
**REPUBLIC OF GHANA
STATISTICAL SERVICE**

GHANA LIVING STANDARDS SURVEY

**DATA ENTRY OPERATOR'S
INSTRUCTION MANUAL**

**Sampling Survey Section
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1. INTRODUCTION

THE GHANA HOUSEHOLD SURVEY PROGRAMME

As a result of a series of discussions with representatives of the United Nations Economic Commission for Africa and the World Bank, the Statistical Services set up the Ghana Household Survey Programme, whose long-term objectives are:

1. To provide the Government of Ghana with the ability to monitor the effects of the Economic Recovery Programme on Household living standards; and
2. To establish a stock of household and community data capable of supporting in-depth research in a variety of important policy areas.

The Ghana Household Survey Programme is an initial five-year programme, the first component of which is the Ghana Living Standards Survey (GLSS). The GLSS takes a holistic view of the living conditions of households living in Ghana, in the sense that it looks at the whole spectrum of elements that affect living conditions in one and the same survey. The other component of the Ghana Household Survey Programme will consist of a series of detailed in-depth survey on key elements of living standards one year after another.

OBJECTIVES OF THE GHANA LIVING STANDARDS SURVEY

The principal objective of the Ghana Living Standards Survey (GLSS) is to make available basic data on the living standards of households on a continuous basis as well as changes in such living 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;
- nutritional status.

The information gathered is expected to improve the planning of economic and social policies in Ghana and to assist in evaluating the impact of policies. It should enable decision-makers to:

- a. identify target groups for government assistance;
- b. construct models to simulate the impact, both overall and on individual groups, of the various policy options; and
- c. analyse the impact of decisions already made and of the current economic situation on the living conditions of households.

The survey will thus meet the urgent needs of a number of users, including the Ministry of Finance and Economic Planning, Ministry of Agriculture, Ministry of Education other agencies.

METHODOLOGY OF THE SURVEY

To meet the objectives of the survey, it is proposed to survey 2,200 households every year. The households were so selected as to provide a self-weighting sample of all non-diplomatic households living in Ghana by means of a two-stage design with an in-built procedure for replacement of non-response.

First, the country was divided into three Ecological Zones, namely Coastal, Forest and Savannah. The 13,000 enumeration areas (E.As) in these Zones were stratified into urban, semi-urban and rural. Two hundred (200) of these enumeration areas or primary sampling units (PSUs) were selected with probability proportion to household size. During the the second stage, a cluster of 16 households was chosen from each PSUs by a random design to serve as the survey sample.

In order to follow changes in the living standards of the same households while ensuring that the data collected would be kept permanently up-to-date, half of the sample will be retained each year, while the other half will be replaced with an equal number of households.

1. In the 1984 Ghana Population Census an urban area was defined as a locality with a population size of 5,000 or more inhabitants, whilst a semi-urban area was classified as any locality with a population size of 1,500 or more but less than 5,000 and a rural area as any locality with a population size of less than 1,500.

Four types of questionnaires have been developed, namely,

- * A household questionnaire addressed to household members, to be completed in two rounds, with a two-week interval between;
- * A community questionnaire dealing with the locality itself, aimed at identifying the economic infrastructure, education and health facilities existing in the villages;
- * A price questionnaire for collecting prices of commodities in the local market;
- * An anthropometric questionnaire for collecting information on weights and heights of all members of the household.

The following precautions have been taken to ensure that data are of consistent quality and are processed without delay:

- * The questionnaires are pre-coded to eliminate the very slow and tedious coding process, which often is liable to various types of error.
- * Micro-computers will be installed in all data collection centres located in eight regional offices of the Statistical Service namely, Accra, Kumasi, Sekondi-Takoradi, Koforidua, Sunyani, Ho, Cape Coast and Tamale to enter the data close to the place where they are collected.
- * A software programme has been designed to check the data automatically to detect inconsistencies, so that any errors can be corrected when the interviewer visits the household for Round Two of the survey.
- * Supervision will be closed, with one supervisor for one anthropometrist, two interviewers and one data entry operator.

ORGANIZATION OF THE SURVEY

The Ghana Living Standards Survey will be conducted by a Project Directorate assisted by a staff of technical officers and ten data collection and entry teams based in eight regional offices of the Statistical Service. A micro-computer will be installed at each of the eight regional branch offices for immediate entry of data from all the questionnaires completed by each team. Two teams will be based in Accra and Kumasi for an urban team and a rural team. The decentralization of the data entry operation, which is the first time in the country's survey history, will thus mean increased efficiency in the data collection and data processing aspects of the survey.

The PROJECT DIRECTORATE is composed of six members, namely,

- * The Deputy Government Statistician, who is the Project Director and therefore responsible for the administration of the survey and the setting of its broad guidelines; he directs the work of the Sections, authorizes expenditures and makes the necessary contacts for the smooth running of the project. He is responsible for the conduct of the survey
- * The Deputy Project Director, who assists the Project Director in the conduct of the survey in the field. He keeps in touch with the survey teams, and sees to it by frequent visits to the field that the instructions for completing the questionnaires are followed. If technical or other problems arise, he must be ready with prompt and appropriate solutions.
- * Two Project Computer Specialists who are concerned with the design of the data entry software and the data processing programs. They are responsible for ensuring that the supervisors and data entry operators follow the instructions for running the programs and for the efficient use of the micro-computers.
- * The Statisticians whose task is to assist the Deputy Project Director. The Project Directorate is assisted by a staff of two technical officers (Statisticians) and a typist at the Head Office, and the collection and entry teams at the regional level.

Each of the ten DATA COLLECTION AND ENTRY TEAMS consists of six members:

- * A Supervisor, who is the team leader and responsible for overseeing, monitoring and where necessary correcting the work of the two interviewers, the data entry operator and the anthropometrician.
- * In addition, he is responsible for managing the team's equipment, vehicle and funds. He acts as the representative of the Project Directorate at the regional office.
- * Two interviewers, who must each conduct interviews with 160 households in the course of the year, while keeping to the set timetable.
- * A Data Entry Operator, responsible for entering the collected data in the micro-computer.
- * An Anthropometrician, responsible for taking the weights and heights of all members of the household.
- * A Driver, whose duties are to drive the members of the team from the regional office to the place where the survey is being carried out.

