In a screen, all fields are blank from a given field forward, i.e., there are no data to be entered in them. Normally, you would have to fill them all in with blanks. However, this can be time-consuming. You can automatically fill in all these fields by pressing simultaneously on the "Ctrl" and "End" keys. The cursor then automatically moves to the first field of the screen.

Once the data have been entered in all the fields of the screen, the cursor returns to the beginning of the first field of that screen. You are

now in the correction mode. In other words, you can go to fields farther down on the screen or back up to higher ones in order to make corrections, if necessary.

To go down to a field, use the "+" key.

To go back up to a field, simultaneously press the "↑" and "+" keys. After you have finished data entry for a screen, press the "↓" key. The system will now run the programmed checks between the fields.

If there are any errors, the system will point them out.

If there are no errors, the system will post the record.

WRITE ANY PERSONAL NOTES BELOW.



## CORRECTION OF ERRORS

This section will show you (i) how the system indicates errors and (ii) how to correct them.

### Errors within a field

Errors within a field are indicated by the system as data entry proceeds. The following table shows the errors you can make in the fields and how the system points them out to you.

ERROR	SIGNAL
You enter alphanumeric data in a numeric field	A "beep" will sound and "?" signs will appear all along the length of the field, blinking and alternating with the erroneous data you have just entered.
You enter an invalid code in an alphanumeric field	Idem
You enter an invalid date in a date field	Idem
You enter a figure that is below the lower limit of the numeric field	A "beep" sounds and "x" signs appear all along the length of the field, blinking and alternating with the low number you have just entered.
You enter a figure that is above the upper limit of the numeric field	A "beep" sounds and "x" signs appear all along the length of the field, blinking and alternating with the high number you have just entered.

If there is an error in a field, the system returns the cursor to the beginning of that field after having indicated the error.

To make corrections look for the data for that field in the questionnaire.

If you are responsible for the error, re-enter the data and continue.

If you are not responsible, i.e., if you have entered exactly what is shown on the questionnaire and the system indicates an error, press the "+|" key. On the last line of the screen the system will display the following blinking message:

"If unable to correct, enter your password:"

At that point, re-enter your password. The field thus corrected will start to blink and the cursor will move to the following field.

If there are other such errors, proceed in the same way.

At the end of the screen the system will emit a slow, melancholic and plaintive tune and will post the record as shown, with the blinking fields.

#### Errors within the screen

You will recall that when you have finished entering the data for a screen, the system crosschecks between fields.

If any inconsistencies are detected between the fields, the system indicates them by sounding a "beep" followed by the simultaneous blinking of all inconsistent fields.

The cursor moves to the beginning of the first field.

To make corrections, examine the fields one by one, comparing them with the like data in the questionnaire.

If you find an error that you committed, correct it and then press the key "+|" again.

If other errors are flagged, repeat the process.

If the error is not your fault, press the "+|" key. On the last line of the screen, the system will display the following blinking message:

"If unable to correct, enter your password:"

At that point, re-enter your password. The system will play slow music and post the record, with the blinking fields.

#### POSTING

As we have seen, after the data have been entered in all the fields of a screen the cursor will go to the first field of the screen. You can then correct any errors in data entry.

If there are no such errors to correct, press the " " key. The system will then make the consistency checks between certain fields of the screen.

If there are any errors, the system will point them out. The section entitled "Correction of Errors" showed how the system indicates errors and how to correct them.

If there are no errors, the system will post the record. At this time it plays a lively tune and copies the data you have just entered in the fields of the screen onto the right-hand diskette, which is the production diskette.

As explained earlier, you may have to post a screen with erroneous data. In such a case the system plays a slow and melancholic tune, then copies the data that you have just entered in the fields of the screen onto the production diskette, with the blinking fields.

After the record has been posted, an identical but empty screen will appear and you can continue to enter the other lines of the questionnaire, if any.

When no more lines of data have to be entered in the section, press the "Esc" key. You will then go to the immediately preceding level, where you can select the section you wish to enter next.

#### DELETION

To delete an erroneous record, proceed as follows:

- Bring up on the monitor the contents of the section that includes the record, using the "Section Display" activity (option 4) on the Data Entry Menu (option F1 on the General Menu).
- You can move the cursor from one record to another by pressing the space bar (the long key at the bottom of the keyboard).
- To delete a record, move the cursor to the record in question and press the "Num Lock," "Del" and "Num Lock" keys in turn.
- When the program asks you for your password, enter your code. The program will then delete the record and show the newly amended section.
- When you have finished, press the "Esc" key.

