UNESCO Institute for Statistics

Data Entry Manual

TABLE OF CONTENTS

PAGE

INTRODUCTION

The UNESCO Institute for Statistics (UIS) offers PDF and web-based data entry, in addition to the standard paper questionnaires. This means you can now complete and submit data to the UIS directly over the Internet.

This user manual gives clear and simple guidelines on operating the UIS web-based data entry system. It is assumed that users are comfortable using the Internet and the Adobe Reader environment. Basic computer skills are not within the scope of this manual.

MINIMUM REQUIREMENTS

Computer

Any computer capable of using a modern web browser or Adobe Reader Version 7.0.5 or greater will enable you to use the web-based system to submit data. It is preferable to use a monitor that can display at least 1024 x 768 pixel resolutions. When using the offline PDF, it is preferable to have at least 5 MB free on your hard drive.

Adobe Reader

To successfully submit data using the offline PDF, you will need the latest version of Adobe Reader, which can be found at the following link: http://www.adobe.com/products/acrobat/readstep2.html. The minimum system requirements for the most popular operating systems can be found below:

Windows
- Intel Pentium processor
- Microsoft Windows XP Professional or Home Edition (Service Pack 1 or 2), Windows 2000 (Service Pack 2), Windows XP Tablet PC Edition, Windows Server 2003 or Windows NT (Service Pack 6 or 6a)
- 128MB of RAM (256MB recommended)
- Up to 90MB of available hard disk space
- Microsoft Internet Explorer 5.5 (or higher), Netscape 7.1 (or 8.0), Firefox 1.0 or Mozilla 1.7

Macintosh
- PowerPC G3, G4 or G5 processor
- Mac OS X v10.2.8, 10.3 or 10.4
- 128MB of RAM (256MB recommended)
- Up to 110MB of available hard disk space
- Safari 1.2.2 browser supported for Mac OS X 10.3 or higher

Linux
- 32-bit Intel Pentium processor
- Red Hat Linux AS 4.0 (2.6); Red Hat Linux ES 4.0 (2.6); Red Hat Linux WS 4.0 (2.6); Red Hat Linux Desktop 4.1,5.0; SUSE Professional 9.2 (2.6.4), 9.3, 10.0; or Novell Linux Desktop 9.x (2.6.4); Mandriva 10.1; Red Flag Linux Desktop 4.1, 5.0; Turbolinux 10s (2.6)
- 512 MB of RAM (1 GB recommended)
- Up to 125 MB of available hard-disk space
- GTK+ (GIMP Toolkit) user interface library, version 2.4 or higher
- Mozilla 1.73 or higher, Firefox 1.0 or higher

Internet browser

When using the web-based system to submit data, you will need to have a modern Internet browser with JavaScript enabled. The following browsers are supported:

- Internet Explorer 6 or greater
- Mozilla Firefox 1.5 or greater

GETTING STARTED

Step 1. UIS survey website

All UIS questionnaires can be found at the following link:
http://survey.uis.unesco.org

Note: To avoid inconveniences, please ensure you are using a modern browser with JavaScript enabled and your computer has the latest version of Adobe Reader installed before you start.

Step 2. Retrieving your questionnaire

On the UIS survey website, simply click on the title of the questionnaire you would like to complete.

To access the questionnaire, please enter your email address, country and language choice. At this point please select which format of the questionnaire you intend to complete. If you would like to enter the data using the web-based forms, select **Fill in EForm Online**. This will take you to a webpage where you can begin to enter the data.

If you would like to enter your data without being connected to the Internet, select **Download PDF**. You will then be asked to save a PDF file on your computer. You can either print the PDF and complete the questionnaire manually or open it with Adobe Reader and enter your data electronically.

Step 3. Entering your data

Web-based data entry (please note that this option is no longer available for the 2009 Education Survey)

If you have chosen to enter your using the web-based form, a webpage that looks like the first page of the paper form will be displayed. Most electronic forms consist of multiple pages. In order to move to the next page, please use the navigation buttons located in the top or bottom right-hand corners. You may also proceed directly to a page by clicking on the page number.