THE RELATION OF DATA ENTRY OPERATOR WITH OTHERS.

You are part of a team comprising of a Supervisor, who is the leader, two interviewers, an Anthropometricist, a driver and yourself. In addition, as you are permanently based at a regional office of the Statistical Service, you will deal with its staff as well.

In this chapter your relations with those various people will be explained to you.

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

He will help you with your work and make sure that you are following instructions of the project directorate.

He will submit regular reports to the project directorate. 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 project directorate, depending on its nature.

You can contact someone else when the supervisor is away and you cannot wait for 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 regional statistical officer and then inform the project directorate immediately. The best person to contact is project computer specialist, but you can speak to any member of the project directorate.

Head of the regional office

The head of the regional office is the representative of the Government Statistician in your region, and as such you should respect him or her.

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

You will deal with him only when there is an urgent problem and the supervisor is away. In that instance, as said above, you should inform him and ask how to alert the project directorate in Accra 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 Statistical Service and work at the same regional office. Therefore there should be courteous and cordial relations all around to the benefit of your work.

2. DUTIES OF THE DATA ENTRY OPERATOR

The data entry operator has two basic duties:

- entry of data from questionnaires, and
- handling of 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 safe-keeping.

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

VERIFICATION OF DATA FROM QUESTIONNAIRES.

In order that the supervisor can make this check, you will submit the result 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.
- 9 diskettes (3 "production" diskettes, 3 "first backup" diskettes, and 3 "second backup" diskettes) and
- 16 questionnaires.

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 the data entry, since errors are detected from data entry and it is your job to correct them by rechecking the questionnaire. You will enter the data that the program flags as incorrect only when the data are given as such in the questionnaire.

THE RESULT 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 register, 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 these will be indicated in this part of the listing.

DISKETTE VERIFICATION.

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

The contents 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 the computer hardware and documentation consists of properly maintaining the micro-computers and the printer and storing the questionnaires, diskettes and printouts.

CARE OF THE COMPUTER.

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

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

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

You and your team supervisor are the only two persons who should use the machines. Under no circumstances should you let other people use the computer and you should not use the computer for any purpose other than entry the data for GLSS.

CONFIDENTIALITY OF THE DATA.

The questionnaires contain information on selected Ghanaian household, who agreed to provide these data because the Ghana Statistical Services pledged to keep them confidential.

Everybody working at GLSS should take this into consideration. You must therefore take particular care of all the questionnaires, computer printouts, and even the contents of your computer screen. All these must be managed with discretion. No person, other than the GLSS staff should be allowed to inspect these materials.

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 ACCRA.

After entering data for a whole cluster, you will give your supervisor the complete set of document for the cluster: During the Project Directorate missions to the R.O., all these documents, except the first backups diskettes will be taken to Accra by the responsables. You will only keep at the R.O. the first backup diskettes, until your supervisor indicates.

3. ORGANISATION OF DATA ENTRY

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

1. Activate the system.
2. Format a diskette if necessary for a given household.
3. Enter the correction for 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.

COMMANDS NECESSARY FOR HANDLING DISKETTES

1. DIR (directory): Use the DIR command to find out what files are on a diskette - perhaps because you need to find out how a particular filename is spelled, or because you cannot recall what's on a seldom - used diskette.

Procedure :

- a) Make sure the A> is displayed.
- b) Insert the diskette that has the files you want to list in drive A (top drive).
- c) Type dir a :
To list the files in drive B insert the diskette in the drive and type:- dir b
Press ENTER

After the files have been listed, DIR display the amount of free space left on the diskette (in bytes).

After all the files are displayed, the DOS prompt A> is displayed.

2. FORMAT.

Use the FORMAT command to prepare a diskette for use. FORMAT checks the diskettes for bad spots, and builds a directory to hold information about files that will eventually be written on it.

When a diskette is new, it must be formatted before you can use it.

Procedure :

- a) Insert the SYSTEM diskette in drive A.
- b) Make sure DOS is ready and A> is displayed.
- c) Type :-
format b:
d) Press ENTER ; This message is displayed.
Insert new diskette in drive B
and strike ENTER when ready.
- e) Insert the diskette you want to format in drive B.
- f) Press ENTER

The formatting procedure begins and head and cylinder numbers appear on the screen. These numbers keep changing as formatting progresses.

When the diskette is formatted, you see the message;

format complete
xxxxxx bytes total disk space
xxxxxx bytes available on disk
format another (Y/N)?

g) Type:-

N to end the FORMAT command. Now the DOS prompt A> is displayed, and your diskette is formatted and ready to use.

Y to format another diskette. (Repeat the FORMAT procedure starting with step e).

WARNING: If you format a diskette that contains information, the information is erased.

DISKCOPY:

Use the DISKCOPY command to make a copy of an entire diskette on another diskette. Thus you can use the copy for your operations and store the original in a safe place.

Procedure:

- a) Insert the DOS diskette in drive A.
- b) Make sure DOS is ready and A> is displayed.
- c) Type :-
diskcopy a: b:
- d) Press ENTER; This message is displayed:
Insert SOURCE diskette in drive A.
Insert TARGET diskette in drive B.
Press any key when ready.
- e) Remove the DOS diskette from drive A
- f) Insert the SOURCE diskette in drive A
- g) Insert the TARGET diskette in drive B
- h) Press any key

The in-use lights come on alternately as the SOURCE diskette is copied to the target diskette. Then this message is displayed:

Copy another diskette (Y/N)?

Type:-

N to end the DISKCOPY command. Now the DOS prompt A> is displayed, and the SOURCE diskette is copied.

