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## I. INTRODUCTION

This document serves as a data processing manual for the Survey of Food Demand for Agricultural Commodities (SFD) August 2008 Round. It contains the procedures on system installation, accessing the system, data entry and data cleaning. For easy reference to the data processing system, it will be called Survey of Food Demand System (SFDS).

For August 2008 Round, the system is developed using the IMPS 3.0 software. It is designed to run in DOS environment but can be accessed in Windows operating system (OS) using the Command Prompt in the Accessories or the Run option in the Start button. Data entry and data cleaning process will be done at the Provincial Operations Centers (POCs). The clean data files together with the survey questionnaire will be submitted to Central Office (CO) for table generation.

Furthermore, this manual also contains administrative directives for spontaneous flow of data from the POCs to the CO. This serves as the general reference in the use of the SFDS. It is highly recommended that these guidelines must be READ and STRICTLY followed to be able to generate quality output tables.

## II. SFDS INSTALLATION

The SFDS is contained in a diskette. The steps in installing the system into the hard disk particularly in drive C are as follows:

1. Insert the diskette in the drive A.
2. Double click on the **SFDSrd1** icon.
3. The set-up wizard will appear; click **Next** to begin installation.
4. Click **Install**.
5. Click on the checkbox of "**Launch SFDSrd1**" to uncheck the option.
6. Click **Finish** to complete installation of the SFD System.

## III. ACCESSING THE SFDS

The SFDS can be accessed through the following steps:

1. Click on **Start**.
2. Highlight **Programs**, **Accessories**, then **Command Prompt** (See Figure 1). The appearance maybe different but the sequence from Start icon to Command prompt will be the same.

