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ROYAL GOVERNMENT OF CAMBODIA

# General Population Census of Cambodia

March 1998



**DATA ENTRY MANUAL**

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National Institute of Statistics, Ministry of Planning  
Phnom Penh, Cambodia  
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## Chapter 1. Introduction

### 1. Introduction.

The data of the 1998 General Population Census of Cambodia will be entered into the computer with the use of the PC-EDIT software package. PC-EDIT is a package developed by the Statistical Division of the United Nations and is used in many countries to capture Census and Survey data. The underlying manual will describe the data entry procedures as well as the relevant features of the PC-EDIT software.

### 2. Getting started.

To start PC-EDIT, double-click the left mouse button while pointing on the “PC-EDIT” icon shown on your Windows screen.



pcedit.ico

The system will start automatically and display the PC-EDIT Opening screen as illustrated in Figure 1 below.

*Figure 1. PC-EDIT opening screen.*

# PC-EDIT

Software Program for Data Entry and Editing



Statistical Division, Department of Economic and Social Development, New York  
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The development of PC-EDIT has been supported by the  
United Nations Population Fund (UNFPA).

Hit any key to start

### 3. Log-in procedure.

The system will halt on the opening screen and prompt you to enter an User ID. Each data entry operator has been assigned an unique identification number. These numbers are also affixed to the computers and have the following ranges: A01 to A10, B01 to B10, C01 to C10, D01 to D10, E01 to E10 and F01 to F10. The first capital letter identifies the group, i.e. there are six groups. The 2 digit number that follows identifies each of the 10 operators within a group.

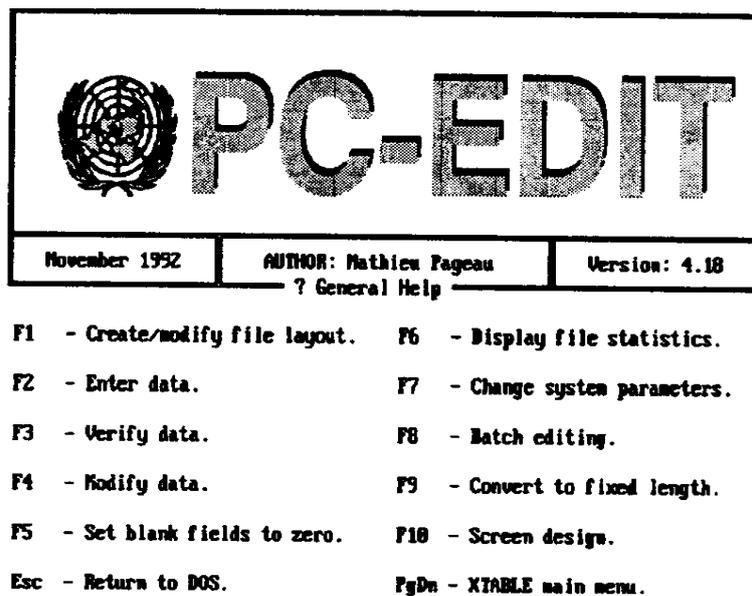
You should enter the user ID given to you. If the user ID is invalid, the message "UNKNOWN USER, CANNOT USE SOFTWARE. HIT ANY KEY" appears. After validation of the user ID, the system will prompt you for a password. For the data entry of the 1998 Census data passwords are not active; you can simply press the ENTER key.

You should always ascertain that you logged into PC-EDIT with the user ID assigned to you. **User IDs are not only used to provide access to the system but also to measure your productivity.**

#### 4. Main Menu screen.

Figure 2 shows the Main Menu displaying the authorized functions for the current user. You will only have access to the functions that are relevant for your assignment, i.e. the F2, F3, Esc and ? key. The F2 key is used to start Data Entry while the F3 key is used to start Data Verification. The Esc key will exit the PC-EDIT system and return to the Windows screen. When you press the '?' key, the system will display a window with General help information.

*Figure 2. Main Menu of PC-EDIT.*



For any function selected, the F1 key causes a window to appear on screen that displays the function keys, control keys, and cursor movement keys active within a particular program. The window serves as a help screen reminding you of the various commands available. To use a control key command, press the Ctrl key while simultaneously pressing the corresponding letter key. For example, Ctrl/S means pressing the Ctrl key while at the same time pressing the S key.