#### NOTE:

The record you wish to delete may have a higher number than the last one shown on the screen. In that case, press the "Num Lock", "↓" and "Num Lock" keys in turn, as many times as necessary until the record you are seeking appears on the screen. Then proceed as above. In general, by using the arrows located on the numeric keypad as indicated above, you can bring up any subsection you want. Try and you will see!

WRITE ANY PERSONAL NOTES BELOW.

7. REMARKS ON SPECIFIC SECTIONS

SECTION 0: CONTROL DATA

Survey information form (Section 0A)

SURVEY INFORMATION

CLUSTER:  HOUSEHOLD:  ROSTER:

HEAD OF HOUSEHOLD:

ADDRESS:

FIRST ROUND OF SURVEY

INTERVIEWER:  DATE:

ADDRESS YES... (SUPERVISOR)  IN THE HEAD OF YES... (SUPERVISOR)

NAME OF NEW HEAD:

ETHNIC GROUP OF HEAD:  OFFICE CLERK

LANGUAGE OF INTERVIEW FRENCH... (END)  SPECIFY THE LANGUAGE INTER- YES... (SUPERVISOR)

REMARKS:

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR:  DATE:

REMARKS:

RE-INTERVIEW? YES... (SUPERVISOR)

THIS HOUSEHOLD WILL BE REPLACED BY NO... (SUPERVISOR)

REASON FOR REFUSAL... (SUPERVISOR)

DATA ENTRY, ROUND ONE

OPERATOR:  DATE:

REMARKS:

SUPERVISION OF PRINTOUTS, ROUND ONE

SUPERVISOR:  DATE:

REMARKS:

SECOND ROUND OF SURVEY

PROPOSED DATE:

INTERVIEWER:  DATE:

REMARKS:

VERIFICATION OF QUESTIONNAIRE, ROUND TWO

SUPERVISOR:  DATE:

REMARKS:

RE-INTERVIEW? YES... (SUPERVISOR)

DATA ENTRY, ROUND TWO

OPERATOR:  DATE:

REMARKS:

SUPERVISION OF PRINTOUTS, ROUND TWO

SUPERVISOR:  DATE:

REMARKS:

Parts to be filled in by data entry operator.

In this section you fill in the boxes for "Data Entry/Round 1" and "Data Entry/Round 2."

This is the only section where you are to fill in the boxes.

The preceding illustration shows the areas to be filled in for each round.

Obviously, for Round 1 you enter only the information given [on the questionnaire] and pad the rest of the screen with blanks.

For Round 2 you make the corrections for Round 1, if any, and enter the data for Round 2.

Thus, one part has to be entered after Round 2. Do not forget to do this.

**WRITE ANY PERSONAL NOTES BELOW.**

Survey summary (Section 0B)

Data entered during Round 1

Data entered during Round 2

SUMMARY OF SURVEY RESULTS												
SECTION		INTERVIEWER										
		FIRST VISIT					SECOND VISIT					
		DATE			RESULT	DATE			RESULT	DATA	SUPERVISION	
		DAY	MONTH	YEAR	COMPLETE.....1 PARTIAL.....2 NOT APPLICABLE..3	DAY	MONTH	YEAR	COMPLETE.....1 PARTIAL.....2			
FIRST ROUND	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
SECOND ROUND	9											
	10											
	11											
	12											
	13											
	14											
	15											

This illustration shows the parts to be filled in for each round.

As for section 0A, for Round 1 you enter only the parts filled in and pad the rest of the screen with Blanks.

Here, too, do not forget the part that is filled in after Round2.



Sections filled in and persons interviewed (Section 0C)

This is a special section which does not have a specific page n the questionnaire.

