



DATA ENTRY PROCEDURES

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Census of Population and Housing – 2001
Data Entry Procedures - Form 3

Section A. Notes for the guidance of supervisors
Set up Work / Copy Data Entry System files to a directory

1. Make Directory called “F3_2001P”
C:\>MD\F3_2001P
2. Change directory to “F3_2001P”
C:\>CD\F3_2001P
3. Copy all files from FORM 3 program diskette

C:\F3_2001P > COPY A:\ *.*

See Section E for Naming Convention for Data (Batch) Files used by ADC's

Section B. Notes for the guidance of data entry operators
Set up Work / Copy Data Entry files to a directory

Do Step 1 to 3 only in very beginning (ie. Before starting first batch data entry)

1. Make Directory called “F3_2001P”
C:\>MD\F3_2001P
2. Copy all files from supervisors computer F3 data entry files directory

Use Windows Operating System
3. This step may do by Supervisor.

Add C:\F3_2001P; in PATH at AUTOEXEC.BAT file
Eg: PATH=C:\WINDOWS;C:\F3_2001P;

4. Do this Step only in beginning of each DS Division

* To Data Entry

Make directory called “EXmmDDdd”
(where X = Cluster Code
mm = Data Entry Operator's Computer Number
DD = District Code, dd = DS Division Code)

C:\>MD\EXmmDDdd

* To Verify

Make directory called “VXmmDDdd”
(where X = Cluster Code
mm = Data Entry Operator's Computer Number
DD = District Code, dd = DS Division Code)

C:\>MD\VXmmDDdd

To Change directory called “EXmmDDdd”

(where X = Cluster Code

mm= Data Entry Operator’s Computer Number

DD = District Code, dd = DS Division Code)

C:\>CD\EXmmDDdd

To Change directory called “VXmmDDdd”

(where X = Cluster Code

mm= Data Entry Operator’s Computer Number

DD = District Code, dd = DS Division Code)

C:\>CD\VXmmDDdd

5. If you are going to enter data
After changing relevant Directory
Type POP2001 & hit Enter

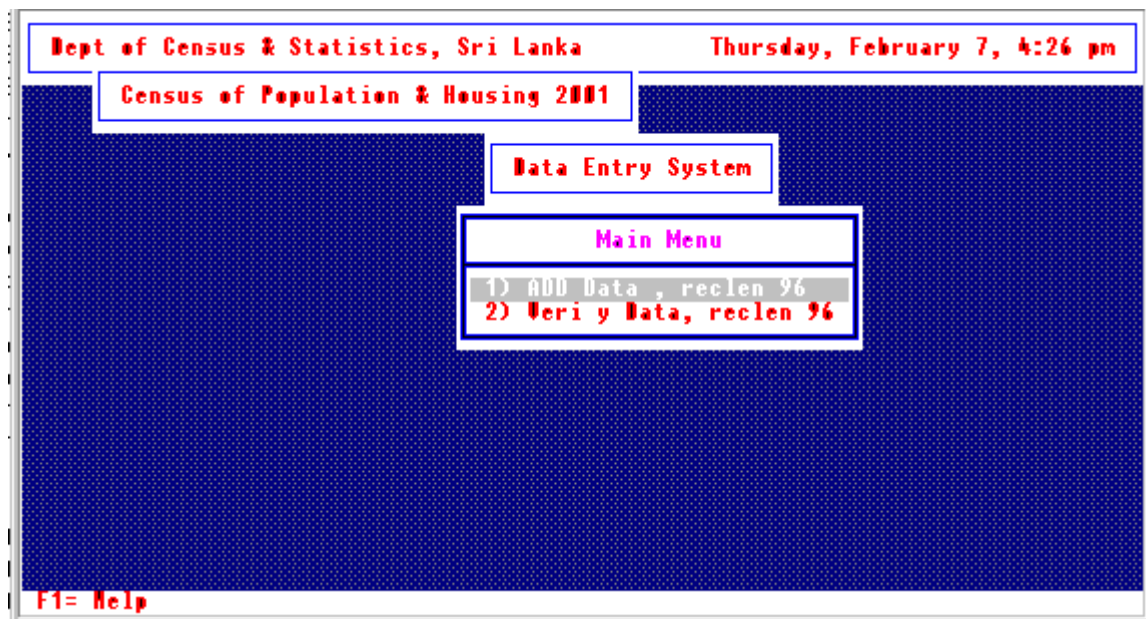
C:\EXmmDDdd> POP2001

Select Add Data , the add to Batch

6. If you are going to verify data
After changing relevant Directory
Type POP2001 & hit Enter

C:\VXmmDDdd> POP2001

Select Verify Data, verify Batch



Section C

How to use data entry program

- * Enter Batch ID's in this screen

CENSUS OF POPULATION & HOUSING 2001	
COMMON ID'S FOR BATCH	
A1 : Province & District -	Book No :
A2 : Electorate -	
A3 : DS Division -	
A4 : GN Division -	
A5 : Sector -	
A6 : MC/UC/PS -	
A7 : Ward/Village/Estate -	
A8 : Census Block No -	