To save data which have been entered, please press the "Save" button in the top or bottom right-hand corner. This can be done at anytime and you can return to completing the form after exiting the system. Please save the form often so that entries are not lost in case of difficulties with the Internet connection.

To submit data directly to the UIS please press the "Submit" button which can be found on the last page of the questionnaire.

PDF data entry

If you have chosen to enter your data using the PDF forms, the system will prompt you to save a PDF document. The questionnaire can be opened to begin data entry using the latest version of Adobe Reader. Please save the form often so that entries are not lost due to computer difficulties.

Once the questionnaire is completed, you have two options. If you can connect to the Internet, then do so and click the "Submit" button found on the last page of the PDF form. If you do not have Internet connectivity but do have access to email, then simply send the saved PDF document to the email address specified on the first page of the questionnaire. You may also print the form and send it to the postal address found in the same location.

Paper-based entry

If you prefer to submit your data on paper, please print the downloaded PDF document. Upon completion, simply send the questionnaire to the postal address indicated on the first page of the questionnaire.

Copying data from other data sources

Data may be copied from other electronic formats such as EXCEL or WORD. Please note that only numeric data, missing value or inclusion codes, and data including qualifiers can be copied into the PDF forms. It is currently not possible to copy and paste text, comments or formatting from other electronic formats.

Before copying an entire table, please ensure that all cells are completed with numeric data, missing value codes (a, n, m) or inclusions (x). Empty cells are interpreted as 'non-existing' cells and will cause the data to shift in the PDF tables, leading to potential erroneous results. Therefore, it is recommended that you verify the data entry in the PDF document after using the copy and paste function for several cells at a time.

To copy an entire table into the PDF form, place the cursor in the top left cell of the area where you want the data to appear and use the "Paste" function or press the [CTRL] + [V] keys at the same time.

Special features, such as validation, automatic summation and consistency checks, are performed for data which have been entered using the copy and paste function in the same way as for data which are entered manually.

Navigation

In order to facilitate manual data entry, the [ENTER] key can be used to move the cursor down to the next line within a column. The [TAB] key can be used to move the cursor to the adjacent cell in a table within a row.

Step 4. Submitting your data

To submit your data, please connect to the Internet and click on the [Submit] button at the end of the questionnaire. You can also send the file as an email attachment.

After submission of your data, you will receive an email confirmation stating that the data are now under review. You may be contacted by UIS staff if there are any questions or comments about the data submitted for your country.

SPECIAL FEATURES

Verification and validation

Some of the automated UIS questionnaires contain validation and/or verification tools to assist in improving the quality of the data. Validation may be applied on a cell-level or include a number of cells. In many cases, a pop-up window alerts the user of an erroneous entry. The cell background turns red and stays red until the value is corrected.

Missing codes and qualifiers

Some of the UIS questionnaires use common missing codes and qualifiers. These are explained on the first page of the each questionnaire.

Missing codes

For numeric fields, only numbers, appropriate missing or inclusion codes, or qualifiers are used. In the case of a violation, the following message appears: "Invalid input: Only numbers and data symbols (a, m, n, x, or *) are allowed". The cell background will turn red as long as the input is not corrected.

Inclusion codes

The inclusion codes used are in simple "x" format. Contrary to previous versions, row or column indices are not possible. To get an indication where the data is included, a comment window will pop up automatically upon the entry of an "x" saying "Please specify where the data are included."

The comment window may be closed without actual entry; if the same comment can be applied to a range of cells, it is not necessary to actually comment on every single cell. In this case, please ensure that the comment clearly indicates the range of cells for which it applies. The background of cells with a comment attached turns yellow.

Note that if a cell contains a comment and an error, the resulting background color will be red.

Decimal symbols

The data format allows decimal symbols but not digit grouping symbols; in case a value contains digit grouping symbols, the number will trigger an error message and disable automatic calculation related to the cell in question. Only a dot (.) is allowed as decimal symbol.

