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FOURTH CAMEROON HOUSEHOLD SURVEY: ECAM 4

INTERVIWER'S CAPI MANUAL

August 2014

CONTENTS

INTRODUCTION

The Fourth Cameroon Household Survey (ECAM 4) is a national operation on data collection, processing and analysis which is carried out by the National Institute of Statistics (NIS). It is the fourth of its kind to be undertaken in Cameroon after those of 1996, 2001 and 2007. It is part of the process to update the poverty profile, the monitoring and evaluation of the national strategy for growth and employment and the progress towards achieving the Millennium Development Goals (MDG).

The former operations were carried out in many phases: data collection, data entry, data cleaning, production of indicators and writing of reports. Given the great time gap between the end of the data collection and the dissemination of the results, and the opportunity of deadline reduction in data collection that new technologies offer, the NIS has chosen to collect ECAM 4 data through the Computer Assisted Personal Interviewing (CAPI) method.

You have been selected as an interviewer. In that capacity, you are to be an intermediary between your controller and the households which you are assigned for interview. Therefore, you are in charge of executing the supervisor's instructions in concerning data collection and inform the controller about any problem you could come across.

To carry out well the above missions, you must have on the one hand a good mastery of all technical documents put at your disposal namely: questionnaires, the interviewers' instructions manual, the document of nomenclatures, the memento, the cartography and numbering forms, and on the other hand a good mastery of the CAPI application for the interviewer.

Presentation of the survey

The main objective of the fourth Cameroon household survey (ECAM4) is to provide indicators on living conditions of populations and to update the poverty profile. The survey is targeting a sample of 12 897 households broken down into 1 024 clusters.

Data collection is carried out through a questionnaire made up of 17 sections of which 2 are optional. In each sample household, 16 sections will be administered of which 15 are obligatory (sections 00 to 14) and one optional (section 15 or 16). The administration of these various sections will imply several passages in each household depending on the area of residence of the household (6 visits in urban area and 3 in rural area).

Use of the manual

The aim of this manual is to is to help you carrying out your task efficiently. The success of the operation and the quality of results depend on the quality of data you will collect. The good understanding and the strict respect of instructions contained in the manual determine the success of the operation.
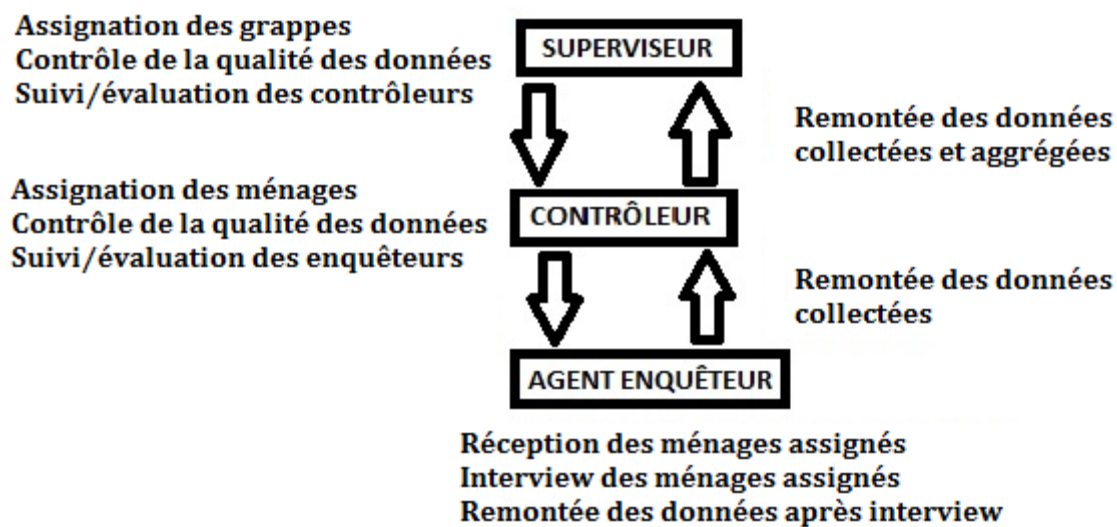
This manual only defines the interviewer's role with respect to the CAPI application.

It addresses the following items:

- **Presentation of the organization scheme of data collection on the field;**
- **Presentation of the CAPI application and the interviewer work scheme ;**
- **Administration and filling of questionnaires;**
- **Practical advice for the use of the CAPI application.**

ORGANIZATION SCHEME OF DATA COLLECTION WITH CAPI

Data collection is structured around three main actors who are: the supervisor, the controller and the interviewer. The supervisor is at the beginning and at the end of the data collection process. The following scheme summarizes the data collection organization on the field.

Assignation des grappes
Contrôle de la qualité des données
Suivi/évaluation des contrôleurs

SUPERVISEUR

Remontée des données
collectées et aggrégées

Assignation des ménages
Contrôle de la qualité des données
Suivi/évaluation des enquêteurs

CONTRÔLEUR

Remontée des données
collectées

AGENT ENQUÊTEUR

Réception des ménages assignés
Interview des ménages assignés
Remontée des données après interview

CHAPTER 1 : GENERAL PRESENTATION

This chapter gives a global view of the CAPI application for data collection to be used by the interviewer. It starts with a work scheme for an interviewer and ends up with a general presentation of the menu of the data entry application.

1.1   Interviewer's work scheme

Within each cluster, the work process of an interviewer is as follows:
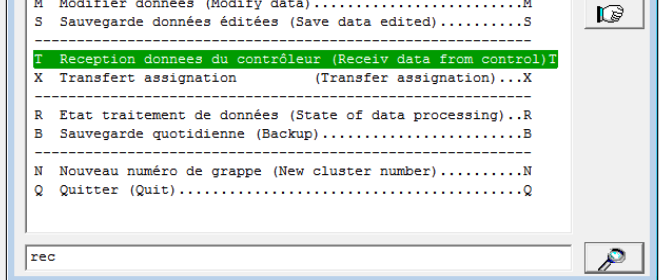
- ➢ Reception of households assigned by the controller ;
- ➢ Selection of household assigned for an interview;
- ➢ Data collection on the main questionnaire;
- ➢ Data collection on section 13 – retrospective expenditures and acquisitions of a household;
- ➢ Data collection on section 14 – Daily expenditures and acquisitions of a household;
- ➢ Data collection on the optional section (section 15 or section 16);
- ➢ Transfer of data to the controller;
- ➢ Possible corrections from the supervisor or the controller;

On the whole, an interviewer has the entire work load within a household. He is therefore responsible of data collection for the main questionnaire, section 13, section 14 and the optional section (section 15 or section 16). Exceptionally, upon the interviewer's initiative approved by the controller, the eligible persons of section 15 can be transferred to one or many other interviewers of the same team.

The transfer of collected data can be done at any moment upon the controller's demand.

1.2   Buttons and choice of options

,
In the majority of menus, **the following buttons are displayed :**

Button	Name in the document	Role
✔	Button to validate	Enables to validate the option selected with the mouse.
✘	Button to cancel	It enables to return to the previous menu.
↻	Button to update	Enables to update the content of the present menu
☞	Button to search	Enables to search something inside a menu.

|		It appears whenever a research is performed. It allows starting the research (it is not obligatory to start research with this button. A simple validation with "Enter" on the key board is enough.
	2nd Button to search	

Other buttons:

The button to close the application: it enables to close the application.

Selection inside menus

In order to select an option inside a menu, three procedures can be followed :
- click on « contrôle info grappe/cluster info check » using the mouse ;
- press the letter of the keyboard which corresponds to the option ;
- use the scrolling button to target the option and validate using the button "*enter*" of the PC or click on the validation button.
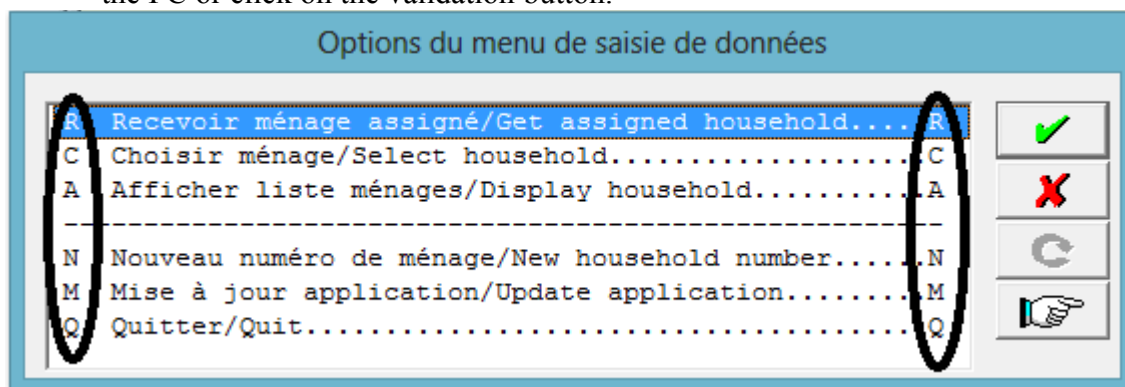
1.3 Menu of the interviewer

To start the application, go to the desk and double click on the ECAM4 icon .
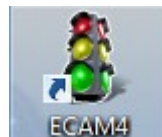
You are to choose a language through which the interview will take place before proceeding:

You will notice that your interviewer code is displayed automatically; you do not type it. In the example below, it is code 312. Check that it is exactly your code before proceeding. Type the cluster number on which you will be working. In the example below, it is cluster 1.

After typing the cluster number, validate using the button "ENTER" to display the entire menu for the interviewer. Remember that each computer can only serve one and only one interviewer. Therefore, **you must not work for clusters which are not assigned to you by your controller.** The following picture outlines the interviewer menu.

It is divided into two blocs.

The reception of households is performed once the controller has finished with household assignment. However, the choice of a household to be interviewed is done whenever one wants to display the list of household and choose a household where one is willing to work. At any moment, it is possible to display the list of households assigned in a cluster.

1.3.1   Reception of households assigned by the controller

The first activity in a cluster is the reception of assigned households. It is realized using option « R Recevoir ménage assigné/Get assigned household ».

For that, the interviewer uses the first bloc of the menu. He chooses the option « R ». The following dialogue box will be displayed :
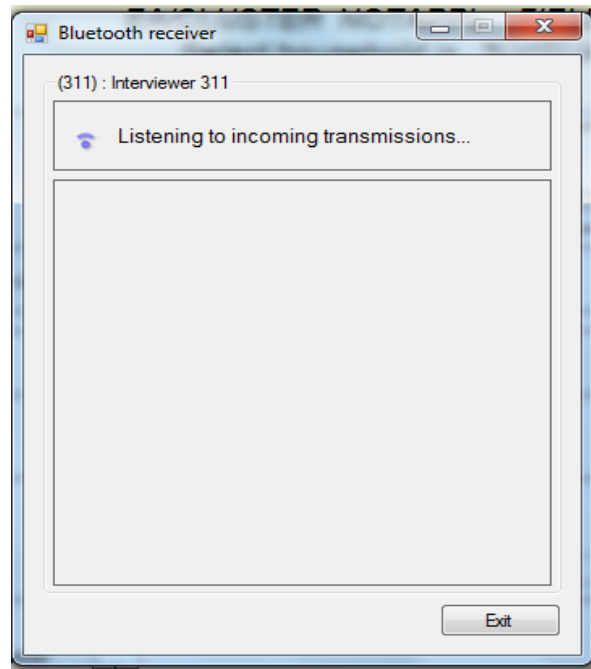
1.3.1.1 Reception of Bluetooth

It is a matter of choosing the mode of reception (by Bluetooth or by USB key). Start choosing the reception by Bluetooth. The controller must be with you to launch the transfer of assignations by Bluetooth from his computer. You will see the following chart displayed and it will disappear when the transfer is through.

If the process lasts more than one minute, get your computer closer to the controller's (both computers should be about 5 meters close) and start a new the process. If then the process still does not work, the controller will give you an USB key and you will restart the process choosing this time around the reception by movable disk (USB key or memory card).

1.3.1.2 Reception by movable disk

In restarting the process for the reception by movable disk, you will see the following screen.
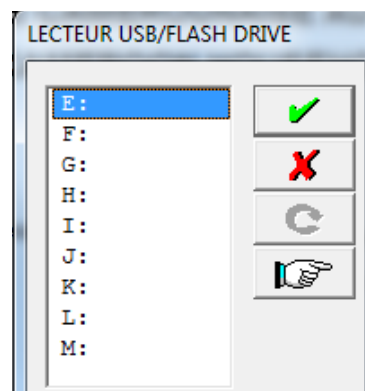
You must first connect on your computer the USB key/memory card containing the cases you are assigned by your controller. Your key is displayed and bear a name recognized by a letter. Go to the menu **start** and click on **Computer** to see the letter given by the computer to your USB key/memory card and validate. Select the name of the key/memory card and validate. Remember you have many ways to select as indicated above.