## Chapter 2. Data Entry (F2)

The Data Entry program is used to input raw data into a data file according to a specified file layout. A new file can be created or data may be appended to an existing data file.

### 5. Data Entry opening screen.

To begin data entry, press F2 from the PC-EDIT Main Menu. An opening screen as in Figure 3 will be displayed.

Figure 3. Data Entry opening screen.

```
PC - EDIT
Data Entry
File name containing LAYOUT to use:  FORM_B.LAY _____
File Name containing data:           02030102.B01 _____
FILE EXISTS. (A)PPEND TO IT, (C)REATE NEW FILE. ____
A SCREEN LAYOUT EXISTS. WOULD YOU LIKE TO USE IT? Y
```

The system first asks for the name of the file containing the layout to be used. A layout file is a series of instructions to the computer defining the shape of the Data Entry screen and the variables it contains. For the 1998 Population Census we will use 3 different layout files:

1. FORM\_A.LAY - Data entry of Household listing (Form A);
2. FORM\_B.LAY - Data entry of main questionnaire (Form B);
3. SFORM\_B.LAY - Data entry of Enumeration Summary.

Your supervisor will instruct you which of the 3 layout files is to be used at a particular stage.

Next, the system will prompt you for the name of the file that contains the data. The system will check if a file with that name already exists. If a file with that name exists, the system will prompt you with the message: "FILE EXISTS, (A)PPEND TO IT, (C)REATE A NEW FILE?". If you answer with "A", PC-EDIT will append (add) to an existing data file. If you answer with "C", the cursor will move back to the question on the name of the data file.

Finally, the system will display the message: "A screen layout exists. Would you like to use it? Y(es), N(o). **You should always respond to this question with "Y".**

## 6. Identification particulars

The 1998 Population Census used several forms and questionnaires during its field operation. A common feature on all these different documents is a set of geographical codes that facilitates identification. Unique code combinations are assigned to each E.A. and to each household within E.A.s. This combination of geographical codes plays an crucial role while processing data for various stages of presentation and in tracing erroneous records.

The elements of composite identification particulars identifying different levels of administrative units are as follows:

1. Province	- 2 digits
2. District	- 2 digits
3. Commune	- 2 digits
4. Village	- 2 digits
5. Enumeration Area	- 2 digits
6. Building number	- 3 digits
7. Household number	- 2 digits

The processing of the questionnaires of the 1998 Population Census will be done batch-wise; the Enumeration Areas will constitute the batches. Hence, the unique code combination for a particular E.A. is constructed from the Province, District, Commune, Village and E.A. code. Within each Enumeration Area further identification of individual buildings and households is achieved by using their respective numbers.

## 7. Naming convention for data files.

The names of the data files for the 3 different layouts and the various geographical levels have to be chosen in a consistent and structured manner. The names will be given to you by your supervisor and will be based on the following principles:

### **a. Data file names for Form 2 - Enumeration Summary.**

The data entry of Form 2 - the Summary Form, will be done on the level of the Commune. The file names therefore require the Province, District and Commune code. The following naming convention is suggested:

**pp\_dd\_cc.SF2**

where pp is the Province code, dd the District code and cc the Commune code. For example, for Province = 03 Kampong Cham, District = 04 Dambae, Commune = 01 Chong Cheach the name of the data file would be **03\_04\_01.SF2**. The filename extension F2 indicates the type of data, in this case Summary Form 2 data.

