



**Nauru**

Household Income and Expenditure Survey (HIES)

2005/2006

**Data Entry Manual**

for the

Household Control Sheet and Income 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.

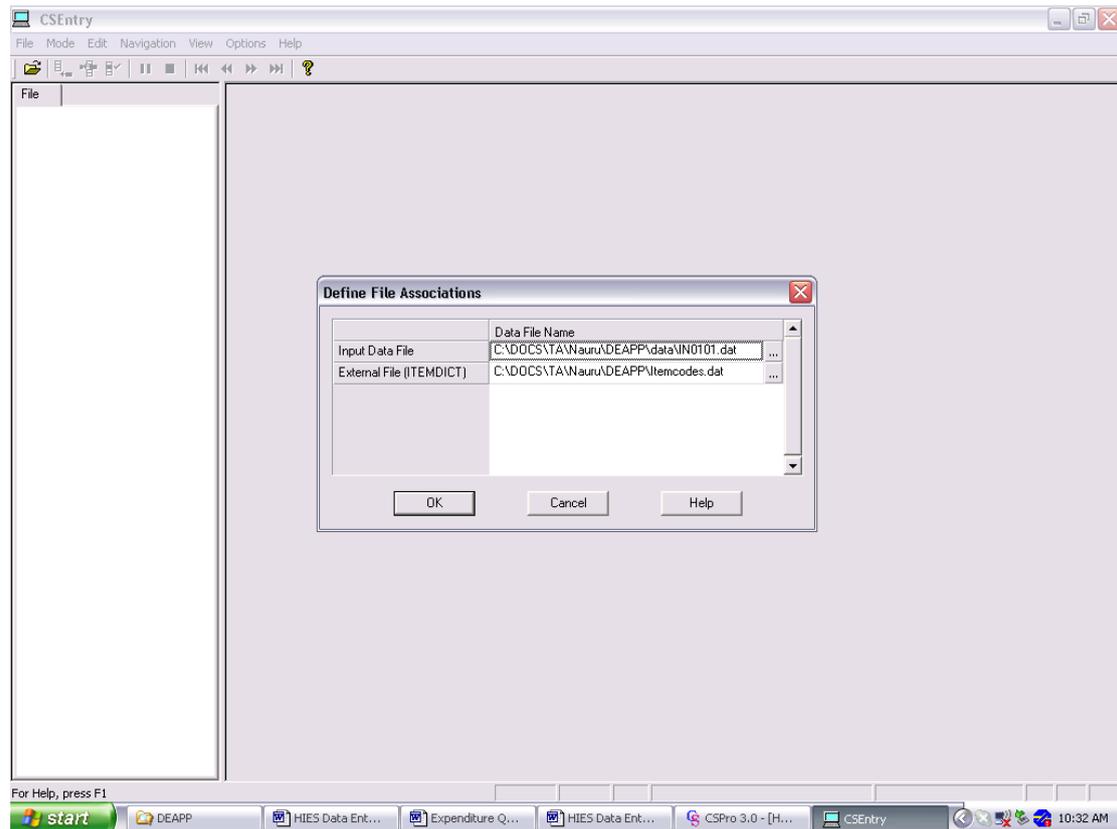
The supervisor will provide you with a batch of questionnaires to enter into the system. You are required to enter all the batched questionnaires before taking a tea or lunch break and before leaving for the day. It is expected that you will complete at least 4 batches per day. It is important that you 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 INxxxx.dat where the x's is the EA code. For example, the name of the data file for EA 0101 is IN0101.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 from the Household Listing Form. IT IS CRITICALLY IMPORTANT THAT THESE VALUES ARE CORRECT as they will be reproduced for all questionnaires in the batch. Verify that the number of total persons must equal the number of persons recorded on the HLF. 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 INCOMEX.ent , Data File = IN0101.dat )
- Menu: File Mode Edit Navigation View Options Help
- Buttons: Nauru HIES 2006, Income Questionnaire
- Fields:
  - EA: 0 1 0 1
  - Dwelling: 0 0 1
  - Household: 0 1
  - Total Persons: 1
- Message Box: Please verify. Press F8 to clear.
- Bottom Bar: For Help, press F1; ADD; Field = TOTPRNS; Occurrence 1 of 1
- Taskbar: start, DEAPP, HIES Data Entry Ma..., CSPro 3.0 - [HIES 2..., CSEntry - ( Apl File ... 10:33 AM