If the procedure is done successfully, you will see the following message displayed :
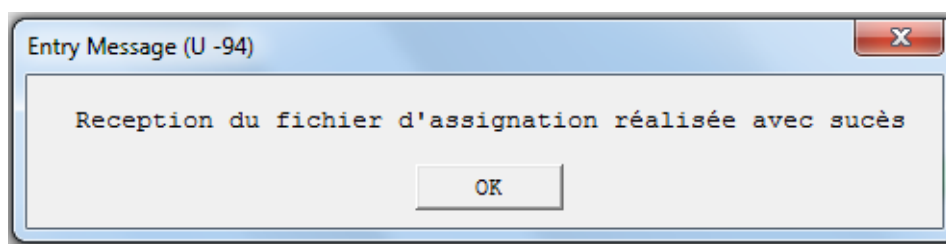

Click on OK and proceed to the next step. You will be directed to the general menu. If the procedure fails, you will receive the following message which signals that the assignation file is not inside the key. Make sure that you did not mislead yourself on the USB key/memory card name. If it is the case, redo the procedure of reception of households assigned by the controller.
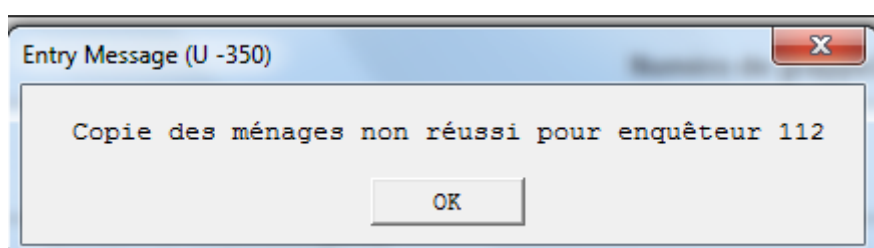
1.3.2 Choice of the household to be interviewed

It is the second activity in a given cluster. To do it, you must select option C « Choisir ménage /Select household». The following window appears when the option is validated. The list of assigned households is displayed. Choose then a household you are willing to interview.
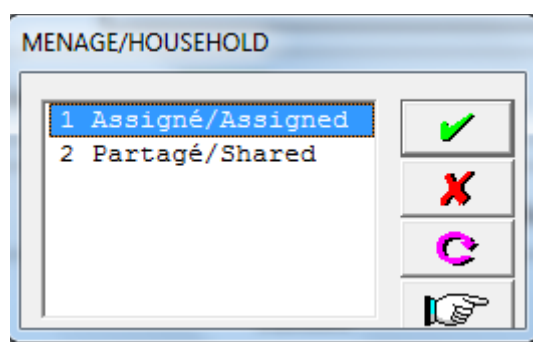
1   option 1 enables you to choose a household assigned by the controller. Therefore, you are in charge of collecting data for all sections.
2   option 2 enables you to choose a household which is shared with you by an other interviewer upon agreement with the controller to implement section 15.

You are to use option 1 in general and you will see the following screen appear and give the names of all household heads, the structure number and the household number inside the structure.
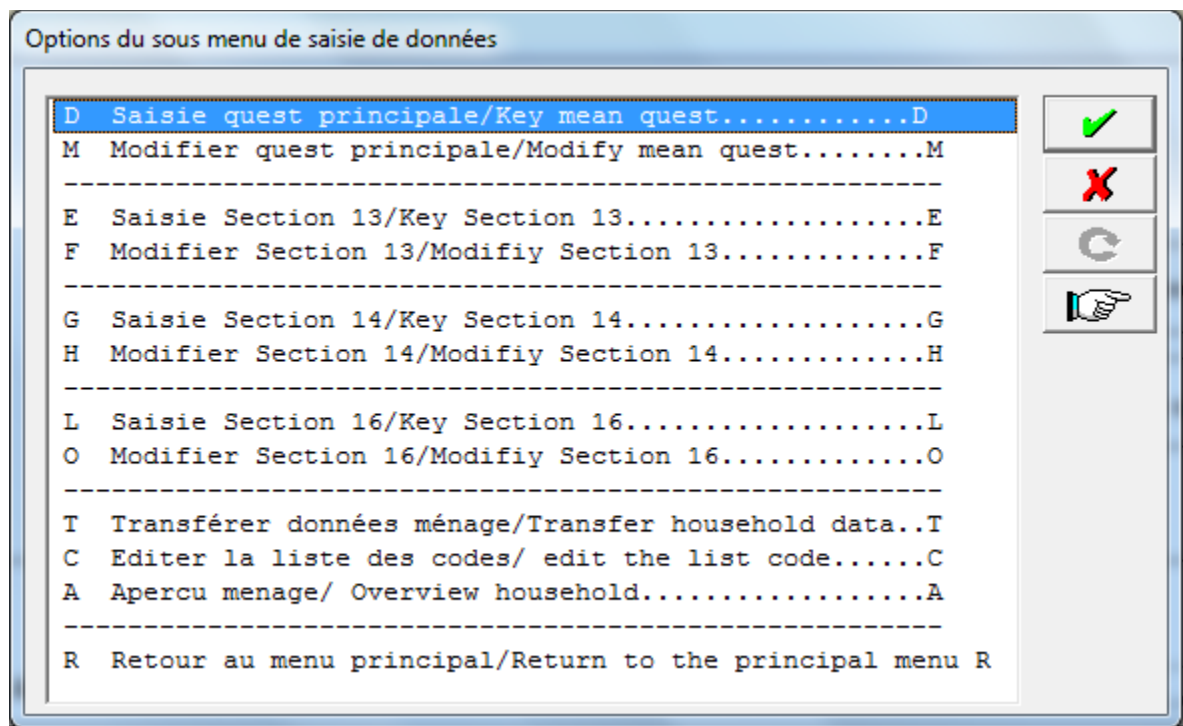
You will be lead to the main menu. Your choice will be taken into account. Behind the the menu, the name and the address of the household are written.

A programme automatically selects households that are eligible for the optional section (15 or 16). According to the optional section retained, you will see the following screen displayed either section 15: D Key main questionnaire

Or the following screen if the household is selected for section 16 :

```
Options du sous menu de saisie de données

 D   Saisie quest principale/Key mean quest............D
 M   Modifier quest principale/Modify mean quest.......M
 ---------------------------------------------------------
 E   Saisie Section 13/Key Section 13..................E
 F   Modifier Section 13/Modifiy Section 13............F
 ---------------------------------------------------------
 G   Saisie Section 14/Key Section 14..................G
 H   Modifier Section 14/Modifiy Section 14............H
 ---------------------------------------------------------
 L   Saisie Section 16/Key Section 16..................L
 O   Modifier Section 16/Modifiy Section 16............O
 ---------------------------------------------------------
 T   Transférer données ménage/Transfer household data..T
 C   Editer la liste des codes/ edit the list code......C
 A   Apercu menage/ Overview household.................A
 ---------------------------------------------------------
 R   Retour au menu principal/Return to the principal menu R
```

1.3.3   To change the cluster on which you are working

To work in a new cluster, choose option « N ». You will be directed to the following chart. You must then type the cluster number and validate with the key ENTER to display the working menu.

1.3.4   Updating the application

The process of updating the application follows a process initiated by the controller upon supervisor's instruction. This operation can be realized either by movable disk or by Bluetooth. Bluetooth option will be the one to be use in any case. If there is a shortcoming in

the functioning of the Bluetooth card, inform the controller who also, will inform the
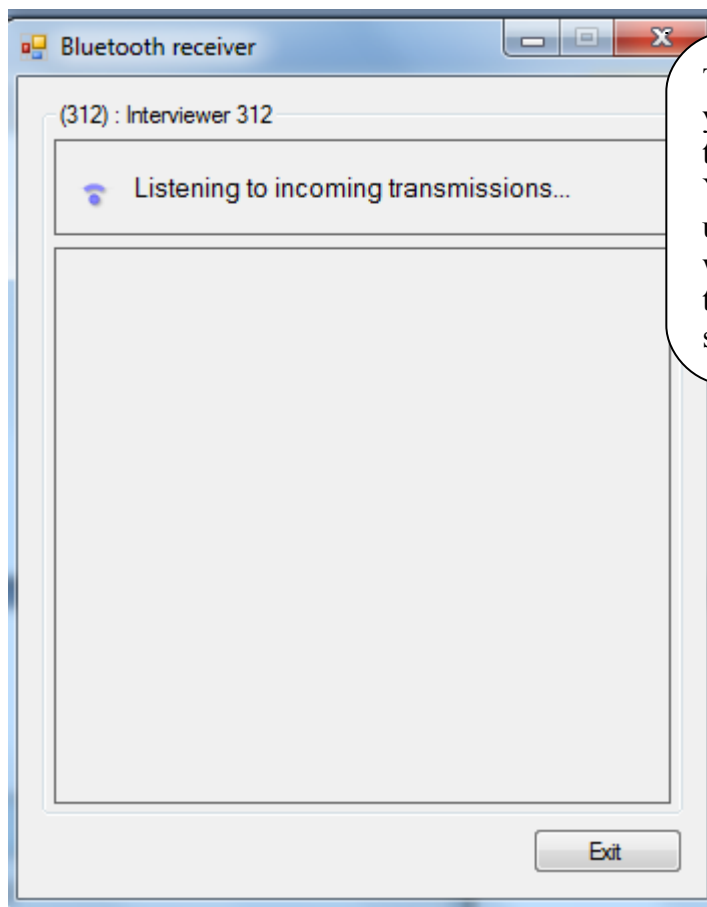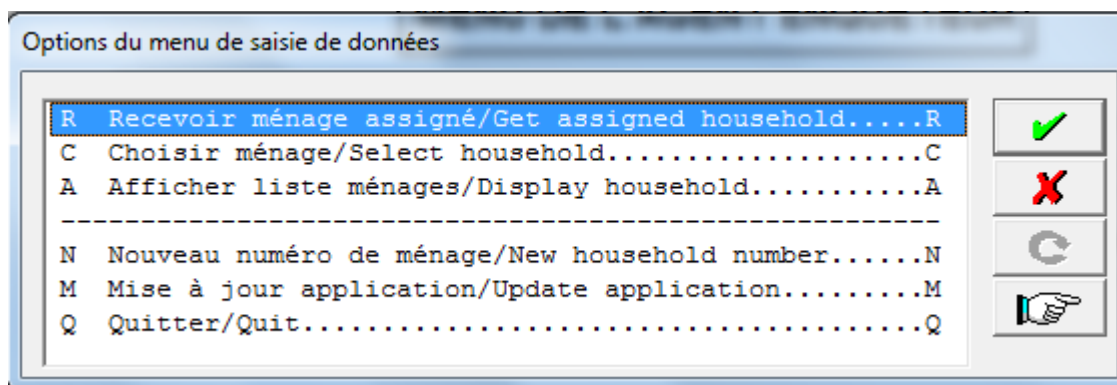

To update the application, your controller must be close to you (5 meters maximum). You must first launch the update process. When the window disappears, it means the update is done with success.

supervisor.

1.3.5 Exit the application

To exit the application, choose option « Q » and the application will be close.

CHAPTER 2 : DATA COLLECTION

Data collection is done with one of the two following screens.

Eligible household to section 15	Eligible household to section 16
Options du sous menu de saisie de données D Saisie quest principale/Key mean quest............D M Modifier quest principale/Modify mean quest........M --- E Saisie Section 13/Key Section 13...................E F Modifier Section 13/Modifiy Section 13.............F --- G Saisie Section 14/Key Section 14...................G H Modifier Section 14/Modifiy Section 14.............H --- I Section 15/Key Section 15..........................I K Section 15/Modifiy Section 15......................K --- T Transférer données ménage/Transfer household data..T C Editer la liste des codes/ edit the list code......C A Apercu menage/ Overview household..................A --- R Retour au menu principal/Return to principal menu R	Options du sous menu de saisie de données D Saisie quest principale/Key mean quest............D M Modifier quest principale/Modify mean quest........M --- E Saisie Section 13/Key Section 13...................E F Modifier Section 13/Modifiy Section 13.............F --- G Saisie Section 14/Key Section 14...................G H Modifier Section 14/Modifiy Section 14.............H --- L Saisie Section 16/Key Section 16...................L O Modifier Section 16/Modifiy Section 16.............O --- T Transférer données ménage/Transfer household data..T C Editer la liste des codes/ edit the list code......C A Apercu menage/ Overview household..................A --- R Retour au menu principal/Return to the principal menu R

2.1 Data collection for the main questionnaire

The main questionnaire is made up of section 00 to section 12.

