

Nauru

Household Income and Expenditure Survey (HIES)

2006

Data Entry Manual

for the

Expenditure Questionnaire

Instructions to the Data Entry Operator

The objective of the data entry manual is to assist the data entry operators in keying the data for the 2006 Household Income and Expenditure Survey. The data entry procedure should be carefully followed according to the given instructions provided in this manual.

The main reason for following these instructions is to avoid any discrepancies that may be encountered during the data entry process. The data entry application is designed to interact with the operator so that any errors are flagged on the screen and require the operator to enter a correct value. This interactive editing method is commonly used with complex surveys to ensure the data is of good quality.

For the purpose of the data entry phase, we will be using a computer package called “CSPRO” (Census and Survey Processing System) which is designed and written by United States Bureau of Census. The package runs on the MS windows operating system.

The data entry application is designed in such a way that reflects the format of the questionnaire. There are several forms in each application. In most cases movement between the forms is controlled by the operator who needs to use the CTRL / key combination to move to the next forms. In some cases skips between items occur automatically depending on the values entered. Almost all items require the use of the numeric keypad, which is activated when the NUM LOCK on the keypad is turned on. For those items requiring alphabetic data entry, turn the CAPS LOCK on.

The data entry operator should have a good understanding of how the data are to be keyed. You should be familiar with the questionnaire that is being keyed and receive training in the data entry operations. It is important to ask the data processing supervisor if you have a problem with the data entry system or are not sure about what action to take if an error occurs. The supervisor will provide you with the necessary information and will train you how to respond to the error should it occur again.

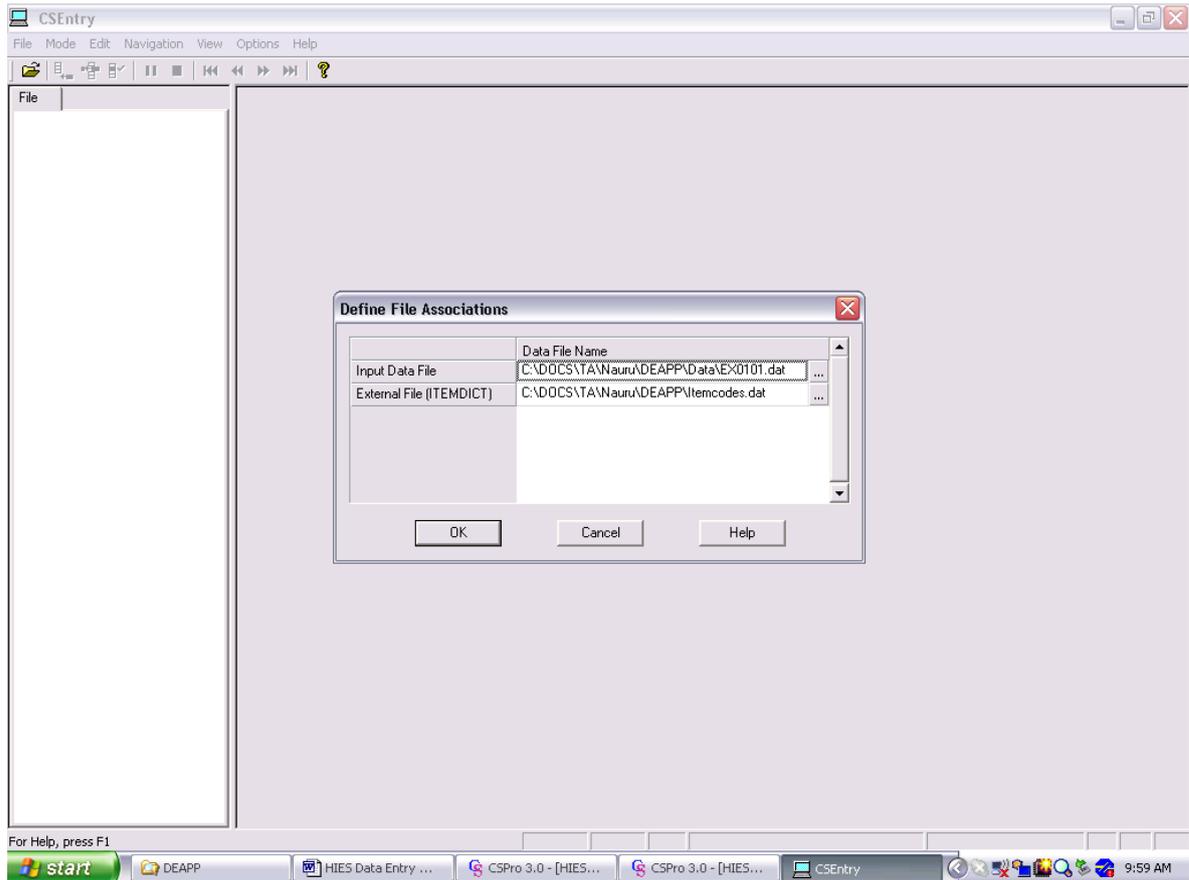
The supervisor will provide you with a batch of questionnaires to enter into the system. You are required to enter all the batched questionnaires before taking a tea or lunch break and before leaving for the day. It is important that you complete the work quickly and accurately. Your work will be monitored by the supervisor