Remove the copy. Label and date it using a felt-tip pen. Store the original diskette in a safe place.

Y to copy another diskette. Repeat the DISKCOPY procedure starting with step f.

DISKCOMP (comparing diskettes) :

Use the DISKCOMP command to compare the information on one diskette to the information on another diskette.

Usually you would use DISKCOMP after you have used the DISKCOPY command to make sure that the copied diskette is identical to the original diskette.

Procedure:

- a) Insert the DOS diskette in drive A
- b) Make sure DOS is ready and A> is displayed
- c) Type:-
diskcopy a: b:
- d) Press ENTER: this message is displayed:
- e) Remove the DOS diskette in drive A.
- f) Insert the SOURCE diskette in drive A.
- g) Insert the TARGET diskette in drive B.

In - use lights come on alternately as the diskette are compared. Then this message is displayed:

compared ok
compare more diskette (Y/N)?

Note: If the diskette do not compare, repeat the DISKCOPY and DISKCOMP procedures.

i) Type :-

N to end the DISKCOMP command. Now the DOS prompt A> is displayed, and the source diskette has been compared to the target diskette.

Y to compare more diskettes. (Repeat the DISKCOMP procedure starting with step f and g).

RENAME (changing the name of a file):

The RENAME command lets you change a file's name. It is useful if you want to refer to a file by a different name.

Procedure:

- a) Make sure DOS is ready and A> is displayed.
- b) Insert the diskette that contains the file you want to rename in drive A.

c) Type:-

Rename a: file1 file2
 substitute the name of the file you want to rename for file1 and the new name for file2.
 To rename a file in drive B, type;
 rename b: file a file b.

d) Press ENTER.

After the file is renamed the DOS prompt A> is displayed.

PACE OF WORK

You should enter 16 household per week, in addition to making any correction for questionnaires already entered. This is critical. If you do not keep this pace you will hold back the entire survey because the supervisor 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. You should however 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. You will use two diskettes for data entry:

- the first diskette 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

The diskettes used for entering data are called "production" diskettes. As they can be damaged, you must make two copies of each one. Use the DISKCOPY command (explained earlier) to do the backup.

You will thus have three copies of each diskette; i.e the production diskette and two duplicates. The first copy of the 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 data.

You can see therefore 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

You give each diskette that you use for entering data a label. Below is an example of the two labels that must be affixed to each diskette to identify it.

Cluster 11, ACCRA Round 1: 15/8/87 Round 2: 06/9/87 SECOND BACKUP ADOTEY AMOAF0

Cluster 11, ACCRA Households : 1,3,5,7,9 14,18,20

USE OF THE RESULTS OF DATA ENTRY

Printouts :

Each week you will turn in 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, 9 diskettes, (3 production diskettes, 3 first backups, and 3 second backups).

When a cluster has been entered in full, the supervisor will send the following to the project directorate in Accra.

The latest 16 printouts for the cluster.

The 16 questionnaires.

The 2 or 3 production diskettes.

The 2 or 3 first backup diskettes.

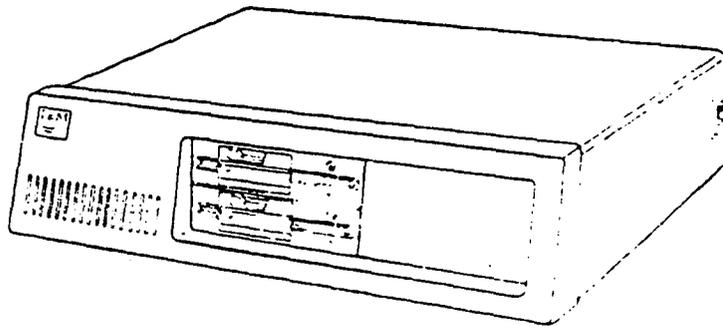
You will retain the other printouts and diskettes.

4. ABOUT THE MICROCOMPUTER

The IBM personal computer XT is a system with a keyboard, and two diskette drives. The system unit is the central part of your computer and supports a variety of options. The keyboard, which is used to send data to your system, is attached by a coiled cable. The diskette drive installed inside your system unit can read data from a diskette and record data on a diskette. Your monitor screen is monochromatic, meaning that only one colour, Green is used. It has twenty-five (25) lines and eighty (80) columns.

System Unit

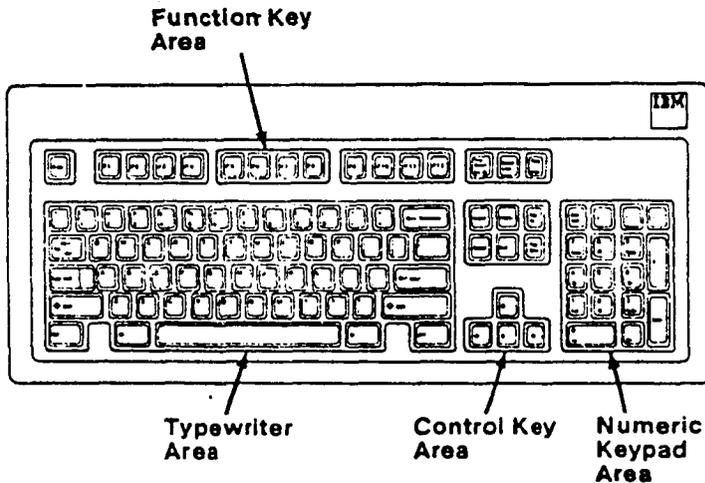
The main part of your IBM Personal Computer XT is the system unit. It processes data and controls the operations of your system through a set of instructions called *software* or a *program*. The IBM Personal Computer XT comes with an installed program language called IBM BASIC. A wide variety of programs are available from your dealer.



Keyboard

The keyboard is divided into four sections: the typewriter area, the function keys, the numeric keypad, and the control key area.

Note: The 101-key keyboard is used in these examples. The keytop characters for the 102-key keyboard are shown in the "Keyboard Templates" section of this manual.