2.1.1 First opening

In opening the questionnaire for the first time (beginning of interview), take option « D ». The computer will display the following message; click on OK for the data entry file to be created.
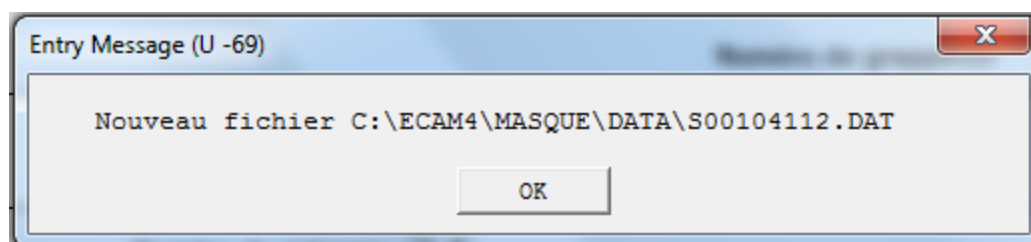
Entry Message (U -69)

Nouveau fichier C:\ECAM4\MASQUE\DATA\S00104112.DAT

OK

The computer will upload the application for data collection. You must first choose the language of interview.
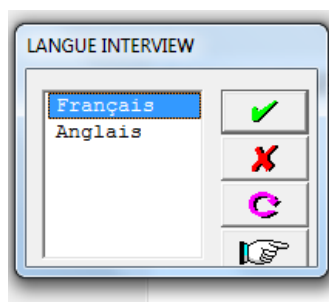
Validate the language

The computer will display the following window which stands for the questionnaire. Some fields will be automatically filled by the computer. Whereas you will ask a question to the interviewee to type the corresponding modality.

A - IDENTIFICATION DU MENAGE

Q1	0,1
Q2	0,0,0,1
Q4	
Q5	

To read a question, look at the upper part of the screen having a yellow background. If you chose french as language of interview, the question will be written in french, if not it will be in english.

Observation	Changement de langue/Change
Quel est le nom du chef de ménage.	

Observation	Changement de langue/Change the language
What is the name of the household head?	

Notice the menu bar just under the tools bar.

File   Mode   Edit   Navigation   View   Options   Help

| Observation | Changement de langue/Change the language | Enregistrer/Save | Aide/help | Calculatrice/calculator | Liste des éligibles/Eligibility list |
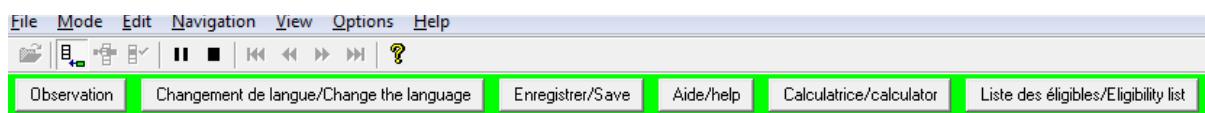
Button	Action
Observation	Type an observation related to a question.
Changement de langue/Change the language	Change the language of interview
Enregistrer/Save	Partial save of the file
Aide/help	Display if available the contextual help for a question
Calculatrice/calculator	Display the calculator for any arithmetic operation

Liste des éligibles/Eligibility list	Display the list of persons selected for the optional section.

NB :

- **everything written in bold is an instruction and questions are in italic**

- **when you type an answer, the computer moves to the next question in complying with the skips/filters;**

- **if it does not, you can press the key ENTER on the keyboard;**

- **read carefully messages displayed on the screen and click either on OK or choose the right option depending on the place where the cursor is spotted;**

- **keep concentrated because a typing error cannot be tolerated and is difficult to catch up;**

- **perform regularly saves your work by clicking on the partial save button on the tools bar or by simultaneously pressing on the keys CTRL and R.**

The following screen is displayed in case of partial save
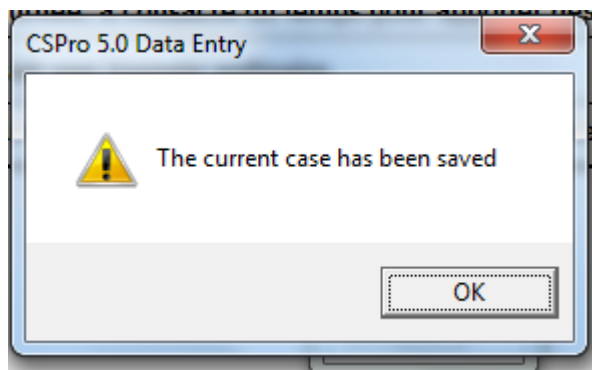
This screen will be display when you realize the partial save and you just have to click on OK and proceed with data collection !

Notice that options for answer are displayed in two ways.

The computer awaits from you a number within a given range. Type the number which is given by the interviewee. The number must be ranged between 1 and 10 in the current case.
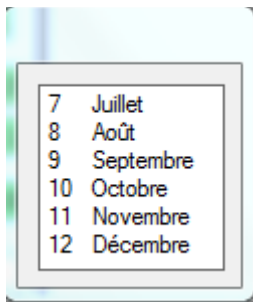
You can directly type the corresponding code to the modality declared by the interviewee or click in the box before the modality or select using the scrolling key and validate using the key ENTER.

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In the case of the alphabetic variables, no dialogue box will appear. The screen will be like below . You are expected to totally type the answer given by the interviewee.

To temporarily exit the application, perform the partial save. Click on the button CLOSE (red multiplication sign) located at upper right part. The following dialogue box will appear.

If the partial save is not done with success, you will

see the following screens:
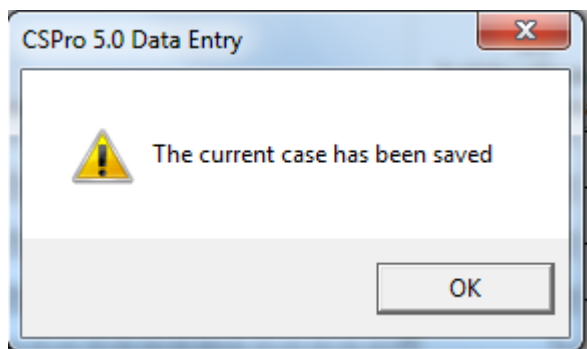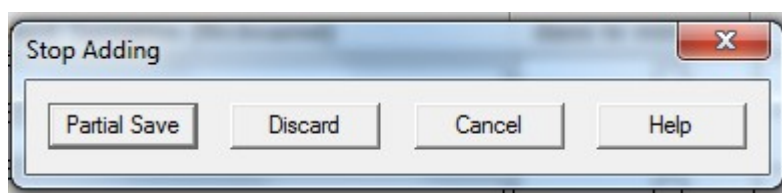
Click on partial save to to save.
If you click on Discard your data will not be saved.
If you click on Cancel, the application will close the box and return to the typing mode.

This box confirms the *save action* was done with success When one validates with OK ! The application returns to the main menu

You can stop data collection if:

- ➢ The main respondent is no longer available ;
- ➢ All sections previewed are implemented for that visit;
- ➢ There is need of a break so as to resume later on.

2.1.2   To continue data collection

Since data collection is carried out on different days, you must chose option « M » to continue data collection on the main questionnaire.

NB: even if in the first opening no information was recorded, you must choose the option for modification.

When the option is chosen, the computer displays the following screen. Double-click on the figure in the sense of the arrow. This figure (001203) means third household in cluster 0012, which means that you want to continue data collection for household 3 in cluster 12. If you are not in the right file, click on **close** on the button at the upper right part of the screen.
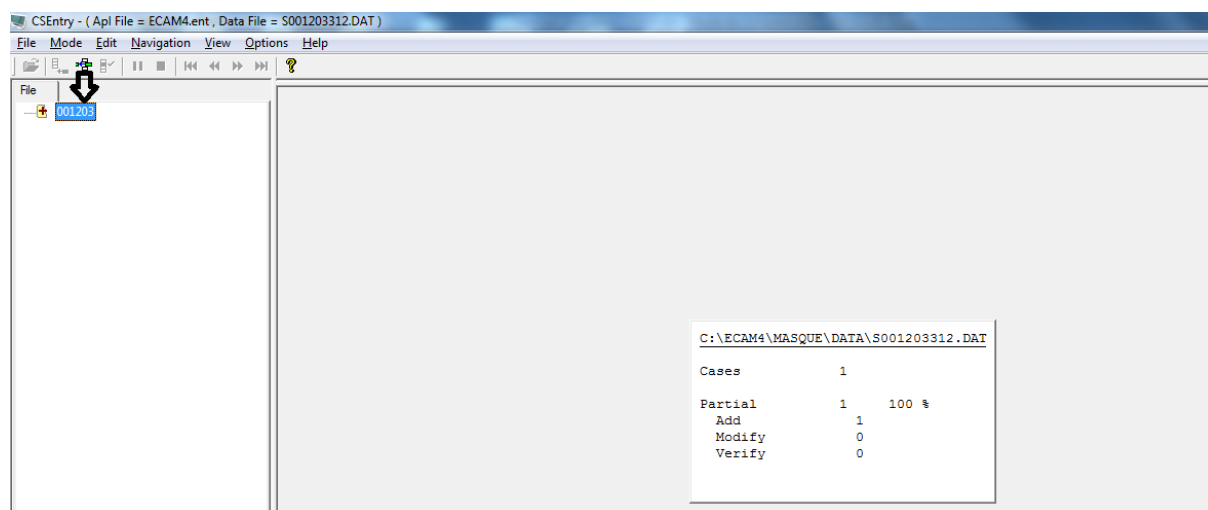
If you double-click on the household, the computer will display the following dialogue box:
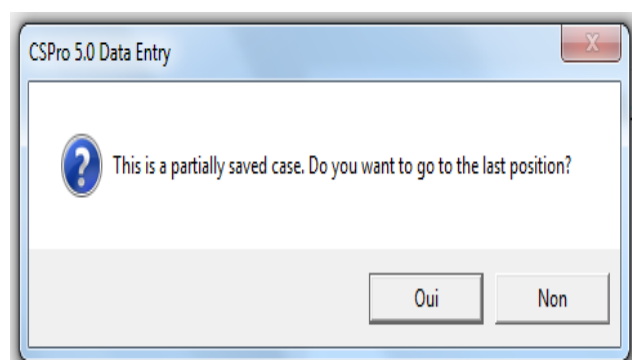
Click on Yes to get to the last question (where the interview stopped last time). Click on No to go to the first page of data collection.

The next dialogue box will concern the choice of the language of interview.

Validate the language through which you want tointerview.

Most messages displayed at the moment of data collection and uncorrected will be displayed a new. Ensure that you make good choices. Mainly:

❖ You must not add new persons on the list of household members. When the following dialogue boxes appear in modification, (be careful see instruction from Paper Assisted Personnal Interview which is PAPI)

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AJOUT MEMBRE/ADD MEMBER

Oui/Yes
Non/No

and

AUTRE MEMBRE/ANOTHER MEMBER ?

Oui/Yes
Non/No

Choose No, even though the household head insists on adding a new member.
[This is valid only after the first visit which corresponds to the day of the recording of the household members].

❖ Validate any other message by clicking on OK if need be.

End of data collection

When you arrive at the end of the data collection, the computer will direct you to the ending date! You must type the date of the last day of data collection for the main questionnaire.

Date de fin de collecte   2,2 0,2 1,4

Année fin de l'enquête

⦿ 14

The following message will confirm the saving of the data file (case of the main questionnaire).

CSPro 5.0 Data Entry

Accept this 'ECAM4_QUEST/ECAM4 questionnaire' case?

Oui   Non

Confirm the end of data collection by clicking on Yes.
If you click on No, the cursor will go to the last question on the questionnaire.

Some messages, according to the following format, can be displayed at the end of data collection on the household questionnaire. Click on **OK** to proceed. They come up to indicate that some sections have not been filled. These unfilled sections can be due to to normal skips

from interviewee's answers This screen is therefore normal and is determined by the information filled during data collection.
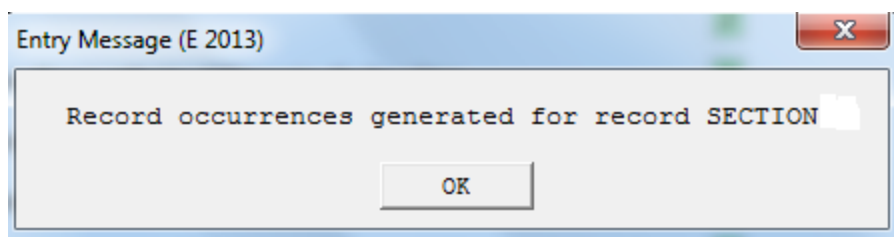
Click on OK for all these messages.