### **b. Data file names for Form A and Form B.**

The data entry of Form A and Form B will be done on the level of the Enumeration Area (EA). The file names therefore require all geographic codes, i.e. Province, District, Commune, Village and Enumeration Area codes. The following naming convention is suggested:

- for Form A:           **ppddccvv.Aee**  
- for Form B:           **ppddccvv.Bee**

where pp indicates the Province, dd the District, cc the Commune, vv the Village and ee the E.A. code. The capital letters A or B indicate the type of data (A is Form A data and B is Form B data). For example, consider the following E.A. batch:

Province:    05 - Kampong Spueu  
District:    01 - Baseedth  
Commune:    05 - Pheari Mean Chey  
Village:     02 - Thmei  
E.A. No.:    02

The appropriate name for Form A data would be:           **05010502.A02**

while the name for Form B data would be:                   **05010502.B02**

## 8. Data Entry screens.

After prompting the questions on the Data Entry opening screen the system displays the data entry screens depending on the selected layout file. The screens are designed in such a manner as to resemble the forms as close as possible. Note that for Form A and Form B the questionnaires are too large to be fully displayed on the screen. In such cases the screen will scroll horizontally and/or vertically as and when required.

## 9. Field Ranges.

The data entry screens display all the questions that are on the questionnaires. These individual questions are called "FIELDS". Each field has its particular range of valid entries. For example, the field SEX can only have code '1' for male or code '2' for female. The valid codes for a particular field are called ranges, i.e. the range for SEX is from 1 to 2. All other codes for field SEX are invalid; they are **out of range**. If, during data entry, you try to enter a value that is out of range, PC-EDIT will sound an alarm and display an error message. The cursor remains positioned on the field until a correct entry is entered. For exceptional cases, an option is provided for forcing in an out-of-range value into a field.

The F2 function key allows the user to display the valid ranges for the field where the cursor is currently positioned. It opens a pop-up window showing the valid values that can be entered. When the list exceeds the window, you can

use the UP and DOWN arrow keys to scroll each item or the PgUp and PgDn keys to display the next set of items.

#### 10. Filling of leading zeroes.

If the number of characters entered for a field equals the field length, the cursor proceeds immediately to the next field. However, if the number of characters entered for a field is less than the specified length, the enter key should be pressed to move the cursor to the next field. PC-EDIT will automatically zero-fill the field. As an example, the field OCCUPATION has a length of 3 digits. If the code for OCCUPATION is '001', enter only '1' and press ENTER. The system will automatically fill the two leading zeroes.

#### 11. Skip patterns.

Some of the questions on Form B are only applicable under certain conditions. For example, the questions on Employment Period, Occupation, Employment Status, Industry and Sector of Employment are only applicable for persons with a Main Activity of '1' or '2'. For persons with a Main Activity of '3', '4', '5', '6', '7' or '8', these questions should be left blank, i.e. they are skipped. The following skip patterns apply to Form B and are built in into the FORM\_B.LAY data entry program:

- |                               |   |  |
|-------------------------------|---|--|
| 1. Q11 - Duration of stay     | - | skipped when Q10 is '001'                            |
| 2. Q12 - Reason for Migration | - | skipped when Q10 is '001'                            |
| 3. Q16 - Employment period    | - | skipped for persons with a Q15 of 3, 4, 5, 6, 7 or 8 |
| 4. Q17 - Occupation           | - | skipped for persons with a Q15 of 3, 4, 5, 6, 7 or 8 |
| 5. Q18 - Employment status    | - | skipped for persons with a Q15 of 3, 4, 5, 6, 7 or 8 |
| 6. Q19 - Industry             | - | skipped for persons with a Q15 of 3, 4, 5, 6, 7 or 8 |
| 7. Q20 - Employment sector    | - | skipped for persons with a Q15 of 3, 4, 5, 6, 7 or 8 |

#### 12. The Status line.

The last line at the bottom of the data entry screen is called the Status line. As the name suggests, it gives the operator some information on the current status of the session. More specifically, it provides information on the current FIELD, CASE, RECORD and COLUMN.

FIELD. It was pointed out earlier that a field refers to a particular question on the data entry screen. The Status line displays the internal name as assigned to each field during the development of the data entry program. The system will display the name of the field whenever the cursor is positioned there.

CASE. A case refers to one or more questionnaires which constitutes a household. A case will contain information on the household as well as on the persons in that household. The information on the household is called a 'Housing record'. It comprises the geographical codes (Province, District, Commune, Village and Enumeration Area) together with the Building No., Household No., the number of persons in the household, the Fertility Information for Females aged 15 and over (Part 3), and the Housing

Conditions and Facilities (Part 4). There will be one Housing record for each case. The information on each person in the household is called a 'Person record'. A person record comprises the geographical codes and all the 20 questions in Part 2 of the questionnaire. The number of cases as displayed on the Status line therefore indicates the number of households entered so far.