To enter the data you must scan the questionnaire by following the screen shown you:

HOUSEHOLD NO. 00111		OC: PERSONS INTERVIEWED/SECTIONS FILLED IN	
1A	ID CODE:	:	9E SECTION FILLED IN? :
3B	SECTION FILLED IN?	:	9F SECTION FILLED IN? :
7	ID CODE	:	9G SECTION FILLED IN? :
9A1	ID CODE	:	9I SECTION FILLED IN? :
9A1	PERSONS INTERVIEWED?	:	11A ID CODE :
9C	SECTION FILLED IN?	:	11A PERSON INTERVIEWED? :
9D1A	SECTION FILLED IN?	:	11D SECTION FILLED IN? :
9D1B	SECTION FILLED IN?	:	12A ID CODE :
9D1C	SECTION FILLED IN?	:	12A PERSON INTERVIEWED? :
9D2A	SECTION FILLED IN?	:	12B SECTION FILLED IN? :
9D2B	SECTION FILLED IN?	:	13A ID CODE :
9D2C	SECTION FILLED IN?	:	13A PERSON INTERVIEWED? :
9D3A	SECTION FILLED IN?	:	14A ID CODE :
9D4A	SECTION FILLED IN?	:	14A PERSON INTERVIEWED? :
9D4B	SECTION FILLED IN?	:	14B PERSON INTERVIEWED? :
9D4C	SECTION FILLED IN?	:	
9D5C	SECTION FILLED IN?	:	

The three possible situations are illustrated below:

SECTION 1. PART A. HOUSEHOLD ROSTER

PERSON INTERVIEWED: PREFERABLY THE HEAD OF HOUSEHOLD. IF HE/SHE IS NOT AVAILABLE, FIND A "PRINCIPAL RESPONDENT" TO ANSWER THE QUESTIONS IN HIS/HER PLACE. THE PERSON SELECTED MUST BE A MEMBER OF THE HOUSEHOLD WHO IS ABLE TO GIVE INFORMATION ON THE OTHER HOUSEHOLD MEMBERS.

INTERVIEWER: \_\_\_\_\_ ID CODE:

RESPONDENT: \_\_\_\_\_ ID CODE:

SECTION 9. AGRO-PASTORAL ACTIVITIES

SUPERVISOR: \_\_\_\_\_

RESPONDENT: \_\_\_\_\_ ID CODE:

INTERVIEWER: \_\_\_\_\_

IS THIS THE PERSON ACTUALLY INTERVIEWED? YES...1 NO...2

SECTION 3. PART B. EDUCATION OF CHILDREN RESIDING ELSEWHERE

1. Does any member of your household have children under 30 years of age not living here in this household?

YES....1  
NO.....2 (to SECTION 4)

FOR EACH CHILD LISTED IN QUESTION 2, ASK QUESTIONS 4-11.											
2	What are their names? LIST ALL THE CHILDREN UNDER 30 YEARS OF AGE WHO DO NOT LIVE IN THIS HOUSEHOLD. COMPLETE THE LIST BEFORE GOING TO 4-10.	3	Sex? M...1 F...2	4	How old (NAME)... now?	5	Does the father of (NAME)... live in this household? YES...1 NO...2 (to SECTION 4)	6	COPY THE FATHER'S ID CODE.	7	Does the mother of (NAME)... live in this household? YES...1 NO...2 (to SECTION 4)
8	COPY THE MOTHER'S ID CODE.	9	Has (NAME)... attended school? YES...1 NO...2 (to SECTION 4)	10	Is (NAME)... attending school? YES...1 NO...2	11	What is the highest grade completed by (NAME)...? CODES: NONE, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.				

SECTION 7: RESPONDENTS IN ROUND 2:

This section has a label on the second page.

NAME: .....	ID CODE: <input type="text"/>
-------------	-------------------------------

10. TO CHOOSE A WOMAN AT RANDOM TO ANSWER THE QUESTIONS ON FERTILITY IN THE SECOND ROUND OF THE SURVEY:

READ THE FIRST LINE OF THE STICKER BELOW UNTIL YOU COME TO THE ID CODE OF A WOMAN BELONGING TO THE HOUSEHOLD AND AGED 15 OR OLDER IN THE HOUSEHOLD ROSTER. CROSS OUT EACH REJECTED ID CODE ON THE STICKER. IF THERE IS NO VALID ID CODE IN THE FIRST LINE, GO TO THE SECOND. WHEN A VALID ID CODE IS FOUND, CIRCLE IT.

STICKER

WRITE THE NAME AND ID CODE OF THE WOMAN SELECTED:

NAME: .....	ID CODE: <input type="text"/>
-------------	-------------------------------

▶ SECTION 8

You must enter the figure in the box (in the middle of the page).

You must also enter the identification code in the box at the bottom of the second page.

SECTIONS 9B, 9E, 9G, 9I, 9K, 10B, 10C, 11A, 11B, 12A, 12B, and 14A

These sections have precoded fields.

