



## FAO Standard Seed Security Assessment

### INSTRUCTIONS FOR THE USE OF THE SSA LOCAL MARKET SURVEY QUESTIONNAIRE DATABASE

1. Adjust database accordingly with the changes (adjustments) done in the standard SSA Local Market 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 following different worksheets:

- a. General database

For the Commodity databases, the data have to be entered crop specific: ex. In Commodity 1 ONLY Maize crop data, all varieties together. Commodity 2 only Sorghum Crop data, etc.

- b. Commodity 1
- c. Commodity 2
- d. Commodity 3
- e. Commodity 4
- f. Commodity 5
- g. Seed Conditioning

The first four columns, dataentrynbr, zone, woreda in the Crop seed conditioning databases is linked with the general database and therefore automatically generated.

3. Once entered the data into the different databases, you can refresh each of the already existing analysis tables in the following worksheets: general analysis, generalCropA to generalCropF, commod1 Analysis to Commod 5 Analysis and concitionCrope to ConditionCrop C.
4. The refresh works only if the sample size or commodities specific data entered are not more than 100 entries (rows) as the database (and the corresponding analysis) is designed for a sample size of maximum 100 questionnaires. In case a larger sample size or commodity data entries have 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. Only thereafter you can also refresh the data analysis tables accordingly.
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 : zone, gender of trader, etc.
6. Once the correct differentiating parameters were included and refreshed all the analysis tables again.



7. Now the results of the analysis tables of the different databases are ready to be extracted and included into the corresponding tables or graphs previously developed in the corresponding file.