> *Example:*
> *Correct: 12.5 or 120000.5*
> *Incorrect: 12,5 or 120,000.5 or 120.000.5*

Zeros

The entry of "0" is not allowed. Upon entry of a zero, a message will pop up: "Please use 'n' to denote zero or negligible values". The zero will then be converted into 'n' automatically.

Automatically-calculated fields

Some of the UIS questionnaires contain fields which are calculated automatically, summing up rows or columns of data. The summation rules are as follows:

Value + Value = Value
Value + n = Value
Value + a = Value
Value + x = Value
Value + m = m

Totals may also be edited. In this case, the software verifies the sub-cells and returns the calculated total in square brackets [ ].

It is suggested to start data entry on the sub-cell level. Ideally, no editing of totals is necessary. If data entry is started at the total, the software will display the edited total and [n], since no value could be found in the sub-cells. The value in square brackets is calculated each time a sub-cell is edited. When the edited total and the calculated total are equal, the value in square brackets disappears.

In case the total includes cells containing "x" symbols, please ensure that the calculated total is correct or edit the total.

Note: In some questionnaires, the total may be calculated using other sub-totals. The electronic questionnaires follow the hierarchical structure of the questionnaire; this means that the totals are always calculated going down one level only.

If a sub-total contains a calculated total and an edited total, the edited total is used for further calculations.

In case there is a discrepancy between horizontal and vertical sums, the vertical sum will feed into the grand total – with exception of the Finance Questionnaire, where the priority is to sum up the total according to the instructions in the questionnaire, e.g. "H4=H2+H3". Calculation of sums by ISCED level takes place after this.

Consistency checks

This type of verification ensures that a subset is not bigger than the total it should be included in, such as the number of teachers in "Both sexes" has to be greater or equal to the number of teachers in "Females".

In case this verification rule is violated, the following message appears: "Invalid input: "Female" value must be less than or equal to the "Both Sexes" value". The cell background of both compared cells turns red until the value in corrected.

Currently, the following types of consistency checks are used:

1. Gender (Both sexes / Female)
The value for "Female" must be less than or equal to the "Both Sexes" value

2a. Work mode (Full-time and Part-time, Part-time only, Full-time equivalent)
The value for "Part-time only" must be less than or equal to the "Full-time and Part-time" value.

2b. Work mode
The value for "Full-time equivalent" must be less than or equal to the "Full-time and Part-time" value.

3. Teacher training (Trained teachers, total)
The value for "Trained teachers" must be less than or equal to the "All teachers" value.

Commenting

This function enables you to tell us more about your data, or store metadata along with the data. For example, if you have made an estimate or the data reported are incomplete, please provide more details in a comment.

Comments or notes help the team at the UIS to understand the data better, especially in the case of inclusions. In order to facilitate documentation, a comment window pops up automatically when an inclusion code is entered (see "Inclusion codes").

In order to place a comment or note, please go to the appropriate cell and press [Shift] and the left mouse button simultaneously. This opens a window similar to a message window, where comments may be entered. Clicking "OK" will store the comment in the cell. Upon leaving the cell, the background will turn yellow.

In order to modify or delete a comment, go to the appropriate cell and open the comment pressing [Shift] and the left mouse button. Simply modify or delete the text in the comment box and click "OK". In case the comment is deleted, and upon leaving the cell, the background will return to its original colour.

The comment window will display the text of the last comment by default. If the comment is still applicable to the next cell, select [OK]. If not, please enter a new comment.

Note: If a cell contains a comment, but does not pass all validation rules, the cell background will be red and the comment availability cannot be seen. It is however possible to add, modify or delete comments in cells which are highlighted red.

PERFORMANCE

Please note that due to the validation checks built into the questionnaire you may notice a delay when opening the document. This is normal and could last anywhere from 10 seconds to a minute, depending on the speed of your system. Again, this is not a bug and performance will return to normal after the initial loading of the document.