SECTION 12. FOOD EXPENSES AND HOME PRODUCTION							
PART A. FOOD EXPENSES							
IF THE ANSWER TO A 1 IS YES, ASK 2-6.							
1	2	3	4	5	6		
During the past 12 months, have the members of your household bought any of the following foods?  PUT A CROSS IN THE APPROPRIATE BOX. COMPLETE QUESTION 1 FOR ALL FOODS BEFORE GOING TO 2-6.	Have the members of your household bought ... any since my last visit?  YES..1 NO...2 (14)	How much did they spend?  AMOUNT	During how many months in the past 12 months did the members of your household buy ...?  MONTHS	During these months, how often did they usually buy (.....)?  TIMES	TIME UNIT	How much did they usually spend each time?  AMOUNT	
						NEXT FOOD	
Rice?	YES-1 4-NO	1 5000	2	1	4	200	
Maize (cob, grain or flour)?	YES-1 4-NO	302					
Millet, fonio, sorghum (grain or flour)?	YES-1 4-NO	1 2300	2	1	4	125	
Bread?	YES-1 4-NO	304					
Attitude?	YES-1 4-NO	305					
or in a form ticked?							

On each line, the interviewer will put a cross ("x") in either the "yes" or "no" box.

If there is an "x" in the "yes" box you must enter the line, even if nothing is filled in. You enter only the preprinted code and fill the rest of the field in with blanks.

For example, suppose in the above illustration the "yes" box is checked for the second line, but the line is not filled in. You enter the code "302" and fill the other fields in with blanks before posting the record.

If there is an "x" in the "no" box and the line is still filled in, you enter it anyway and inform your supervisor of this abnormal situation.

If there is an "x" in the "no" box and the line is not filled in, you obviously do not enter anything.

## 8. CONSISTENCY CHECKS BETWEEN SECTIONS

The consistency controls between sections are run by the system after all the sections for a household have been entered.

These controls ensure that the data are consistent.

### START-UP

To start the consistency controls between sections, you must:

1. Ready the printer, i.e., turn it on if it is off and position the paper properly.
2. Return to the Data Entry Menu and select: Consistency Checks (activity 4).

The system then begins checking. The operation can take a long time, but this is normal.

You can follow the progress of the checks because the number of the section being checked is always displayed on the screen.

WRITE ANY PERSONAL NOTES BELOW.

# RESULTS

As seen earlier in Chapter 2, after the consistency checks are run you will have a three-part printout:

1. The first part is entitled "List of All Sections Entered"

Household number

Section 1A: Household roster

GRAPPE 046 MENAGE 17 --- LISTING DE TOUTES LES SECTIONS SAISIES ---

GRAPPE 046 MENAGE 17 1A: FICHE DU MENAGE

CODE D'ID	1 NOM	2 SEXE	3 LIEN DE PRENTE	4 DATE DE NAISSANCE	5 DATE DE NAISSANCE	MOIS	AN	6 AGE	MOIS	7 SITUATION DE FAMI	8 EPOUSE DU MARI IC	9 CODE D'ID EPOUSE	10 DEPARTEMENT DE NA	11 NATIONALITE ACTUE	12 DOKKI ICI HIER?	13 NB MOIS MORS DU M	14 MEMBRE DU MENAGE?
01	ASSOUN ELLOH BLAISE	1	01	1			33	052		1	1	02	03	1	1	00	1
02	NOGBOU API ADELE	2	02	1	08	04	45	039		1	1	01	10	1	1	00	1
03	ELLOH ASSOUN J.B.	1	03	2				017		5			02	1	1	00	1
04	ELLOH BERNABE	1	03	2				013		5			02	1	1	00	1
05	ELLOH KADIO DIDIE	1	03	2				006					02	1	1	00	1
06	ELLOH KOUKOUA MARC	1	03	2				004					02	1	1	00	1
07	ELLOH ANOH FREDERIC	1	03	2				001					02	1	1	00	1
08	MOLLOH ANGUETE AGNES	2	13	2				011					02	1	1	00	1

GRAPPE 046 MENAGE 17 SE1: TRAVAIL PRINCIPAL LES 12 DERNIERS MOIS

CODE D'ID	1 DESCRIPTION DU TR	2 TYPE D'INDUSTRIE	3 NENE Q' 7 DERNIER	4 PERE/NEGE NENE TR	5 COMBIEN DE SEMAIN	6 ACTIVITE PRISONNIERE	7 COMBIEN DE JOURS?	8 COMBIEN D'HEURES?	9 DEPUIS COMBIEN?	MOIS	SEMAINES	10 REQU RECENT?	11 COMBIEN D'HEURES?	UNITP TEMPS	12 AIDE FAMILIAL?
01	02	01	3	1	41	1	6	07	40			1	001330500	8	1
02	01	01	1												
03	01	01	1												
1	01	01	1												

Question number and description

In this part of the printout you will have all data entered for a household, section by section.

