



Nauru

Household Income and Expenditure Survey (HIES)

2006

Data Entry Manual

for the

Household Diary

Instructions to the Data Entry Operator

The objective of the data entry manual is to assist the data entry operators in keying the data for the 2006 Household Income and Expenditure Survey. The data entry procedure should be carefully followed according to the given instructions provided in this manual.

The main reason for following these instructions is to avoid any discrepancies that may be encountered during the data entry process. The data entry application is designed to interact with the operator so that any errors are flagged on the screen and require the operator to enter a correct value. This interactive editing method is commonly used with complex surveys to ensure the data is of good quality.

For the purpose of the data entry phase, we will be using a computer package called “CSPRO” (Census and Survey Processing System) which is designed and written by United States Bureau of Census. The package runs on the MS windows operating system.

The data entry application is designed in such a way that reflects the format of the questionnaire. There are several forms in each application. In most cases movement between the forms is controlled by the operator who needs to use the CTRL / key combination to move to the next forms. In some cases skips between items occur automatically depending on the values entered. Almost all items require the use of the numeric keypad, which is activated when the NUM LOCK on the keypad is turned on. For those items requiring alphabetic data entry, turn the CAPS LOCK on.

The data entry operator should have a good understanding of how the data are to be keyed. You should be familiar with the questionnaire that is being keyed and receive training in the data entry operations. It is important to ask the data processing supervisor if you have a problem with the data entry system or are not sure about what action to take if an error occurs. The supervisor will provide you with the necessary information and will train you how to respond to the error should it occur again.

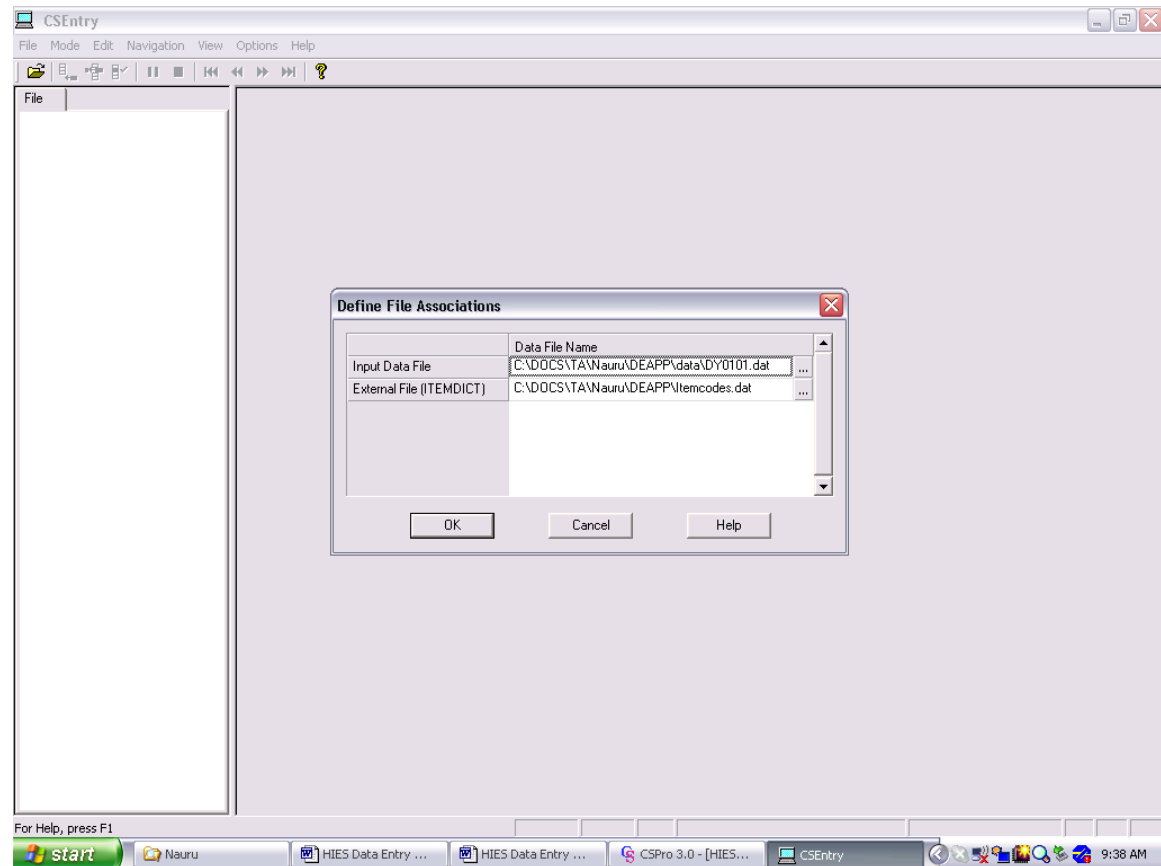
The supervisor will provide you with a batch of questionnaires to enter into the system. You are required to enter all the batched questionnaires before taking a tea or lunch break and before leaving for the day. It is expected that you will complete at least 4 batches per day. It is important that you complete the work quickly and accurately. Your work will be monitored by the supervisor

After each form of the questionnaire has been keyed, you will need to check your work by reviewing the data on the screen with the questionnaire. Any discrepancy should be rectified before moving to the next form. You can move to the incorrect item using the arrows keys or your mouse. Once you are sure that the data are correct then you may move to the next screen by pressing the CTRL / key combination.