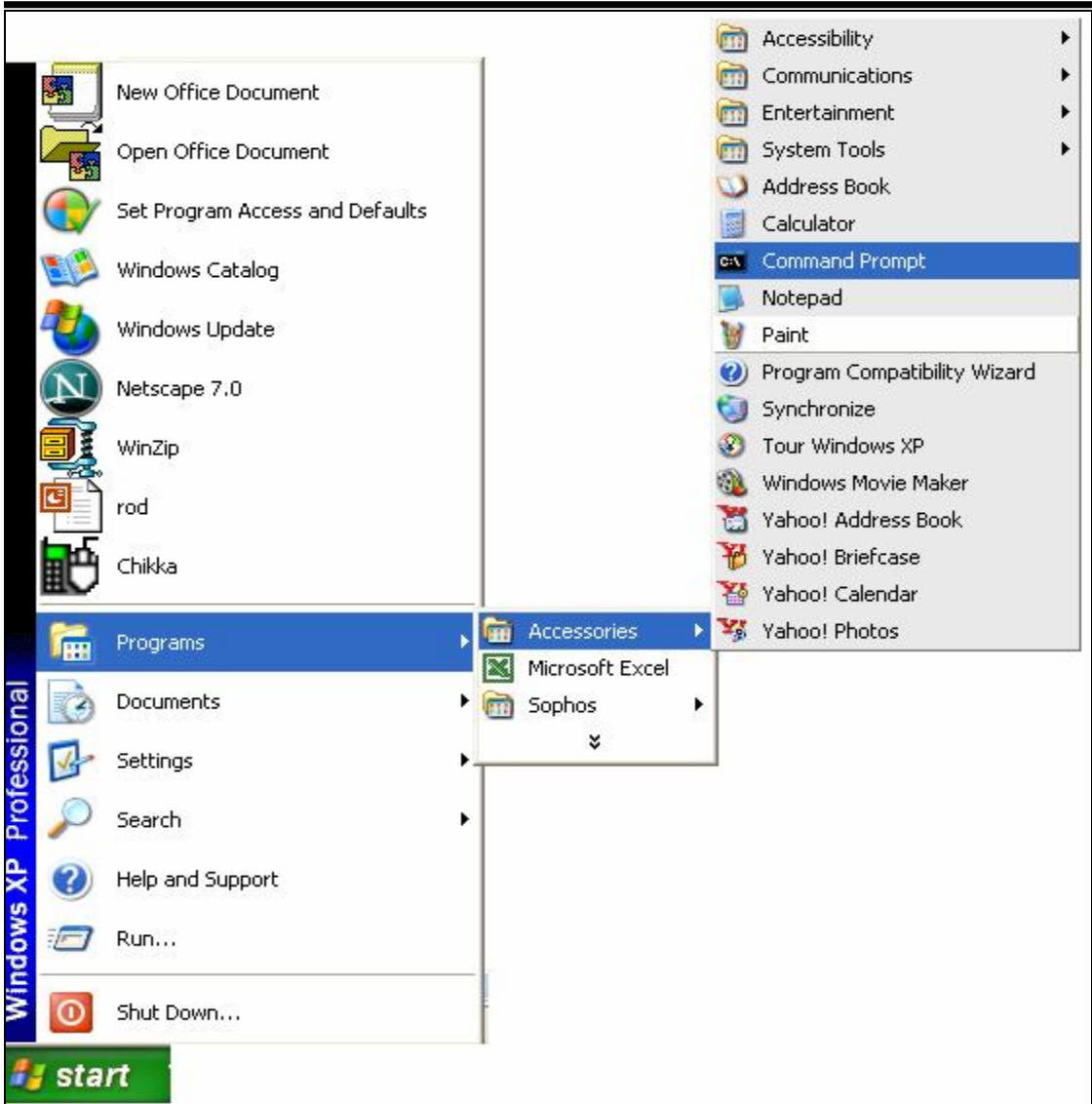


Figure 1: Accessing the DOS Command Prompt

- 3. At the display of the Command Prompt window, type the syntax "**cd\SFDSrd1**" then press Enter.

C:\Documents and....\>**cd\SFDSrd1** then [ENTER]

- 4. At **C:\SFDSrd1>** prompt, invoke the SFD system by typing "SFDS" then press Enter. See example below.

C:\SFDSRD1>**SFDS** then [ENTER]

- 5. The SFDS **Main Menu** will be displayed on the DOS screen where the user can select the desired options to execute (See Figure 2).

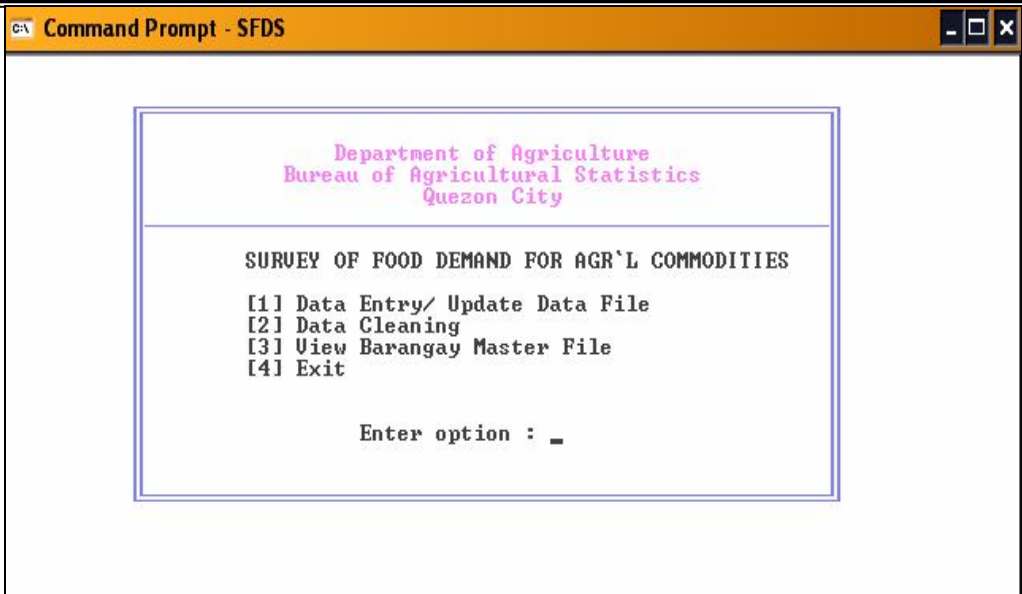


Figure 2. SFDS Main Menu

The **SFDS Main Menu** is composed of the following options:

- [1] Data Entry
- [2] Data Cleaning
- [3] Update / View Barangay Master File
- [4] Exit

IV. DATA ENTRY

Data entry is the process of capturing the data from the source document or from the survey questionnaire transforming the data into a machine-readable media. The contents of the SFD questionnaire are inputted into the machine using a data entry application program developed in IMPS.

