

Minnesota Population Center

Data Entry Instructions Order N73

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NATIONAL STATISTIC SERVICE OF THE RA
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INSTRUCTION
ABOUT CENSUS DATA ENTRY FORM

YEREVAN 2001

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This instruction was made in 2000 from experimental census “Information data entry instruction” and by the US trade department accounting bureau international project center professional Sherrill Gogin’s “About census information data entry instruction” materials. It is also coordinated with “About census blank filling in form” and “About coding form” instructions.

1. General information about census material processing

Works, which were carried out after census material composing on October from 10 to 19, 2001:

- a) Bags accompanying notes information data entry (for census primary information)
- b) Questionnaire some question answer coding
- c) Coding checking
- d) Questionnaire information data entry (by information data entry project)
- e) Double data entry: some information data entry verification for comprising with the original materials and for checking of data entry person
- f) Information base checking and correcting (by information instructing project)
- g) Initial tables making on the base of checked census material

2. Census material confidentiality

In order to provide the census material confidentiality the data entry person, according to the signed contract, should act in the interests of the “About census” law and follow the following rules:

- a) It is not allowed to take out the questionnaires from the work place. After the shift is over, for security purposes, the questionnaire should be given to the inspector at once.
- b) There must be no any certain information flow during the work process.

3. The system work

In order to imagine the CSPro system work one should know the following information (for getting more information about the orders press F1).

The main keys for information data entry and their meaning:

0-9	Numbers data entry
Space	to delete the very field contents
Del	to delete the very filed contents
BkSp	to delete the figure
Utilization of pointers:	

Enter	to pass to another field
⇒ or ↓	to pass to another field
⇐ or ↑	to come back to previous field

Passing from one screen to another:

PgUp	to return to previous screen
PgDn	to pass to following screen (this will work only in the case, if the information is already entered)
F12	to save the questionnaire (only the very questionnaire information is saved)
ESC	to delete the questionnaire (only the very questionnaire information will be deleted)

4. Information data entry

The work is carried out with the help of four screens: geographic codes screen, two screens of individuals and residence place state screen.

1. To start data entry one should press the appropriate button on the screen.
2. A widow will open, which will ask to enter the file name, which is used for blanks of the appropriate bag (one should use the file name given by the supervisor).
3. The next operator ID will ask the number of data entry person, which was given by the supervisor. When there is no code, one should turn to supervisor at once.
4. If all the activities are preformed correct, one will enter into the data entry system, where pressing together Ctrl+A buttons the system will enter into data entry regime. For each bag the following window will be opened:

CENSUS 2001
PERSON AREA COMMUNITY PLACE OF RESIDENCE BAG CITY/VILLAGE
NUMBER OF BLANK UNITE OF RESIDENCE

5. Each bag has an accompanying note, where one can find detailed information about domestic economy of the very bag. From the very bag accompanying note should be entered the appropriate code of the abovementioned field. While entering geo codes, the system will clarify

the information. If the entered code will not be found, the desktop will show the mistake and the data entry person will not be able to continue his work, until the geo code is not clarified. When geo code is corrected, and the error message still persists, then one should turn to supervisor in order to restrain the problem.

When getting message **“wrong geo code”** one should turn to supervisor in all cases. Do not try to continue the data entry; in this case you will put in danger the correctness of all the material of the bag.

After correctly entering data and geo code, one should enter the separate notes data of the bags.

6. After entering the blank number and the number of the place of residence from the first page of the blanks, the following screen will open, which refers to persons. In this stage of data entry, the data entry of persons is done with the help of two screens. Passing from one screen to another, in this case, is done with help of Ctrl+/ buttons. One should enter the exact quantity of persons, which is mentioned in the blanks. And while entry one should attentively follow all the notes. When the data entry of the very filed will be more then it should be a message on the screen would warn about it. If the error is correct, one should press F2 with the code of the blank to pass to the next field; in other case one should correct the mistake. The first field (column 1) number of the person: is mentioned automatically. Then the other data should be entered, leaving free the fields, which are not filled (press ENTER button). Concerning persons, whose information is not filled in properly or totally (field, which concern temporarily present persons and age restrictions) one should press / button, which will pass you to another person.