After the completion of each questionnaire you should sign and date the front page of the form (below the interviewer’s name). After a batch has been completed give the questionnaires to the supervisor to record the batch as entered. Inform the supervisor of any problems you had during the data entry operations. Take a break and then return to the supervisor for another batch to enter.

Data Files

After clicking on the HIES icon on your desktop you will see the screen below. This screen requires the name of the data file been entered. You need to change the filename to the name of the current batch you are entering by clicking on the dots. The format of the filename is DYxxxx.dat where the x's is the EA code. For example, the name of the data file for EA 0101 is DY0101.dat. You do not need to change the external file. Click OK to proceed. The system will indicate that it is a new file and will ask you if you want to create it. Click Yes.



Household Identifier

The first screen after creating the data file will appear as below, except the values will be blank. You need to enter the code for EA. **IT IS CRITICALLY IMPORTANT THAT THIS VALUE IS CORRECT** as it will be reproduced for all questionnaires in the batch. Verify that the number of the dwelling number, household number, and diary number is correct (i.e. 1 or 2). A popup message will ask you to verify the data. Press F8 to clear the message before proceeding. If a value is incorrect you can use the F7 key to move to the incorrect field.

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

- Title Bar:** CSEntry - (Apl File = HIES 2006 Diary.ent , Data File = DY0101.dat)
- Menu Bar:** File, Mode, Edit, Navigation, View, Options, Help
- Toolbar:** Includes icons for file operations, navigation, and help.
- Main Content Area:**
 - Buttons for "Nauru HIES 2006" and "Household Diary".
 - A form box containing:
 - EA: []
 - Dwelling: []
 - Hhold: []
 - Diary: []

The status bar at the bottom displays "130,392", "ADD", "Field = EA", and "Occurrence 1 of 1". The Windows taskbar shows the Start button, open applications (Nauru, HIES Data Entry Man..., CSPro 3.0 - [HIES 20...], CSEntry - (Apl File = ...)), and the system clock (9:39 AM).

Section 1: Items Bought

Section 2: Consumption of Items Produced by Household

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

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

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

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

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

The screenshot displays the CSEntry application window. The title bar indicates the application file is 'HIES 2006 Diary.ent' and the data file is 'DY0101.dat'. The menu bar includes File, Mode, Edit, Navigation, View, Options, and Help. The toolbar contains various icons for file operations and navigation.

On the left side, there are input fields for EA (0,1,0,1), Dwelling (0,0,1), Hhold (0,1), and Diary (1). A red text prompt 'Press CTRL + / to finish' is displayed in the center.

The main data entry area is a table with the following columns: DayWeek, Section, Quantity, Weight (kg), Amount, and ItemCode. The table contains 15 rows, with the first row (DayWeek 1) populated with data: Section 1, Quantity 1, Weight 1.000, Amount 1.00, and ItemCode 11111. A yellow tooltip 'Oranges' is visible over the first row, with the text 'Press F8 to clear.' below it.

At the bottom right of the table area, the text 'RE-CHECK ALL ITEMS' is displayed. The status bar at the bottom shows the current field is 'ITEMCODE' and the occurrence is '1 of 1'. The Windows taskbar at the very bottom shows the Start button, a clock at 9:45 AM, and several open applications including 'Nauru', 'HIES Data Entry Man...', 'CSPro 3.0 - [HIES 20...', and 'CSEntry - (Apl File = ...'.

Section 3: Gifts of Cash or Goods

Section 4: Winnings from Betting, Lotto or Lotteries.

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

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

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

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

Note the item code for section 3.1 must be either 86101 or 86102.

Note the item code for section 3.3 must be 93120.

Note the item code for section 4 must be 94120.

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

The screenshot shows the CSEntry software interface. At the top, the title bar reads "CSEntry - (Apl File = HIES 2006 Diary.ent , Data File = DY0101.dat)". Below the title bar is a menu bar with "File", "Mode", "Edit", "Navigation", "View", "Options", and "Help". A toolbar with various icons is located below the menu bar.

The main form area contains several input fields and a table. On the left, there are four input fields labeled "EA", "Dwelling", "Hhold", and "Diary", each with a numeric value entered. To the right of these fields is a button labeled "Gifts & Winnings". Below the button, a red text prompt says "Press CTRL + / to finish".