❖ When all is done and you enter to proceed with the interview, you will see the following screen.
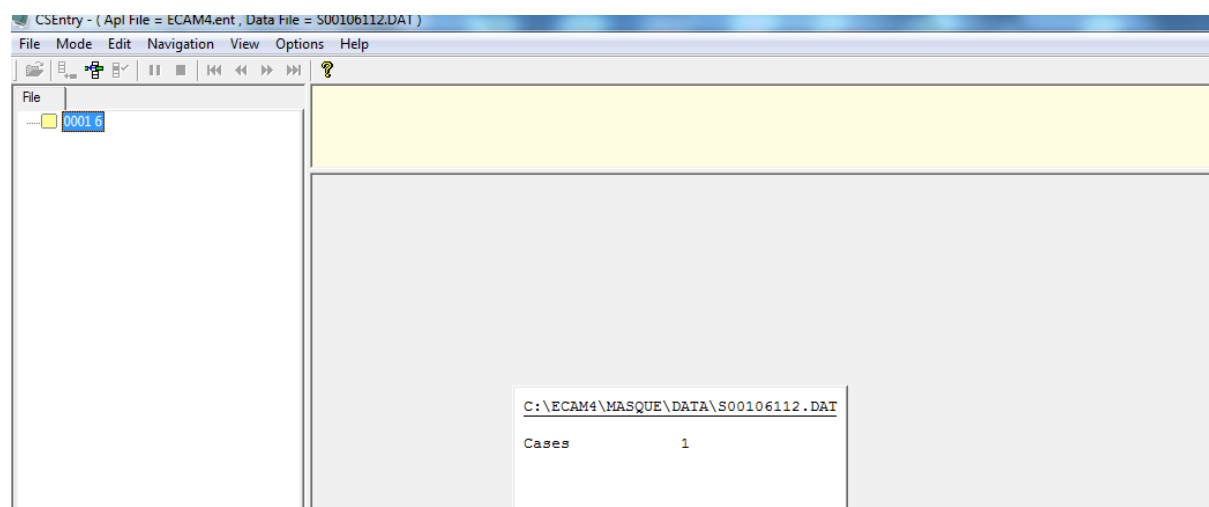
❖ If you collected all data for the main questionnaire at the first opening, the computer will demand to choose the language of interview.

In any case, click on **close**.

2.2 Data collection for section 13: Retropective Expenditures and acquisitions

Section 13 concerns the household retrospective expenditures and acquisitions. Two cases can arise:

- To open the section for the first time ;
- To continue data collection after interruption.

Remark: section 13 can only open after achieving interview from section 00 to section 04.

2.2.1 First opening

If you open section 13, validate option « E ». The computer will upload the application for data collection on section 13.

First choose the language of interview.

The computer will display the following window which represents questionnaire section 13. Some fields can be automatically filled by the computer; whereas you will ask question the interviewee to type the corresponding modality .

ECAM4

SECTION 13 : DEPENSES ET ACQUISITIONS RETROSPECTIVES DU MENAGE
SECTION 13 : RETROSPECTIVE EXPENSES AND ACQUISITIONS OF THE HOUSEHOLD

Numero sequentiel de la ZD / Sequential Enumeration Area `0,0,1,2`

Numero séquentiel du ménage échantillon / Sequential number of sample household `1,2`

HABILLEMENT DES MEMBRES DU MENAGE AU COURS DES 6 DERNIERS MOIS
CLOTHING OF THE HOUSEHOLD MEMBERS WITHIN THE LAST 6 MONTHS

Résultat de le collecte SECTION 13 `9`
SECTION 13.1 `1`

Code provisoire / Temporary code 0131000
Code fin saisie/ End data entry code 1319999

To read the question, look at the upper part of the screen.

The instructions for data collection explained for the main questionnaire apply the same way in this case, namely the partial save.

2.2.2 To continue data collection

Since data collection takes place on different days, you must choose option « F » to continue data collection on section 13 questionnaire. **You must first choose a household on which you want to work through option C** *« Choix ménage/Select Household »* **even if in the first opening, no information was recorded.**

When this option is chosen, the computer will display the following screen. Double-click on the figure. The figure (000106) means sixth household in cluster 1, which means you are willing to continue data collection for the sixth household in cluster 1. If you are not in the right file, click on **Close** on the button at the upper right part of the screen.

If you double-click on a household, the application will display the following dialogue box:
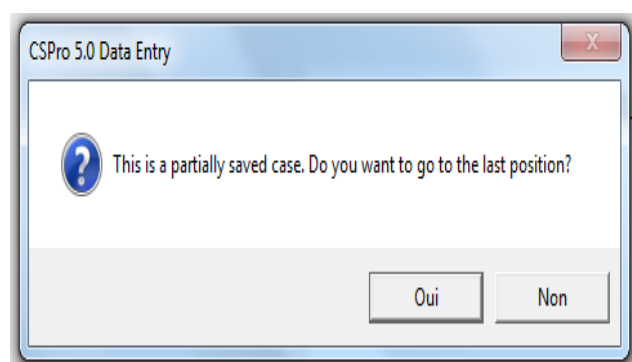
Click on Yes to get to the last question.

Click on No, to go to the first page of the interview.

The next dialogue box will concern the choice of the language of interview.

Most messages displayed at the moment of data collection and uncorrected will be displayed a new. Ensure that you perform good choices.

2.3 Data collection on section 14: Daily expenses and acquisitions of the household

Section 14 concerns the daily expenditures and acquisitions of household members. Two situations can arise :

- Either you open the section for the first time;
- Or you continue interview after having suspended.

In any case, remember that you must first choose the household for which you will carry the interview.

Remark: section 14 can only be open afer you have finished interview from section 00 to section 04.

2.3.1   The first opening

If you open section 14 for the first time, validate option « G ». The computer will upload the application for data collection.

You must first choose the language of interview.

The computer will display the following window which represents the first page of questionnaire on section 14. Some fields can automatically be filled by the computer. Whereas you will ask question the interviewee to type the corresponding modality.

To read the question, look at the upper part of the screen.

The instructions for data collection explained for the main questionnaire apply the same way in this case, namely the partial save.

2.3.2   To continue data collection

Since data collection takes place on different days, you must choose option « H » to continue data collection on the questionnaire of section 13.**You must first choose a household on which you are willing to work through option C *« Choix ménage/Select Household »* even if in the first opening no information was recorded.**

When this option is chosen, the computer will display the following screen. Double-click on the figure. The figure (000106) means the sixth household in cluster 1, which means you are willing to continue data collection for the sixth household in cluster 1. If you are not in the right file, click on **Close** on the button at the upper right part of the screen.
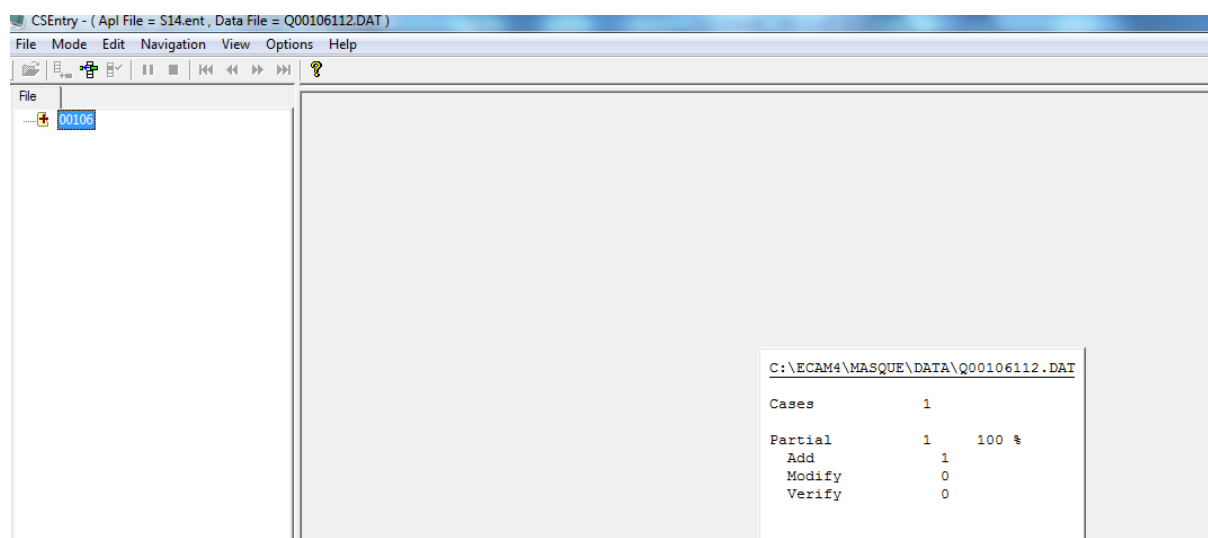
If you double-click on the household, the application will display the following dialogue box:
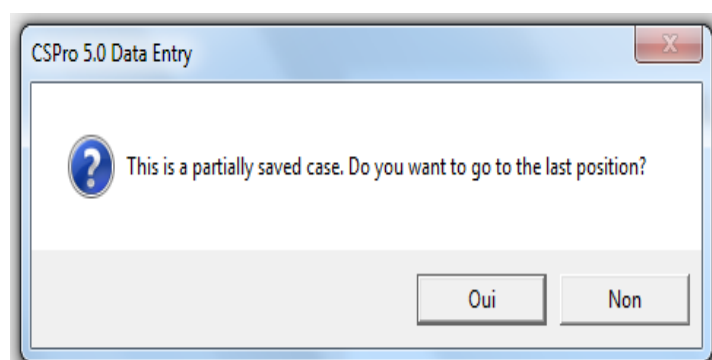
Click on Yes *to get to the last question*

Click on No to get to the first page of data collection.

The next dialogue box will concern the choice of the language of interview.

Most messages displayed at the moment of data collection and which were notcorrected will be displayed a new. Ensure that you make good choices.

2.4 Data collection on section 15 : Time use

When a household is eligible for this optional section, the data collection methodology allows interviewing at most 6 household members. The household members eligible to the interview on section 15 (timetable) are:

- The household head ;
- One of his/her spouse;
- A boy aged between 05 to 14;
- A girl aged between 05 to 14;
- A boy aged 15 or more;
- A girl aged 15 or more.

It is worth noticing that the household head must be interviewed irrespective of his age and sex. If in other categories more than one member fulfils the criteria, one person will be randomly selected through the Kish table for the interview. The computer will carry out the selection of the various members to be interviewed within each category.

Given the workload, it can happen upon agreement with the controller that some eligible members be transferred to interviewers of the same team, which gives rise to two cases:

- Typing of a household directly assigned;
- Typing of a transferred household.

2.4.1 Section 15: typing of a directly assigned household

As soon as section 1 of the main questionnaire gets finished, this section can be implemented. To get to it, after having selected the number of the household to be interviewed, select option « I » or « K » of the menu. You will see the following chart displayed. This menu gives you the opportunity to:

- Display the list of household members to be interviewed ;
- share if need be some eligible;
- Select a member for the interview;
- Exit the sub menu.
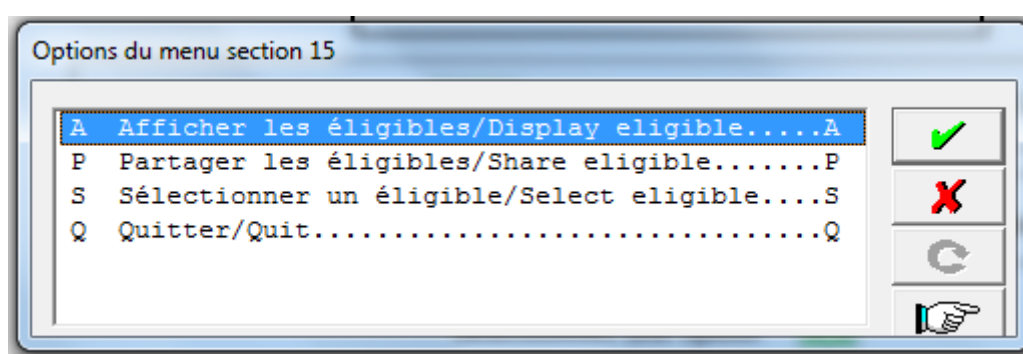
2.4.1.1 Display of the list of household members to be interviewed.

This option enables to display the list of household members selected for the interview at section 15. When this option is validated, the following screen is displayed :
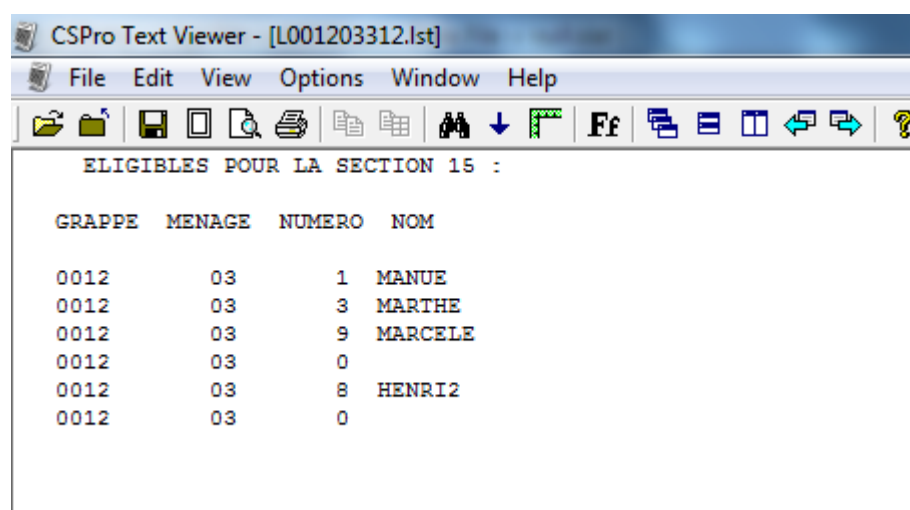
2.4.1.2 **Sharing of some selected household members**

This activity requires the agreement of the controller. When the option is validated, you will see the following screen:

ECAM4

PARTAGE INTERVIEW SECTION 15
SHARING INTERVIEW SECTION 15

You must modify only the last two columns. In the column *partage/sharing , you must type 0 if you are the one to carry out the interview and 1 if you are in a sharing setting.* In this last case, in the last column you must type the code of the interviewer to whom the individual will be assigned for interview. *When interviews are not shared, the interviewer must always fill the column PARTAGE/SHARING with 0.*

NB : the sharing must be carried out one and only one time!!!

