



FAO Standard Seed Security Assessment

EXAMPLE OF DATA ENTRY STAFF GUIDELINES FROM NEPAL

Things to be remembered for data entry staff

- You should clearly understand that success and reliability of this study depends on quality of your work as a data entry clerk. You are doing a vital work of this study so you should do it seriously and honestly.
- You should have a good knowledge about the structure of questionnaire, codes for responses for data entry and the database itself. You have been provided training on these aspects to make you eased and efficient.
- There are five parts in the questionnaire set, PART A contains questions regarding general information, PART B contains socio-economic information, PART C contains information related to agriculture, PART D contains information regarding nutrition and coping mechanisms, PART E contains information regarding the livestock intervention.
- The database is prepared on EXCEL spreadsheet so you should have good knowledge of EXCEL and you should know about how to work with Microsoft Excel before you start your work.
- You are provided training on above mentioned aspects, which is a prerequisite for your data entry work. If you have confusion even after training, you should contact your supervisor for further clarification.
- You should entry the responses from the questionnaire into the database following the provided codes and specific instructions.
- Whilst entering data, you should know the nature of each question, whether it is a single option question or a multiple responses possible question. The single option or multiple responses possible question is mentioned in the questionnaire. Dependent of the type of response there are either one column in the database for the single option question or more than one for the multiple questions option. Each response has to be entered into a different column of the database
- There are some questions on which you have to enter quantities. The enumerators could have collected the information in specified unit (local or standard). So you should be very careful about the units mentioned in the questionnaire. If it is mentioned in local units then you should convert them into standard units, the conversion table is provided to you. The standard units are Kg (for weights) and hectares (for areas / surfaces).
- If you find some confusion in the questionnaire, you should note down such confusions and inform your supervisor. He will help you to clarify the responses or take necessary decision if needed.
- You should check whether your computer is connected with UPS (written on the sockets), if not then you should save your work every 5 minutes (as there are quite often electricity disturbance occurring in the city). This will help you to save your work even light goes out.
- You are given a specific limited time to accomplish your work and you have to complete it within given time frame.
- Attention should be given when missing data and no response is given, in principal these are empty cells, except for the numeric information (quantitative) where a CERO should be entered.
- Attention should be also given to enter the correct data into the correct column of the database, especially when the no responses or not applicability means column with empty cells.