The central part of the form is a table with the following columns: "Section", "Day", "Quantity", "Weight (kg)", "Amount", "Recipient", "Where", and "ItemCode". The table contains 10 rows of data. The first five rows are filled with data, and the last five rows are empty. The data in the first five rows is as follows:

| Section | Day | Quantity | Weight (kg) | Amount | Recipient | Where | ItemCode |
|---------|-----|----------|-------------|--------|-----------|-------|----------|
| 3.1 | 1 | | | 20.00 | 1 | 1 | 86101 |
| 3.2 | 2 | 1 | 1.000 | 10.00 | 2 | 1 | 11111 |
| 3.3 | 3 | | | 30.00 | 1 | 1 | 93120 |
| 3.4 | 4 | 1 | 1.000 | 10.00 | 1 | 1 | 11111 |
| 4.0 | 3 | | | 20.00 | | | 94120 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Below the table, the text "RE-CHECK ALL ITEMS" is displayed.

At the bottom of the window, there is a status bar with the text "For Help, press F1". To the right of the status bar, there are several tabs: "ADD", "Field = SECTION", and "Occurrence 6 of 6". The Windows taskbar at the very bottom shows the "start" button, a "Nauru" taskbar, and several open applications: "HIES Data Entry Man...", "CSPro 3.0 - [HIES 20...", and "CSEntry - (Apl File = ...". The system clock in the bottom right corner shows "9:56 AM".

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.

The screenshot shows the CSPro 3.0 Data Entry window. At the top, the title bar reads "CSPro 3.0 Data Entry - (Apl File = HIES 2006 Diary.ent , Data File = DY0101.dat)". Below the title bar is a menu bar with "File", "Mode", "Edit", "Navigation", "View", "Options", and "Help". A toolbar with various icons is located below the menu bar.

On the left side, there are input fields for "EA", "Dwelling", "Hhold", and "Diary". The "EA" field contains "0 1 0 1", "Dwelling" contains "0 0 1", "Hhold" contains "0 1", and "Diary" contains "1". To the right of these fields is a button labeled "Gifts & Winnings" and a red text prompt "Press CTRL + / to finish".

The main area contains a table with 10 rows and 10 columns. The columns are labeled "Section", "Day", "Quantity", "Weight (kg)", "Amount", "Recipient", "Where", and "ItemCode". The first four columns are highlighted in green. The first row contains the values "3.1", "1", "1", "1.00", "1", "1", "1", and "1". The second row contains "3.2", "2", "1", "1.00", "1", "1", "1", and "1". The third row contains "3.3", "3", "1", "1.00", "1", "1", "1", and "1". The fourth row contains "3.4", "4", "1", "1.00", "1", "1", "1", and "1". The fifth row contains "4.0", "3", "1", "1.00", "1", "1", "1", and "1". The remaining rows are empty.

A dialog box titled "CSPro 3.0 Data Entry" is open in the center of the screen. It contains a yellow warning icon and the text "Accept this 'HSEHOLD/Household Diary' case?". Below the text are two buttons: "Yes" and "No".

At the bottom of the table, there is a button labeled "RE-CHECK ALL ITEMS".

The bottom of the window shows a status bar with the text "For Help, press F1". To the right of the status bar are several tabs: "ADD", "Field = ITEMCODE", and "Occurrence 5 of 6". The taskbar at the bottom shows the "start" button and several open applications: "Nauru", "HIES Data Entry Man...", "CSPro 3.0 - [HIES 20...", and "CSPro 3.0 Data Entry - (Apl File = ...". The system clock shows "9:57 AM".

Note that the next questionnaire already has identifiers for province, ward and EA. Enter the household number and total persons and continue with data entry.

If all questionnaires have been entered in the batch then click on the stop icon (or press ESC) on the data entry menu. Select 'FINISH' to end the session. Take a 15 min. break.



Nauru

Household Income and Expenditure Survey (HIES)

2006

Data Entry Manual

for the

Expenditure Questionnaire

Instructions to the Data Entry Operator

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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.

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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.