At the end of the typing, you must accept the data file update. If there is a sharing case, you will see the following screen appearing. In this case, the individual Amadou has been transferred to interviewer 312.

After acceptation by clicking on « yes », you will have the following window for transfer.
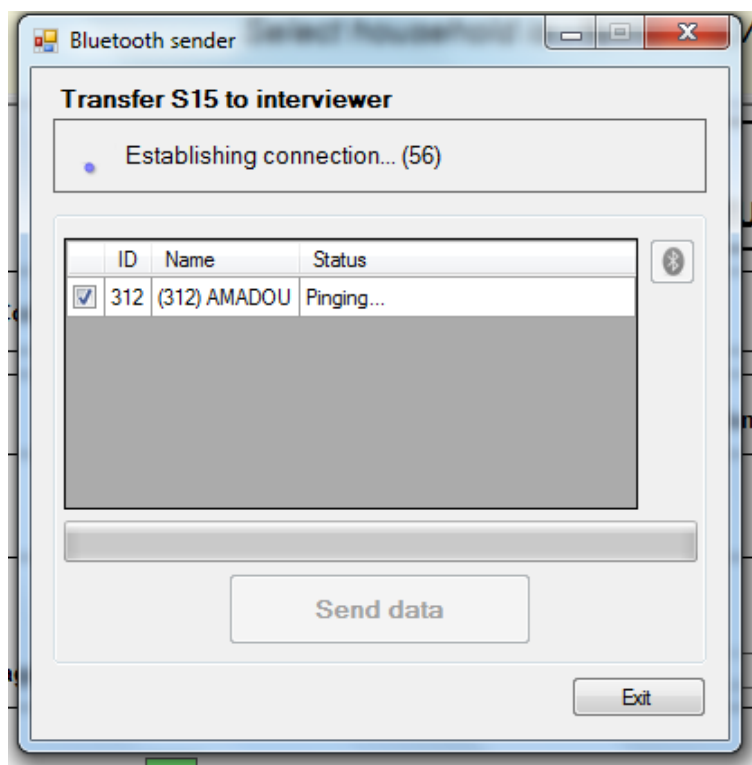
In situation of transfer, all computers which must receive persons to be interviewed must be present.

Computers that are not accessible through Bluetooth will be in red and the visible ones will be in green.

Click on « **Send data** » to transfer data.

Redo the process until everybody receives the shared file.

2.4.1.3 Select the individual to be interviewed

Once the sharing done, you must select the individual to be interviewed. Select the right option and you will see the following window displayed:
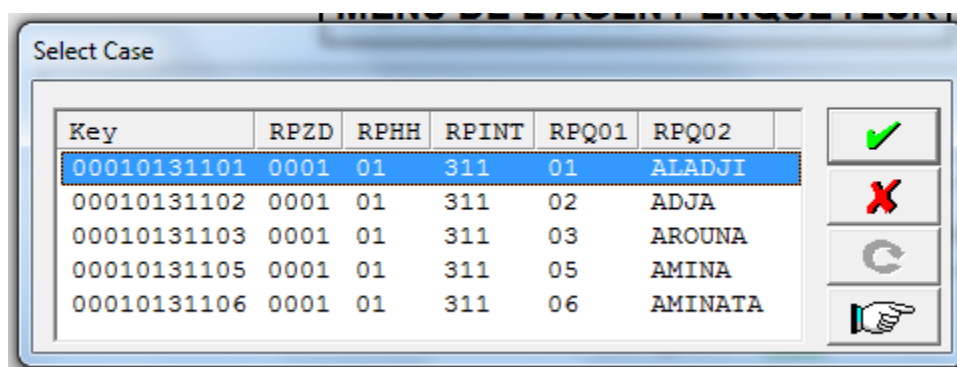
If you choose individual 1 (ALADJI) for example, you will see the following screen displayed:
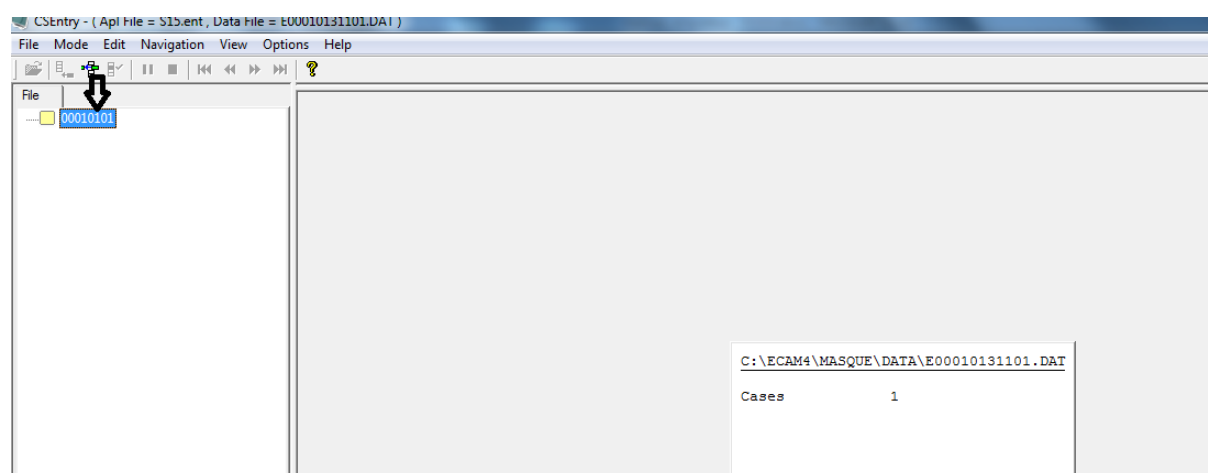
Double-click in the sense of the arrow to start the typing.
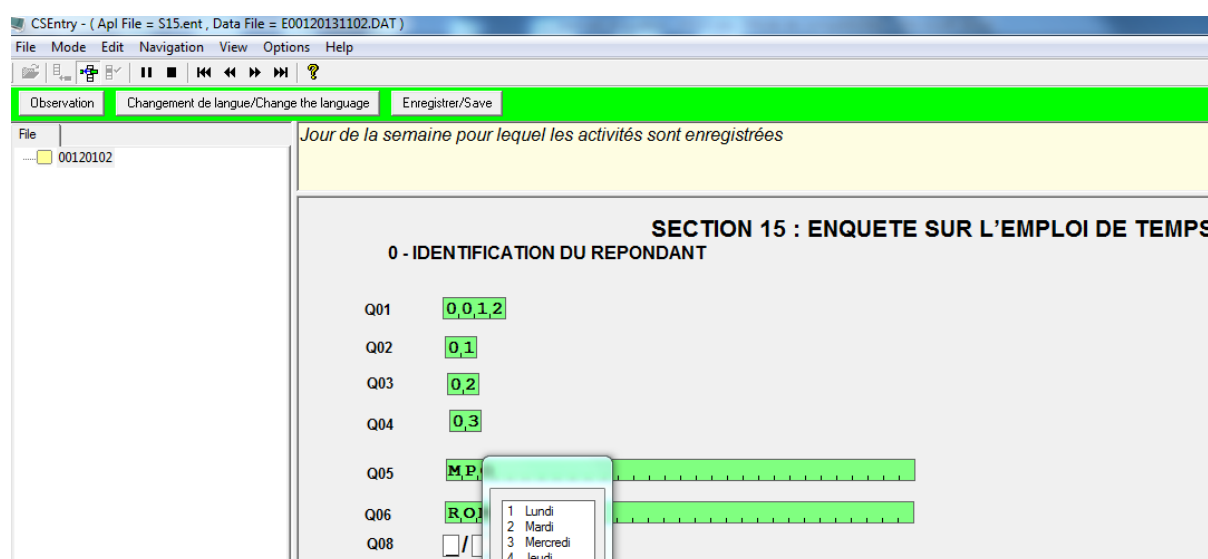
Proceed with the interview in keeping with the general instructions contained in interviewer's manual.

2.4.2 Section 15 : Typing of a household received from another interviewer

This process begins with the selection of a household to be interviewed. In the choice of a household to be interviewed, choose option **Partagé/Shared**,
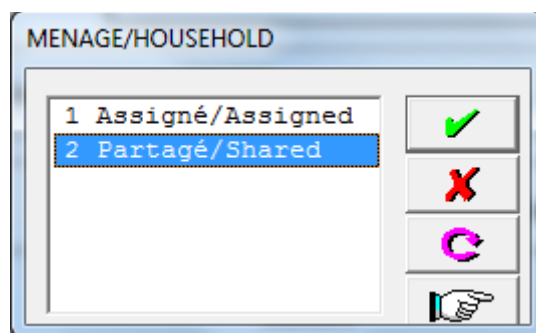
The following screen is displayed asking for the transfer to be accepted or refused.
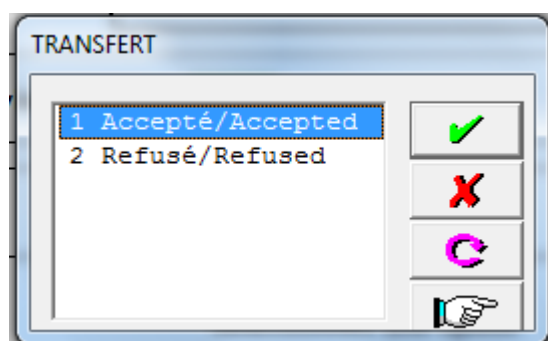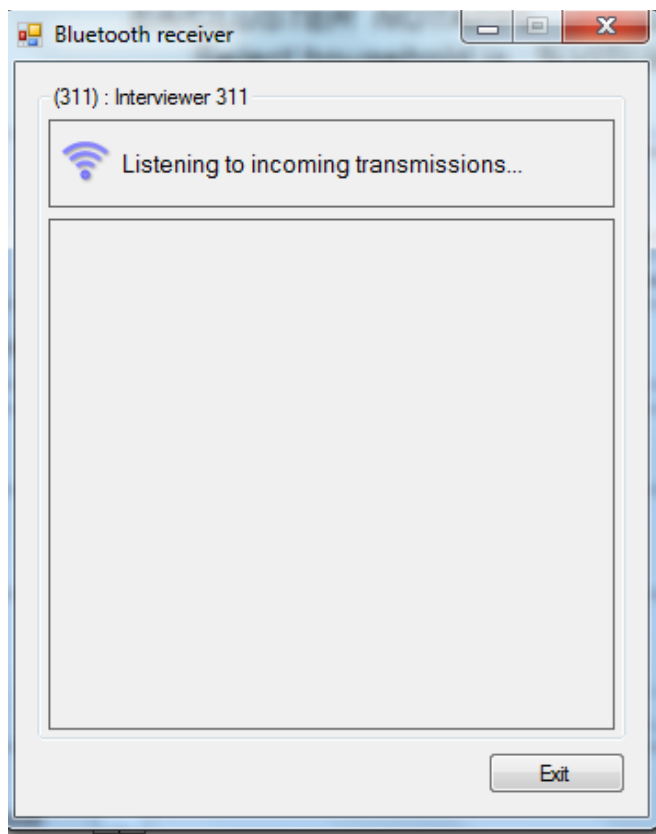
> This screen is displayed when the transfer is accepted. It will automatically disappear once the interview sharing is done successfully.
>
> If the process of transfer remains on, you will then require the one who transfers to redo the process and to get the two computers closer.

You will be then lead to section 2.4.1.3 to select an individual to be interviewed and to carry out the interview itself.

2.5   Data collection on section 16 : Peace, security and governance

To access the data collection form of section 16, you must choose option « I » or option « K » in the general menu. The following screen will be displayed:

This screen informs on the name and the line number of the individual to be interviewed in the household. You must either type the individual's code (here it is 03) or click on the figure to start your interview. You will then see the following screen displayed :

SECTION 16 : GOUVERNANCE, PAIX ET SECURITE

Q000	,3
Q001	0,0,1,2
Q004	0,1
Q005	NKORO BRUNO
Q006	NKORO BRUNO

Proceed with the interview while keeping with the general instructions.

2.6 Transfer of data to the controller

Upon the controller's demand or at the end of the job in a cluster you must transfer your data to the controller. For this, choose option « T ». This operation is either through Bluetooth, or through USB key/memory card.

