## Annex 9: Instructions for data entry

Data entry can be a long and tedious process requiring discipline, patience and organization. It is therefore preferable to have one or more persons appointed or assigned exclusively to this task, to have a computer provided for this express purpose, and a room for filing the questionnaires and to protect potentially sensitive data.

If you are not working with a smartphone-based questionnaire, the data has to be entered manually in an Excel sheet.

Prepare the Excel sheet:

> ➢ *One row* = one participant see **Star 1**

> ➢ *One column* = one question see **Star 2** (exception multiple-response questions)

> ➢ *One cell* = the responses of one person to one question see **Star 3**

To make data entry easier, it can be helpful to mark the columns in different colors for different types of questions so that the person entering the data is forewarned.

- **Questions with categories of answers (Blue cells):**

| B022   (open!) What is your husband's main income activity? |
| --- |
| [1] ☐ Agriculture      [2] ☐ Cattle-raising      [3] ☐ Businessman |
| [4] ☐ Artisan          [5] ☐ Government employee      [99] ☐ Others............. |

  - o   Enter the number code of the chosen answer
  - o   For the category "others" write the written answer (➔ we will categorize them later!)

- **Open question without categories of answer (Green cells):**

| B085 (open) What are the obstacles preventing you from washing your hands with soap? |
| --- |
| ……………………………………………………………………………………………………………… |

  - o   write the written answer (➔ we will categorize later !)

- **Closed question (White cells)**:

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**B069 (closed) Do you feel dirty when you don't wash your hands with soap?**

1 ☐ Not dirty at all        2 ☐ A bit dirty        3 ☐ Rather dirty

4 ☐ Quite dirty        5 ☐ Very dirty

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- o   Fill in the ticked code number (1-5) in the cell

- o   If you do not find an answer, enter (99) so that you know there is a missing value.

- **Open question with categories of answers with multiple responses (Yellow cells)**

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**B037 (open)** In which situations do you wash your hands with water and soap? *Open question; cross the answers mentioned. Multiple answers are possible!*

0 ☐ Never wash hands with soap   1 ☐ After defecating

2 ☐ After contact with feces        3 ☐ After have cleaned a baby's bottom

4 ☐ Before handling drinking water 5 ☐ Before preparing food

6 ☐ Before feeding a child     99 ☐ Others.....................................

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| B037_0 | B037_1 | B037_2 | B037_3 | B037_4 | B037_5 | B037_6 | B37_99 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 0 | 0 | 1 | 0 | 0 | 0 | blabal |

Here, you have to add a column for each answer category
- o   If a cell is marked, enter "1"
- o   If a cell is not marked, enter "0"
- o   All the cells should be filled in!!

Copy of Annex Example_data entry sheet_proofreading_CORR_sp - Excel

FILE   HOME   INSERT   PAGE LAYOUT   FORMULAS   DATA   REVIEW   VIEW

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**B037:** For each answer option create a column. Insert a 1 if the option was mentioned, and a 0 if not.

**B085:** Write the text as it is written in the questionnaire. The categorization and the coding will take place in a second step.

| | | Behavior | | | | | | | | | | Factor | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORD | B022 (pen) What is your husband's main income activity? | B022_kat(pen) What is your husband's main income activity? | B037_0 In which situations do you wash your hands with water and soap? Open question, check the mentioned answers. Multiple answers are... | B037_1 | B037_2 | B037_3 | B037_4 | B037_5 | B037_6 | B037_99 | B069 (closed) Do you feel dirty when you don't wash your hands with soap? | B070 (closed) How agreeable is it to wash your hands with soap? | B085 (open) What are the obstacles hindering you from washing your hands with soap? |
| 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | 5 | 5 | no obstacle |
| 2 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | | 4 | 4 | No money |
| 3 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | 4 | 5 | Distance to town to buy soap |
| 4 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 1 | 4 | No income |
| 5 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 1 | 4 | No income |
| 6 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 1 | 4 | No money |
| 7 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 1 | 4 | No money |
| 8 | 4 | 4 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | | 4 | 4 | Occasional shortages of money |
| 9 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 1 | 4 | Shortage of money |
| 10 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 1 | 4 | Shortage of money |
| 11 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | | 4 | 4 | No cask |
| 12 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | before praying | 2 | 4 | No obstacles |
| 13 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | | 4 | 5 | Hard to say. I always have water and soap |
| 14 | fishermen | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | before praying | 4 | 4 | Income too low |
| 15 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | | 5 | 4 | No obstacles |
| 16 | Driver | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | before praying | 4 | 4 | No money |
| 17 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 5 | 5 | Not in the habit of using soap |

data 1 | Coding | Indicator | Separation | Mean calculation | Graph

READY