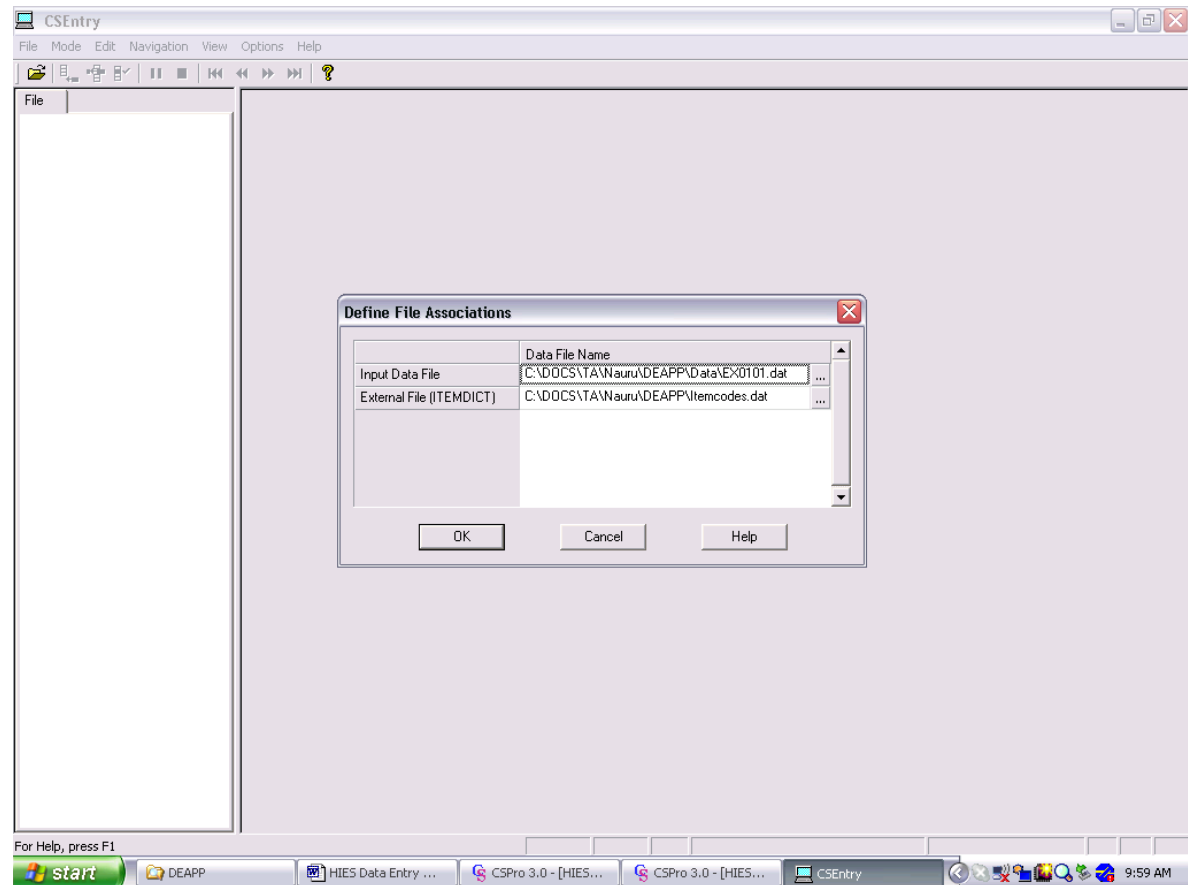
The supervisor will provide you with a batch of questionnaires to enter into the system. You are required to enter all the batched questionnaires before taking a tea or lunch break and before leaving for the day. It is important that you complete the work quickly and accurately. Your work will be monitored 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 EXxxxx.dat where the x's are the EA code. For example, the name of the data file for EA 0101 is EX0101.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 on the front cover of the questionnaire. **IT IS CRITICALLY IMPORTANT THAT THIS VALUE IS CORRECT** as they will be reproduced for all questionnaires in the batch. Enter the Dwelling and Household Number. 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.

CSEntry - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)

File Mode Edit Navigation View Options Help

Nauru HIES 2006

Expenditure Questionnaire

| | |
|----------|------|
| EA | 0101 |
| Dwelling | 001 |
| HHold | 1 |

Please verify
Press F8 to clear.

For Help, press F1

ADD Field = HHOLDNO Occurrence 1 of 1

start DEAPP HIES Data Entry ... CSPro 3.0 - [HIES... CSPro 3.0 - [HIES... CSEntry - (Apl Fil...

10:00 AM

1. Dwelling Characteristics

The next form records the dwelling characteristics from the Expenditure Questionnaire. Enter the codes alongside the tick moving down the page. Note that where there are 2 digit fields you need to press enter to move to the next field.

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 questionnaire you need to enter a not stated code – which in most cases is blank.

Note that there are 2 questions from the Dwelling Tenure section, which need to be entered in this form. For question 2.2 you will need to allocate a code 1-4 for the ownership of the dwelling. If the dwelling is rented enter the code for the RentFrom in question 2.7.

Once you have completed the form the system will ask you to verify the data on the form. Press F8 automatically moves to the next form. Note to move back to the form you press PGUP.

The screenshot displays the CSEntry software window with the title bar 'CSEntry - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)'. The menu bar includes File, Mode, Edit, Navigation, View, Options, and Help. The toolbar contains icons for file operations and navigation. The main form area is divided into two sections. On the left, a list of dwelling characteristics is shown with checkboxes: Roof, Outerwall, Floors, TypeofHouse, No.ofrooms, Yearconstruct (with a 4-digit input field), Kitchen, Cooking, Lighting, Watersource, Walkingtime (with a 2-digit input field), Tripperday, Toilet, YearMove (with a 4-digit input field), Ownership, and RentFrom. On the right, a box titled 'Dwelling Characteristics' contains three input fields: EA (0, 1, 0, 1), Dwelling (0, 0, 1), and HHold (0, 1). Below this box, there are three pink text prompts: 'leave blank if NA', 'enter 0 if blank', and 'enter 0 if blank'. The status bar at the bottom shows 'For Help, press F1', 'ADD', 'Field = ROOF', and 'Occurrence 1 of 1'. The Windows taskbar at the bottom includes the Start button and several open applications: DEAPP, HIES Data Entry ..., CSPro 3.0 - [HIES..., CSPro 3.0 - [HIES..., CSEntry - (Apl Fil..., and a clock showing 10:02 AM.