RECORD. As stated above, a household consists of one Housing record and a number of Person records. The Status line informs you how many records have been entered so far.

COLUMN. The column indicator on the Status line informs you on the physical position of the cursor within the Housing or Person record.

### 13. Correction of Typing errors.

To make a change in a record during data entry, move the cursor to the field requiring a change and type over the existing value. The cursor can be moved with the right and left arrow keys. If the new value is valid, the cursor will move to the next field requiring data entry.

If a field change results in a skip being implemented, the intervening fields (those between the field being changed and where the cursor will be positioned after the skip) will be set to blank. By the same token, if a field change means that previously skipped fields now require an entry, the cursor will move to the first field requiring an entry.

Occasionally, it may be necessary to have the system accept a value that does not pass the field check. Some fields may have received an erroneous code from the field that was not discovered during the manual editing stage. In such an instance, you should inform your supervisor of the presence of an invalid entry. The Ctrl/F key will bypass the field checks for any particular field. This command should be used carefully and only for exceptional cases.

Corrections of errors in the current case is possible, **but only within the current case**. You can use the up and down arrow key in the FORM\_B.LAY layout to move between Person records. It is not possible to move back to previously entered cases.

### 14. Consistency checks.

Besides range checks and automatic skips, the data entry program also includes some consistency checks. A consistency check compares the values between two or more fields and verifies their consistency. As an example, in the layout used to capture the Summary Form 2 data (SFORM\_B.LAY), the system will check that the entry for Persons is equal to the sum of Males and Females. If the program detects a situation where two or more fields are not consistent, it will open a window showing an appropriate error message. You should first find out if you have made a typing error. If you have, move the cursor to the invalid field and correct the entry. **In case it is not a typing error but a coding error, you should notify your supervisor.**

## 15. Saving data files.

There are two ways to save the data you have entered: Ctrl/Q to Save and Quit and Ctrl/S to Save and Continue.

Ctrl/Q - Save and Quit. This command saves the data file and quits the data entry program. For Form B, the Save and Quit command can only be used when the cursor is positioned on the primary record of a case. This ensures that all records of a case are entered before you quit. The primary record of a case is the Housing record of the household. If you try to quit the data entry program from elsewhere in a case (i.e. on a Person record), the system will sound an alarm and issue the warning message: 'CANNOT QUIT, NOT ON PRIMARY RECORD. HIT ANY KEY'. You should always finish entering data for the current case, and move the cursor to the next Housing record before pressing Ctrl/Q. After the Ctrl/Q command has been executed, PC-EDIT will display the following message: 'THERE ARE XXXXX CASES AND XXXXX RECORDS SAVED ON FILE. HIT ANY KEY.'. Pressing any key will return you to the Main Menu.

Ctrl/S - Save and Continue. This command will save your data file but will not quit the data entry program. For Ctrl/S it is not necessary to have the cursor positioned on the primary record.

**You should always save your data file before leaving the computer room. You should also indicate where you have stopped so that in your next session you can continue from there. Use a ball pen or a sheet of paper to mark the page/questionnaire where you have stopped.**

## 16. Prompting of Person records (Form B).

The data entry program will prompt you to enter information on the persons in the households. The data entry screen provides 10 rows for this, but you can enter as many Person records as required. If you need to enter more than 10 persons, the screen will scroll up.

The actual number of Person records the system will prompt you for, depends on the figure entered in the field 'Number of Persons'. For instance, if you had entered 7 as the number of persons in the household, PC-EDIT expects 7 Person records and will prompt you accordingly.

## 17. Households with multiple questionnaires (Form B).

It is possible that more than one questionnaire was used for a particular household. This will be the case when a household comprises more than 10 persons. The continuation will also be indicated in the square provided at the left hand bottom of Part 1 of Form B. If a household is continued, you should not re-enter the geographical codes and the household information. You should just continue entering the Person records.