The fields circled in dark ink on this printout are those which were blinking on the screen at the time of data entry.

2. The second part is entitled "Number of Records Entered by Section"

GRAPH 046 MENAGE 17 --- NOMBRE D'ENREGISTREMENTS SAISIS PAR SECTION	
SECTION	NOMBRE D'ENREGISTREMENTS
1A: FICHE DU MENAGE	8
1B: RENSEIGNEMENTS SUR LES PARENTS	8
2A: TYPE DE LOGEMENT	1
2B: DEPENSES DE LOGEMENT	1
3A1: SCOLARITE	6
3A2: SCOLARITE	0
3B: EDUC DES ENFANTS QUI HABITENT AILLEURS	5
4: SANTE	3
5A: EMPLOI DU TEMPS	5
5B1: TRAVAIL PRINCIPAL LES 7 DERNIERS JOURS	3
5B2: TRAVAIL PRINCIPAL LES 7 DERNIERS JOURS	0
5B3: TRAVAIL PRINCIPAL LES 7 DERNIERS JOURS	0
5B4: TRAVAIL PRINCIPAL LES 7 DERNIERS JOURS	0
5C1: TRAVAIL SECONDAIRE LES 7 DERNIERS JOURS	0
5C2: TRAVAIL SECONDAIRE LES 7 DERNIERS JOURS	0
5D: RECHERCHE DE TRAVAIL SUPPLEMENTAIRE	3
5E1: TRAVAIL PRINCIPAL LES 12 DERNIERS MOIS	5 ← ERREURS DETECTEES
5E2: TRAVAIL PRINCIPAL LES 12 DERNIERS MOIS	0
5E3: TRAVAIL PRINCIPAL LES 12 DERNIERS MOIS	0
5E4: TRAVAIL PRINCIPAL LES 12 DERNIERS MOIS	0
HISTORIQUE D'EMPLOI	

This part of the printout shows all the sections of the questionnaire.

Next to each section is marked the number of lines of data entered for the section and possibly the message "←----- Errors detected" to indicate that one or more errors were found in that section.

3. The last part is entitled "Consistency Checks".

CLUSTER 046 HOUSEHOLD 17 -- CONSISTENCY CHECKS FOR THE HOUSEHOLD ROSTER

NO ERRORS DETECTED

EEND OF CONSISTENCY CHECKS FOR THE HOUSEHOLD COMPOSITION RECORD

CLUSTER 046 HOUSEHOLD 17 -- CONSISTENCY CHECKS BETWEEN INDIVIDUAL  
SECTIONS

NO ERROR DETECTED FOR MEMBERS OF HOUSEHOLD 04617

END OF CONSISTENCY CHECKS BETWEEN INDIVIDUAL SECTIONS

This part of the printout clearly shows the inconsistencies detected by this system when checking the household roster.

It also shows the inconsistencies detected by comparing all sections associated with a given individual.



## 9. TROUBLE-SHOOTING

### POSSIBLE SOLUTIONS FOR COMMON PROBLEMS.

Below is a list of common problems that may arise during data entry and possible solutions.

PROBLEMS	POSSIBLE SOLUTIONS
You turn on the system, hear the whirring of the diskettes and the national anthem, but there is no image on the monitor.	Adjust the monitor and cable that connects the main unit to the monitor.
During data entry you see the cursor but no key is displayed when you press down.	Turn off the main unit for about a minute and then restart.
You activate the main unit and see the message "Non-system disk..."	Put the system disk into the left disk drive and press the "R" key
You run "consistency tests" and you see the message "Time out..." and then the system returns to the General Menu.	If the printer is turned off, start it and begin the consistency tests again.  If the printer is not turned off, press firmly on the two ends of the cable connecting the printer to the main unit and begin the consistency tests again.
The printer beeps repeatedly.	Adjust the paper feed of the printer because the paper is either used up or crumpled.
You turn on the main unit, the disk whirs continuously, but the cursor does not appear.	Turn off the main unit and the printer, if on, for about a minute. Next, turn on the main unit first and then the printer.