2. Household Expenditure

Enter on this form the household expenditure details of all remaining sections of the questionnaire, except for mortgages (section 3) and loans (sections 7.2 & 10). These sections are entered on the next form.

Enter the amount in the appropriate column for cash and/or cheque. If cash, enter the amount in the Amount \$ column. If cheque, enter the amount in the Amount Ch column. Note that missing amount is not permitted, so enter 0 if no cash amount or no cheque amount.

Note that there is a check on cash amounts greater than \$10,000. If the amount is correct ignore the message and press F8 to proceed. Refer to supervisor where amounts appear either too large or too small.

The codes for the period automatically default to AN (annual). Press enter if no period is required. If a period is stated enter the appropriate code. That is, QR for quarter, MH for month, FN for fortnight, WK for week. Note that CAPS LOCK must be on.

Enter the item code pre-printed on the form for those items specified. Check item description and press F8 to clear message. If incorrect go back and enter the correct code. If no code can be found inform the supervisor.

Once you have entered all expenditure items re-check the data on the form. If you want to insert an entry press F3. If you wish to delete an entry press F4. Press CTRL + / to go to next form.

The screenshot shows the CSEntry application window with the title bar "CSEntry - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)". The menu bar includes File, Mode, Edit, Navigation, View, Options, and Help. The toolbar contains icons for file operations and navigation. The main window displays a table for entering expenditure data and a panel for household items.

Period = AN, QR, MH, FN, WK

| | Amount \$ | Amount Ch | Period | ItemCode |
|----|-----------|-----------|--------|----------|
| 1 | 100 | 0 | AN | 21111 |
| 2 | 200 | 0 | WK | 21112 |
| 3 | 0 | 100 | MH | 21113 |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Household Expenditure Items

EA 0 1 0 1
Dwelling 0 0 1
HHold 0 1

Press CTRL & / when finished
Toggle to Loans PGDN

RE-CHECK ALL ITEMS

For Help, press F1

ADD Field = AMOUNTD Occurrence 4 of 4 CAP

start Nauru HIES Data Entry ... Expenditure Que... CSPro 3.0 - [HIES... CSEntry - (Apl Fil... 10:11 AM

3. Mortgages and Loans

Enter on this form the details of all mortgages and loans specified in sections 3, 7.2 and 10. If no entries specified, then press CTRL + / to finish the form.

Enter the code for purpose of loan. The codes are 1 for mortgage or housing loan, 2 for purchase of vehicle, 3 for overseas travel, 4 for home improvements, 5 for celebratory functions, 6 for other purposes. Enter 9 for not stated.

Enter the code for the source of the loan (who borrowed from). The codes are 1 for banks, 2 for NPF, 3 for other financial institutions, 4 for family/relatives, and 5 for other sources. Enter blank if not stated.

Note that there is a check on the amount of latest payment and cash contribution to ensure it is not greater than the amount borrowed. Refer to supervisor where amounts are blank or not stated.

The period covered by the latest period should be recorded as the number of weeks. For monthly payments record the number of weeks as 4.35 and for 2 monthly payments as 8.7. Enter blank if not stated.

Check that the data is the correct position for all fields since the order of fields for each type of loan is different. Note that you can enter each loan by toggling between the expenditure and loans forms by using the PGUP and PGDN keys. Once all loans have been entered and verified press CTRL + / to go to next form.

Mortgages and Loans

EA: 0 1 0 1
Dwelling: 0 0 1
HHold: 0 1

Toggle to Expenditure PGUP

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------|-----------|-----------|---|---|---|---|---|---|
| Purpose | 1 | 5 | | | | | | |
| AmtBorrow | 1 0 0 0 | 3 0 0 | | | | | | |
| BorrowFrom | 1 | 5 | | | | | | |
| BorrowYear | 2 0 0 6 | 2 0 0 4 | | | | | | |
| AmtCash | 1 0 0 0 | 2 5 | | | | | | |
| TermYrs | 1 | 1 | | | | | | |
| AmtPaid | 1 0 0 | 2 0 | | | | | | |
| PayPeriod | 2 . 0 0 | 1 . 0 0 | | | | | | |
| Interest | 1 2 . 0 0 | 5 0 . 0 0 | | | | | | |
| Total Repaid | | 2 5 | | | | | | |
| PrincipalOut | | 2 5 | | | | | | |

For Help, press F1

ADD Field = PURPOSE Occurrence 3 of 3

start Nauru HIES Data Entry ... Expenditure Que... CSPro 3.0 - [HIES... CSEntry - (Apl Fil...

10:22 AM

4. Agricultural Assets

Enter on this form the details of agricultural assets specified in section 14. If no entries specified, then press CTRL + / to finish the form.

Enter the number of animals for each type of animal in the appropriate field. If blank enter the value zero.

Enter the code for each type of aquaculture or crop beside the ticked box. If blank enter the value zero. For other crops enter the appropriate code as specified by the supervisor.