## 18. The "TYPE" field (FORM B).

The layout files for Form A and the two summary forms are simple and consist of one record type only. The FORM\_B.LAY layout, however is very complex and consists of 4 different record types:

record type 1:	Housing record;
record type 2:	Person record;
record type 3:	Fertility record;
record type 4:	Housing Conditions and Facilities record.

Using the FORM\_B.LAY layout, it may happen that when you move the cursor beyond the first field of a record the field name "TYPE" will appear on the status line. In such a case it will be necessary to enter the value for the record type to continue with data entry. Follow the instructions below:

- press '2', if the next record you have to enter is a Person record;
- press '3', if the next record is a Fertility record;
- press '4', if the next record is a Housing Condition and Facilities record;
- press '1', if the next record is a Housing record (i.e. if you want to start with a new Household).

Normally, you will not encounter the "TYPE" prompt. It is only displayed when you move the cursor beyond the first field of a record. However, should the system prompt you for the "TYPE" and you are in doubt what to do, contact your supervisor.

## 19. Function keys of Data entry.

### F1 = Help

Press the F1 to display all the function keys, control key commands and cursor movement keys available while using the Data Entry program.

### F2 = Show Field valid values

The F2 function key displays the valid values for the field where the cursor is currently positioned. When the list exceeds the window, you can use the UP and DOWN arrow keys to scroll each item or the PgUp and PgDn keys to display the next set of items.

### Ctrl/F = Force a value

Ctrl/F forces the system to accept a value that does not pass the field check. It should be used carefully and only for exceptional cases. The use of Ctrl/F is monitored by the system. The number of times this command is used is registered and will be known to your supervisor.

### Ctrl/Q = Save and Quit

Saves the data file and quits the Data Entry program. Ctrl/Q can only be used on the primary record (i.e. the Housing record in Form B).

Ctrl/S = Save and Continue

Saves the data file and continues data entry at the current cursor position.

ENTER = Next field in record

The ENTER key moves the cursor forward one field at a time. It will also fill out the field with leading zeroes if required. Pressing ENTER instead of entering a value in a field will place zeroes in the field.

UP arrow = Preceding record in file

The UP arrow key positions the cursor on the first field of the preceding record.

DOWN arrow = Next record in file

The DOWN arrow key positions the cursor at the first field of the next existing record. When no more records are encountered, the cursor is positioned on column 1 of a blank line, awaiting the entry of a value.

LEFT arrow = Preceding field in record

The LEFT arrow key moves the cursor to the preceding fields in the record.

RIGHT arrow = Next position in the field

The RIGHT arrow key moves the cursor to the next position in the field.

BACKSPACE = Preceding position in record

The BACKSPACE moves the cursor to the preceding position in the record.

## Chapter 3. Data Verification (F3)

### 20. Overview.

Data verification is an important step to ensure the accuracy of data already entered. It will be used in the data entry of the 1998 Population Census to detect data entry (typing) errors. **Verification implies that a data set is entered a second time by a different keyboard operator.** The data entry program compares the re-entered data against the originally entered data. All edit rules are in effect for the verification process, and the system reacts in the same way as for original data entry.

### 21. Verification opening screen.

The data verification process is started by pressing the F3 function key from the Main Menu. PC-EDIT will display an opening screen as in Figure 4.

*Figure 4. Data Verification opening screen.*

```
PC - EDIT
Data Verification

File name containing LAYOUT to use:  FORM_B.LAY _____
File Name containing data to verify:  03010204.B02 _____

A SCREEN LAYOUT EXISTS. WOULD YOU LIKE TO USE IT? Y
```

The system will first prompt you for the name of the layout file. Next, it will prompt for the name of the data file to be verified. Next, the message “A screen layout exists. Would you like to use it?” is displayed. **Always respond with “Y” to use the screen formats.**

### 22. Verifying data.

The verification screen is identical to the data entry screen. It contains the Status line that displays the Field name, Case number and Record number of the field where the cursor is positioned.

Verification works the same way as data entry. The cursor movement keys have the same function as for data entry, except that it is not possible to move the cursor to a preceding or subsequent record by using the Up and Down arrow keys. All cursor movement is limited to the current record.

The F1 key is available for Help. Whenever you are in doubt of what action to take in the Verification mode, press F1 for a list of active keys and commands.