A. Procedures for Data Entry:

- 1. Select **option 1** from **Main Menu**.
- 2. Press any key at the display of the IMPS logo or enter a password.
- 3. Highlight **B – Centry** then [ENTER].
- 4. Highlight **E – Enter Data** then [ENTER].
- 5. The Enter Data screen will be displayed, see figure below:

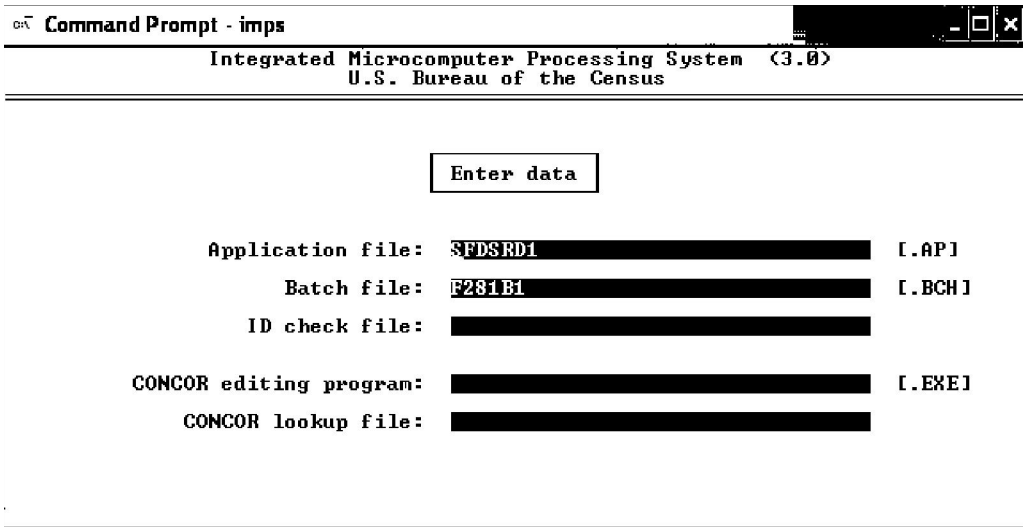


Figure 3 : Enter Data Screen

- 6. Enter Application program : **SFDSrd1** [.AP]
- 7. Enter Batch file : **Fpp1Bn** [.BCH]  
where:
  - F – represents SFDS raw data file
  - pp – Province code
  - 1** – Code to represent first round of SFDS
  - B – Represents a Batch file
  - n – Batch number
- 8. Press **F3** to do procedure.
- 9. Press **Y** to create batch; else, press N.
- 10. Enter Operator’s ID.
- 11. Highlight ‘**Add to Batch**’ then press **[ENTER]** key.
- 12. The Batch screen will be displayed, see figure below.

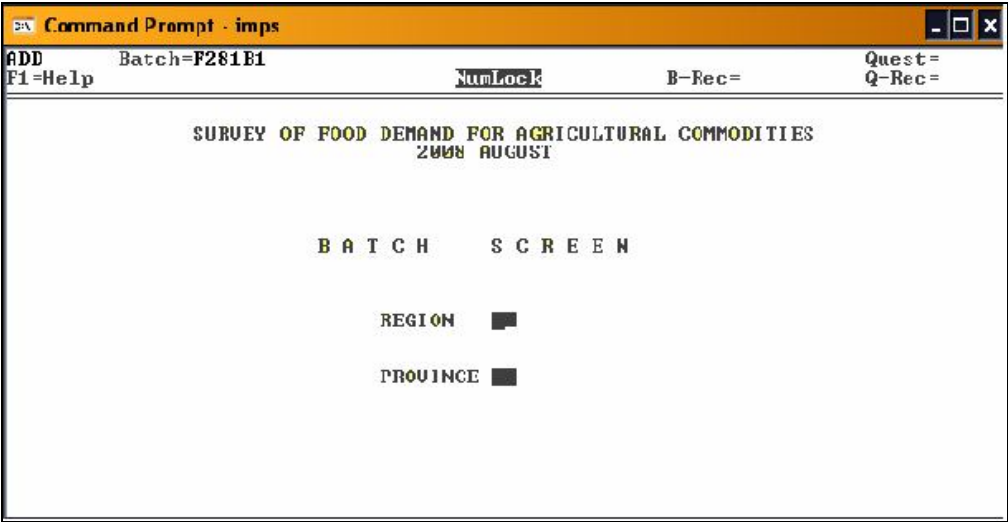


Figure 4: Batch Screen

- 13. Enter data items for Batch screen:
  - Region (2 digits)
  - Province (2 digits)
- 14. If the values entered are correct, press Y, else, press N and enter the correct values.
- 15. The Questionnaire screen will be displayed, see figure below.