CENSUS 2001 (Person data entry screen #1)												
	Following#	2	3	4	5	6	7a	7b	8	9a	9b	9c
1												
2												
3												
4												
5												

7. After finishing person data entry, one should press (Ctrl+/) button to pass from one screen to another. The system will pass to the following screen: dwelling conditions data entry screen. If in (Total) field the entered number does not match, the already entered number of persons, then one should turn to supervisor, in order to know what further steps should be taken.
Dwelling conditions data entry screen:

<u>Dwelling conditions</u>	
<u>B1</u>	<u>B9</u>
<u>B2</u>	<u>B10</u>
<u>B3</u>	<u>B11</u>
<u>B4</u>	<u>B12</u>
<u>B5</u>	<u>B13</u>
<u>B6</u>	<u>B14</u> Separate Mutual
<u>B7</u>	<u>B15</u> General Dwelling
<u>B8</u>	

8. While entering living conditions data, after entering the data of the last field a question “accept questionnaire” will appear. To pass from one domestic economy to another one should press ENTER button, being sure that the mouse is on YES. If the person is homeless, then only the first field of living condition should be filled. All the other fields must be left empty. After entering the appropriate code of “homeless” press F12 or (/) buttons. A window will open with a message “Accept questionnaire”. If pressing YES one will pass to the following questionnaire number.

If all the required activity is done correct, one can say:

The questionnaire data is entered and saved

9. After finishing works with the questionnaire the geo code screen will appear again. There is no need to enter the geo code again for the rest questionnaires of the bag. As the geo codes of the rest questionnaires of the bag fit the geo code entered for the bag.

V. Information checking

The questionnaire checking process is the same as the data entry process. For entering verification regime one should press **Ctrl+V**, while in data entry regime one should press **Ctrl+A**.

To stop the work **Ctrl+S** should be pressed.

If during the checking a message “The units of the field do not coincide each other” appears, then the following two situations occur: the mistake was made by the primary data entry person or data entry checking person.

- a) If the primary data entry person has made a mistake, then data entry checking person must be sure, that he is entering correct information (checking the very information with the questionnaire information). And only after checking he must twice press the ENTER button, in order the system admit the correct information.
- b) If the mistake was done by data entry checking person (the primary data entry person has entered information correct). One should again double check the information with the questionnaire information, correct the mistake and double press the ENTER button, in order the system admit the correct information.

Vocabulary

Field: questionnaire information units. The fields coincide with columns of the questionnaire (egg. Person's age or sex).

Geo code: geographical code. It is the total of the following fields: marz, area, community, place of residence and a bag.

Note: refers to the information of the notes of two blocks, which are relatively connected with each other. The 1st one refers to persons, and the 2nd one to dwelling conditions.

APPENDIX

Reports

OUT OF RANGE Enter valid value or press F2 to force	The entered number is out of boards of field Correct the number or press F2 to continue
Correct Col 9 (a, b, g, d) Press F8 to clear	Correct 9 (a, b, g, d) field (columns) Press F8 to continue (If a mistake has been made in one of the abovementioned fields, it should be corrected comparing with the questionnaires. If the entered number corresponds the questionnaire, one should press F8)
Correct Col 13 Press F8 to clear	Correct field (column) 13 (If a mistake has been made in one of the abovementioned fields, it should be corrected comparing with the questionnaires. If the entered number corresponds the questionnaire, one should press F8)
Persons count is not equal to total person in HH	Persons count ("Total" unit of field) is not equal to entered number of persons.

Data Entry Regime

Definition of keys

Ctrl+A	Open program in data entry regime
Space	Delete the content of the current field
Del	Delete the content of the current field
BkSp	Delete symbol
→↓	Pass to next field
←↑	Return to next filed
Enter	Pass to next field
F3	Add note about the person in front of the active note
Ctrl+F3	Add note about the person in front of the active note
F4	Delete active note
/	Pass to next note
Ctrl+ /	Pass to next screen
F12	Save questionnaire in current state
F7	Pass to geo code field

Verification Regime

Ctrl+V	Enter verification regime
THIS FIELD DOES NOT MACH	The units of field do not mach
Space	If data entry supervisor is sure, that he has made correct data entry, he should double press ENTER button to pass to next filed. If the mistake was made by supervisor, to correct the mistake one should press ENTER button to return to the same field.
Del	Delete the content of the current field
BkSp	Delete the content of the current field
→↓	Pass to next field
←↑	Return to next field

Modification Regime

Ctrl+M	Enter modification regime
PgDn	Pass to next screen
PgUp	Return to next screen
Ctrl+PgDn	Pass to next questionnaire
Ctrl+PgUp	Return to next questionnaire
Ctrl+End	Pass to last questionnaire
Ctrl+Home	Return to the 1 st questionnaire
Space	Delete the content of the current field
F3	Add note about the person in front of the active note
Ctrl+F3	Add note about the person in front of the active note
F4	Delete active note
/	Pass to next note
Ctrl+/ F12	Pass to next screen Save questionnaire in current state
BkSp	Delete symbol
→↓	Pass to next field
←↑	Return to next field