If, during verification, you enter a value that does not match with the original entry, the system will sound an alarm. Check the value you entered against the questionnaire. **If you have mis-keyed the entry, correct it and continue. If the value you entered is correct with the questionnaire but differs from the original entry, press Ctrl/A to have the system accept the new value.** Pressing Ctrl/A will overwrite the original entry.

It should be stressed that the verification exercise intends to detect data entry errors that might have occurred during the first round of data entry. You should therefore enter only the values as written on the questionnaire. **NEVER TRY TO COPY WHAT WAS ENTERED DURING THE FIRST ROUND.**

If you entered a value that does not match, you can look up the original entry by pressing the F3 key. F3 will open a window showing the original value for the current field. The main reason for using the F3 key is that unclear handwriting on the questionnaire might result in different interpretations of a particular value. Being able to see what was originally entered might help you to determine the correct value.

Occasionally, it may be necessary to use the Ctrl/F function to force in an invalid entry. If Ctrl/F was used during the first round of data entry to force in a value, it will have to be used again during verification, even if the same value is entered during verification.

PC-EDIT keeps track of the number of cases and records verified per session. If you try to verify a file in which all records have already been verified, the system will display the message "NO MORE RECORDS TO BE VERIFIED. HIT ANY KEY TO GET OUT". Pressing any key will return you to the Main Menu.

**IN EXCEPTIONAL CASES, YOU MAY FIND THAT ALMOST NO FIELD MATCHES THE ORIGINAL VALUE. THIS WILL OCCUR WHEN, EITHER DURING DATA ENTRY OR VERIFICATION, RECORDS ARE OMITTED OR DUPLICATED. SHOULD THIS HAPPEN TO YOU, STOP DATA VERIFICATION AND NOTIFY YOUR SUPERVISOR.**

### 23. Saving the data file.

When all records in the file have been verified, the system displays the message "NO MORE RECORDS TO BE VERIFIED. HIT ANY KEY TO GET OUT". By pressing any key, the system saves the data file and returns to the Main Menu. To quit the verification program before the end of file is encountered, use the Ctrl/Q function. For Form B, the cursor must be positioned on a Housing record that has not yet been verified. If the cursor is positioned elsewhere, the error message "CANNOT QUIT. NOT ON PRIMARY RECORD. HIT ANY KEY" is issued.

## 24. Function keys of Data Verification.

### F1 = Help

Press the F1 to display all the function keys, control key commands and cursor movement keys available while using the Data Entry program.

### F2 = Show Field valid values

The F2 function key displays the valid values for the field where the cursor is currently positioned. When the list exceeds the window, you can use the UP and DOWN arrow keys to scroll each item or the PgUp and PgDn keys to display the next set of items.

### F3= Show old field value

The F3 displays the original value entered for the field being verified. It opens a window directly above or below the field you are positioned on showing the value originally entered. This option will be helpful when it is difficult to read the values written on a questionnaire. The use of F3 is monitored by the system. The number of times this command is used is registered and will be known to your supervisor.

### Ctrl/A = Accept new value for field

Use Ctrl/A to overwrite a previously entered value when the correct value differs from the one entered during data entry. **ONLY ENTER VALUES AS WRITTEN ON THE QUESTIONNAIRE. NEVER TRY TO COPY WHAT WAS ENTERED DURING THE FIRST ROUND.** The use of Ctrl/A is monitored by the system. The number of times this command is used is registered and will be known to your supervisor.

### Ctrl/F = Force a value

Ctrl/F forces the system to accept a value that does not pass the field check. It should be used carefully and only for exceptional cases. The use of Ctrl/F is monitored by the system. The number of times this command is used is registered and will be known to your supervisor.

### Ctrl/Q = Save and Quit

Saves the data file and quits the Data Verification program. Ctrl/Q can only be used on the primary record (i.e. the Housing record in Form B).

### Ctrl/S = Save and Continue

Saves the data file and continues data verification at the current cursor position.

ENTER = Next field in record

The ENTER key moves the cursor forward one field at a time. It will also fill out the field with leading zeroes if required. Pressing ENTER instead of entering a value in a field will place zeroes in the field.