- * Enter Questionnaire ID's in this screen

CENSUS OF POPULATION & HOUSING 2001								
COMMON ID'S FOR QUESTIONNAIRE								
A9 : Census Unit No. -								
A10 : Type of Unit -								
A11 : Household No -								
A1	A2	A3	A4	A5	A6	A7	A8	Book No

* Enter persons Information in this (Population) screens
(there are 5 screens for Persons information)

CENSUS OF POPULATION & HOUSING 2001 POPULATION : 1/5	
For All Persons (P0 - P14)	
P0 : This Person Is - <input type="checkbox"/> P1 : Column No - <input type="checkbox"/> P3 : Relationship - <input type="checkbox"/> P4 : Sex - <input type="checkbox"/> P5 : Date Of Birth - <input type="text"/> <input type="text"/> <div style="text-align: center; font-size: small;">yyyy mm</div> P6 : Marital Status - <input type="checkbox"/> P7 : Citizenship - <input type="checkbox"/>	P8 : Religion - <input type="checkbox"/> P9 : Ethnic Group - <input type="checkbox"/> P10 : District Of Birth - <input type="checkbox"/> P11 : Usual Residence - <input type="checkbox"/> P12 : Duration - <input type="checkbox"/> P13 : Previous Residence - <input type="checkbox"/> P14 : Disability - <input type="checkbox"/>

A1 ☐
A2 ☐
A3 ☐
A4 ☐
A5 ☐
A6 ☐
A7 ☐
A8 ☐
A9 ☐
A10 ☐
A11 ☐
Book ☐

CENSUS OF POPULATION & HOUSING 2001 POPULATION : 2/5	
For 3 Years & Over Persons : (Born Before-1998) : (P15 - P16)	
<div style="text-align: center; margin-top: 100px;"> P15 : Attendance At School - <input type="checkbox"/> P16 : Educational Attainment - <input type="checkbox"/> </div>	

A1 ☐
A2 ☐
A3 ☐
A4 ☐
A5 ☐
A6 ☐
A7 ☐
A8 ☐
A9 ☐
A10 ☐
A11 ☐
Book ☐

CENSUS OF POPULATION & HOUSING 2001		POPULATION : 3/5																													
For 10 Years & Over Persons : (Born Before-1991) : (P17 - P18)																															
<p>P17 : Speak, Read/Write</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Speak</th> <th style="text-align: center;">R/W</th> </tr> </thead> <tbody> <tr> <td>SINHALA :</td> <td style="text-align: center;">■</td> <td style="text-align: center;">■</td> </tr> <tr> <td>TAMIL :</td> <td style="text-align: center;">■</td> <td style="text-align: center;">■</td> </tr> <tr> <td>ENGLISH :</td> <td style="text-align: center;">■</td> <td style="text-align: center;">■</td> </tr> </tbody> </table>		Speak	R/W	SINHALA :	■	■	TAMIL :	■	■	ENGLISH :	■	■	<p>P18 : Activities</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>A - Employed</td> <td style="text-align: right;">:</td> <td style="text-align: center;">■</td> </tr> <tr> <td>B - Unemployed</td> <td style="text-align: right;">:</td> <td style="text-align: center;">■</td> </tr> <tr> <td>C - Own Acc. Worker</td> <td style="text-align: right;">:</td> <td style="text-align: center;">■</td> </tr> <tr> <td>D - Unpaid Family Worker</td> <td style="text-align: right;">:</td> <td style="text-align: center;">■</td> </tr> <tr> <td>E - Seeking Work</td> <td style="text-align: right;">:</td> <td style="text-align: center;">■</td> </tr> <tr> <td>F - Non Eco. Activity</td> <td style="text-align: right;">:</td> <td style="text-align: center;">■</td> </tr> </tbody> </table>	A - Employed	:	■	B - Unemployed	:	■	C - Own Acc. Worker	:	■	D - Unpaid Family Worker	:	■	E - Seeking Work	:	■	F - Non Eco. Activity	:	■
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F - Non Eco. Activity	:	■																													