The screenshot shows the CSEntry software window with the title bar 'CSEntry - (Apl File = HIES 2006 EXPEND.ent , Data File = EX0101.dat)'. The menu bar includes File, Mode, Edit, Navigation, View, Options, and Help. The toolbar contains icons for file operations and navigation. The main window is divided into two panes. The left pane lists various agricultural assets with corresponding input fields: Pigs (1), Chickens (2, 3), Ducks (0), Other Animal (0), Other Animal (0), Milkfish (1), Tilapia (0), Other Aqua (0), Other Aqua (0), Tapioca (0), Coconut (2), Banana (0), Papaya (4), Other Crop (8), and Other Crop (9). The right pane is titled 'Agricultural Assets' and contains three sub-sections: EA (0, 1, 0, 1), Dwelling (0, 0, 1), and HHold (0, 1). Below these sections, a red text prompt reads 'Press CTRL & / when finished'. The status bar at the bottom displays 'For Help, press F1', 'ADD', 'Field = OTHERC2', and 'Occurrence 1 of 1'. The Windows taskbar at the bottom shows the Start button and several open applications: Nauru, HIES Data Entry ..., Expenditure Que..., CSPro 3.0 - [HIES..., and CSEntry - (Apl Fil... The system clock indicates 10:26 AM.

| Asset Type | Value |
|--------------|-------|
| Pigs | 1 |
| Chickens | 2, 3 |
| Ducks | 0 |
| Other Animal | 0 |
| Other Animal | 0 |
| Milkfish | 1 |
| Tilapia | 0 |
| Other Aqua | 0 |
| Other Aqua | 0 |
| Tapioca | 0 |
| Coconut | 2 |
| Banana | 0 |
| Papaya | 4 |
| Other Crop | 8 |
| Other Crop | 9 |

| Asset Type | Value |
|------------|------------|
| EA | 0, 1, 0, 1 |
| Dwelling | 0, 0, 1 |
| HHold | 0, 1 |

Press CTRL & / when finished

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.

The screenshot shows the CSEntry software interface with the following data entry fields:

| Pigs | |
|------|---|
| | 1 |

| Chickens | |
|----------|-----|
| | 2,3 |

| Ducks | |
|-------|---|
| | 0 |

| Other Animal | |
|--------------|---|
| | 0 |

| Other Animal | |
|--------------|---|
| | 0 |

| Milkfish | |
|----------|---|
| | 1 |

| Tilapia | |
|---------|---|
| | 0 |

| Other Aqua | |
|------------|---|
| | 0 |

| Other Aqua | |
|------------|---|
| | 0 |

| Tapioca | |
|---------|---|
| | 0 |

| Coconut | |
|---------|---|
| | 2 |

| Banana | |
|--------|---|
| | 0 |

| Papaya | |
|--------|---|
| | 4 |

| Other Crop | |
|------------|---|
| | 8 |

| Other Crop | |
|------------|---|
| | 9 |

| Agricultural Assets | |
|---------------------|---------|
| EA | 0,1,0,1 |
| Dwelling | 0,0,1 |
| HHold | 0,1 |

Press CTRL & / when finished

A confirmation dialog box titled "CSPPro 3.0 Data Entry" is displayed, asking: "Accept this 'HIES2006_QUEST/HIES2006 questionnaire' case?". The dialog has "Yes" and "No" buttons.

The bottom status bar shows: "For Help, press F1", "ADD", "Field = OTHERC2", "Occurrence 1 of 1", and a taskbar with the Start button and several open applications including "Nauru", "HIES Data Entry ...", "Expenditure Que...", "CSPPro 3.0 - [HIES...", and "CSEntry - (Apl Fil...". The system clock shows 10:26 AM.

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.



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.