Typewriter Area

Most of the keys are typematic; that is, they repeat as long as you hold them down. The keys in the typewriter area are similar to those of a standard typewriter with the following exceptions.

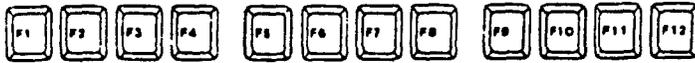
There are two home row identifiers. These identifiers are horizontal ridges located on the F and J keys that allow you to locate the home row without looking at the keyboard.



Function Key Area

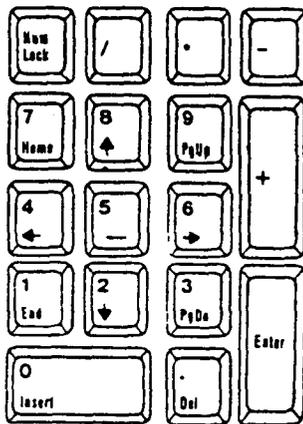
- 13 -

Twelve function keys, above the typewriter area, are under program control. Their operation is defined in your operating-system or application-program manual.



Numeric Keypad Area

Pressing the Numeric Lock (Num Lock) key one time switches the cursor keys to number keys, and the shift keys work in reverse. While in the Num Lock mode, the shift key must be held down to use the numeric keypad as cursor control keys. The keypad is arranged like a calculator to save time when typing many numbers. Pressing Num Lock again returns keys 0 through 9 to cursor control keys.

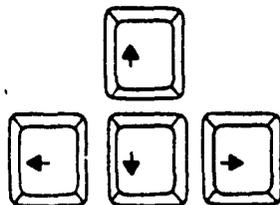
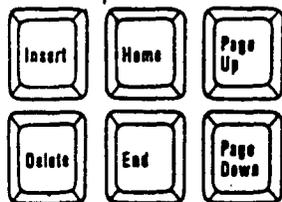


The numeric keypad has an identifier on the 5 key. This identifier is a horizontal ridge located on the key that allows you to locate the center of the numeric keypad without looking at the keyboard.



Control Key Area

The control keys are used for cursor and program control.

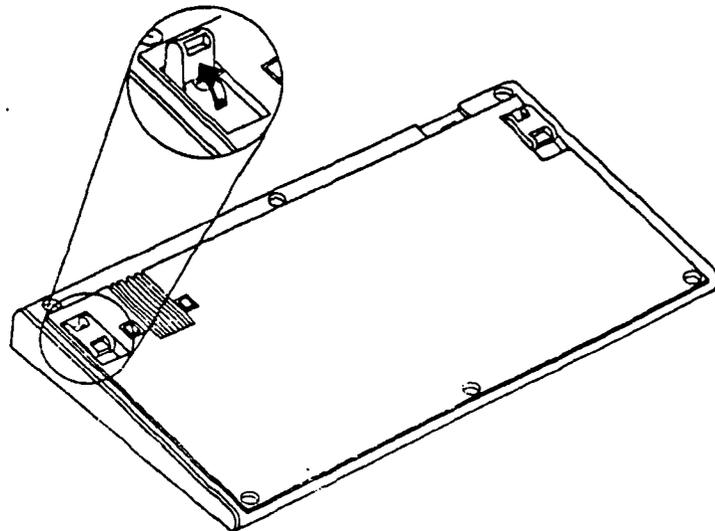


The cursor controls are separate from the numeric keypad and function the same as the cursor controls on the numeric keypad. These keys function as cursor controls only, and are not affected by the Num Lock key.

Keyboard Height Adjustment

You can adjust your keyboard to two positions for typing comfort.

To adjust, turn your keyboard over and set both keyboard legs to the desired position.



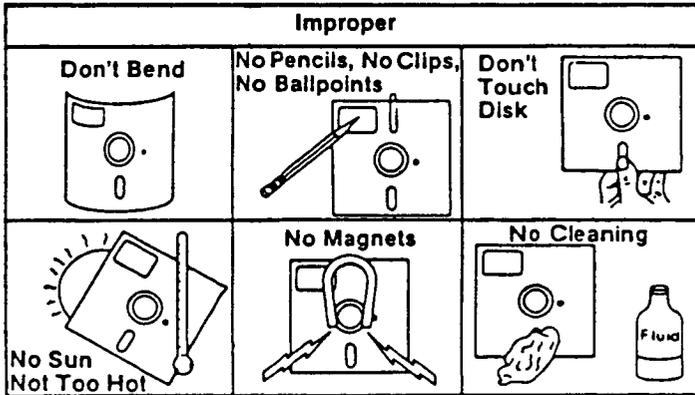
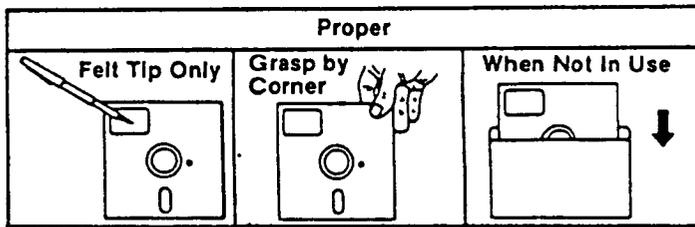
About Diskettes

A diskette is a 5-1/4 inch magnetic disk inside a protective plastic jacket. Diskettes are used to store data.

Your selection of the correct diskette is *important* to the successful operation of your IBM Personal Computer XT.