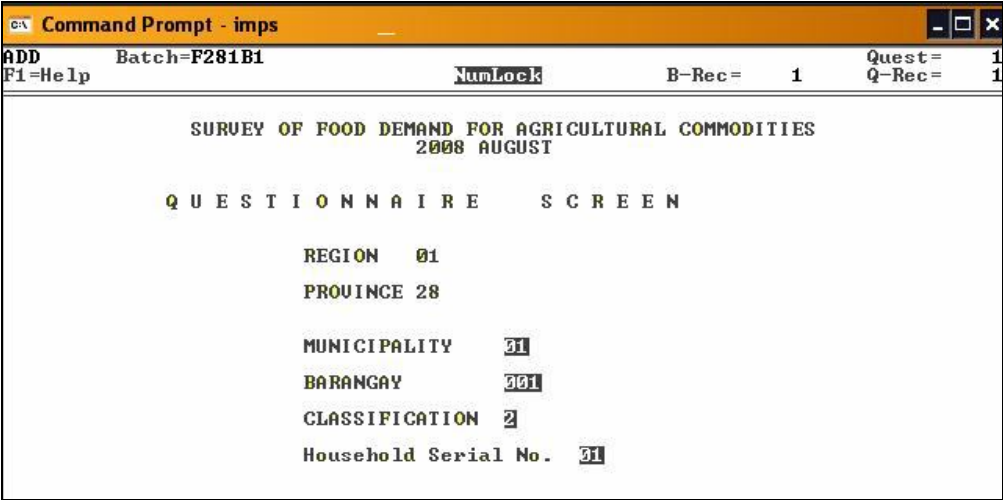


Figure 5: Questionnaire Screen

- 16. Enter data items for Questionnaire Screen:
  - Municipality Code (2 digits)
  - Barangay Code (3 digits)
  - Barangay Classification (1 digit)
  - Household Serial Number (2 digits)
- 17. Enter data items for each Block of the questionnaire. The data items are grouped on different screen displays. Some data items maybe regrouped for ease of data entry and table generation.
- 18. Follow through all the screens and read notes inside the text boxes for important instructions.

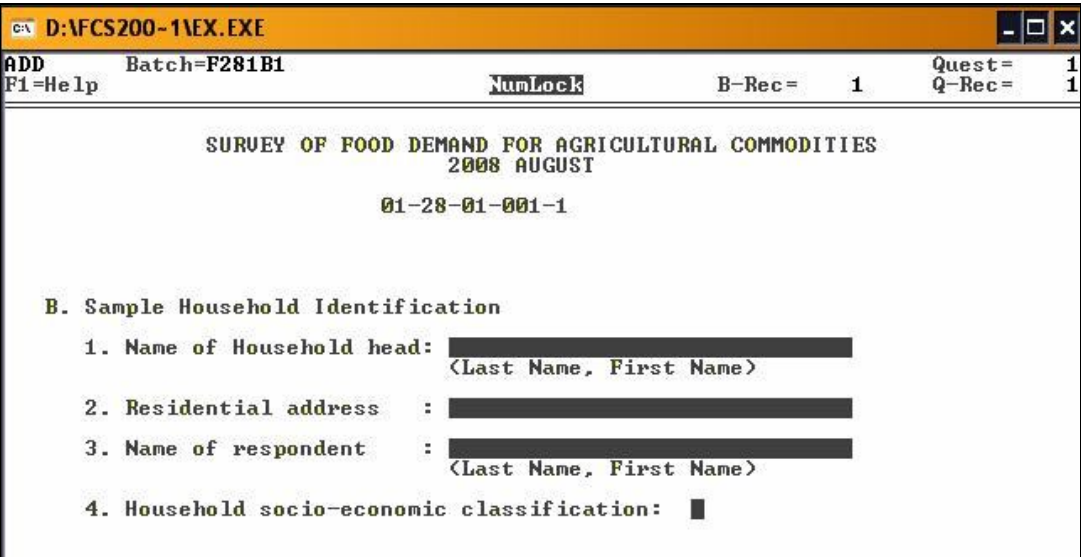


Figure 6 : Block B Screen

After entering the last field in Block B screen, the next screen will be automatically displayed, Block C1 screen.