After each form of the questionnaire has been keyed, you will need to check your work by reviewing the data on the screen with the questionnaire. Any discrepancy should be rectified before moving to the next form. You can move to the incorrect item using the arrows keys or your mouse. Once you are sure that the data are correct then you may move to the next screen by pressing the CTRL / key combination.

After the completion of each questionnaire you should sign and date the front page of the form (below the interviewer’s name). After a batch has been completed give the questionnaires to the supervisor to record the batch as entered. Inform the supervisor of any problems you had during the data entry operations. Take a break and then return to the supervisor for another batch to enter.

Data Files

After clicking on the HIES icon on your desktop you will see the screen below. This screen requires the name of the data file been entered. You need to change the filename to the name of the current batch you are entering by clicking on the dots. The format of the filename is EXxxxx.dat where the x's are the EA code. For example, the name of the data file for EA 0101 is EX0101.dat. You do not need to change the external file. Click OK to proceed. The system will indicate that it is a new file and will ask you if you want to create it. Click Yes.



Household Identifier

The first screen after creating the data file will appear as below, except the values will be blank. You need to enter the code for EA on the front cover of the questionnaire. **IT IS CRITICALLY IMPORTANT THAT THIS VALUE IS CORRECT** as they will be reproduced for all questionnaires in the batch. Enter the Dwelling and Household Number. A popup message will ask you to verify the data. Press F8 to clear the message before proceeding. If a value is incorrect you can use the F7 key to move to the incorrect field.

The screenshot shows the CSEntry application window with the following content:

- Window Title: CSEntry - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)
- Menu: File Mode Edit Navigation View Options Help
- Buttons: Nauru HIES 2006, Expenditure Questionnaire
- Input Fields:
 - EA: 0 1 0 1
 - Dwelling: 0 0 1
 - HHold: 1
- Message Box: Please verify. Press F8 to clear.
- Status Bar: For Help, press F1 | ADD | Field = HHOLDNO | Occurrence 1 of 1
- Taskbar: start, DEAPP, HIES Data Entry ..., CSPro 3.0 - [HIES..., CSPro 3.0 - [HIES..., CSEntry - (Apl Fil...
- System Tray: 10:00 AM

1. Dwelling Characteristics

The next form records the dwelling characteristics from the Expenditure Questionnaire. Enter the codes alongside the tick moving down the page. Note that where there are 2 digit fields you need to press enter to move to the next field.

If an error message pops-up then check to ensure you have entered the value correctly or if correct check with the supervisor. Note that where there is no code given on the questionnaire you need to enter a not stated code – which in most cases is blank.

Note that there are 2 questions from the Dwelling Tenure section, which need to be entered in this form. For question 2.2 you will need to allocate a code 1-4 for the ownership of the dwelling. If the dwelling is rented enter the code for the RentFrom in question 2.7.

Once you have completed the form the system will ask you to verify the data on the form. Press F8 automatically moves to the next form. Note to move back to the form you press PGUP.

The screenshot displays the CSEnter software interface. The title bar reads "CSEnter - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)". The menu bar includes "File", "Mode", "Edit", "Navigation", "View", "Options", and "Help". The main window contains a form with the following fields:

- Roof
- Outerwall
- Floors
- TypeofHouse
- No.ofrooms
- Yearconstruct
- Kitchen
- Cooking
- Lighting
- Watersource
- Walkingtime
- Tripperday
- Toilet
- YearMove
- Ownership
- RentFrom

The "Dwelling Characteristics" section contains:

- EA
- Dwelling
- HHold

Below these fields are three buttons: "leave blank if NA", "enter 0 if blank", and "enter 0 if blank".

The status bar at the bottom shows "For Help, press F1", "ADD", "Field = ROOF", and "Occurrence 1 of 1". The Windows taskbar at the bottom includes the Start button, DEAPP, HIES Data Entry, CSPro 3.0 - [HIES...], CSPro 3.0 - [HIES...], CSEnter - (Apl Fil..., and the system clock showing 10:02 AM.