2.6.1 Transfer through Bluetooth

The transfer through Bluetooth is the recommended one. Unless the Bluetooth card falls short of functioning, you will carry out all transfer through Bluetooth.
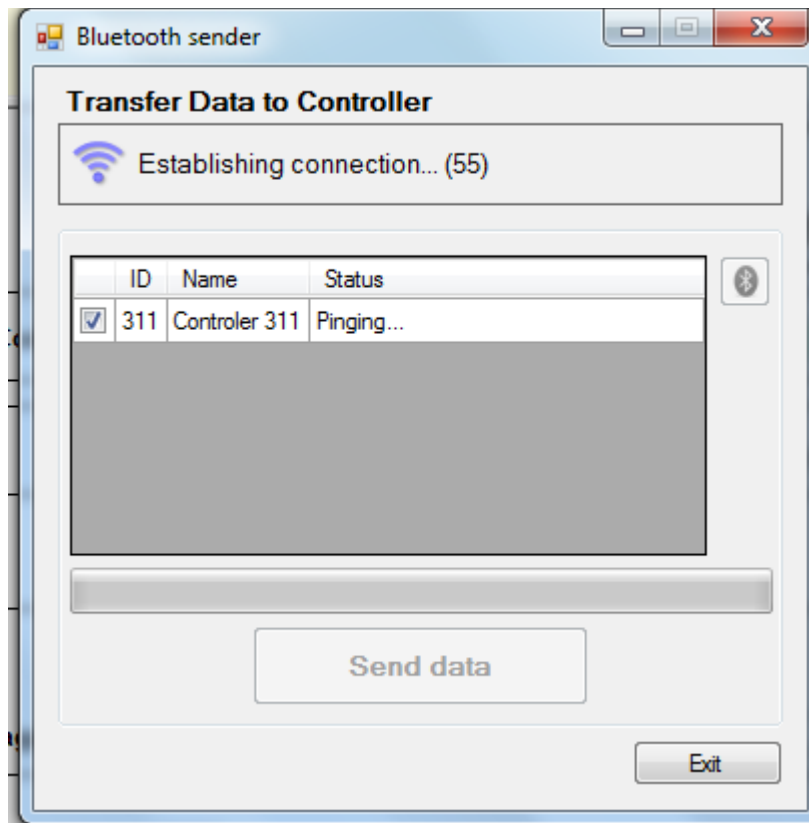
To perform the transfer of data to the controller, the later must be close to you (**5 meters maximum**). He must first launch the process of data reception.

When the controller's computer is accessible, it will be colored green. Click on « Send data ». When the window disappears, it means the transfer has succeeded.

If the color is red, you must redo the process.

2.6.2 Transfer through movable disk

You must first connect the hardware to copy. You will then see the following dialogue below displayed on the screen.
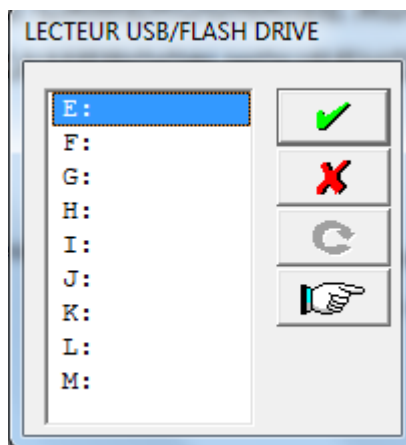
Select the key/memory card's name which will serve to copy the data

This message comes to ask you to connect the hardware to copy (USB key/memory card). Click on **OK** !
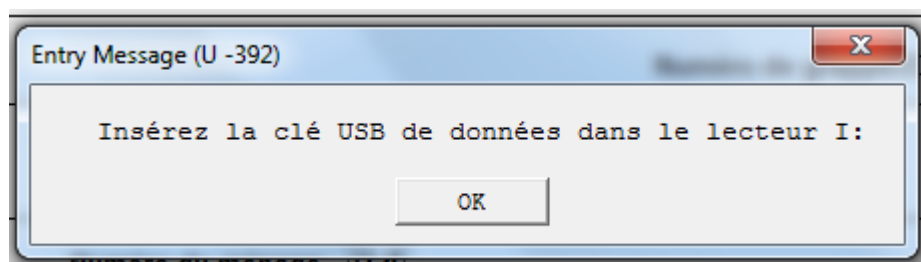
This message confirms the copying of data in a cluster.
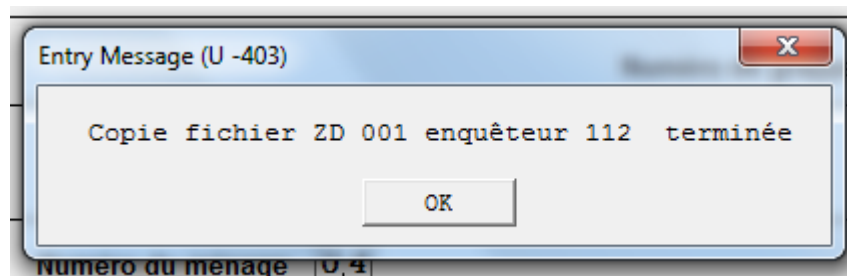
If section 13 or 14 is yet to be collected, then one of the following messages will be displayed.
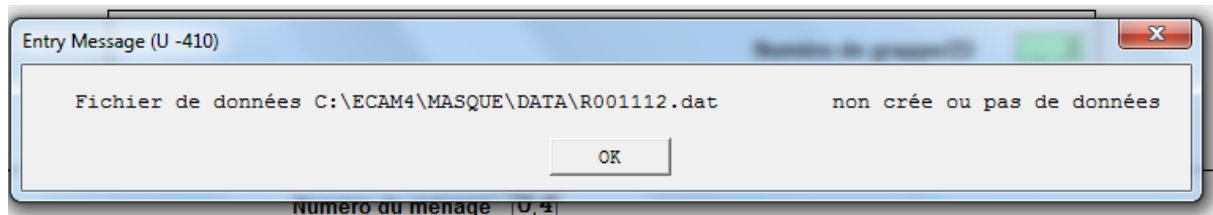
or
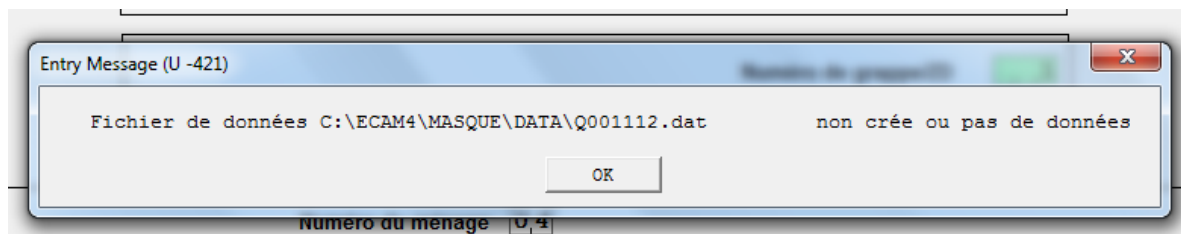
You must understand that some files attached to your cluster do not exist. This can be due to the fact that section 13 or 14 is not yet collected. If need be, redo the procedure.

2.7 To edit the codes

This option enables you to display the labels and the codes for some questions.
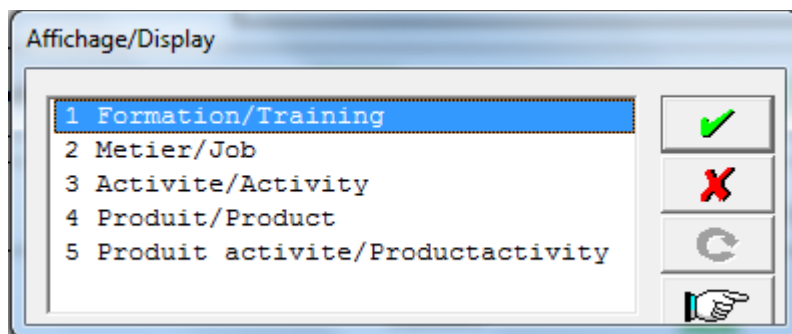
S3Q25 et S3Q28
S04Q10
S04Q11
S04Q11P
Section 13 et 14
Section 15.

2.8 Household overview

This option enables to edit a listing to give the treatment status of a given household of a cluster (result of data collection, section 4 interview, management of temporary codes for nomenclatures, data collection status for section 13, 14, 15 et 16).


```
File   Edit   View   Options   Window   Help

Application       C:\ECAM4\MASQUE\ENTRY\apercu.bch
Type              BATCH
Input Data        C:\ECAM4\MASQUE\DATA\S001203312.DAT
External (S13_DICT): C:\ECAM4\MASQUE\DATA\R001203312.DAT
External (S14_DICT): C:\ECAM4\MASQUE\DATA\Q001203312.DAT

Date              Aug 17, 2014
Start Time        17:44:42
End Time          17:44:42

CSPRO Process Summary
        +----------------------------------------------------+
        |      42 Records Read ( 100% of input file)         |
        |       0 Ignored (        0 unknown,      0 erased) |
        |      94 Messages (      94 U,       0 W,      0 E) |
        +---------+---------------+---------------+-------------+
        | Level   | Input Case    | Bad Struct    | Level Post |
        +---------+---------------+---------------+-------------+
        |    1    |        1      |       0       |         1  |
        +---------+---------------+---------------+-------------+


Process Messages

*** Case [001203] has 94 messages (0 E / 0 W / 94U)
    U   -11
    U   -12
    U   -13  ************ LISTING ************
    U   -14     Grappe    Menage    Resultat
    U   -15
    U   -16        12           3  NOTAPPL
    U   -63
    U   -64
    U   -65            SECTION 13
    U   -66  -------------------------
    U   -67 Resultat collecte/Interview result section 13           \
```

CHAPTER 3 : GENERAL INSTRUCTIONS

3.1 Error messages

During the interview, many messages can appear on the screen. This messages are of three types:

- ❖ Information messages
- ❖ Error messages
- ❖ System messages

3.1.1   Information message

Information messages are those which are displayed to help the interviewer to do his work well. It is for example to the message indicating the optional section to be interviewed for the household. It displays in the following form:
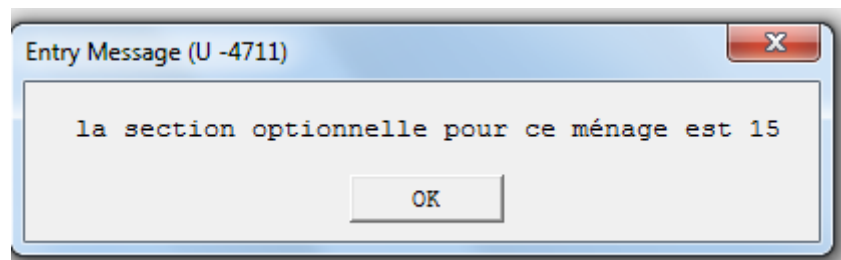
Within the information messages are also found the dialogue boxes which suggest the interviewer a choice.   Like the one below related to the adding of household members.
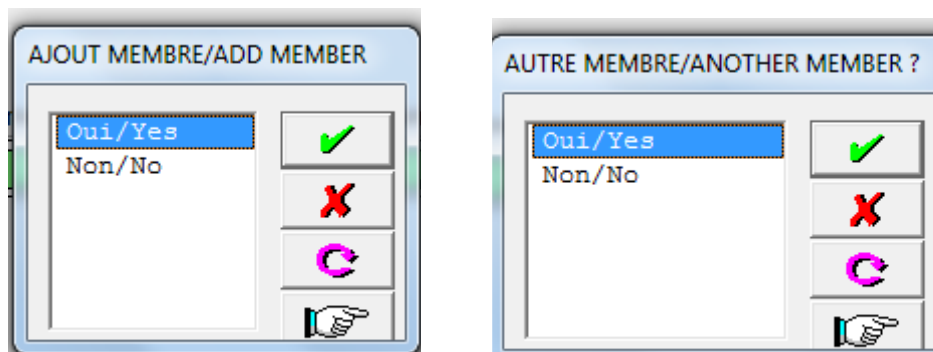
If you click on ***Oui/Yes*** the application will require the increase of the number of household members, whereas the application will move the cursor forward if you click on ***Non/No***.

3.1.2   Error message

On the whole, two types of error messages can appear.

- ❖ Non blocking Errors
  When you click on OK, the cursor goes to the next question. But you can correct this error. Therefore, you must read the message well and ask question again the interviewee to confirm the information collected.

