



FAO Standard Seed Security Assessment

**INSTRUCTIONS FOR THE USE OF THE SSA HOUSEHOLD SURVEY
QUESTIONNAIRE DATABASE**

1. Adjust database accordingly with the changes (adjustments) done in the standard SSA household questionnaire adapting them to the local conditions.
2. Once the whole codification and the conversion of local units process is finished, enter the data of each questionnaire into the four different worksheets:
 - a. General data
 - b. Crop A
 - c. Crop B
 - d. Crop C

The first four columns, dataentrynbr, province, county and Subcounty in the Crop (A, B, C) databases are linked with the general database and therefore automatically generated.

3. Once entered the data into the general data database, you can refresh the already existing analysis tables in worksheets: general, nutrition, crop last season, crop next season, see Window 1.
4. The refresh works only if the sample size of the survey entered has not more than 200 household's entries as the database (and the corresponding analysis) is designed for a sample size of maximum 200 questionnaires. In case a larger sample size has been entered and needs to be analyzed, the following additional step has to be done: before you refresh the analysis tables you need to change the data source: the range of the database has to be adjusted for each of the analysis tables in these four worksheets). See window 1: Only thereafter you can also refresh the data analysis tables accordingly.

Window 1

The screenshot shows the Excel interface with a PivotTable named 'Average of Age' and the 'PivotTable Fields' task pane on the right. Annotations include:

- Refresh bottom**: Points to the 'Refresh' button in the 'PivotTable Tools' ribbon.
- Bottom to change source of dataset**: Points to the 'Change Data Source' button in the 'PivotTable Tools' ribbon.
- Enter differentiating parameter**: Points to the 'Fields' list in the 'PivotTable Fields' task pane.

	Province	Grand Total
Data	1 (blank)	
Count of Dataentrynr	1	199
Sum of Gender	1	1
Average of Age	1	1
Sum of HHHeadgender	1	1
Average of durationres	1	1
Count of Dataentrynr	Province	
Relationship	1 (blank)	Grand Total
(blank)	1	1
Grand Total	1	199

5. Decide also which of the differentiating parameters has to be used (included in to the column heading section of the analysis tables) could be: province, county, or gender HH head, etc. See Window 1.
6. Once the correct differentiating parameters were included and refreshed the analysis tables.
7. Now the results of the general database are ready to be extracted and included into the corresponding tables or graphs previously developed in the corresponding file.
8. For the crop databases different steps has to be done before the analysis as at the moment in the same database different crops are mixed. Please implement the following steps;
 - a. Refresh the analysis tables in worksheets: CropAnalysis, CropBanalysis and CropCanalysis, results in a tables shown in Window 2.
 - b. Decide which of the crops you will further analyze in detail (recommended to focus on five main crops), the Double click in the frequency of each of the selected crops (code), as shown in Window 2.

Window 2

Count of Dataentrynbr	
Acode	Total
1	3
2	2
3	2
4	2
5	1
(blank)	190
Grand Total	200

Double click
here for crop 1
(ex. Shorgum)

- c. This generates a new database which includes only the crop code 1 (obtaining the sorghum sub database) of Crop A database. Now do the same in the two other worksheets (CropBanalysis and CropCanalysis,) and you will get the sorghum sub databases of crop B and sorghum sub databases of Crop C.
- d. Copy these three sub-databases into the 1st crop total. database (without the headings of the sub databases), as the 1st crop total database has already its own headings.
- e. Then proceed again with refreshing the analysis tables in the worksheet: 1st crop analysis.
9. Do this for the four other selected crops exactly the same way as mentioned in the previous steps (a-e). For better understanding of the process, see graphical representation in Window 3.
10. Once done step 9, you can refresh the already existing analysis tables in worksheets: 1st Crop Analysis, 2nd Crop Analysis, 3rd Crop Analysis, etc.
11. The refresh works again only if the number of entries in the 1st Crop Total databases doesn't has more than 200 entries; as the database (and the corresponding analysis) is designed for a maximum of 200 entries. In case you have a larger entry number and needs to be analyzed, the following additional step has to be done as already described for the general database: before you refresh the analysis tables you need to change the data source (the range of the database has to be adjusted for each of the analysis tables in each of the worksheets). Only thereafter you can again refresh the data analysis tables accordingly.
12. Now the results of the crop specific databases are ready to be extracted and included into the corresponding tables or graphs previously developed in the corresponding file.