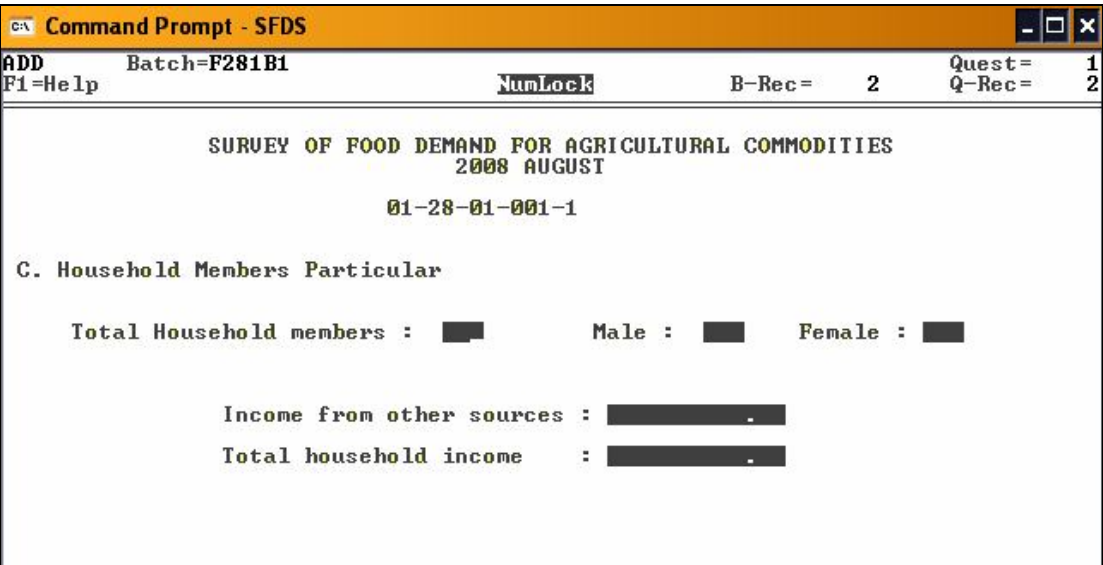


Figure 7: Block C1 Screen

Likewise, after entering the last field in Block C1 screen, the next screen will be automatically displayed, Block C2 screen.

Command Prompt - SFDS

ADD

Batch=F281B1

NumLock

B-Rec= 3

Quest= 1

Q-Rec= 3

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C. Household Members Particulars

Qualifier:  <sequence number>

Name of HH member	Age	Sex	Relation ship	Education	Main Occup	Annual Gross Income
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Figure 8: Block C2 Screen

Block C2 screen accepts all the household member’s details. Please take note of the Qualifier, this is a sequential numbering of all the household member (column 1). The last line number must be the same as the total household members inputted in Block C1 screen. After entering the last household member press TAB key to go to the next block, Block D screen.

Command Prompt - SFDS

ADD

Batch=F281B1

NumLock

B-Rec= 4

Quest= 1

Q-Rec= 4

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D. Household Food Consumption and Buying Pattern

Qualifier:  <sequence number only>

Commodity <1>	No. in loc.unit <2>	Loc. unit <3>	Wt. in L.U. <4>	Quantity in kg. <5>	Source of food <6>	Price per LU <7>	Buying Freq. <8>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Figure 9: Block D screen

Block D screen accepts all the household members’ food consumption details. Please take note of the Qualifier, this is a sequential numbering of all the commodities eaten. After entering the last commodity press the TAB key to go to the next block, Block E1 screen.



Command Prompt - SFDS

ADD Batch=F281B1 NumLock B-Rec= 5 Quest= 1 F1=Help Q-Rec= 5

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E. Number of Eaters

1. How many members of the HH and guests were served meals in the past week?

Type of Meal*	Number of member(s) served Days of the week	Number of guest(s) served Days of the week
<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

\* 01-Breakfast 02-Lunch

03-Dinner 41-AM Snack

42-PM Snack 43-Evening Snack

Figure 10 : Block E1 Screen

Block E1 screen accepts 6 records which represent each type of meal eaten *inside* the household. A maximum of 6 records in this screen can be accepted. The type of meal inputted can be in any order. After entering the last type of meal press the TAB key to go to the next block, Block E2 screen.

Command Prompt - SFDS

ADD Batch=F281B1 NumLock B-Rec= 6 Quest= 1 F1=Help Q-Rec= 6

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E. Number of Eaters

2. In the past week, did you and/or any member of the household eat "outside" <restaurant, fastfood, etc> ☐

Figure 11 : Block E2 Screen

Item E.2 is the qualifying question for item E.3 of the questionnaire. If code 1 is the entry, fill in the entries for item E.3

Command Prompt - SFDS

ADD Batch=F281B1 NumLock B-Rec= 7 Quest= 1 F1=Help Q-Rec= 7

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E. Number of Eaters

3. How many members of the household ate "outside" and the main reason for eating outside?

Type of Meal*	Number of member(s) served Days of the week	Main Reason
<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"/> For code 6

\* 01-Breakfast 02-Lunch

03-Dinner 41-AM Snack

42-PM Snack 43-Evening Snack

Figure 12 : Block E3 screen

Block E3 screen accepts 6 records which represent each type of meal eaten **outside** the household. A maximum of 6 records in this screen can be accepted. The type of meal inputted can be in any order. After entering the last type of meal press the TAB key to go to the next block, Block E4 screen.