- ❖ Errors that necessitate a correction

When you click on **OK** for this type of message, the cursor remains on the question. You must read the message well and correct the information. Enter the codes corresponding to the interviewee answer. If the situation persists, make a partial save at this stage and close the data entryapplication. **Inform if need be your controller or supervisor about the situation.**

Entry Message (U 101024)

E Contrôlez l'âge du chef de ménage (Colonne 01 S01Q4 45 ans) et de ses parents (Colonne 06 S01Q4 39 ans)

OK

Or

Entry Message (U 308)

W S3 Col. 1 : Total 0001 <> de la somme 0004

OK
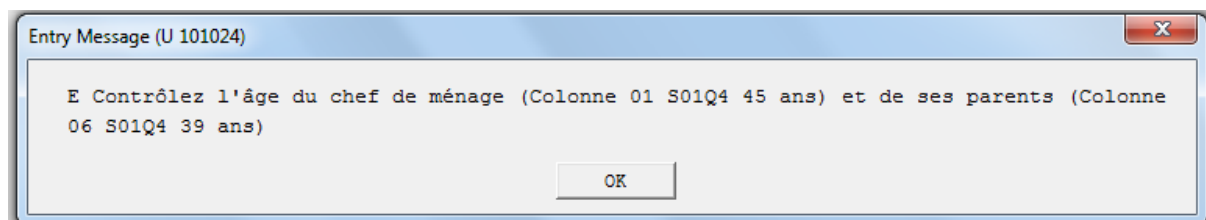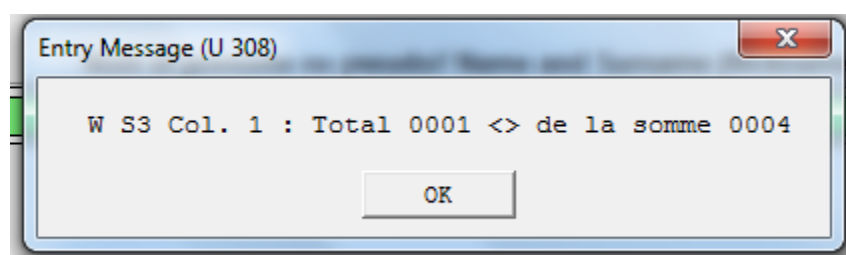
3.1.3   System error message

These messages are not numbered. They appear in general when an incorrect code is typed. Click on OK after reading and enter the right code. For example an individual's sex has two modalities 1= Male and 2= female. If you type code 3 for sex, you will have the message « Out of range » which means 3 is the value out of the range defined for sex.

WARNING: Out of range! Please enter a valid value for S15Q103B(118,1,1)

OK
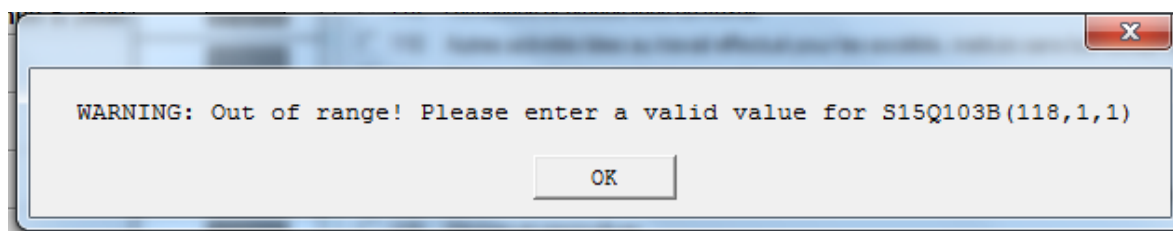
NB: You must always read the error message

3.2 Typing window for « others »

Some questions have the modality « other to be specified ». You must therefore specify what it refers to when you choose « other ». To this effect, when you choose "other to be specified" for a question, a window opens to allow you to type the interviewee's **Answer**. After having typed this answer, press on **Entry** to return to the questionnaire and continue the interview.

The data typing in this box must only contain the alphabetic characters and no figures.

NB: all messages without solution at your level must immediately be notified to the controller and possibly the supervisor.

3.3 Treatment status in the cluster

Here, it is a matter of knowing the data collection status in a cluster. To execute it, you must validate option « A ». A listing of households in the cluster assigned to you will be displayed.
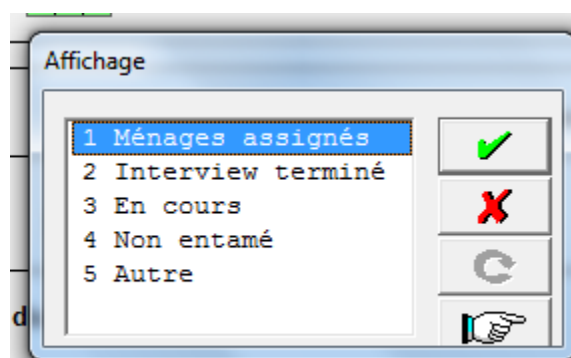
Appropriate selection:
assigned households: displays all households
interview is over: display all households for which the interview is over.
on progress : display households on partial save.
not started: displays households for which interview is pending.
other: other option.

3.4 Some advices

It is important that the paper questionnaire be close at hand, as well as your document for codification (document of nomenclatures).

To access a box rapidly, click on F6 button on the keyboard. You will see the following screen. Notice that the question which you are willing to access rapidly can be posterior (typing already for these questions) or anterior to the current position in the mask.

In « *Name* **» put the name of the question. Example S10Q3 to go to question 3 of section 10.**
In *occurrence* **specify (if need be) the line/column number you wish to get to. Allow « occurrence » if question is not in the table.**
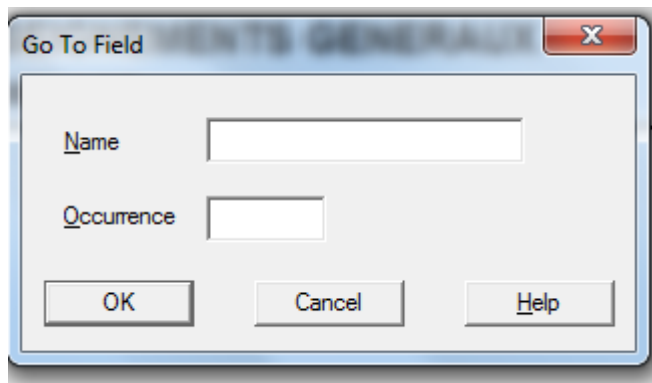
For some questions, like S06Q7, S09Q1, S09Q8, where many opinions/reasons can be given, if there is no opinion/reason, record « 99 » to say there is no opinion/reason anymore.

At the section on time use, if in a given hour slot there is no more activity, you must ensure the time of activities amounts up to 60 minutes. If it applies, click on the **Entry** key on the keyboard to switch to the next hour slot.

Remember that you must ask questions on certain activities (almost evident) which are sometimes simultaneously performed with other activities or which are neglected at times. One can cite the fact of looking after/taking care of children or the elderly ones, « time spent to go to the workplace/school », resting periods etc.

- **Computers you are given for work must be used only for data collection. It is forbidden to use it for :**

- **watching movies ;**

- **listening to music ;**

- **surfing on internet ;**

- **setting up new sofwares ;**

- **etc.**
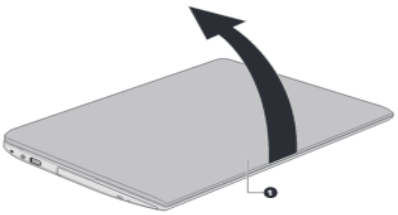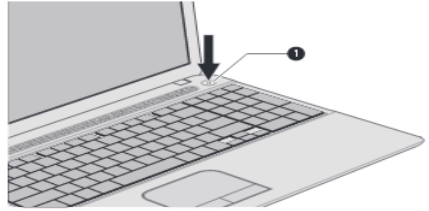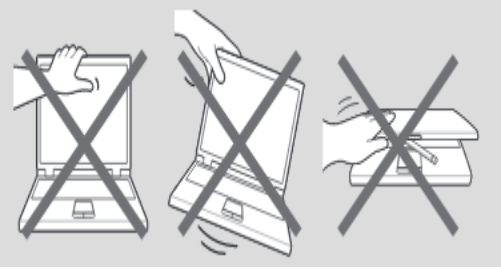
Presentation of the computer

A computer is an electronic device designed for high speed data processing. . Although the job it performs can appear extra-ordinary, it only executes millions and millions of computations and elementary actions. What is really surprising is the speed at which it can perform its job. Unlike other human-designed equipment, the computer is a programmable device for all use ; the programme in its memory determines its utility, that is what it will be used for. Against any expectation, one must load it gradually, and it is not always easy. One needs a lot of efforts to obtain results, because it is not like a TV set or a derg in front of which the user is rather passive. For data collection within the framework of ECAM4, laptops will be used. A laptop is made up of a screen, a keyboard and a Touchpad. It is offered with a charger which allows to supply the battery with electric energy.

1. Antennes de communication sans fil (non visibles)*
2. Microphone*
3. Voyant de la caméra Web*
4. Caméra Web*
5. Microphone*
6. Écran
7. Charnières de l'écran
8. Clavier
9. Haut-parleurs stéréo
10. Bouton d'alimentation
11. TouchPad
12. Bouton de contrôle de Touch Pad
13. Bouton de contrôle de Touch Pad
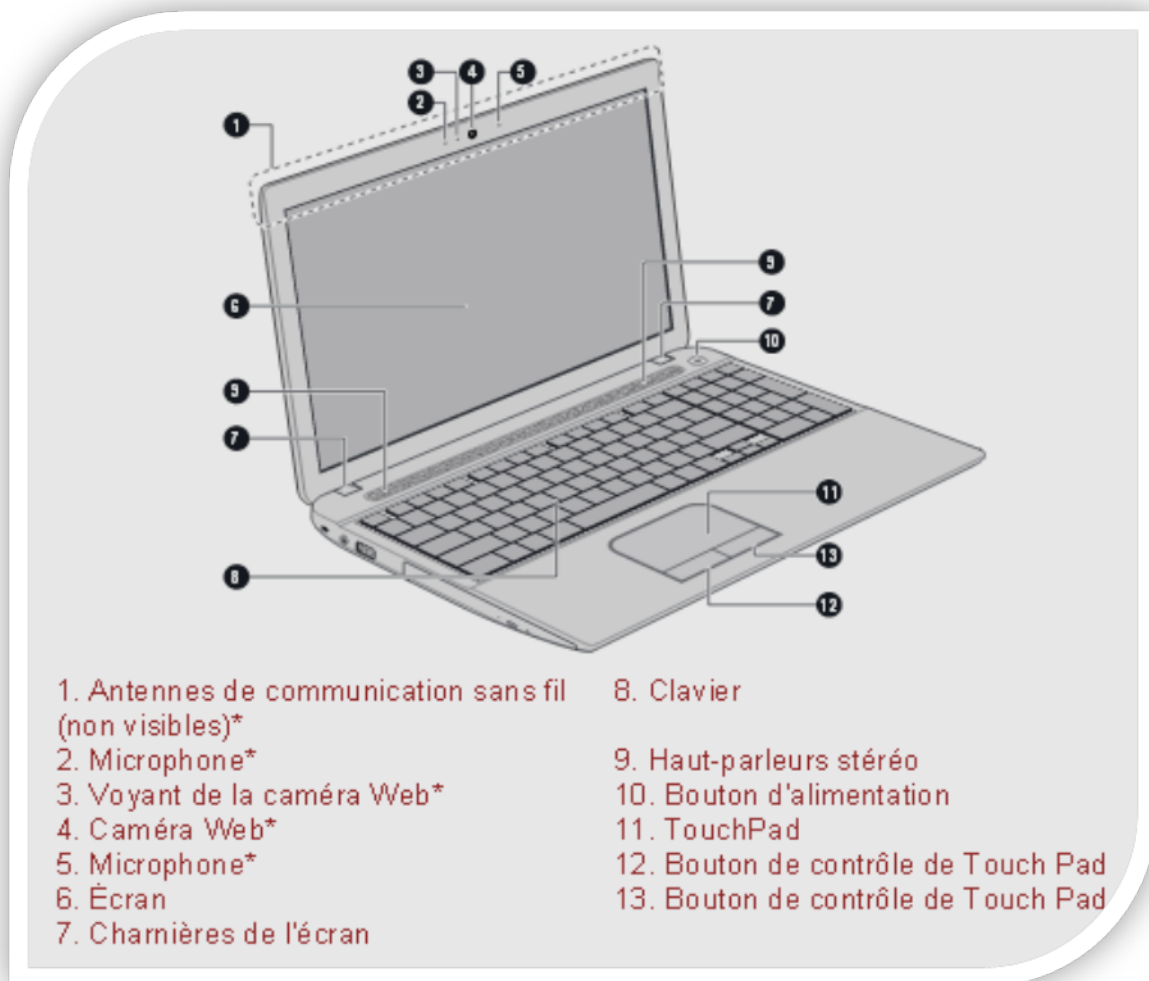
Opening of the screen

To start the laptop for use, you must open and press on the start button.

Opening	Start button
	• Avoid uncaring movements while opening and closing the screen, in order not to damage the laptop. Do not open the screen wide so as not to force and damage • Do not press on the screen. • Do not lift the laptop by screen. Do not bend the screen if a pen or any other objet might is found between the screen and the keybooard. • To open or close the screen, put a hand on the resting-hand in order to maintain the laptop on the spot, and use the other hand to open or bend the screen with precaution (Do not apply a heavy strength to open and close the screen).