LEFT arrow = Preceding field in record

The LEFT arrow key moves the cursor to the preceding fields in the record.

RIGHT arrow = Next position in the field

The RIGHT arrow key moves the cursor to the next position in the field.

BACKSPACE = Preceding position in record

The BACKSPACE moves the cursor to the preceding position in the record.

## **Chapter 4. Data Entry of Summary Form 2**

### 25. Introduction.

The first schedules for data entry are the Summary Forms 2, the Enumerator's summary. These schedules are used for the timely release of the provisional census results. The layout file 'SFORM\_B.LAY' is used for this purpose which is a very simple layout with only limited checks. Some important instructions for the entry of Form 2 data are given in this chapter.

### 26. Changing the Village and E.A. codes.

The Summary Forms 2 are entered Commune-wise, i.e. you will be given a batch of schedules for a particular commune. Within such a commune batch there will be different Villages Enumeration Areas. **It is very important that you change the geographic codes whenever you start a new Village or E.A.**

When you have entered all the schedules for a particular commune you should save the file (Ctrl Q) and ask your supervisor for a new commune batch. This implies that a data file will consist of the Villages and E.A.'s for one Commune only.

## 27. Sorting and arranging the schedules

As was mentioned above you will be working with batches consisting of the various Villages and E.A.s for a particular Commune. Before you commence with data entry it is important to first sort and arrange the Form 2 schedules in a logical manner. Start with the first Village (normally coded as '01') and the first E.A. within that village (coded as '01'). Then continue with the next Village or E.A. whichever is applicable. For a particular E.A. make sure to start with page 1 (which normally begins with Building No. 001 and Household No. 01).

## 28. Multiple households within same buildings

Households are numbered within buildings. This implies that for every building the Household No. starts with code '01'. There will be buildings with several households in which case the Household No. is incremented by 1 and the Building No. is left blank. However, in PC-EDIT it is not feasible to enter spaces for Building No. (the field ranges should be numeric). **You should therefore force the blanks into this field by pressing the Ctrl F keys.**

Building No.	Household No.
023	01
024	01
025	01
	02
	03
026	01
027	01
	02
028	01

## 29. Locked houses.

Another feature on the Summary Form 2 schedules are the locked houses. These are households that could not be contacted because the residents had moved out or because nobody was living there during the enumeration period. Such locked houses can easily be identified on the Form 2 schedules as no information is recorded for them. In addition, there normally will be an explanation written in the remarks column.

Building No.	H.hold No.	No. of Forms	Males	Females	Both Sexes	H.hold Type	Remarks
017	01	1	2	3	5	1	
018	01	1	3	3	6	1	
	02	1	3	4	7	1	
019							locked
020	01	1	2	3	5	1	

Locked houses should not be omitted during data entry. They have to be entered but again PC-EDIT will not accept blanks as a valid input. Therefore, in order to enter a locked household, you should use the Ctrl F keys to force blank values for the fields: Household No., No. of Forms used, Males, Females, Both Sexes, and Household Type.

### 30. Page and E.A. Totals.

The last two rows on every Form 2 schedule are reserved for the Page Totals and the Enumeration Area Total. **These total rows are not to be entered.** During the tabulation stage computer software will be used to calculate the totals for the various geographical areas.

### 31. Editor's corrections.

The Form 2 schedules have been manually edited to ensure the information is consistent with the main census questionnaires. You may therefore encounter corrections made as a result of discrepancies. These corrections are made with red-colored ball-pens and are easily identifiable. **You should always follow these corrections during data entry.**

Some editors placed tick-marks in the columns as an indication that the entries were checked. Don't confuse these tick-marks with corrected entries. As an example, the inserted table shows how some editors have placed tick-marks besides the entries. Don't misread these entries as 11, 21, 31 and so on. **Use your common sense and judgement before entering the data.**

<b>Males</b>	<b>Females</b>	<b>Both Sexes</b>
1 ' ✓	2 ' ✓	3 ' ✓
2 ' ✓	2 ' ✓	4 ' ✓
3 ' ✓	1 ' ✓	4 ' ✓
1 ' ✓	1 ' ✓	2 ' ✓