2. Household Expenditure

Enter on this form the household expenditure details of all remaining sections of the questionnaire, except for mortgages (section 3) and loans (sections 7.2 & 10). These sections are entered on the next form.

Enter the amount in the appropriate column for cash and/or cheque. If cash, enter the amount in the Amount \$ column. If cheque, enter the amount in the Amount Ch column. Note that missing amount is not permitted, so enter 0 if no cash amount or no cheque amount.

Note that there is a check on cash amounts greater than \$10,000. If the amount is correct ignore the message and press F8 to proceed. Refer to supervisor where amounts appear either too large or too small.

The codes for the period automatically default to AN (annual). Press enter if no period is required. If a period is stated enter the appropriate code. That is, QR for quarter, MH for month, FN for fortnight, WK for week. Note that CAPS LOCK must be on.

Enter the item code pre-printed on the form for those items specified. Check item description and press F8 to clear message. If incorrect go back and enter the correct code. If no code can be found inform the supervisor.

Once you have entered all expenditure items re-check the data on the form. If you want to insert an entry press F3. If you wish to delete an entry press F4. Press CTRL + / to go to next form.

The screenshot shows the CSEntry application window with the following components:

- Window Title:** CSEntry - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)
- Menu Bar:** File, Mode, Edit, Navigation, View, Options, Help
- Toolbar:** Includes icons for file operations and navigation.
- Status Bar:** Period = AN, QR, MH, FN, WK
- Main Table:** A table with 4 columns: Amount \$, Amount Ch, Period, and ItemCode. It contains 20 rows of data entry fields. Row 1: Amount \$ 1,000, Amount Ch 0, Period AN, ItemCode 21111. Row 2: Amount \$ 2,000, Amount Ch 0, Period WK, ItemCode 21112. Row 3: Amount \$ 0, Amount Ch 1,000, Period MH, ItemCode 21113. Rows 4-20 are empty.
- Household Expenditure Items Panel:** A box containing input fields for EA (0,1,0,1), Dwelling (0,0,1), and HHold (0,1).
- Instructions:** Press CTRL & / when finished; Toggle to Loans PGDN.
- Buttons:** RE-CHECK ALL ITEMS.
- Taskbar:** Shows the Windows Start button and several open applications including Nauru, HIES Data Entry, Expenditure Que..., CSPro 3.0, and CSEntry.

3. Mortgages and Loans

Enter on this form the details of all mortgages and loans specified in sections 3, 7.2 and 10. If no entries specified, then press CTRL + / to finish the form.

Enter the code for purpose of loan. The codes are 1 for mortgage or housing loan, 2 for purchase of vehicle, 3 for overseas travel, 4 for home improvements, 5 for celebratory functions, 6 for other purposes. Enter 9 for not stated.

Enter the code for the source of the loan (who borrowed from). The codes are 1 for banks, 2 for NPF, 3 for other financial institutions, 4 for family/relatives, and 5 for other sources. Enter blank if not stated.

Note that there is a check on the amount of latest payment and cash contribution to ensure it is not greater than the amount borrowed. Refer to supervisor where amounts are blank or not stated.

The period covered by the latest period should be recorded as the number of weeks. For monthly payments record the number of weeks as 4.35 and for 2 monthly payments as 8.7. Enter blank if not stated.

Check that the data is the correct position for all fields since the order of fields for each type of loan is different. Note that you can enter each loan by toggling between the expenditure and loans forms by using the PGUP and PGDN keys. Once all loans have been entered and verified press CTRL + / to go to next form.

The screenshot shows the 'Mortgages and Loans' form in the CSEnter application. The form has a title bar 'CSEnter - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)' and a menu bar with 'File', 'Mode', 'Edit', 'Navigation', 'View', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a form with the following fields:

- EA: 0,1,0,1
- Dwelling: 0,0,1
- HHold: 0,1

A red text label 'Toggle to Expenditure PGUP' is visible. Below these fields is a table with 8 columns and 11 rows. The columns are numbered 1 through 8. The rows are labeled as follows:

	1	2	3	4	5	6	7	8
Purpose	1	5						
AmtBorrow	1,0,0,0	3,0,0						
BorrowFrom	1	5						
BorrowYear	2,0,0,6	2,0,0,4						
AmtCash	1,0,0,0	2,5						
TermYrs	1	1						
AmtPaid	1,0,0	2,0						
PayPeriod	2,-,0,0	1,-,0,0						
Interest	1,2,-,0,0	5,0,-,0,0						
Total Repaid		2,5						
PrincipalOut		2,5						

The bottom of the window shows a taskbar with the Windows Start button, a 'Nauru' folder, and several open applications: 'HIES Data Entry ...', 'Expenditure Que...', 'CSPro 3.0 - [HIES...', and 'CSEnter - (Apl Fil...'. The system clock shows '10:22 AM'.