Command Prompt - SFDS

ADD Batch=F281B1 NumLock B-Rec= 8 Quest= 1 F1=Help Q-Rec= 8

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E. Number of Eaters

4. Did any member of the household take home food from outside or order food for delivery in the past week? ☐

5. What type of meal did they take home from outside or order for delivery?

Breakfast ☐ Lunch ☐ Dinner ☐ Snacks ☐

Figure 13 : Block E4 Screen

Please follow the coding of the type of meals as indicated in the questionnaire. That is, 1 for Breakfast; 2 for Lunch; 3 for dinner and 4 for Snacks. After inputting the data items for items E.3, E.4 and E.5, press the TAB to go to the next screen, Block F screen.

Command Prompt - SFDS

ADD Batch=F281B1 NumLock B-Rec= 9 Quest= 1 F1=Help Q-Rec= 9

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F. Rice/Corn Leftovers, wastage and consumption by animals

In the past week, how much rice/corn

Rice (kg.) Corn (kg.)

leftovers were spoiled / wasted

leftovers were fed to pets / animals

was purposely cooked for pets/animals

Figure 14 : Block F Screen

After entering the last field, the next screen will be automatically displayed, Block G1 screen.



Command Prompt - SFDS

ADD

Batch=F281B1

NumLock

B-Rec= 10

Quest= 1

Q-Rec= 10

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G. Rice Substitution

1. In the past week, did your household substitute any food for rice in any meal?

2. What was the main reason for substitution?

For code 6 --->

Figure 15 : Block G1 Screen

If code 6 is entered in Item G.2, please specify other reason in the space provided. After entering the entries in items G.1 and G.2, the next screen will be automatically displayed, Block G2 screen.

Command Prompt - SFDS

ADD

Batch=F281B1

NumLock

B-Rec= 11

Quest= 1

Q-Rec= 11

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G. Rice Substitution

3. What food did your household substitute for rice?

Qualifier (sequence number only)

Food Item	Breakfast	Lunch	Dinner	Snacks

Note: Code 1 for each type of meal; otherwise leave blank.

Figure 16 : Block G2 Screen

Block G2 screen accepts the household's food substitution for rice. The food item codes are based on the list of commodity in Block D. Each type of meal will be coded 1 if a check mark is indicated in any of the food item substitute in column 1. Please take note of the Qualifier. The qualifier indicates the sequential number of food substitutes starting from 01 up to the number of substitutes with entry. After entering the last commodity press the TAB key to go to the next block, Block G3 screen.

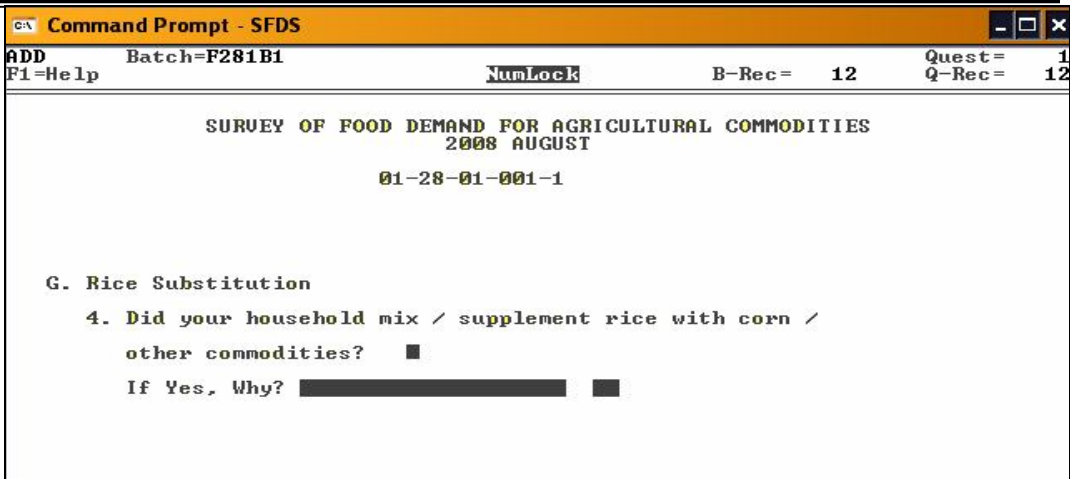


Figure 17 : Block G3 Screen

This is the last record screen. Press **F7** to save and accept the records.

- 19. Upon data entry termination, press **ESC**.
- 20. Highlight '**End Batch**'; then press [ENTER].
- 21. Press **ESC** until **Main Menu** is reached.

- 16. Upon data entry termination, press **ESC**.
- 17. Highlight '**End Batch**'; then press [ENTER].
- 18. Press **ESC** until **Main Menu** is reached.