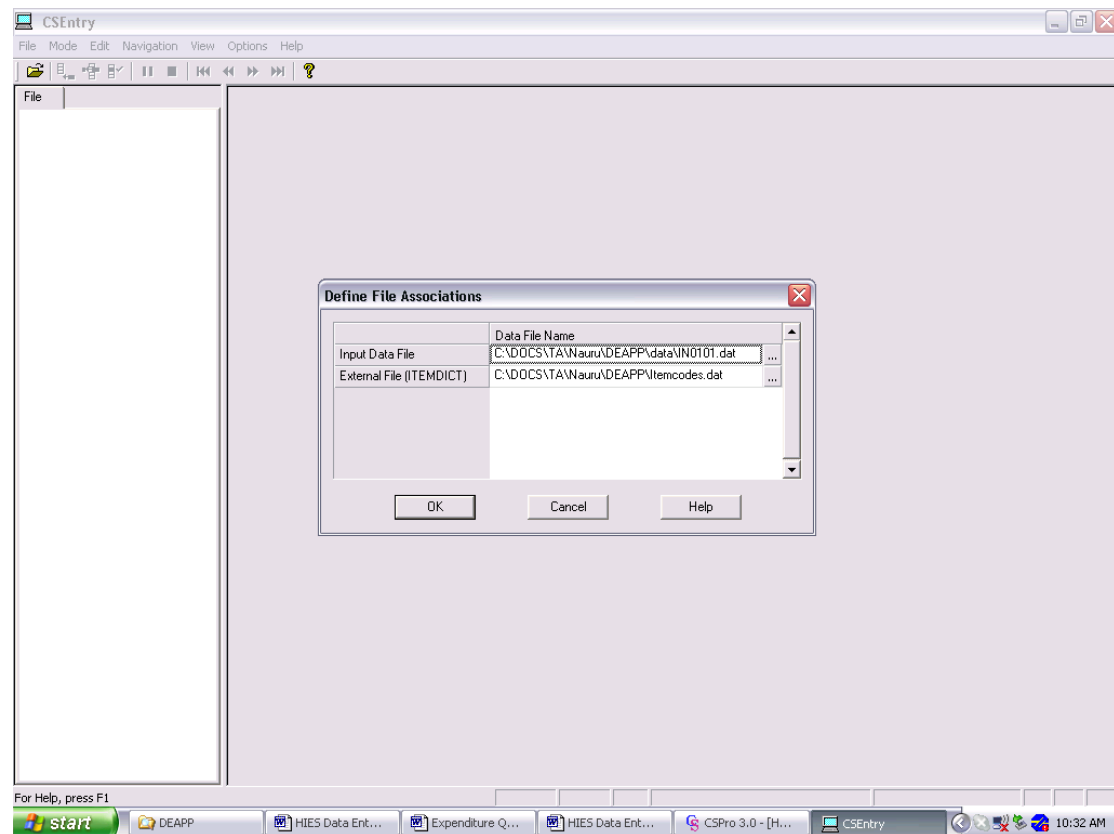
The supervisor will provide you with a batch of questionnaires to enter into the system. You are required to enter all the batched questionnaires before taking a tea or lunch break and before leaving for the day. It is expected that you will complete at least 4 batches per day. It is important that you 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 title bar "CSEntry - (Apl File = HIES 2006 INCOMEX.ent , Data File = IN0101.dat)". The menu bar includes File, Mode, Edit, Navigation, View, Options, and Help. The toolbar contains icons for file operations and navigation. The main window displays the "Nauru HIES 2006" title, followed by the "Income Questionnaire" section. Below this, a box contains the following fields:

| | |
|---------------|---------|
| EA | 0 1 0 1 |
| Dwelling | 0 0 1 |
| Household | 0 1 |
| Total Persons | 1 |

At the bottom right of the main window, a yellow box contains the text "Please verify" and "Press F8 to clear." The status bar at the bottom shows "For Help, press F1", "ADD", "Field = TOTPRNS", and "Occurrence 1 of 1". The taskbar at the bottom includes the Start button, DEAPP, and several open applications: HIES Data Entry Ma..., CSPro 3.0 - [HIES 2..., and CSEntry - (Apl File ... The system clock shows 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 0 1 0 1
Dwelling 0 0 1
Household 0 1
Total Persons 0 1

Household Listing Form

Length of Residence 1 [no. years]
Intending to Reside 1 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 | 0 1 | 1 | 0 1 | 0 | 1 | 0 1 0 1 1 9 5 9 | 4 7 | 0 | 1 | 1 | 1 | 1 |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |

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 0 1 0 1
Dwelling 0 0 1
Household 0 1
Total Persons 0 1

Wages & Salary

Press CTRL + / to finish

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------|---------|---|---|---|---|---|---|
| PersonNo | 0 1 | | | | | | |
| Occupation | 5 2 3 | | | | | | |
| Sector | 1 | | | | | | |
| Industry | 2 0 | | | | | | |
| HoursWork | 4 0 | | | | | | |
| JobYrs | 2 | | | | | | |
| GrossPay | 1 0 0 0 | | | | | | |
| Commission | 2 0 | | | | | | |
| PIKRent | 0 | | | | | | |
| PIKFood | 1 0 | | | | | | |
| PIKUtilities | 0 | | | | | | |
| PIKOther | 0 | | | | | | |
| TotalPay | 1 0 3 0 | | | | | | |
| Deductions | 5 0 | | | | | | |
| NetEarnings | 9 8 0 | | | | | | |

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.

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

Agriculture, Livestock, Fishing

Press CTRL + / to finish

| | 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 is 'HIES 2006 INCOMEX.ent' and the data file is 'IN0101.dat'. The menu bar includes File, Mode, Edit, Navigation, View, Options, and Help. The toolbar contains icons for file operations and navigation. The main form area is titled 'Self Employed & Own Business' and includes a red instruction: 'Press CTRL + / to finish'. On the left, there is a summary box with the following fields: EA (0,1,0,1), Dwelling (0,0,1), Household (0,1), and Total Persons (0,1). Below this is a table with 8 columns and 10 rows. The first column lists the fields, and the subsequent columns are numbered 1 through 8. The fields and their values are: 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), and DrawingsCh (5). The bottom status bar shows 'For Help, press F1', 'ADD', 'Field = ACTCODF', 'Occurrence 2 of 2', and a taskbar with 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.

| | 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 | | | | | | | |

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

Previous Jobs

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 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.

