Social Safety Net Project

Kyrgyzstan Poverty Monitoring Survey

Winter, 1996

Data Entry Operator's Manual

BISHKEK 1996

Introduction

This program has been created under BLAISE system for the data entry procedures on Year 2 Survey.

The program is designed to enter , correct and delete the information about the households.

When correction is going on you can skip to the any page in the questionnaire.

This program requests IBM or compatible computer with 486 or 586 (pentium) CPU.

Operator's responsibility

Note !!!

These data are very important for Government of our country.

You must *enter data in the same order and very carefully. If you are not sure with some data or you have a question you should ask person who coordinate the data entry process.*

How to work with DE program?

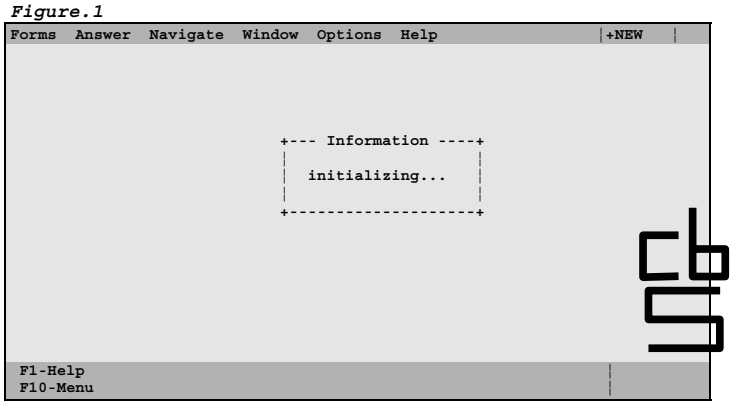
First, you should go to the **MONITOR** directory. Next, you find subdirectory with the same name as your individual number (for example **007, 106, 203, 301, 406, 610, 702, 803**) and go inside. Then type the command **ANKETA** and your individual number. For example :

ANKETA 301
ANKETA 610
ANKETA 702

And press **ENTER**.

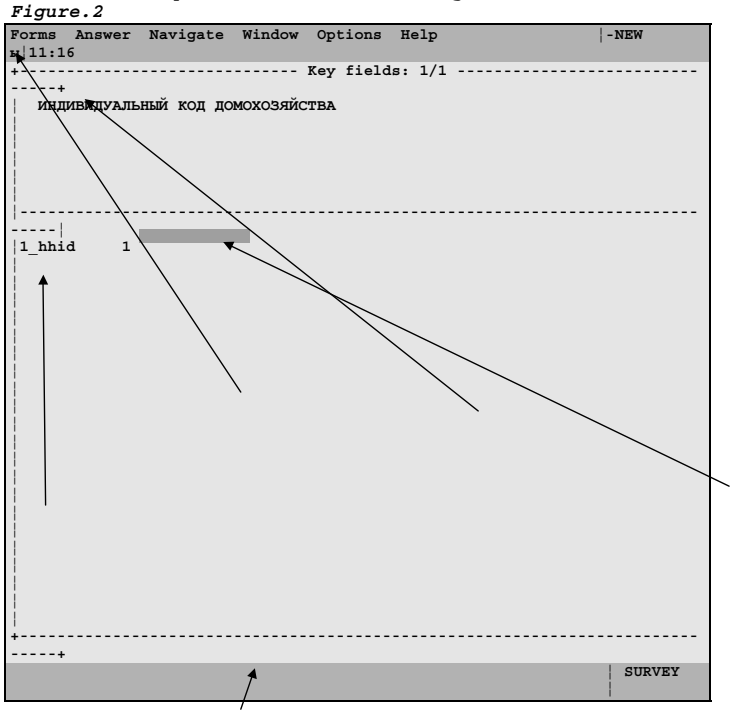
If your number is incorrect the program will tell you about this: "Number is incorrect". After this you press any key and try to retype command with the right number.
The detailed instruction with the comments and figures is below.
At the end of this manual you can find the list of keys you can use in the data entry process.
After the program starts you see the next screen:

Figure.1



After a while you will see the next figure:

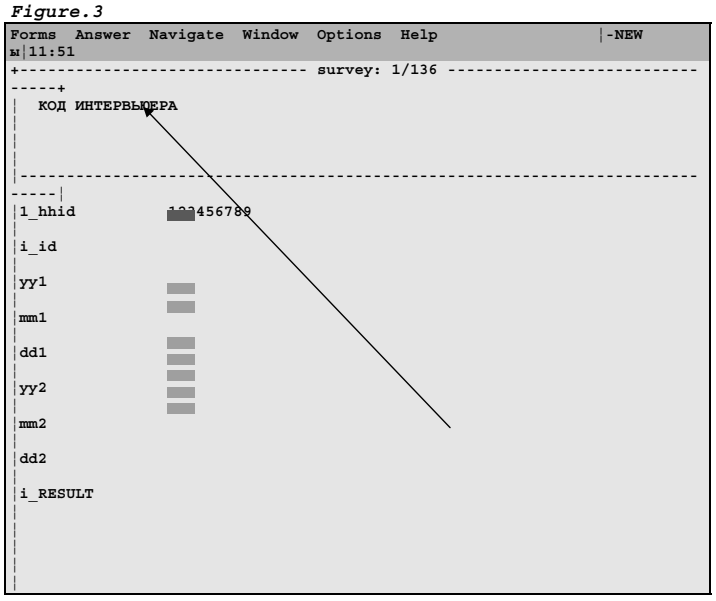
Figure.2



Variable name	Program's work lines	The note about the current question	Place for keying