## Household Listing Form

The next form records the personal details from the Household Listing Form (HCF). Enter the data exactly as shown on the HCF moving across the page. Note that where there are 2 digit field you need to type enter to move to the next field. By default 2 digit fields have a zero entered for the first digit. Note for persons aged less than 15 years the cursor will skip the marital status, education attainment, and activity status questions.

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 HCF then you need to enter a not stated code – which in most cases is 9 or 99. Not stated codes are not allowed for sex, year of birth, or age.

Once you have completed the form the system will ask you to verify the data on the form. If you want to insert an entry press F3. If you wish to delete an entry press F4. Press F8 automatically moves to the next form. Note to move back to the form you press PGUP.

CSEntry - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )

File Mode Edit Navigation View Options Help

EA  Household Listing Form

Dwelling

Household

Total Persons

Length of Residence  [no. years]

Intending to Reside  1 = Yes, 2 = No

Person No	Resident Status	Relation Head	School Attend	Sex	Date of Birth	Age	Disable	Ethnicity	Marital Status	Activity Status	Educ Attain
1	<input type="text" value="01"/>	<input type="text" value="1"/>	<input type="text" value="01"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="1959"/>	<input type="text" value="47"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please verify  
Press F8 to clear.

For Help, press F1

ADD Field = CQA Occurrence 1 of 1

start DEAPP HIES Data Entry Ma... HIES Data Entry Ma... CSPro 3.0 - [HIES 2... CSEntry - ( Apl File ... 10:38 AM

# Income Questionnaire

## 1. Working for wages and/or salary

Enter on this form the details of persons working for wages and/or salary. If no entries specified, then press CTRL + / to finish the form.

Check person number against the HLF to ensure their activity status is consistent (i.e. code 1). The codes for main occupation and main activity are entered instead of the descriptions. If no codes are allocated check with the supervisor.

Note that there is a check on the total earnings and the net earnings. If the total or net amount do not add or subtract correctly then refer to supervisor for correction. Except for gross and net amounts, enter zero where no amount is specified. Refer to supervisor where for gross and net amounts equal zero.

Once all persons with wages and salaries have been entered verify data and then press CTRL + / to go to next form. The next form records details of second wage and salary job and is similar to this form. If no second job press CTRL +/

CSEntry - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )

File Mode Edit Navigation View Options Help

EA

Dwelling

Household

Total Persons

**Wages & Salary**

Press CTRL + / to finish

	1	2	3	4	5	6	7
PersonNo	<input type="text" value="01"/>	<input type="text"/>					
Occupation	<input type="text" value="523"/>	<input type="text"/>					
Sector	<input type="text" value="1"/>	<input type="text"/>					
Industry	<input type="text" value="20"/>	<input type="text"/>					
HoursWork	<input type="text" value="40"/>	<input type="text"/>					
JobYrs	<input type="text" value="2"/>	<input type="text"/>					
GrossPay	<input type="text" value="1000"/>	<input type="text"/>					
Commission	<input type="text" value="20"/>	<input type="text"/>					
PIKRent	<input type="text" value="0"/>	<input type="text"/>					
PIKFood	<input type="text" value="10"/>	<input type="text"/>					
PIKUtilities	<input type="text" value="0"/>	<input type="text"/>					
PIKOther	<input type="text" value="0"/>	<input type="text"/>					
TotalPay	<input type="text" value="1030"/>	<input type="text"/>					
Deductions	<input type="text" value="50"/>	<input type="text"/>					
NetEarnings	<input type="text" value="980"/>	<input type="text"/>					

For Help, press F1

ADD Field = PERSONNO Occurrence 2 of 2

start DEAPP HIES Data Entry Ma... HIES Data Entry Ma... CSPro 3.0 - [HIES 2... CSEntry - ( Apl File ... 10:44 AM

## 2. Agriculture, Livestock, Fishing and Other Sales

Enter on this form the details of sales from agriculture, livestock, fishing and other activities (all of section 2). If no entries specified, then press CTRL + / to finish the form.