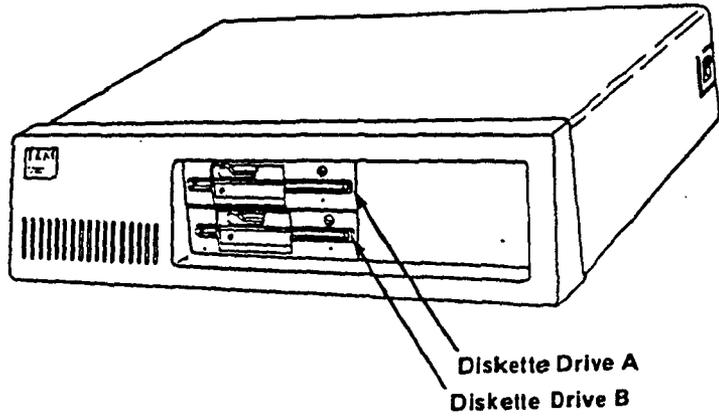
Diskette Care

The figures below show proper and improper ways of handling your diskettes. Proper handling will greatly reduce the possibility of damaging them.



Diskette Drives

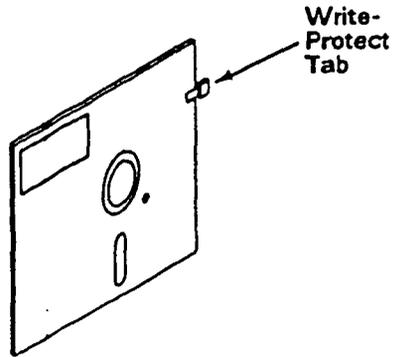
Diskette drives are used to read data from, and record data on diskettes. Two diskette drives can be installed in your system.



Write Protect

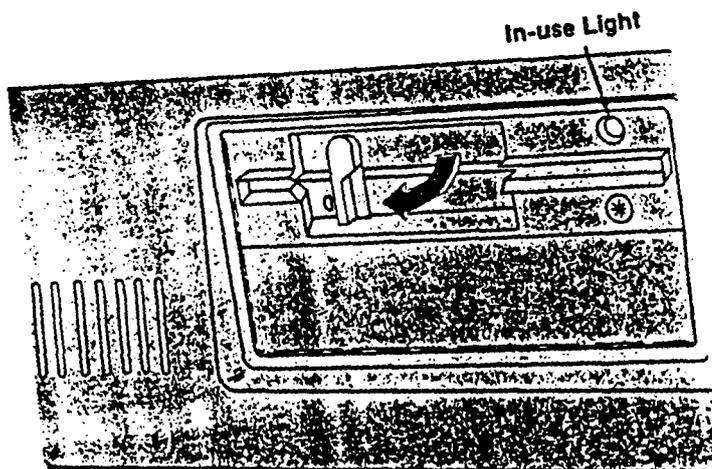
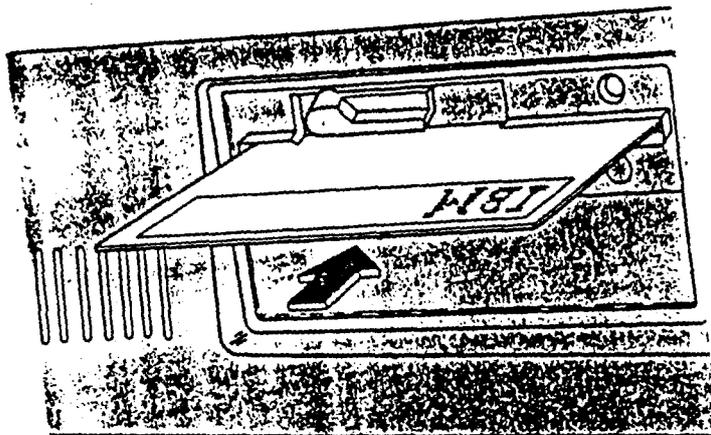
- 18 -

When a diskette is write protected, no information can be recorded (written) on the diskette. To make a diskette write protected, cover the notch on the side of the diskette with a write-protect tab. If you want to record (write) information on a diskette, remove the write-protect tab.



Loading Your Diskette Drive

- 1 When you have fully inserted the diskette, it clicks into place. When the in-use light is on, indicates the system unit is using the diskette drive.



- 2 To remove a diskette from the diskette drive, rotate the diskette drive lever counterclockwise and pull your diskette out. Do not remove your diskette when the in-use light is on.

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 Ghana Living Standard Survey is intended to measure the living standard of non - diplomatic African households in Ghana.

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

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 this element is called a SECTION. The Ghana Living Standards Survey questionnaire has 17 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: NON-AGRICULTURAL SELF-EMPLOYMENT
- 11: EXPENDITURE AND INVENTORY OF DURABLE GOODS
- 12: FOOD EXPENDITURES AND CONSUMPTION OF HOME-GROWN FOOD
- 13: FERTILITY
- 14: OTHER INCOME
- 15: CREDIT AND SAVINGS
- 16: ANTHROPOMETRICS

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.

In order to understand the activities of a household, that same information must be obtained for each member of the household. You can see that this is quite 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 Ghana Living Standard Survey questionnaire, section 13 (fertility) has two subsections:

- subsection A: Fertility History
- subsection B: Birth Control. However, subsection A (fertility history) takes up two pages and subsection B only one.

SPAGE:

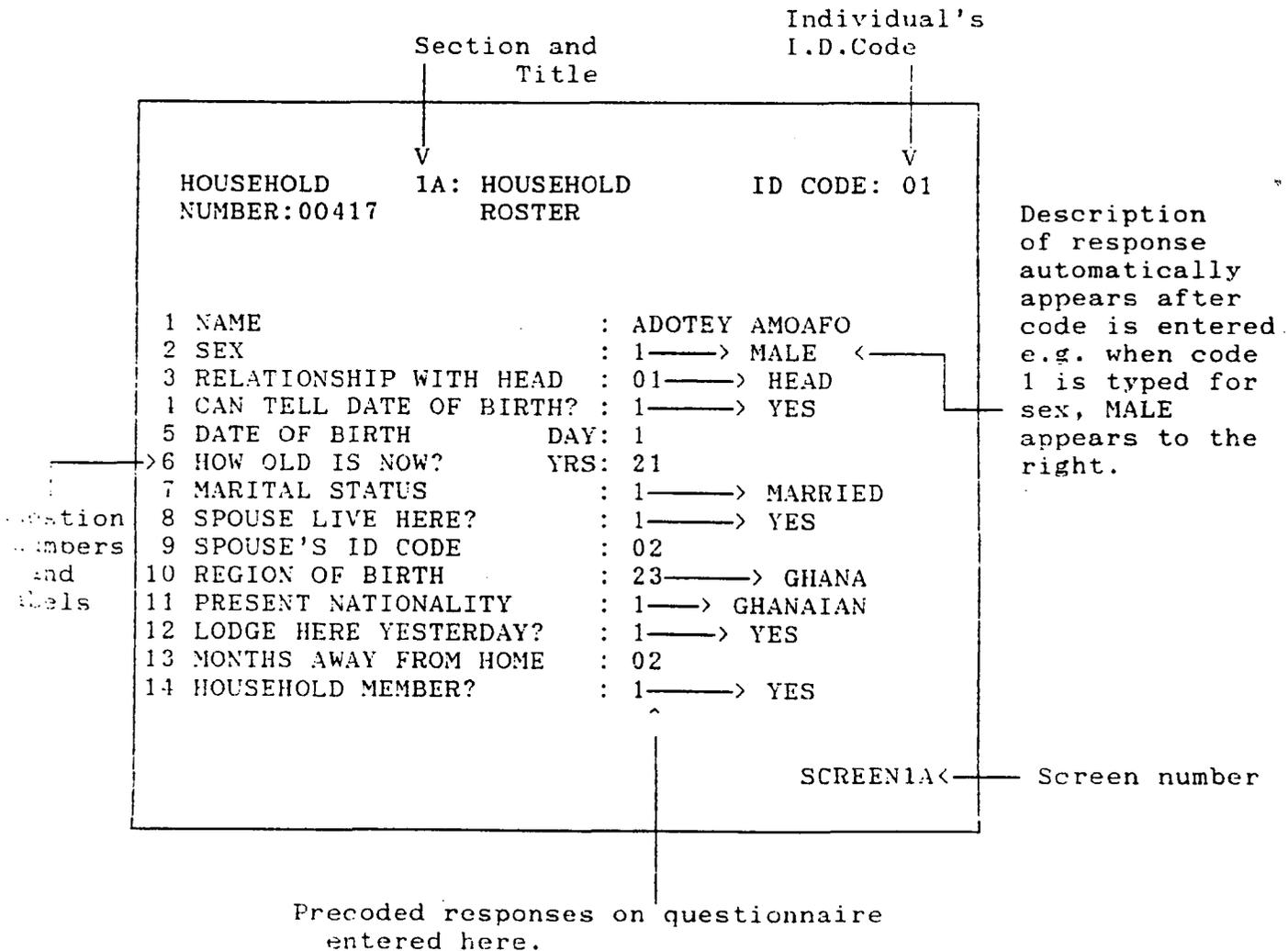
Some pages of the questionnaires are organised in such a way that some of the subsections on them could actually have been transferred to other pages.

However, they were kept in their present form to facilitate the work of the interviewers using the questionnaires. This is the case, for example with page 1 of section 9, subsection D. This can be referred to as a subpage.

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.

PRELIMINARY DATA ENTRY SCREENS AND RECORD LAYOUTS FOR GLSS
FILE NUMBER 4 1A: HOUSEHOLD ROSTER



Key to Illustration:

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

COACHING TERMS FOR THE 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 questionnaires are the questions that the interviewers have to ask.

The counterparts to the fields 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.

6. ENTRY OF DATA USING A SCREEN

SPECIAL KEYS FOR DATA ENTRY

Let us now look at the function of some keys for data entry, as summarized below.

KEY	FUNCTION
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: 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. 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.
---- (ENTER KEY)	This can be used in two ways: 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. 2. To record all of the fields of a screen that has been completed.
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 can be 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.

If this thirty (30) character long, if the name "Adotey Amofo" (25 characters) is entered, the whole field will not be filled.

In such a case, to get to the next field press the RETURN 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 SCREEN

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 "RETURN" key from the middle of a field.

CORRECTION OF ERRORS

This section will show you (1) how the system indicates errors and (2) 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 signs will appear all along the length of the field, blinking and alternating with the low number you have just entered.
You enter an invalid code in an alphanumeric code	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" sound 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" sound 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 of that field in the questionnaire.

You are responsible for the error, re-enter the data and continue. If you are not responsible, i.e. if you entered what is shown in the questionnaire and the system indicates an error, press the "X" key. On the last line of the screen the system will display the following blinking messages :

"If unable to correct, enter your password:"

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

If there are no such errors, proceed in the same way.

At the end of the screen the system will emit a slow,

shrill and plaintive tune and will post the record as shown, with blinking fields.

Errors within the screen

You will recall that when you have finished entering the data for a screen, the system cross checks 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 correction, examine the fields one by one, comparing them with the data as given in the questionnaire.

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

If other errors are flagged, repeat the process.

If the error is not your fault, press the "RETURN" 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 the 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 "RETURN" 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, 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 a record, move the cursor to the record in question and press the "Del" key in the control key area of the keyboard.
- 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 one shown on the screen. In that case, press "the arrow facing up" key in the control key area of the keyboard 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 in the control area as indicated above, you can bring up any subsection you want. And you will see!

SECTIONS 0: CONTROL DATA
Survey information form (section 0A)

7. REMARKS ON THE SPECIFIC SECTION

SURVEY INFORMATION

ENTER:

HOUSEHOLD

POSTER

NO. OF HOUSEHOLD:

ADDRESS (OR DESCRIPTION):

SUPERVISION OF PRINTOUTS, ROUND ONE

SUPERVISOR:

DATE:

REMARKS:

FIRST ROUND OF SURVEY

INTERVIEWER:

DATE:

DWELLING FOUND?

YES...1

NO...2

(SUPERVISOR)

IS THE HEAD OF HOUSEHOLD THE SAME?