Settle the right position of the screen to obtain a better display. Maintain the hand-resting and lift the screen slowly. You can adjust the angle of the screen to obtain an optimal luminosity.

Now, the main keys of an ordinary key board will be outlined, it is the same principle for the keyboard of a laptop.

⚑The main buttons of an ordinary keyboard:

The ordinary keyboard is made up of three main components:

- the numeric component (on the right) ;

- the directional component (at the middle),
- the main buttons of the keyboard (at the center/left);

One can equally consider the upper buttons:
- the function keys (F1 to F12),
- the print, screen, stop scrolling and pause keys.

The FN button combine with the F6 button (respectively F7) help reduce screen luminosity intensity (respectively increases the screen luminosity intensity).

⚑Essential buttons to know

These are essential to know

To the left:	
Echap	to return back – cancel an action
Tabulation	To switch to the next field within a form.
in the middle :	
Entrée ou Enter ou Entr (Retour chariot)	To validate an action (same function as the Entry key on the numerical component. It is the former key to return to the line for type writers.
4 arrow key	To move inside a document, a data entry form or a file.
To the right:	
Entry	To validate an action (same function as the Entry button). It is the Entry button of the numerical component.

to the left: Echap and Tabulation - in the middle : Entry and arrow buttons – to the right: Entry on the numerical componentIt is one of the most used buttons ; it helps validate an action :

Entrée, Entr ou Return ou Enter on the numerical component in the middle of the keyboard	One can distinguish 2 Entry key : - on the numerical component, - in the middle of the keyboard. They have the same function. Entry = validate a command or confirm an action. The Entry button helps to : - select "Yes" or "OK" in a dialogue box. And also: - open a file when selected within a window or on a desk. - select a command in a drop-down menu. ⚠ In a text processing. The Entry key helps to : - go to the next line (by creating a new paragraph). - inser empty lines to organize the text "aérer"
Correspondance in a dialogue window:	
	- press on the key Entry to validate (Notice the Yes which is highlighted s) - press on Echap to cancel

🔺The displace keys :

When the mouse was inexistent, one was obliged to use the keyboard to move in a text, in a list of files, etc.

With the mouse, the displace keys are less used (just click where you are willing to reach). Nevertheless, they remain practical and highly useful, mostly for the data entry form where one hardly uses the mouse.

One can consider:

⚡The arrow buttons:
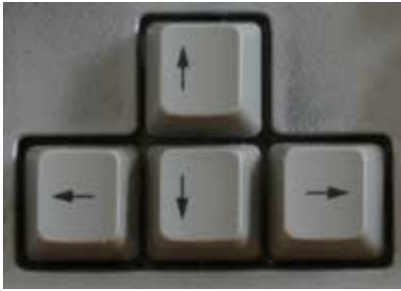
They enable to displace the cursor :

- upwards ;
- downwards ;
- leftwards ;
- rightwards.

⚡the return back keys (Backspace) and delete buttons are much more important, because they delete text or figures.
They have each a reverse effect : one delete *before the position of the cursor* whereas the other delete *after the position of the cursor*.
Turning back (left arrow) and delete

⚡The space key:
As the name suggest, it serves to apply space in a text in order to space two caracters or two words. To be used during typing in text boxes.
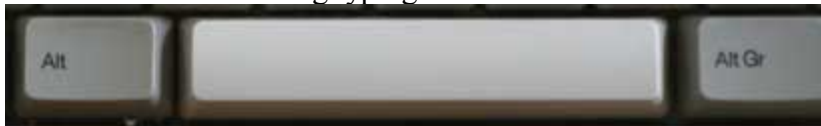
Retour Arrière (flèche gauche) et Suppr
Turning back key (left arrow) and delete

They enable to delete a text :
- before the cursor = Turning back,
- after the cursor = del

del :
- delete a file or a selected text,,
Turning back is located above the Entry key.
notice that the Insert key is above the del key.

⚡Punctuation keys:

Punctuation keys are located:

- downwards, to the right of the central part of the keyboard,

 - on the upper part of the keyboard.

1 – Downwards to the right of the central part of the keyboard:

Here, you find notably:
- comma, semi-column, period, exclamation point, u accentuated,
And with the upper case key :
- question mark, period, slash, percentage,
Note : Full stop and slash (/) can equally be obtained from the numerical component.

Circumflex accent and diaeresis are obtained in two steps :

Circumflex accent:
- 1 press on the circomflex key, release the key,
- 2 press on the letter to accentuate
Example : Forêt

Diaeresis :
- 1 press on the upper case key and on the circumflex key, relax the two keys,
- 2 press on the letter to accentuate
Example : Noël

Dead key:
"A dead key is a key on the computer's keyboard which yields no result when pressed on, but modify the behaviour of the next key that will be pressed on"
2 – in the upper part of the keyboard:

Here, you find for letters :
- eperluette (1), e acute accent (2), e grave accent (7), c cedilla (9), *a* with an accent on (0)
and about punctuations:
- quotation marks (3), apostrophe (4), opening bracket (5), hyphen (6), closing bracket (°)
With the Alt Gr key, you obtain characters particularly destined to informatics, notably:
- tilde (2), hash (3), backslash (8), at (0)
Note: to obtain a tilde, you must then press on the space key.
 Note: most keys have three signs:
- upper sign = is obtained with the upper case key
- lower left sign = is obtained by simply pressing on the key
- lower right sign = is obtained by the Alt Gr key to the right of the space key.
⚠Function keys:
Improper and personal calling:
there are keys that modify the functioning of the keyboard:
- The upper case keys = to switch from small letters to capital letters,
⚠The upper case keys:
They write: Shift (for capital) or Maj (in French).
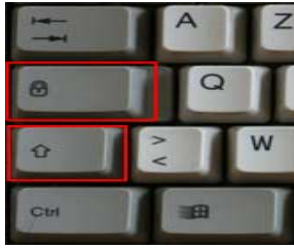There are two types of upper case keys, and two different ways of using them:
- the left and right upper case keys (identical),
- the locking upper case key: when it is on, a warning light appear.

to the left :   to the right :

locking upper case key (upwards)
left upper case key (downwards)

right upper case key
(the left and right upper case keys are identical)

Some practical advice
Posture to avoid when you are using a laptop:

La tête s'incline
au-delà de
l'amplitude neutre
maximale

Les épaules sont
recroquevillées

L'écran est trop
bas pour une
vision confortable

La région lombaire
du dos n'est pas
maintenue

Le menton pique
vers l'avant

Le PC n'est
pas supporté
correctement, et il
n'y a pas de place
pour la circulation
de l'air entre
le PC et les jambes

Les pieds sont
fléchis au lieu de
reposer à plat
sur le sol

Les
genoux
pliés
empêchent
la circulation
vers les jambes

Le soutien des
jambes est
insuffisant

Posture to adopt when you are using a laptop:

Remarque : Plus l'écran
est grand, plus il peut être
éloigné des yeux. Pour
compenser une grande
distance et/ou le niveau
d'inclinaison, augmentez
la taille du texte à l'écran

La tête s'incline avec
une amplitude neutre

Un coussin, une
couverture ou une
serviette enroulée
en bas du dos
pour le soutien
lombaire

Ajustez l'inclinaison
de l'écran pour
modifier la distance
par rapport aux yeux
et éviter
l'éblouissement

Mettez un classeur à feuilles
mobiles, une corbeille ou un
livre entre l'ordinateur et vos
jambes pour plus de stabilité et
une meilleure circulation de l'air

Les genoux plus bas
que les hanches

Soutien d'une position neutre à 90°
des coudes à l'aide d'un coussin ou
d'une serviette enroulée

Les jambes soutenues avec
assez d'espace entre le siège et
l'arrière des jambes pour une
circulation ininterrompue

Les pieds à plat sur le sol
(utilisez un repose-pieds,
au besoin)

Relax yourself some minutes after hours of work.

Relaxez-vous et revivifiez-vous
Inclinaison de la tête

Étirements des épaules

Rotation latérale de la tête

Mouvements de la ceinture

Inclinaison du menton

Mouvements latéraux

Mouvements du coude

Portée des bras

Courbure vers l'avant
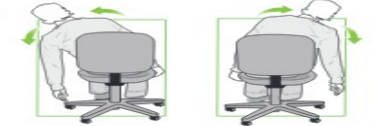
Roulement des épaules — haut, arrière, bas, avant
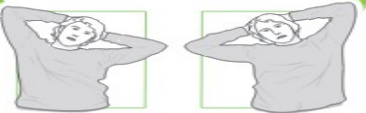
Respiration profonde
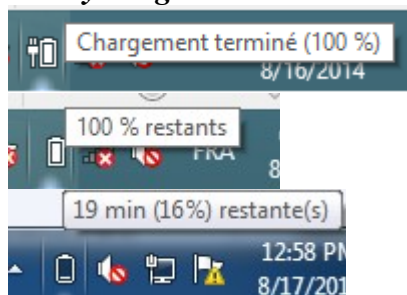Repos des yeux

Roulement inverse — bas, avant, haut, arrière

GENERAL PRECAUTIONS

TOSHIBA computer are designed to ensure maximum security, minimize tensions and support toughness of the constantly changing computer science. Nevertheless, some precautions must be taken to avoid injuries or damages. Read carefully the following general precautions and comply with the warnings highlighted in this manual.

Load level of the battery
- load your battery every evening;
- whenever an occasion shows up put your laptop on charge;
- you must always load your battery;
- control regularly the load level of your battery before you start an interview.

battery image	*Status*
Chargement terminé (100 %) 8/16/2014	Battery on load and full
100 % restants	Battery full but not on charge
19 min (16%) restante(s) 12:58 PM 8/17/201	Battery down, almost empty signalling the load percentage and the estimated time to switch the laptop off.

Appropriate ventilation

Ensure adequate ventilation to the laptop and to the mains adaptor, and to protect them from any overheating when the laptop is on or when the adaptor is plugged on (even if the laptop is in a screen-saver mode). Always comply with the following principles :
- Never cover a laptop or a mains adaptor and do not put any objet on it.
- Never put a laptop or a mains adaptor nearer to a burning source like an electric coverage or a radiator.

- Never cover or block air ducts, including those located under the laptop.
- Always use a laptop on a hard surface. Using a laptop on a carpet or other soft material can block the air ducts.
- Create space around your laptop.

The overheating of a laptop or a mains adaptor can provoke a breakdown, damages to the laptop or the mains adaptor, or fire, and lead to serious injuries.

Putting in place of a convenient work environment

Install a laptop on a support flat enough. Save a sufficient space around the laptop and other equipment so as to secure good ventilation. If not, the laptop will overheat. For your laptop to continue working under optimal conditions, see that:
- The laptop is protected against dirty, mould and sunray;
- No equipment producing a huge field magnetic, like stereo loudspeaker (besides those linked to the laptop) be install in the vicinity ;
- Temperature and the humidity level in your working environment do not change suddenly, notably when you are close to a fan with air-conditioning or a radiator;
- Your working environment is not subject to no extreme temperature, nor to humidity ;
- No corrosive chemical product or liquid be pour out on the laptop.

External temperature of the laptop

- Do not put a main adaptor on a material sensitive to heating, which could damage it.

Pressures and impacts

- A laptop must undergo no strong pressure nor no violent choc. Pressures and extreme chocs can damage the laptop's components or lead to dysfunctions.

Cleaning-up of a laptop

To ensure a lasting use without any problem, protect your laptop against dust and avoid to get any liquid closer.
- *Do not pour any liquid on the laptop.* However, if it does happen, switch the laptop off and leave it dry completely. It is advised to immediately bring the laptop to an authorized after-sales service in order to check it out.
- Clean the laptop with the help of a humid dust-cloth (use only water).

To clean the screen, spray a small quantity of a window cleaner product on a soft dust-cloth and kindly scrub.
> *Never apply a detergent directly on the laptop and do not leave any liquid permeate the laptop. Never use caustic or corrosive chemical products.*

Displacement of the computer

A laptop is designed strong and reliable. However, some simple precautions when you displace it enable to avoid most of current problems.
- Wait the end of any activity on the disk before displacing the laptop.
- Switch off the laptop (stop).
- Unplug the mains adaptor and all external peripheries linked to the laptop.

- Close the screen.
- Do not lift up the laptop holding it on its screen.
- Before carrying the laptop, stop it, unplug the power supply cable and wait until the laptop cools down. If not, you are exposed to minor injuries or to material damages.
- Do not submit the laptop to violent shocks or to external pressures, you might damage the laptop, provoke a breakdown or lose data.
- Withdraw external cards when you carry your laptop. They can damage the laptop and/or the card if they remain connected to the laptop.
- Use a carry handbag when you displace.
- When you carry your laptop, hold it in such way it does not fall down or hit something.

Battery loading

- *Never supply battery with energy from a non-recommended power point (electric source);*
- *Never supply battery with energy during storm in fear of electric risk.*