Enter the amount of sales, expenses and net value for each type of crop grown/livestock raised/fish caught etc. Enter the code for the item as on the questionnaire.

Note that there is a check on the difference between sales and expenses. If the expenses are greater than sales check with supervisor for verification or correction.

Once all data has been verified press CTRL + / to go to next form.

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

- Header:** CSEntry - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )
- Menu:** File Mode Edit Navigation View Options Help
- Navigation:** Standard software navigation icons.
- Form Fields:**
  - EA: 0,1,0,1
  - Dwelling: 0,0,1
  - Household: 0,1
  - Total Persons: 0,1
- Section Title:** Agriculture, Livestock, Fishing
- Instruction:** Press CTRL + / to finish
- Table:** A table with 5 columns: Sales, Expenses, Net, \$ 1/ch 2, and ItemCode. It contains 10 rows of data entry fields.

	Sales	Expenses	Net	\$ 1/ch 2	ItemCode
1	2,0	5	1,5	1	92202
2	5,0	0	5,0	2	92202
3					
4					
5					
6					
7					
8					
9					
10					

For Help, press F1

ADD Field = AGRICSALES Occurrence 3 of 3

start Nauru HIES Data Entry Ma... Income Questionnai... CSPro 3.0 - [HIES 2... CSEntry - ( Apl File ... 10:50 AM

### 3. Self employed, own plantation and business

Enter on this form the details of self-employment or own business.  
If no entries specified, then press CTRL + / to finish the form.

Enter the code for the nature of industry, (5 digit code), number of persons engaged in the business, and the industry code (2 digit code)

Note that there is a check on the difference between gross earnings and total expenses. If the expenses are greater than gross earnings check with supervisor for verification or correction. There is also a check on drawings greater than earnings. Refer to supervisor where amounts are blank or not stated.

Once all data has been verified press CTRL + / to go to next form.

The screenshot shows the 'CSEntry' application window. The title bar indicates the file path: 'CSEntry - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )'. The menu bar includes 'File', 'Mode', 'Edit', 'Navigation', 'View', 'Options', and 'Help'. The main window contains a form titled 'Self Employed & Own Business' with the instruction 'Press CTRL + / to finish'.

Input fields for the form are as follows:

- EA: 0,1,0,1
- Dwelling: 0,0,1
- Household: 0,1
- Total Persons: 0,1

The table below contains the following data:

	1	2	3	4	5	6	7	8
ActCode	9 2 2 0 3							
NoPersons	2 3							
Industry	1 0							
GrossSales \$	2 0							
GrossSalesCh	0							
Expenses \$	0							
Expenses Ch	2 0							
Drawings \$	1 0							
DrawingsCh	5							

The status bar at the bottom shows 'For Help, press F1', 'ADD', 'Field = ACTCODF', and 'Occurrence 2 of 2'. The Windows taskbar at the bottom includes the Start button and several open applications: DEAPP, HIES Data Entry Ma..., Income Questionnal..., CSPro 3.0 - [HIES 2..., and CSEntry - ( Apl File ...). The system clock shows 11:00 AM.

#### 4. Previous jobs in the last 12 months

Enter on this form the details of persons with previous jobs in the last 12 months. If no jobs specified, then press CTRL + / to finish the form.

The code for industry of employer are entered instead of the descriptions in the last column. If no codes are allocated check with the supervisor.

Enter zero where no other amount is specified. Refer to supervisor where gross amount equals zero.

Once all persons with previous jobs in the last 12 months have been entered, verify data and then press CTRL + / to go to next form.

