

INSTRUCTIONS FOR DATA ENTRY MANAGER

The purpose of this manual is to provide detailed instruction on the maintenance and installation of the data entry program and for the extraction and preparation of the data sets. This procedure should be followed and implemented by the data manager.

I. PREPARATION AND MAINTENANCE OF DATA ENTRY PROGRAM

1.1 General maintenance and updates

Any time the program is up-dated, make sure that exactly the same version of the data entry program is used in each center.

1.- Modifications that can be performed to the data entry program.

The only changes that can be made in the program, once the data entry started are:

- a) Add/delete codes to qualitative variables (QLN)
- b) Change the range to the quantitative variables (QNT)
- c) Add/delete intra-recor or inter-record checks
- d) Modify the skip pattern (skips are -->Q05, for example)
- e) Add the symbol -->□ (can be blank) to some variables.

2.- What modifications CAN NOT be performed to the data entry program?

Once the data entry started, the following changes cannot be performed:

- a) Change the length of a variable
- b) Add variables
- c) Delete variables

1.2 Modification and updates to screens - variables allowed to be blank

(1) Variables that can be blank:

To allow a variable to accept blanks, the following symbol should be used, at the end of the definition of the variable:

","-->□"

"□": Ascii code 219

Example:

Q01," 1 Age in years " , 3,1,25,2,QNT,00,99,--> □
or

```
Q01," 1 Sex          ",3,1,25,1,QLN
1,MALE
2,FEMALE
EOC,--> 
```

or

```
Q01," 1 Date of interview",3,1,25,6,CHR,--> 
```

or

```
Q01," 1 Name of the person",3,1,25,30,TYP,--> 
```

1.3 Organization and installation of field computers

The data entry program should be installed in all the computers that will be used for data entry.

All computers will be organized in the same way:

Create a subdirectory called ENTRY, and there create the subdirectories:

"DATA", "DICT":

```
C:\ENTRY
C:\ENTRY\DATA
C:\ENTRY\DICT
```

The DATA sub-directory is where data will be stored.
The DICT sub-directory contains the Dictionary of Variables.

a) Copy the following files into ENTRY:

```
C:\ENTRY>copy A:\ENTRY\PARAMETR *.*
C:\ENTRY>copy A:\ENTRY\ENTRY.EXE *.*
C:\ENTRY>copy A:\ENTRY\ARINTERR.EXE *.*
C:\ENTRY>copy A:\ENTRY\ARISCREE.EXE *.*
C:\ENTRY>copy A:\ENTRY\RESPA.BAT *.*
C:\ENTRY>copy A:\ENTRY\ME.EXE *.*
```

b) Copy all the dictionary into DICT:

```
C:\ENTRY>copy A:\ENTRY\DICT\SCR*. DICT\*.
```

Now, the operator can start entering data.

If you want to change the color of the fields for data entry, then use the option F9 in ARISCREE.

1.4 Regular back-up procedure

The back-up will be performed following the 9-regions organization of the field-work and the 6-centers organization of data entry:

There are 9 main regions in Bulgaria, so each center for data entry will be responsible of 1 or two regions.

This should be clearly defined at the beginning of the survey

Each computer for data entry will have the sub-directory:
"C:\ENTRY", for data entry.

Data entry operators will be responsible for making the daily back-ups for the data entry during the day.

To do that, they will be provided with a special batch procedure (RESPA.BAT) and diskettes (3.5 or 5 1/4):

Each diskette will be prepared before, for the data entry operation's manager: each diskette will correspond to one region, and will contain a subdirectory called "REGION?", where "?" is the number of the region (from 1 to 9).

So, in each data entry center there will be one or two diskettes, depending on the regions attached to the center. Then, at the end of the day, the data entry operator should run the batch procedure:

```
C:\ENTRY\RESPA REGION?
```

where "?" is the number of the region to be back-upped.

The procedure will automatically back-up the region.

1.5 Weekly backup routine.

Once a week, the data entry operators should send a copy of the back-up diskettes to the data entry operation's manager, in Sofia.

The manager will have access to a "master machine" that will have the complete set of data entered in all Bulgaria.

The hard disk of that computer will have one directory called DATA, and 9 sub-directories in it, one for each region:

"C:\DATA\REGION1",
"C:\DATA\REGION2",
.
"C:\DATA\REGION9"

She will copy the data contained in each of the diskettes into the corresponding sub-directory.

1.5 Sending data to the World Bank.

The data entry operation's manager will be also responsible for sending the data to Washington. Temporary data sets should be sent to Washington, and the all data should be sent once all the data entry operations have finished:

She should compress each region directory's data, copy all 9 compressed files into diskettes, and send them to Washington, as well as a copy of the program used for compression.

II PREPARATION OF DATA SETS AND CODEBOOKS

2.1 Generation of the household database

The Household's data base is a file that contains one record per each household entered into the computer, with confidential information. It is an ASCII file with 12 columns separated by ",". The information in each of the columns are:

- (1) Household number
- (2) Original/Replaced
- (3) Reason
- (4) Interviewer code
- (5) date of interview
- (6) Supervisor code
- (7) Name of Head
- (8) Address
- (9) Location
- (10) Telephone
- (11) Group
- (12) Language

NOTE: This information will be only contained in this data base, and will be automatically excluded by the program, at the moment of creating the complete household data base to be analyzed with SAS, SPSS, STATA, ARIEL, etc.

How to generate this file?

At the end of data entry, when you have all the data copied into each of the 9 directories of your machine, you should do the following, in order to create the ASCII HOUSEHOLD DATA BASE:

Proceed in each of the directories as follows:

```
C:\DATA>\cd REGION1  
C:\DATA\REGION1>dir ??????. > HOUSES
```

Edit the file HOUSES, and delete all lines we don't need, and leave just the first 7-digits of the name of the household file: [easier to sort the file ??]

```
0101011  
0101021  
0101031  
0101041
```

.
. .
.

When the file HOUSES is ready, then run the program HOUSES.EXE:

```
C:\REGION1>HOUSES
```

Then, the file HOUSES.DAT will have the ASCII HOUSEHOLD DATA BASE for region number 1.

Proceed with the other regions.

Then, you will have 9 files HOUSES.DAT: one for each region.

Copy all of them into just one file, and you will get the household data base with all households that were entered.

2.2 Generations of the files usable for analysis

At this point, household's data files (approximately 2,500 files) are contained in 9 subdirectories, one for each region.

Got to REGION1 sub-directory, and copy the PARAMETR file from the data entry program into this sub-directory:

```
C:\DATA\REGION1>copy C:\ENTRY\PARAMETR PARAMETR
```

Edit the PARAMETR file, and you will see that the first line looks like this:

```
"DATA\","C:\ENTRY\DICTIONARY\SCR",",","
```

You have to modify it and change the name of the subdirectory that contains the data. It should look as follows:

```
","C:\ENTRY\DICTIONARY\SCR",",","
```

Execute then the program ARIEXCH, that will organize the file into themes:

```
C:\DATA\REGION1\ARIEXCH
```

When it finishes, you will have one file for each data entry screen, containing data for every record or card-type.

Continue with region 2, etc.

At the end, you will have more or less 53 files in each region.

Run the ARISCREE program, to produce the structure of the SAS files, SPS files, ARI files or DBF files.

Using this structure and the files by theme, you can analyze the data.