**B. Useful Function Keys**

- Arrow keys for navigation
- Tab - go to the next record type / screen
- F5 - choose next record type / screen from menu
- CTRL-F5 - choose next record type / screen (enter value)
- F4 - delete current record or questionnaire. Record will be deleted if record screen is displayed. Questionnaire will be deleted if monitor displays the questionnaire screen.
- F7 - save questionnaire
- \* - duplicate data field of previous record
- F1 - help key

**C. Setting the IMPS 3 path**

If Data Entry module cannot be accessed, check the path using the syntax below:

- 1. At C:\> type path then {ENTER}.

C:\>path [ENTER]

- 2. Check if **IMPS3** is included in the **PATH** statement.
- 3. If not, open the autoexec.bat file and include IMPS3 in the path statement. To do this, at C:\> prompt type the syntax below:

C:\>edit autoexec.bat [ENTER]

At the display of the file, locate the statement PATH, then append at the end of the syntax ;C:\IMPS3 then **Alt F Save**, **Alt F Exit**. However, if the file is blank, type the syntax as follows:

**PATH=%PATH%;C:\IMPS3;**

Then press **Alt F Save** to save the file; then **Alt F Exit** to go back to the DOS prompt.

4. Reboot the computer.

## V. EDITING / DATA CLEANING

Manual editing is the ocular inspection of data items in the questionnaire for possible occurrence of errors while coding is the assigning of numeric codes to data items in the questionnaire. For guidelines in manual editing and coding, refer to the SFD Manual on Coding and Editing Guidelines for August 2008 Round.

Computerized editing is the running of a program that will automatically check erroneous variables. The program validates data items as to ranges, consistencies and other editing criteria.

Editing of the SFD data is the usual checking of valid entries, ranges and consistencies between related items. The details of each inputted data items is checked as to its validity and acceptability.

The figure below shows the menu for editing.

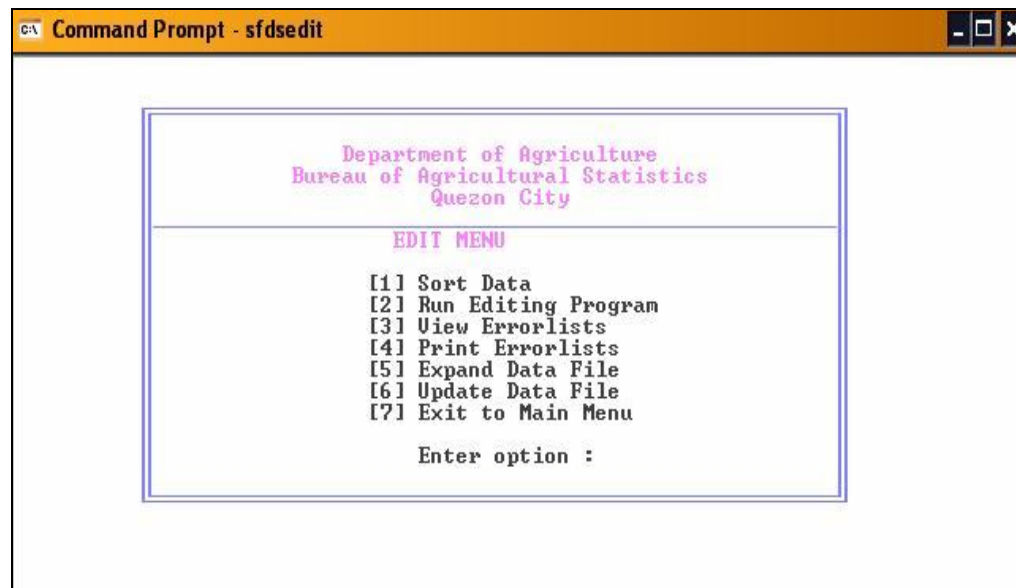


Figure 16. Edit Menu

To run the editing program, the procedures below must be followed.

### 1. Sort Data File

1. Select **option 2** from **Main Menu**
2. Select **option 1** from **Edit Menu**

3. Enter input file : **Fpp1Bn.BCH**
4. Enter output file : **Fpp1Bn.SRT**

where:

- F – represents SFDS raw data file
- pp – Province code
- 1** – Code to represent first round of SFDS
- B – Represents a Batch file
- n – Batch number

## 2. Run Editing Program

1. Select **option 2** from **Edit Menu**.
2. Enter Input File Name – **Fpp1Bn.SRT**
3. Enter Barangay master File Name – **FCMSL.NDX**.
4. Enter Output File Name – **Fpp1Bn.ERR**.