4. Agricultural Assets

Enter on this form the details of agricultural assets specified in section 14. If no entries specified, then press CTRL + / to finish the form.

Enter the number of animals for each type of animal in the appropriate field. If blank enter the value zero.

Enter the code for each type of aquaculture or crop beside the ticked box. If blank enter the value zero. For other crops enter the appropriate code as specified by the supervisor.

The screenshot shows the CSEntry software interface with the following data entry fields:

Category	Value
Pigs	1
Chickens	23
Ducks	0
Other Animal	0
Other Animal	0
Milkfish	1
Tilapia	0
Other Aqua	0
Other Aqua	0
Tapioca	0
Coconut	2
Banana	0
Papaya	4
Other Crop	8
Other Crop	9

Agricultural Assets

EA	0 1 0 1
Dwelling	0 0 1
HHold	0 1

Press CTRL & / when finished

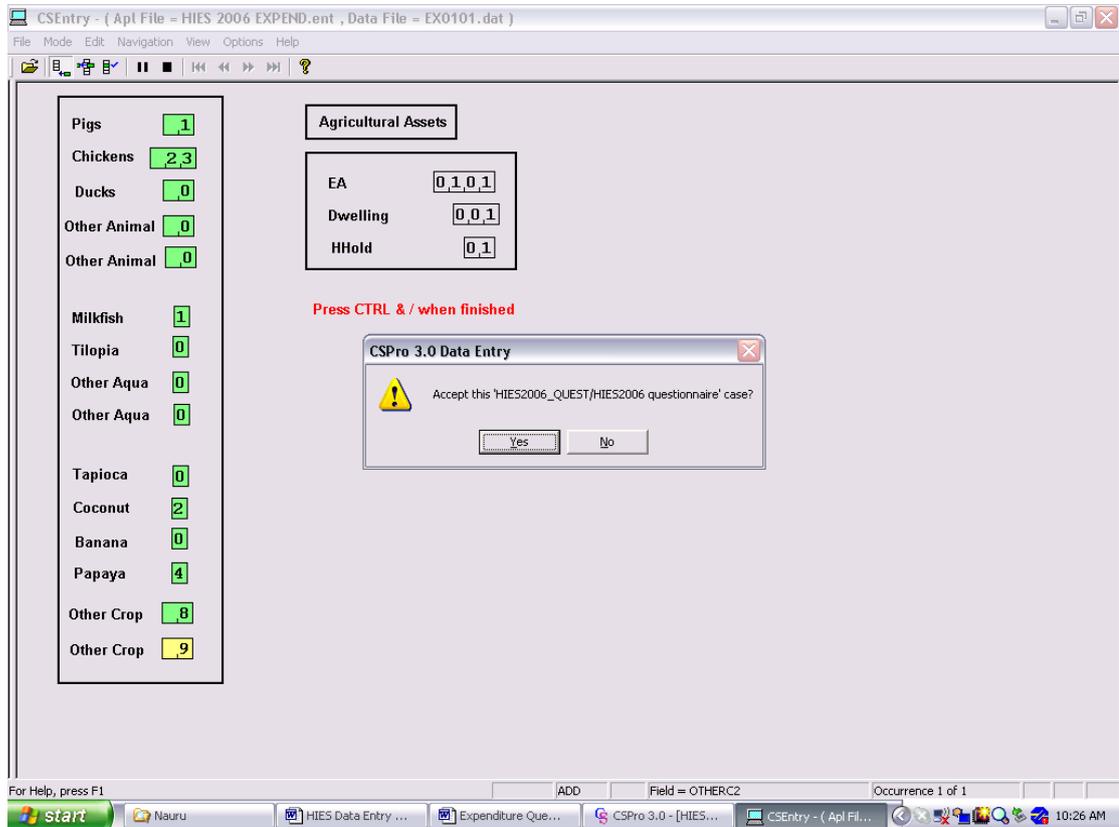
For Help, press F1

ADD Field = OTHERC2 Occurrence 1 of 1

Windows taskbar: start, Nauru, HIES Data Entry ..., Expenditure Que..., CSPro 3.0 - [HIES..., CSEntry - (Apl Fil..., 10:26 AM

End of Questionnaire

To finish data entry for the questionnaire click on yes (or type Y) to save record and to go to next questionnaire.



Note that the next questionnaire already has identifiers for EA. Enter the dwelling and household number and total persons and continue with data entry.

If all questionnaires have been entered in the batch then click on the stop icon (or press ESC) on the data entry menu. Select 'FINISH' to end the session. Take a 15 min. break.