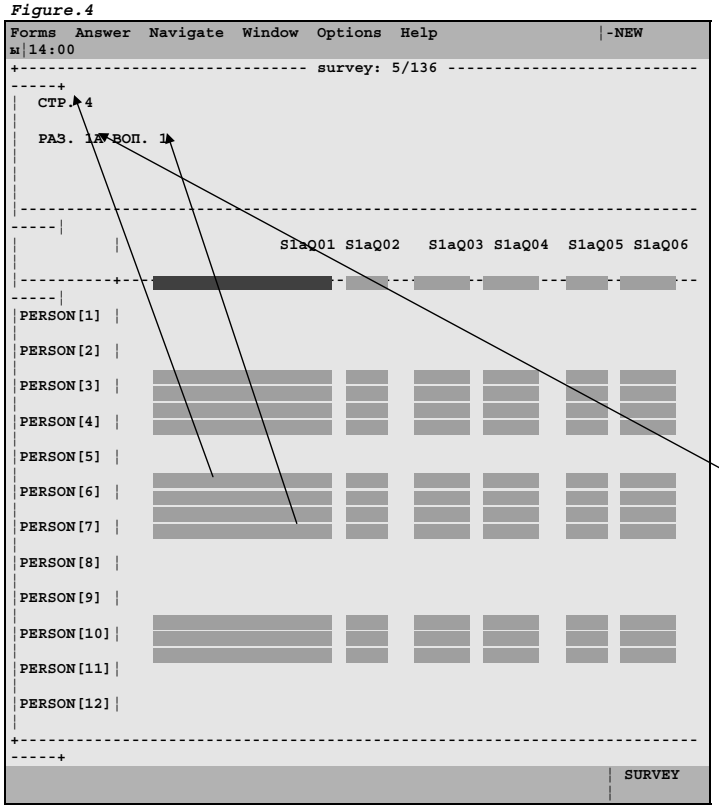
First of all, you should key household ID from the cover page, carefully. If the questionnaire has not been keyed yet, you see:

Figure.3



After this, you need enter the data from the questionnaire according to information from the top of the screen ***, which has been changing for the each question.**
From the next screen you start keying the household roster. It is the separate white page in the questionnaire.

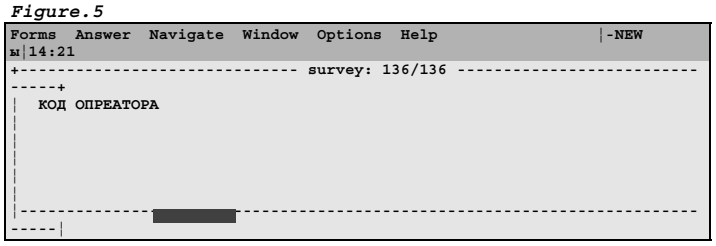
Figure.4

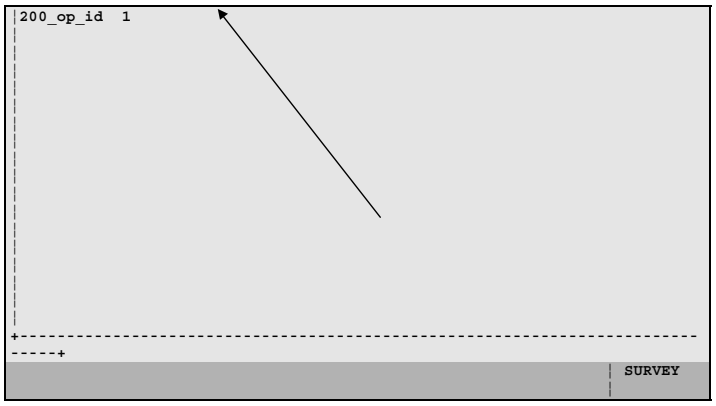


All time you can see the information about the current page number on the top of the screen ***** , you also can see the current section number ***** and the current question number *****. If some table can not be fited on the screen, program will provide you automatic scrolling right-left and up-dawn.

When keying of one questionnaire is finished you should type your own number to the last screen of the data entry programm.

Figure.5





You should type your number here ***.**

Be careful! sometimes you can find the section with the blank lines. For example :

№	1 Question	2 Question	3 Question	4 Question	5 Question	6 Question	7 Question
1.							
2.							
3.	1	3	02	1994	14	3	01
4.							
5.	2	4	01	1996	2	3	02
6.							

