Nauru

Household Income and Expenditure Survey (HIES)

2006

Data Entry Manual

for the

Household Diary

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 expected that you will complete at least 4 batches per 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.
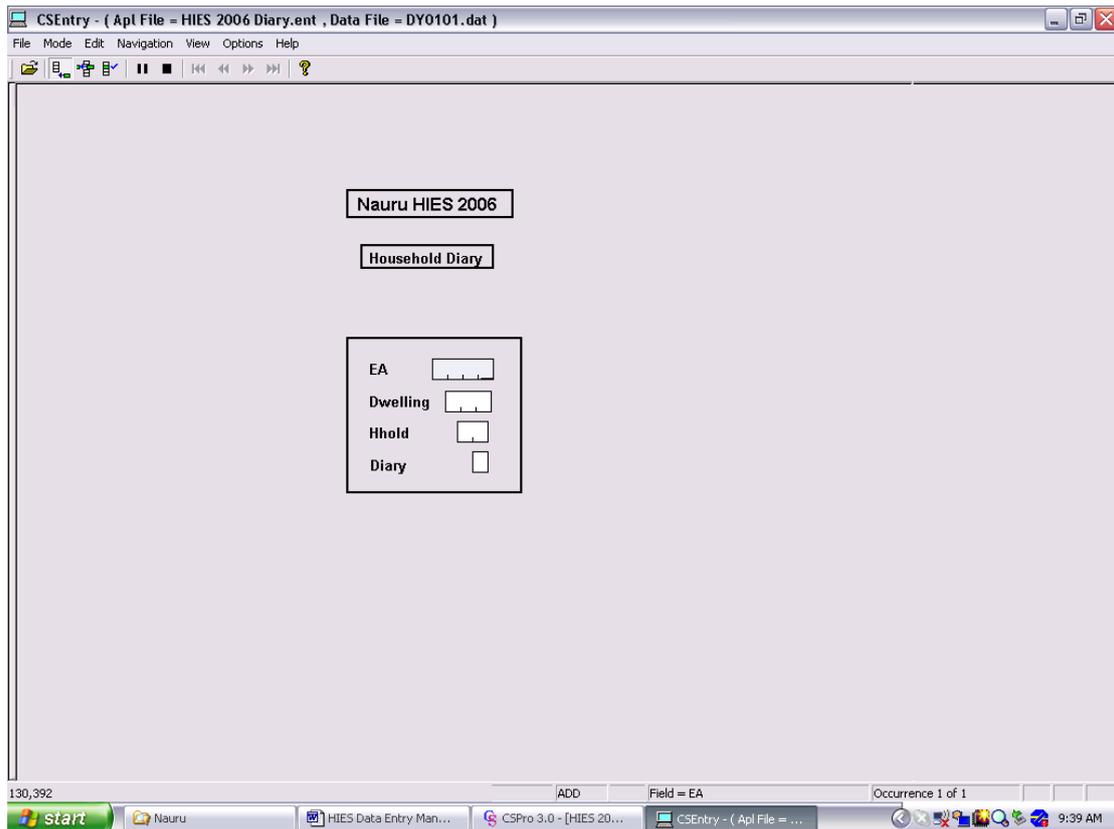
Data Files