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

Household Services

Press CTRL + / to finish

| | \$ Pay | Ch Pay | JobCode |
|----|--------|--------|-----------|
| 1 | 0 | 1,0,0 | 9,4,2,0,1 |
| 2 | 1,0,0 | 0 | 9,4,2,0,1 |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

For Help, press F1

ADD Field = CASHPAY Occurrence 3 of 3

start DEAPP HIES Data Entry Ma... Income Questionnal... CSPro 3.0 - [HIES 2... CSEntry - (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.

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

Welfare Benefits & Allowances

Press CTRL + / to finish

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

For Help, press F1

ADD Field = PERSONNQ Occurrence 2 of 2

start DEAPP HIES Data Entry Ma... Income Questionnai... CSPro 3.0 - [HIES 2... CSEntry - (Apl File ... 11:32 AM

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.

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 | Source | IncCode | |
|----------|-----------|-----------|--------|---------|-------|
| 1 | 02 | 100 | 0 | 1 | 93117 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

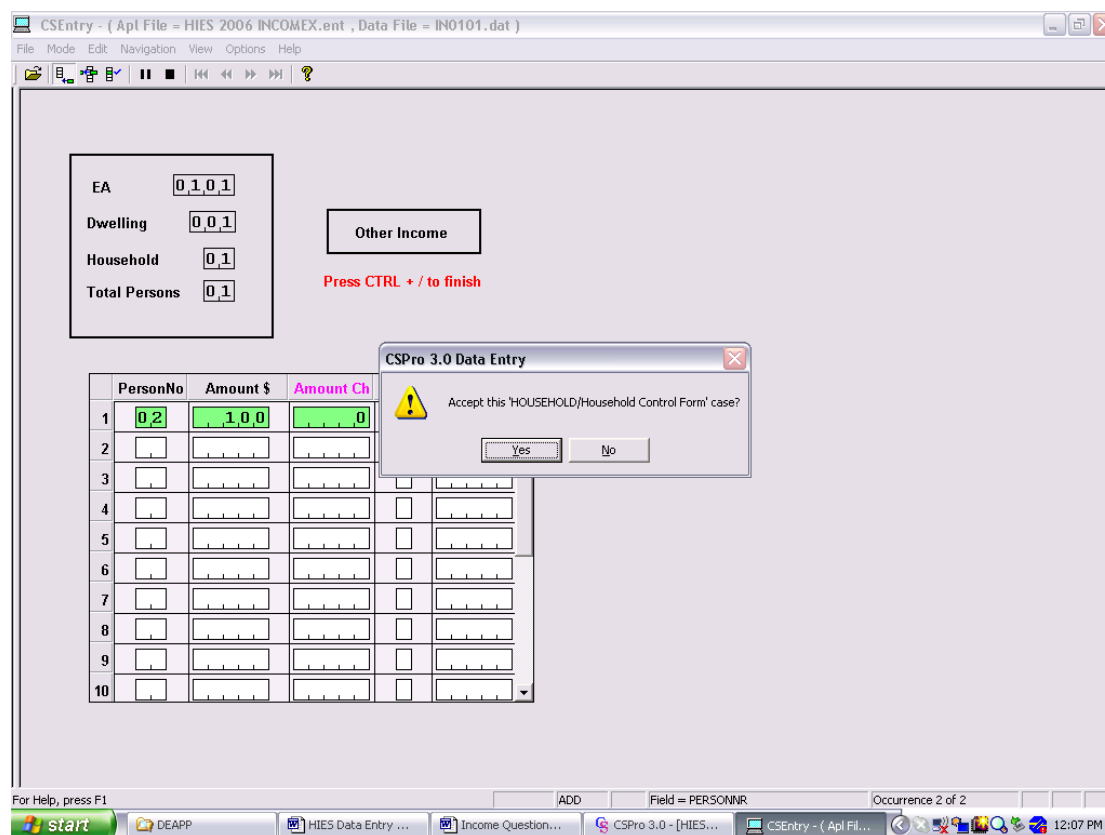
For Help, press F1

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

CSPPro 3.0 Data Entry

Accept this 'HOUSEHOLD'/Household Control Form' case?

Yes No

| | PersonNo | Amount \$ | Amount Ch | |
|----|----------|-----------|-----------|-------------------------------------|
| 1 | 0,2 | 1,0,0 | 0 | <input checked="" type="checkbox"/> |
| 2 | | | | <input type="checkbox"/> |
| 3 | | | | <input type="checkbox"/> |
| 4 | | | | <input type="checkbox"/> |
| 5 | | | | <input type="checkbox"/> |
| 6 | | | | <input type="checkbox"/> |
| 7 | | | | <input type="checkbox"/> |
| 8 | | | | <input type="checkbox"/> |
| 9 | | | | <input type="checkbox"/> |
| 10 | | | | <input type="checkbox"/> |

For Help, press F1

ADD Field = PERSONNR Occurrence 2 of 2

start DEAPP HIES Data Entry ... Income Question... 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.