You must key those lines in the same order like in the questionnaire!!!

If the program is warning you about a mistake you should press Esc, fix the data and then press ENTER key.

When section 8 is keying you must be very careful! The answers can be not coded. "YES" or "NO" answers just can be rounded. In this case you need enter 1 for "YES" and 2 for "NO".

For example:

YES

NO

You should key **2**

YES

NO

You key **1**

Make sure to look up to the top of the screen for notes about questions!

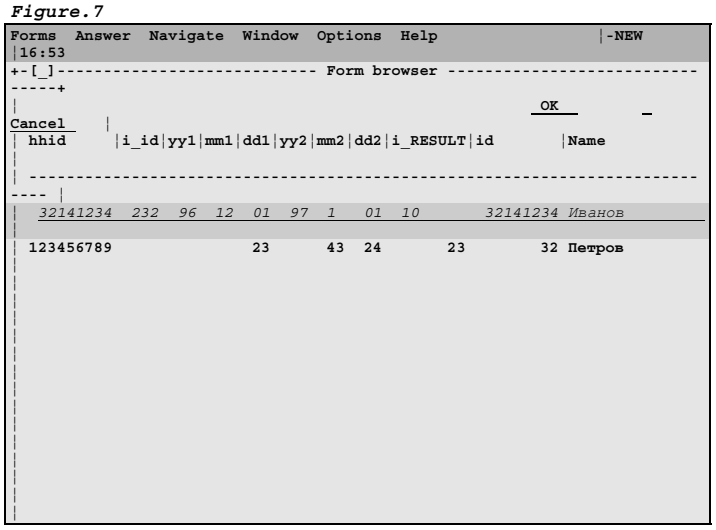
Operations overview

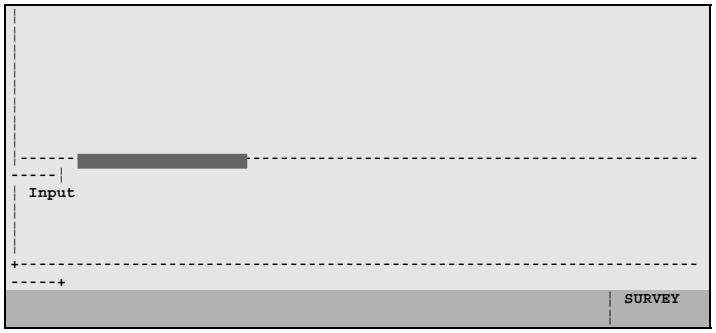
You can use the following buttons:

Move UP, DOWN, LEFT, RIGHT	← → ↓ ↑
Next screen (page) Previous screen (page)	PgDn PgUp
Data keying	Letters and numbers on the keyboard
Answer "DON'T KNOW"	**F4**
Answer "REFUSE"	**F5**
Comments	**F6**
Save data	**F2**
Save and go to the next questionnaire	**Shift+F2**
Go to any page you need	**F7**
Switch to the editing mode	**Shift+F8**
Switch to the entry mode	**F8**
Overview questionnaires to find some	**F9**
Delete incorrect questionnaire	**Ctrl+F10**
Exit from the program	**Alt+X**

- You should save your work in the process of data entry by using **F2** button**.**
- If you need to correct some questionnaire press **Shift+F8** and enter household ID (Figure.2). If this questionnaire has not been keyed yet, the program tell you about it. In this case you should retype right household ID and press ENTER. Then you can skip to any page you need by using F7 button.
- If you need go back to the data entry mode you should press **F8.**
- If you need to skip to some page of the questionnaire you should press **F7** button and then type the page number you need and press ENTER. After a short while you will see the page which you request.
- If you need look at the list of keyed questionnaires and choice someone to correct , just press **F9**. You will see Figure 7 on the screen.

Figure.7





If you found questionnaire you need by arrow-keys, you can press **Enter** to choice it to correct. After this program will allow you to edit this record. To exit to the data entry mode without any choice press **Esc**.

If you need to erase current questionnaire, press **Ctrl+F10.** To confirm - press **Y** button, to refuse - press **Esc** or **N**.

General table of buttons used by data entry program.

Move UP, DOWN, LEFT, RIGHT	← → ↓ ↑
Next screen (page) Previous screen (page)	**PgDn** **PgUp**
Data keying	Letters and numbers on the keyboard
Answer "DON'T KNOW"	**F4**
Answer "REFUSE"	**F5**
Comments	**F6**
Save data	**F2**
Save and go to the next questionnaire	**Shift+F2**
Go to any page you need	**F7**
Switch to the editing mode	**Shift+F8**
Switch to the entry mode	**F8**
Overview questionnaires to find some	**F9**
Delete incorrect questionnaire	**Ctrl+F10**
Exit from the program	**Alt+X**