CSEntry - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )

EA   
Dwelling   
Household   
Total Persons

Press CTRL + / to finish

PersonNo	JobNo	GrossAmt \$	GrossAmt Ch	OtherAmt \$	OtherAmt Ch	JobCode	
1	<input type="text" value="0,1"/>	<input type="text" value="1"/>	<input type="text" value="1,2,0"/>	<input type="text" value="4,0,0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1,0"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

For Help, press F1

ADD Field = JOBCODE Occurrence 1 of 1

start DEAPP HIES Data Entry Ma... Income Questionnai... CSEntry - ( Apl File ... CSPro 3.0 - [HIES 2... 11:10 AM

## 5. Services provided to other private households

Enter on this form the details services provided to other private households persons. If no amounts specified, then press CTRL + / to finish the form.

Enter the jobcode preprinted on the form for those items specified. Check jobcode description and press F8 to clear message. If no code can be found inform the supervisor.

Enter zero where no other amount is specified. Refer to supervisor where both cash and in-kind amounts equal zero.

Once all data have been entered, verify data and then press CTRL + / to go to next form.

CSEnter - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )

File Mode Edit Navigation View Options Help

EA

Dwelling

Household

Total Persons

Household Services

Press CTRL + / to finish

	\$ Pay	Ch Pay	JobCode
1	<input type="text" value="0,0,0"/>	<input type="text" value="1,0,0"/>	<input type="text" value="9,4,2,0,1"/>
2	<input type="text" value="1,0,0"/>	<input type="text" value="0,0,0"/>	<input type="text" value="9,4,2,0,1"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Help, press F1

ADD Field = CASHPAY Occurrence 3 of 3

start DEAPP HIES Data Entry Ma... Income Questionnal... CSPro 3.0 - [HIES 2... CSEnter - ( Apl File ... 11:30 AM

## 6. Welfare benefits/allowances

Enter on this form the details of persons with welfare benefits or allowances. If no amounts specified, then press CTRL + / to finish the form.

The code for each type of benefit or allowance are entered instead of the descriptions in the last column. If no codes are allocated or found check with the supervisor.

Once all data have been entered, verify data and then press CTRL + / to go to next form.

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

- Form Fields:** EA (0,1,0,1), Dwelling (0,0,1), Household (0,1), Total Persons (0,1).
- Section Header:** Welfare Benefits & Allowances
- Instruction:** Press CTRL + / to finish
- Table:** A table with 3 columns: PersonNo, Amount, and WelCode. Row 1 contains values 0,1, 1,0,0, and 9,5,2,0,1 respectively. Rows 2-10 are empty.
- Footer:** For Help, press F1; ADD; Field = PERSONNQ; Occurrence 2 of 2.

PersonNo	Amount	WelCode	
1	0,1	1,0,0	9,5,2,0,1
2			
3			
4			
5			
6			
7			
8			
9			
10			

## 7. Other income

Enter on this form the details of persons with other income. Enter only data where the amounts are specified. If no amounts specified, then press CTRL + / to finish the form.

The codes for each type of income are entered instead of the descriptions in the last column. If no codes are allocated or found check with the supervisor.

If no codes are found for source of income then allocate 1 for Nauru.

Once all data have been entered, verify data and then press CTRL + / to finish the form.

EA

Dwelling

Household

Total Persons

**Other Income**

Press CTRL + / to finish

	PersonNo	Amount \$	Amount Ch	Source	IncCode
1	<input type="text" value="02"/>	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="93117"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Help, press F1

ADD Field = PERSONNR Occurrence 2 of 2

start DEAPP HIES Data Entry ... Income Question... CSPro 3.0 - [HIES... CSEntry - ( Apl Fil... 12:06 PM

## 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.

CSEntry - ( Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat )

File Mode Edit Navigation View Options Help

EA 0,1,0,1  
Dwelling 0,0,1  
Household 0,1  
Total Persons 0,1

Other Income

Press CTRL + / to finish

PersonNo	Amount \$	Amount Ch		
1	02	1,000	0	
2				
3				
4				
5				
6				
7				
8				
9				
10				

CSPPro 3.0 Data Entry

Accept this 'HOUSEHOLD/Household Control Form' case?

Yes No

For Help, press F1

ADD Field = PERSONNR Occurrence 2 of 2

start DEAPP HIES Data Entry ... Income Questionnaire CSPPro 3.0 - [HIES... CSEntry - ( Apl Fil... 12:07 PM

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.