YES...1

NO...2

(SUPERVISOR)

NAME OF NEW HEAD:

RELIGION OF HEAD:

MUSLIM...1

CATHOLIC...2

PROTESTANT OTHER CHRISTIAN...3

ANTHIST/TRADITIONAL...4

OTHER...5

PRIMARY LANGUAGE OF HEAD:

AKAN...1

GA-ADANGBE...2

DAGBANI...3

HAUSA...4

NIGERA...5

OTHER (SPECIFY)...6

LANGUAGE USED BY THE RESPONDENT:

ENGLISH...1

GA-ADANGBE...2

DAGBANI...3

HAUSA...4

NIGERA OTHER (SPECIFY)...5

INTER-YES...1

PRETER: NO...2

REMARKS:

SECOND ROUND OF SURVEY

PROPOSED DATE:

INTERVIEWER:

DATE:

REMARKS:

VERIFICATION OF QUESTIONNAIRE, ROUND TWO

SUPERVISOR:

DATE:

REMARKS:

REINTERVIEW BY SUPERVISOR? YES...1 NO...2

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR:

DATE:

REMARKS:

REINTERVIEW BY SUPERVISOR? YES...1 NO...2

IS HOUSEHOLD REPLACES HOUSEHOLD NO:

THIS HOUSEHOLD WILL BE REPLACED BY NO:

PERSON: DWELLING NOT FOUND/VACANT...1 OCCUPANT NOT AT HOME...2 REFUSAL...3

DATA ENTRY, ROUND ONE

OPERATOR:

DATE:

REMARKS:

SUPERVISION OF PRINTOUTS, ROUND TWO

SUPERVISOR:

DATE:

REMARKS:

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.

This 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 correction for round 1, if any, and the data for Round 2.

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

Date entered during Round 1

SUMMARY OF SUBJECT RESULTS

Date entered during Round 2

SECTION	INTERVIEWER		CHECK-UP VISIT		INTERVIEWER SATISFACTION TO BE RECORDED	OPERATOR SATISFACTORY CORRECTIONS	CORRECTED IN OFFICE	
	DATE DAY MONTH YEAR	RESULT COMPLETE PARTIAL NOT APPLICABLE	DATE DAY MONTH YEAR	RESULT COMPLETE PARTIAL				CORRECTED DURING SECOND ROUND
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 day, 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 Round 2.

Sections filled in and persons interviewed (section)

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

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

HOUSEHOLD: 1111 OC: SECTIONS COMPLETED / RESPONDENT

SECTION	RESPONDENT'S ID CODE	WAS INTERVIEWED?	SECTION COMPLETED?	SECTION
1A	1A
1C	1C
9C	9C
9E	9E
9F	9F
9G	9G
9H	9H
11	11
11D	11D
12	12
12B	12B
14A	14A

SCREEN 0C

The three possible situations are illustrated below:

1.

SECTION 1. PART OF HOUSEHOLDER 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: _____

RESPONDENT: _____ ID CODE: _____



FOR EACH CHILD LISTED IN QUESTION 2, ASK QUESTIONS 4-13.

NEAR CHILD

2	What are their names? LIST ALL THE CHILDREN UNDER 20 YEARS OF AGE WHO DO NOT LIVE IN THIS HOUSEHOLD. COMPLETE THE LIST BEFORE GOING TO 4-13.	3	Sex? M...1 F...2	4	How old [NAME]... now?	5	Does the father of [NAME]... live in this household?	6	Does the mother of [NAME]... live in this household?	7	Does the natural mother of [NAME]... live in this household?	8	COPY THE MOTHER'S ID CODE.	9	Has [NAME]... attended school?	10	Is [NAME]... attending school now?	11	What is the highest grade completed by [NAME]... CODES: NONE P1 P2 P3 P4 P5 P6 M1 M2 M3 M4 S1 S2 S3 S4 S5 A1 A2 P51 P52 P53 T1 T2 T3 T4 U1 U2 U3 U4 U5 U6 U7 U8 K (Koranic)	12	If what region or country does [NAME]... live? WESTERN... CENTRAL... SOUTHERN... EASTERN... MEDITERRANEAN... AFRICA... OTHER (SPECIFY)...	13	Where does he/she live? IS IT... DEAD TO THE RESPONDENT: CITY... Large town... Medium town... Small town... Large village... Small village... Other...
---	---	---	------------------------	---	------------------------------	---	---	---	---	---	--	---	----------------------------------	---	---	----	---	----	---	----	---	----	--

SECTION 2

SECTION 9. AGRO-PASTORAL ACTIVITIES

SUPERVISOR _____ ID CODE:

RESPONDENT: _____ ID CODE:

INTERVIEWER _____ ID CODE:

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

SECTION 7: RESPONDENTS IN ROUND 2:

This section has a label on the second page.

NAME: _____ ID CODE:

TO CHOOSE A WOMAN AT RANDOM TO ANSWER A QUESTION 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 AGE IS OR OLDER IN THE
HOUSEHOLD ROSTER. CROSS OUT EACH SELECTED 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:

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 bottom of the second page.

SECTIONS 98, 9E, 9G, 9I, 9K, 108, 10C, 11A, 118, 12A, 128, and 14A

These sections have precoded fields.