A1A2A3A4A5A6A7A8A9A10A11Book

CENSUS OF POPULATION & HOUSING 2001		POPULATION : 4/5
For 10 Years & Over Persons : (Born Before-1991) : (P19 - P22)		
P19 : Occupation	-	■■■
P20 : Industry	-	■■■
P21 Employment Status	-	■
P22 : Non Economic Activity	-	■

A1A2A3A4A5A6A7A8A9A10A11Book

CENSUS OF POPULATION & HOUSING 2001		POPULATION : 5/5
Female Born Before - 1986 : (P23 - P25)		
P23 : Children Born Alive	-	■
P24 : Living Children	-	■
P25 : Date Of Birth (Live Born)	-	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">■■■ yyyy</div> <div style="text-align: center;">■ mm</div> </div>

A1A2A3A4A5A6A7A8A9A10A11Book

- Enter Housing Unit Information in this (Housing) screen

CENSUS OF POPULATION & HOUSING 2001		HOUSING : 1/2
For Housing Units (H1 - H9)		
H1 : Occupancy	-	■
H2 : No Of Households	-	■
H3 : No of Persons	-	■
H4 : A-Wall	-	■
B-Floor	-	■
C-Roof	-	■
H5 : Structure	-	■
H6 : Year of Construct	-	■
H7 : Usage	-	■
H8 : Rooms	-	■
H9 : Bed Rooms	-	■
	Living/Dining	-
	Kitchen	-
	Office Rooms	-
	Other Rooms	-

A1 ■ A2 ■ A3 ■ A4 ■ A5 ■ A6 ■ A7 ■ A8 ■ A9 ■ A10 ■ A11 ■ Book ■

- Enter Household Information in this (Housing) screen

CENSUS OF POPULATION & HOUSING 2001		HOUSING : 2/2
For Household (H10 - H15)		
H10: No. of Persons in HH	-	■
H11: Availability of Toilet	-	■
H12: Type of Toilet	-	■
H13: Drinking Water	-	■
H14: Type of Lighting	-	■
H15 : Cooking Fuel	-	■
H16 : Tenure	-	■

A1 ■ A2 ■ A3 ■ A4 ■ A5 ■ A6 ■ A7 ■ A8 ■ A9 ■ A10 ■ A11 ■ Book ■

Section D

Naming Convention for Data (Batch) Files used by DEOs

1. Create folders (Directories) for each DS Division
“EXmmDDdd” (For Data Entry) and “VXmmDDdd” (For Verification)
(where X = Cluster Code
mm= Data Entry Operator’s Computer Number
DD = District Code, dd = DS Division Code)

Example:

To enter data in DEO’s Computer Number (04) in Cluster A
for Kalutara (13) District DS Division (03)
Directories should be EA041303 and/or VA041303

2. **Data file name for each Batch (Census Block)**

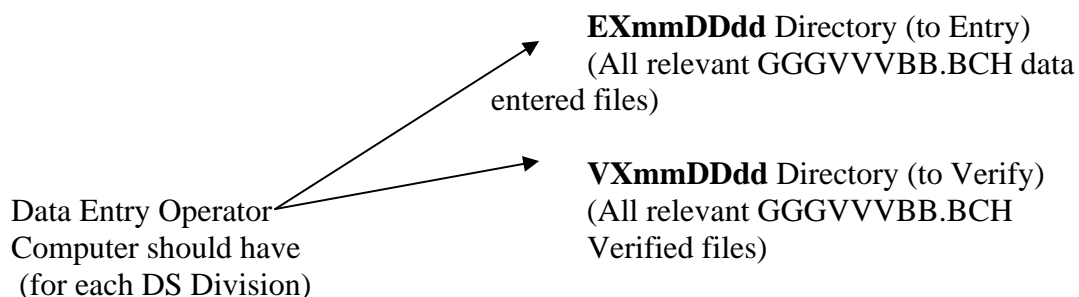
GGGVVVBB.BCH

(where GGG= GN Division code
VVV = Village/Ward/Estate Code
BB=Census Block code)

Example:

To enter data for GN=015, Village/Ward/Estate=051, Census Block=23

Batch name is 01505123.BCH



Section E

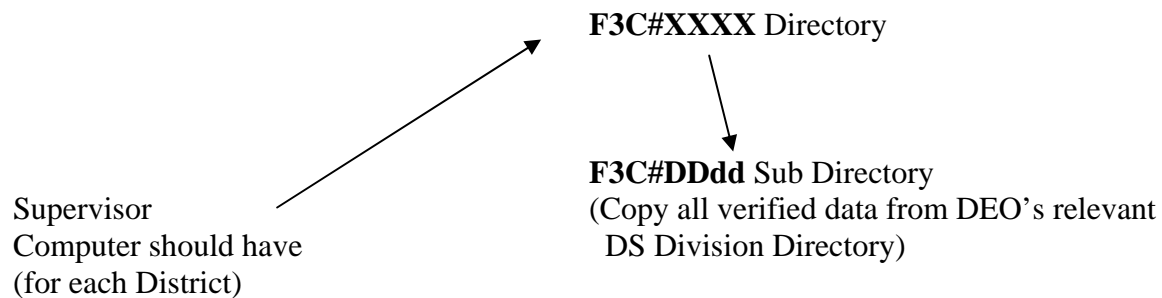
Naming Convention for Data (Batch) Files used by ADCs

1. Create folders (Directories) for each District
“F3C#XXXX”
(where C#= Cluster Code
XXXX = First four characters District Name)
Example: To copy verified data from DEO’s Computers
Directory should be F3CAKALU
(Cluster code is A, District is Kalutara)
2. Create Sub Directories for each DS Division
“F3C#DDdd”
(where C#= Cluster code
DD = District Code
dd=DS Division code)

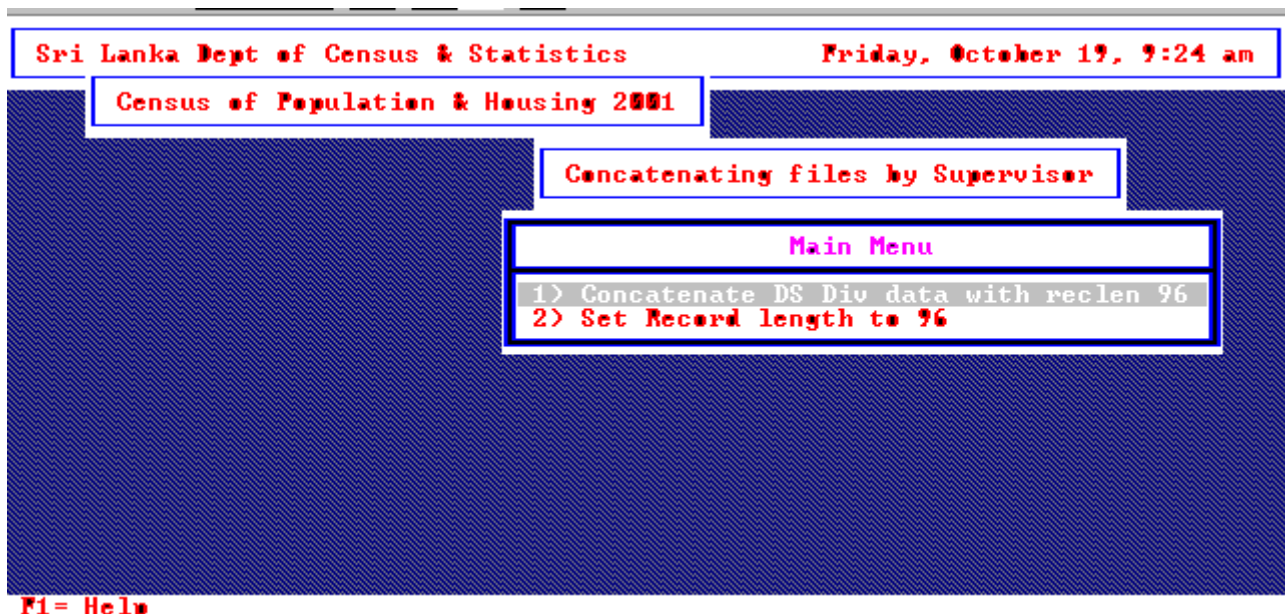
Example: To copy verified data from DEO’s Computers to Cluster A
Sub Directory should be F3CA2321
(for District is 23, DS Division is 21)

3. Copy all Verified files from DEO's computer relevant Directory

Use Windows Operating System



4. To concatenate all data files for a DS Division
Type DSCOPY and hit Enter
5. To set all data files to record length 96
Type DSCOPY and hit Enter



Files should contains in F3_2001P Directory

POP2001.MNU	DSCOPY.MNU
POP2001.BAT	DSCOPY.BAT
DE_FORM3.AP	EXPAND.BAT
DE_FORM3.ERR	GCONCAT.BAT
DE_FORM3.ARF	DOUGMENU.EXE
DE_FORM3.EXE	DMENU1.BAT
DE_FORM3.MSG	EX.EXE
MOD_F3.AP	
CENTRY.SYS	
ADD.SYS	
MODIFY.SYS	