The monitor displays the message "Device fault at..." and the system returns to the General Menu.

Make sure the printer is on and the right disk drive contains a diskette. If not, turn the printer on and/or insert a diskette in the right drive and begin what you were doing again.

The current is cut off while you are working.

Turn the switches on the voltage regulator, main unit and printer to the "off" position. When the current returns, begin what you were doing again.

You are posting a record and the message "Disk full..." flashes, after which the system returns to the General Menu.

See "What to do when the diskette is full".

---

#### WHAT TO DO WHEN THE DISKETTE IS FULL

During data entry, the message "Disk full..." may be superimposed on the data you have entered and quickly disappear, leaving the General Menu on the monitor.

This occurs because the production diskette is full and cannot accept any more data.

You must then enter the rest of the questionnaire on another diskette.

Example: Suppose that when posting a record from section 9K for household 40 in cluster 001 ("Adjamé Fraternité"), the production diskette is full.

To continue data entry:

1. Format a new diskette. The label for the new diskette will be as follows:

Week 16/2/85 and 2/3/85
Cluster 11 Koudassi Urban Abidjan
Round 1 20/2/85
Round 2 5/3/85
Diskette 1, Production continued
Households; 33

2. After formatting the new diskette, leave it in the right drive, key in and enter the following command:

md b:00140  
↑ Household No.  
\_\_\_\_\_ leave a blank here

3. Next, take the system diskette out of the left disk drive and replace it with the full production diskette, then key in and enter the following command:

copy 00140 b:00140  
↑ ↑  
\_\_\_\_\_ leave blanks here

The monitor will display in turn the numbers of the sections you have already entered. This operation takes a long time.

4. Key in and enter the following command:

erase 00140  
↑  
\_\_\_\_\_ leave a blank here

The system will display the message "Are you sure (Y/N)?" You key in and enter "y."

5. Lastly, key in and enter the following command:

rd 00140

↑  
\_\_\_\_\_ leave a blank here

## 10. FORMATTING A DISKETTE

### WHAT FORMATTING A DISKETTE MEANS

Formatting a diskette is making it ready to receive data.

No new diskette can be used if it has not been previously formatted. A used diskette can also be formatted.

In all cases the important thing is to realize that once a diskette is formatted, it is like new. All information recorded on it previously is erased and lost forever. You must therefore be very careful whenever you format a diskette not to use the wrong one.

### WHEN TO FORMAT

You must format a diskette:

- Before entering the first 8 households of a cluster
- Before entering the next 8 households of a cluster
- Before using an additional data entry diskette for the cluster
- Before doing the first backup diskette
- Before doing the second backup diskette

### HOW TO FORMAT

To format a diskette you must go to the General Menu.

Next press the F4 key on the left side of the keyboard. As the system will guide you from this point on, no further details will be given here.

Simply remember that all data are erased when a diskette is formatted.

Be very careful!

## 11. BACKUP

### WHAT BACKUP MEANS

Backup is when an exact copy of all the contents of one diskette is made from another. Backup thus enables you to have an identical copy of any diskette.

This is a very important operation because it produces exact copies of your important diskettes, protecting you from losing data without any possibility of retrieval.

But keep in mind, if you are not careful during this operation you can lose data. In point of fact, the diskette on which you copy your data will lose everything previously recorded onto it. You must be very careful!

Backup is done in two stages:

- Stage 1: Copying of the diskette.

This is simply the copying of the contents of one diskette onto another.

- Stage 2: Comparison of diskettes.

The contents of the new diskette are compared with those of the original to be sure that they are identical.

### WHEN TO BACKUP

You must backup at important points in your work day:

- When you have completed entering the data for a household, for either Round 1 or Round 2.
- Before stopping work at midday
- Before stopping work in the evening.

Backup is a short procedure that will save you a great deal of time if by chance data are lost.

Compare for yourself:

- Backup takes 5 minutes at most.
- Entering the data for a household takes at least two hours.
- Entering the data for a cluster takes at least 32 hours!

#### HOW TO BACKUP

During backup you must handle three diskettes:

- The system diskette, which you use to run the backup.
- The diskette with the data you wish to backup, called the "diskette to be backed up".
- The diskette on which backup will be performed, the "diskette to receive backup."

You must therefore handle several diskettes at the same time. Be careful not to mistake one for another.