SECTION 12. FOOD EXPENSES AND HOME PRODUCTION

PART A. FOOD EXPENSES

1 During the past 12 months, have the members of your household bought any of the following foods for own consumption? PUT A CROSS IN THE APPROPRIATE BOX FOR ALL FOODS BEFORE GOING TO 2-6.		IF THE ANSWER TO 1 IS YES, ASK 2-6.		4 During which months in the last 12 mos (since...) did the members of your household buy... WRITE NUMBER OF MONTHS CITED NUMBER OF MONTHS	5 During these months, how often did they usually buy... TINES TIME UNIT		6 How much did they usually spend each time? NEXT FOOD AMOUNT
		2 Have the members of your household bought any... since my last visit? YES..1 NO...2 (84)	3 How much have they spent since my visit? AMOUNT		6 NEXT FOOD	AMOUNT	
Rice?	YES-1 <input checked="" type="checkbox"/> NO-2	301					
Maize (cob, grain, dough or flour)?	YES-1 <input type="checkbox"/> NO-2	302					
Millet, guinea corn or sorghum (grain or flour)?	YES-1 <input type="checkbox"/> NO-2	303					
Bread or wheat flour?	YES-1 <input type="checkbox"/> NO-2	304					
Raw cassava?	YES-1 <input type="checkbox"/> NO-2	305					

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 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. INTER-RECORD 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: inter-records checks.

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.

CLUSTER 046: HOUSEHOLD 17 1A: HOUSEHOLD ROSTER

ID CODE	1 NAME	2 SEX	3 RELATIONSHIP WITH	4 CAN TELL DATE OF	5 DATE OF BIRTH	MTH	YEAR	6 HOW OLD IS NOW?	MTH	7 MARITAL STATUS	8 SPOUSE LIVES HERE	9 SPOUSE'S ID CODE	10 REGION OF BIRTH	11 PRESENT NATIONALITY	12 LODGE HERE YESTER	13 MONTHS AWAY FROM	14 HOUSEHOLD MEMBER?
01	SAMUEL AMDAFO	1	01	1	10	03	10	078		1	1	02	06	1	2	03	1
02	MAGGIE SALLAH	1	02	2				060		1	1	01	05	1	1	01	1
03	CHRIS OKINE	1	03	1	12	07	40	047		3	2		02	1	1	02	1
04	AMPONG ASSENSOH	1	03	2				035		6	2		08	4	2	01	1
05	DAVID QUARSHE	1	05	2				060		2	1	10	02	3	1		1
06	ALBERT QUANSAH	1	11	1	31	10	20	067		3	2		02	1	1		1
07	ERIC NERQUAYE	2	04	2				025		1	1	09	02	1	2		1
08	AQUAA FRIMPS.	2	03	1	01	01	60	027		6	2		02	1	2	11	1
09	DELA AYI	2	03	1	03	10	50	037		3	2		06	1	2	04	1
10	REGINA DZODZO	2	04	2				100		1	2		06	1	2		1

CLUSTER 046 HOUSEHOLD 17: --- CHECKS FOR THE FAMILY ROSTER

THE SPOUSE OF SAMUEL AMDAFO (€ 1), MAGGIE SALLAH (€ 2) IS OF THE SAME SEX
 THE SPOUSE OF MAGGIE SALLAH (€ 2), SAMUEL AMDAFO (€ 1) IS OF THE SAME SEX
 THE SPOUSE OF DAVID QUARSHE (€ 5), REGINA DZODZO (€ 10) IS NOT MARRIED TO HIM/HER
 THE SPOUSE OF ERIC NERQUAYE (€ 7), DELA AYI (€ 9) IS OF THE SAME SEX
 SECTION 7 IS MISSING

END OF CHECKS FOR THE FAMILY ROSTER

RESULT

As seen earlier, after the inter-record checks are run you will have a three part printout.

1. The first part is entitled "List of all sections entered". 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 the printout are those which were blinking on the time of data entry.

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

CLUSTER:046 HOUSEHOLD:17 --- NUMBER OF LINES ENTERED FOR THE SECTION

SECTION	NUMBER OF LINES
1A: HOUSEHOLD ROASTER	8
1B: INFORMATION ON PARENTS	8
1C: CHILDREN RESIDING ELSEWHERE	5
2A: HOUSING	1
2B: HOUSING EXPENSES	1
3A1: EDUCATION	6
3A2: EDUCATION	0
4: HEALTH	8
5A: TIME USE AND JOB SEARCH	5
5B1: MAIN JOB DURING THE PAST 7 DAYS	3
5B2: MAIN JOB DURING THE PAST 7 DAYS	0
5B3: MAIN JOB DURING THE PAST 7 DAYS	0
5B4: MAIN JOB DURING THE PAST 7	0
5C1: SECONDARY JOB DURING THE PAST 7 DAYS	0
5C2: SECONDARY JOB DURING THE PAST 7 DAYS	0
5D: SEARCH FOR ADDITIONAL EMPLOYMENT	3
5E1: MAIN JOB DURING THE PAST 12 MONTHS	5 <--- ERRORS DETECTED
5E2: MAIN JOB DURING THE PAST 12 MONTHS	0
5E3: MAIN JOB DURING THE PAST 12 MONTHS	0
5E4: MAIN JOB DURING THE PAST 12 MONTHS	0
5F: EMPLOMENT HISTORY	5

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

Next to each section is marked the number 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

END OF CONSISTENCY CHECKS FOR THE HOUSEHOLD COMPOSITON RECORD

CLUSTER 046 HOUSEHOLD 17 -- CONSISTENCY CHECKS BETWEEN INDIVIDUAL
SECTIONS

NO ERRORS 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 aslo shows the inconsistencies detected by comparing all sections associated with a given individual.

POSSIBLE SOLUTIONS FOR COMMON PROBLEMS

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

PROBLEMS	POSSIBLE SOLUTIONS
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 top (A) 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 the printer is not turned off, press firmly on the two ends of the cable connecting the printer to the unit and begin the consistency tests again.
The printer beeps repeatedly.	Adjust the paper feed of the printer 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 that the printer is on and that the right diskette 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 see 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 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 ("Nima Market"), the production diskette is full.

To continue data entry, first take out full diskette:

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 Accra-Tema Urban
Round 1 20/2/87
Round 2 5/3/87
Diskette 1, Production Continued
Household; 33

2. After formatting the new diskette, leave it in the down drive (B), key in and enter the following command:

Household No.
↓
mi :00140

_____ leave blank here

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

Copy 00140 b:00140

_____ leave blank here

the monitor will display in turn the number 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