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 DYxxxx.dat where the x's is the EA code. For example, the name of the data file for EA 0101 is DY0101.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.
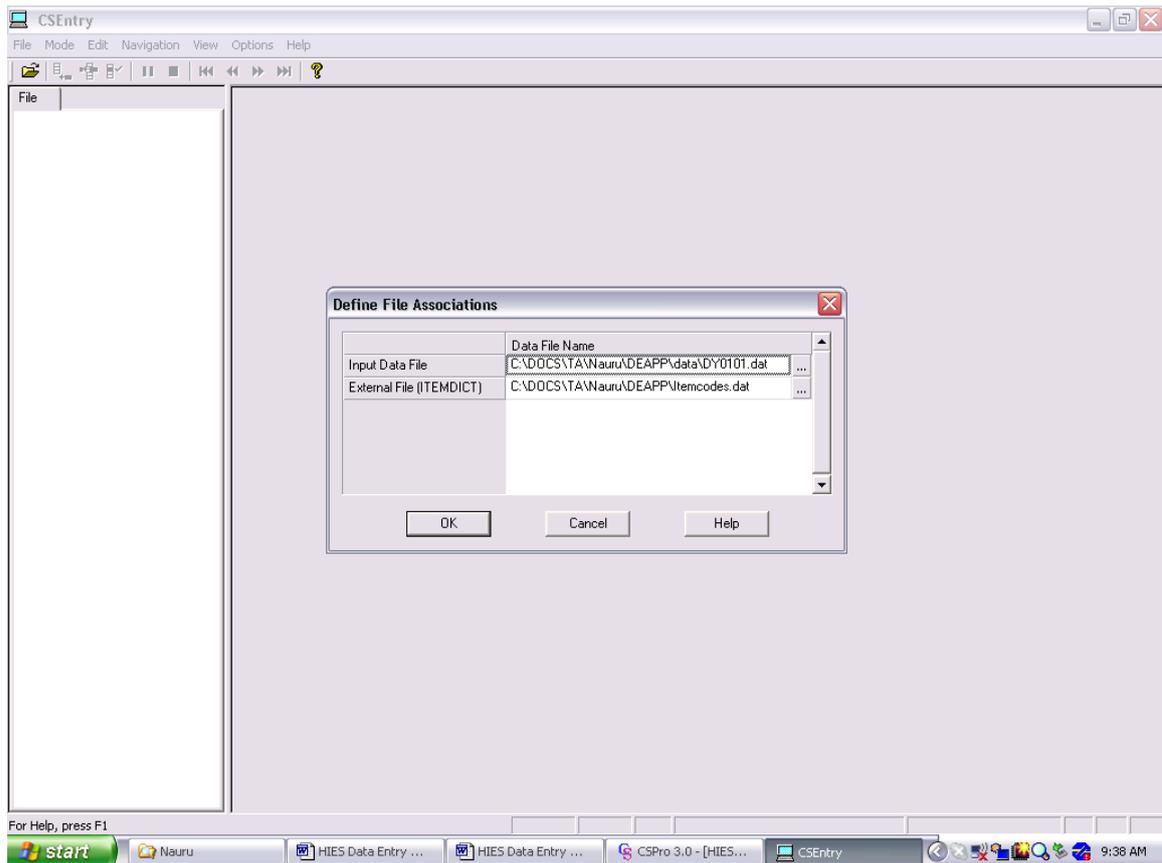
Household Identifier

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. IT IS CRITICALLY IMPORTANT THAT THIS VALUE IS CORRECT as it will be reproduced for all questionnaires in the batch. Verify that the number of the dwelling number, household number, and diary number is correct (i.e. 1 or 2). 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.

Section 1: Items Bought
Section 2: Consumption of Items Produced by Household

The next form records the expenditure details from sections 1 and 2 of the Household Diary. Enter the data exactly as shown on the diary moving across the page. Note that where there are multi-digit fields you need to type enter to move to the next field.

Note that the codes for DayWeek are 1 for Monday, 2 for Tuesday, 3 for Wednesday, 4 for Thursday, 5 for Friday, 6 for Saturday, 7 for Sunday. After you finish Section 1 for each day go on to complete Section 2 on the same form. Repeat for each day. Note that you only need to enter data for days where items were bought or consumed.

The weight field is required where a weight is given. Convert grams into kilograms by entering the decimal point before the number of grams. If the amount is zero an error message will popup – press F8 and enter a correct value. If the unit price of the item is greater than $100 a warning message will popup – ignore if correct. If the amount is greater than $1000 inform supervisor.

Enter the item code from the post-coded items. After each entry a message pops-up with the description of the item. Check to ensure you have entered the code correctly by checking the item description with the item in the diary. If code is incorrect, press F8, go back to item and re-enter code. If code is correct but item description is wrong check with the supervisor.

Once you have completed the form verify the data on the form by rechecking every item against the questionnaire. If you want to insert an entry press F3. If you wish to delete an entry press F4. To end the form after completing all sections 1 & 2 for all days with expenditure, press CTRL + / .

Section 3: Gifts of Cash or Goods
Section 4: Winnings from Betting, Lotto or Lotteries.

The next form records the expenditure details from sections 3 and 4 of the Household Diary. Enter the data exactly as shown on the diary moving across the page.

Note that the codes for the DayWeek are 1 for Monday, 2 for Tuesday, 3 for Wednesday, 4 for Thursday, 5 for Friday, 6 for Saturday, 7 for Sunday. Enter the section codes – 3.1 for cash given away, 3.2 for goods given as gifts, 3.3 for gifts of cash, 3.4 for goods received as gifts.

If the amount is zero an error message will popup – press F8 and enter a correct value. If the amount is greater than $100 a warning message will popup – ignore if correct. If the amount is greater than $1,000 inform supervisor. Amounts greater than $1000 should be included in the expenditure/income questionnaire.

Enter the item code from the post-coded items. After each entry a message pops-up with the description of the item. Check to ensure you have entered the code correctly by checking the item description with the item in the diary. If code is incorrect, press F8, go back to item and re-enter code. If code is correct but item description is wrong check with the supervisor.

Note the item code for section 3.1 must be either 86101 or 86102.
Note the item code for section 3.3 must be 93120.
Note the item code for section 4 must be 94120.

Once you have completed the form verify the data on the form by rechecking every item against the questionnaire. If you want to insert an entry press F3. If you wish to delete an entry press F4. To end the form after completing all sections 3 & 4, press CTRL + /

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 province, ward and EA. Enter the 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.