For backup you must begin at the General Menu. Next press the F3 key on the left side of the keyboard. The system will then walk you through the operation step by step.

Backup is very simple. You must read the messages displayed by the system carefully and follow them to the letter.

You must also be very careful not to mix up the diskettes.

A good precaution is to carefully file away all diskettes other than the three you will need, before starting backup.



## 12. DISKETTE DIRECTORY

### PURPOSE

Function F4 (Diskette Directory) enables you to see the numbers assigned to the households you have entered on a diskette.

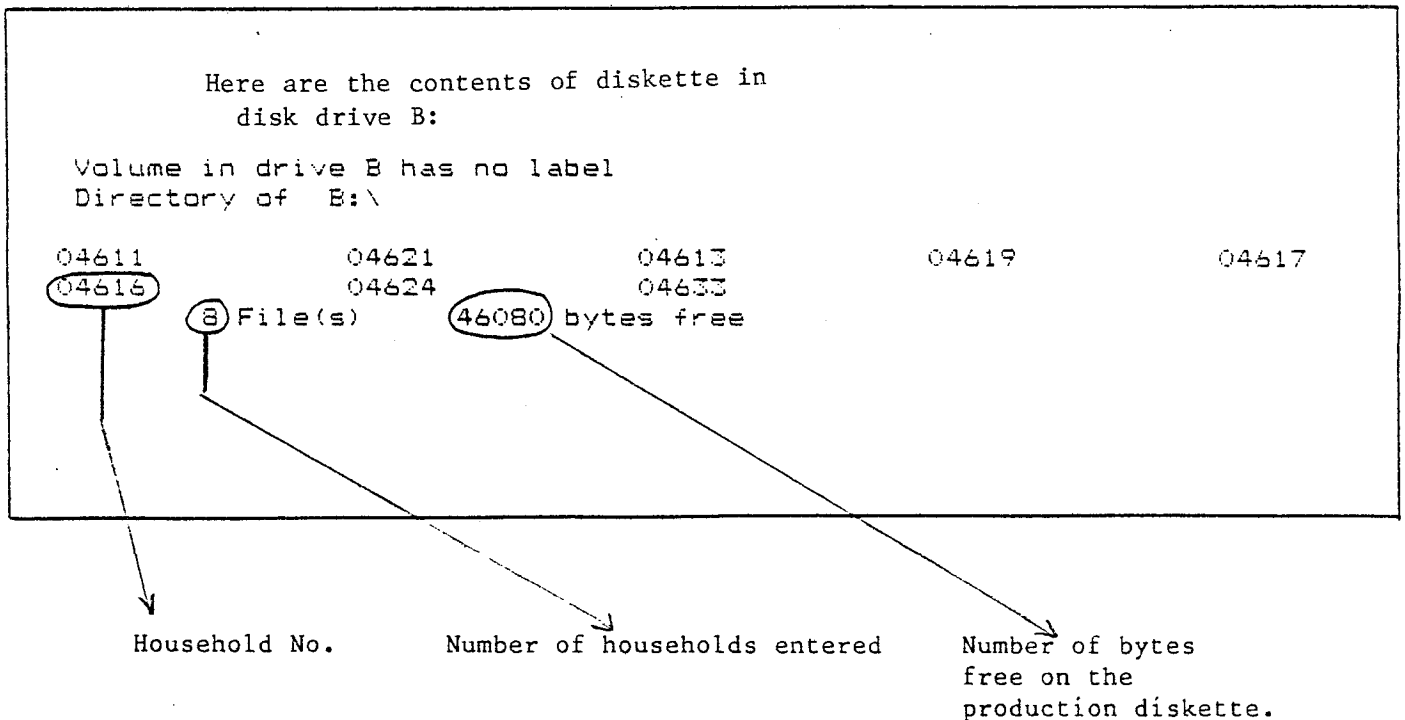
It also shows you the number of households on the diskette and the number of bytes still free, given as a number of characters.

### HOW TO USE THIS FUNCTION

You must go first to the General Menu.

Next press the F4 key on the left side of the keyboard.

### Interpretation



13. END OF SESSION

Purpose

This function reminds you of what you must do before leaving the work station.

Even if you familiarize yourself with these tasks you still must continue to use the function to make sure you did not leave out any important steps.

How to use this function

You must go first to the General Menu.

Next press the F5 key on the left side of the keyboard. The system will then display the necessary instructions.

You can now relax; see you soon!

WRITE ANY PERSONAL NOTES BELOW