## 3. View Error list

1. Select **option 3** from the **Edit Menu**.
2. Enter file name to view - **Fpp1Bn.ERR**.
3. Press **ESC** after viewing the file.

## 4. Print Error list

Again, you may opt to print the error lists at this level. The steps in printing are provided below.

1. Select **option 4** from **Edit Menu**.
2. Press any key or enter a password at the display of the IMPS logo.
3. Press **U – Utilities**.
4. Press **P – Print**.
5. Set the printer on before entering the filename. The error lists is 150 characters long. So you need to set the computer pitch to a compressed number so that printing will not be truncated.
6. Enter filename to print: **Fpp1Bn.ERR**
7. After printing the error list, press **ESC** until the Edit Menu is reached.

## 5. Expand Data File (Fixing Record Length of Data File)

1. Select **option 5** from the **Edit Menu**.
2. Press any key or enter a password at the display of the IMPS logo.
3. Press **U – Utilities**.
4. Press **E – Expand data file**.
5. Enter input file : **Fpp1Bn.SRT**
6. Enter output file : **Fpp1Bn.SRT**
7. Enter record length : **105**
8. Press **ESC** until **Edit Menu** is reached.

6. Update Data File

- 1. Select **option 6** from **Edit Menu**.
- 2. Press any key or enter a password at the display of the IMPS logo.
- 3. Press **B – Centry**.
- 4. Press **E – Enter Data**.
- 5. Enter application file : **SFDSRD1** [.AP]
- 6. Enter batch file : **Fpp1Bn** [.BCH]
- 7. Press **F3** to do procedure.
- 8. Press **Y** to create **.BOP**; else, press N.
- 9. Enter **Operator’s ID**.
- 10. Highlight **‘Modify Batch’**, then press **[ENTER]**.

Proceed with updating the batch based on the corrections reflected in the error lists. Refer to Appendix 1 for the list of error messages and actions to be taken.

Function keys that can be used:

- |            |   |
|------------|---|
| F6         | - find questionnaire with error                                       |
| F7         | - save changes made in questionnaire                                  |
| F4         | - delete record/questionnaire   |
| F3         | - insert record before current record (then F5 to choose record type) |
| CTRL+ F3   | - insert record after current record (then F5 to choose record type)  |
| CTRL+ PgDn | - proceed to next questionnaire                                       |
| CTRL+ PgUp | - get back to previous questionnaire                                  |
| F1         | - help  |

- 11. After modifying data file, press **ESC**.
- 12. Highlight **‘End Batch’**; then press **[ENTER]**.
- 13. Press **ESC** until **Edit Menu** is reached.

The user may also opt to use double-windows in correcting errors, that is the PPO may view the error lists and then open the data file for updating at the same time so that printing of error lists can be minimized. The first window displays the error lists while the second window displays the data entry application program used in updating the data file. The operator will shift from one window to the other. This can be done by options 3 and 6 of the **Edit Menu**.

**NOTE: Repeat the activities of sorting, validation and updating of data until the file is error-free.**

VI. VIEW THE BARANGAY MASTERFILE

One of the concerns in editing is the identification code of samples. For SFDS, the system will check the Geographic Information or Block A of the questionnaire against the master list of sample barangays. A masterfile of the list of samples barangays is incorporated in the system. Below is the option on how to check the masterfile against Block A of the questionnaire.

1. Select **option 3** from **Main Menu**.
2. Enter filename to view: **FMLSrrpp.SRT**  
 The layout of the barangay masterfile is as follows:
 

Region code	- column 1 – 2
Province code	- column 3-4
Municipality code	- column 5-6
Barangay code	- column 7-9
Barangay classification	- column 10

## VII. RUNNING THE EDITING PROGRAM OUTSIDE THE MAIN MENU

In case you encounter problems in data cleaning, you may run the program outside the SFD system by calling the specific program at DOS prompt, then note any message that will be prompted.

1. From the main menu, select **option 4** to exit from the system.
2. At DOS prompt or **C:\SFDSRD1>** prompt, type the editing program name and press Enter.

c:\SFDSrd1>**SFDEDT** then **[Enter]**

3. Take note of the message that will be displayed. For description of the message and its solution, see Appendix 2. Appendix 2 contains most frequently encountered problems and their corresponding solution.

## VIII. OTHER DIRECTIVES

The PPO shall provide the ICTD, Central Office with the following:

1. **Soft copy of the raw data file – Fpp1Bn.BCH**
2. **Soft copy of the clean and sorted data file – Fpp1Bn.SRT**

The required data files can be sent through e-mail or through mails in the form of diskettes (e-mail address – **sdos\_bas@yahoo.com**).