



User's Manual for the Computerized Data Encoding System
(Version 10-2007-04)

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User's Manual for the CBMS Computerized Data Encoding System

This manual contains guidelines and instructions on the use of the CBMS Computerized Data Encoding System.

The CBMS Computerized Data Encoding System was originally developed by the CBMS Network Coordinating Team for the use of local government units who have implemented CBMS in their respective localities. The encoding system was customized for CBMS application using the CSPPro, a free software package that can be used to encode, tabulate, and disseminate data from census and survey.

I. Setting up the system

A. System Configuration

Minimum configurations of computers that will house the encoded data:

- 33MHz 486 processor
- 16MB of RAM
- VGA monitor
- Mouse
- 45MB of free hard drive
- Microsoft Windows 95

For a much better and faster encoding and saving, below are recommended configurations of the computers:

- Pentium III processor or equivalent
- 256MB of RAM
- SVGA monitor
- Mouse
- 45MB of free hard drive space
- Microsoft Windows 98, Me, NT 4.0, 2000, XP or 32-bit Vista

B. Installation

The installation is quick and simple. Although installation could be done repeatedly, it must be done carefully to prevent corruption. Therefore, unless there is a crucial update from the system developer, try not to re-install the system. It must be noted that one must take full responsibility in installing the software.

Here are the steps in installing the software:

1. Insert the system CD provided by the CBMS Team.
2. The setup menu will automatically popup. If it does not, double click the CD drive or run "**manage.exe**" in the directory of the CD.
3. There are two options in the setup menu: CBMS encoding system – version number and CBMS-NRDB Mapping Tool. Just click the "CBMS encoding system – version number" option and click the "**Install**" button.
4. A welcome screen will appear. Click "**Next**".

5. The setup will require the user to accept the agreement upon using the software. After agreeing on the terms, click **“Next”**.
6. A pop-up screen will appear, informing the program folder where shortcut files are to be installed. Click **“Next”**.
7. A pop-up screen will appear informing that the settings for installation are complete. Just click **“Next”**. The software will now be installed.
8. Before the end of the installation, a Winzip self-extractor will appear. This will install the CSPro auxiliary program. Click **“Set-up”**.
9. A welcome screen will appear indicating that the CSPro will now be installed. Click **“Next”**.
10. A pop-up screen will appear indicating the name of the folder that the files will be saved. Click **“Next”**.
11. A pop-up screen will appear, indicating what language to input text. Click **“Next”**.
12. A pop-up screen will appear asking what components to be installed. Click **“Next”**.
13. A pop-up screen will appear, indicating the folder that the program will be installed. Just click **“Next”**. CSPro will now be installed.
14. Uncheck the **“Look at README file”** and click **“Finish”**.
15. A pop-up screen will appear, informing that the **“Installation Complete”**. Click **“Ok”**.

II. Encoding data from the CBMS household profile questionnaire

A. Instructions

General

Here are general rules to follow in encoding:

- Before encoding, be sure to check the accuracy and consistency of the questionnaires to be encoded.
- Generally, **“ENTER”** is the primary confirmatory key in encoding while **PgUp**, **PgDown**, and the arrow keys are the navigational keys.
- If wrong data was encoded, just delete the wrong data and enter the correct information.
- When out of range/invalid appeared, just press **“ENTER”**.
- Gray sections in the manual pertain to fields that are not to be filled up.

Specific

This section gives instruction on how to encode data from the accomplished CBMS household profile questionnaire. The encoding has three parts: **the first part is the identification page (page 1 of the questionnaire); the second part is encoding individual data for all household members; and the third part is encoding data for the households**. It is important to finish encoding data for household members before encoding household-based data.

Encoding is by field. A field usually corresponds to a specific answer to a question. However, there could be more than one answer to a particular question; thus, there could be sub-fields to be filled up in a single question.

As mentioned earlier, “**ENTER**” is the primary key for encoding. However, since each field has a specific length (number of characters), the cursor automatically leaves the current field when it has been filled up. Example: The field **Region** has length 2. Thus, when “03” is entered, the cursor will automatically go to the field **Province**. However, entering “3” will require hitting the “**ENTER**” key although the same output will be attained, that is, “3”.

It is advised that encoders refrain from using the mouse as much as possible. The encoding system’s cursor is designed to move immediately after a space has been completely filled up. If in case there is a need to return to a specific field after an erroneous entry, users should use the arrow keys to navigate back.

B. How to start encoding

After installing the encoding system, go to start-up menu, click Programs, CBMS Database and CBMS Encoding System to start encoding. An executable screen will appear which is the main interface to be used:

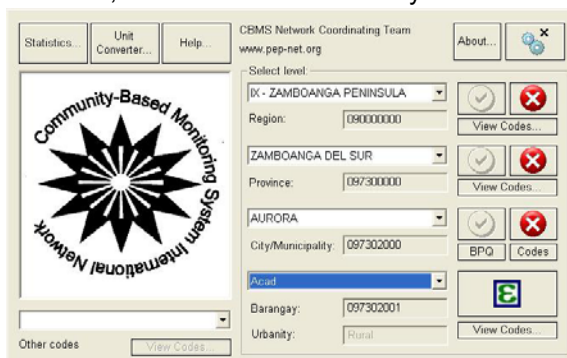
- Look for the name of the region in pull down menu and click the check button. The code for the region will automatically appear in the code box. To change the region, just select another region from the pulldown list and click the check button.

Example: The code of Zamboanga Peninsula (Region IX) is Code 09.

- Look for the name of the province in pull down menu and click the check button. The code for the province will automatically appear in the code box. To change the province, select another province from the pulldown list.

Example: The code for Tarlac is 69.

- Look for the name of the municipality/city in pull down menu and click the check button. The code for the municipality/city will automatically appear in the code box. To change the municipality/city, again, select another one from the pulldown list.
- Look for the name of the barangay in pull down menu and click the check button. The code and urbanity for the barangay will automatically appear in the code box. To change the barangay, just select another barangay.
- After clicking the encoding icon, a pop-up screen will appear showing information on the barangay that will be encoded. After clicking the check button, a pop-up screen will appear requesting for an **operator ID**. After entering the operator ID, the encoder is now ready to encode the data.



Note: The fields *Urbanity, Region, Province, Municipality and Barangay* are persistent numeric fields. That is, once they are filled up, they will automatically repeat in the next record whenever a questionnaire is finished since they do not usually differ within groups of households. If a wrong code is entered in one of these fields, it is necessary to use **F7** to go back to each of them. Moreover, *Urbanity, Region, Province, Municipality/City, and Barangay* will be automatically initialized in the first instance of encoding in a barangay.

A. Identification

Once the items on Region, Province, Municipality/City and barangay are encoded at the start, this will automatically appear when the Identification page of the encoding system is shown. The encoding will start in the Purok item.

Field Name	Description
District or Purok	<p>This field is for the purok code. Please consult the supervisor regarding these codes.</p> <p><i>Purok is also a persistent numeric field. That is, once it is filled up, it will automatically repeat in the next record whenever a questionnaire is finished since it does not usually differ within groups of households.</i></p> <p>If a wrong code is entered, it is necessary to use F7 to go back to each of them.</p>
Household Identification Number	<p><i>Be sure that the household ID number is matched in the spot map.</i></p> <p>It is better that a list of households with corresponding ID number that was used in the preparation of spot map is available for easier validation.</p>
Address	Enter the full address written in the questionnaire.
Respondent	Enter the full name of the respondent.
Date	Enter the complete date of the interview
Time started	<p>Enter the time start of interview. Valid codes are “1” for AM and “2” for PM.</p> <p><i>Note: In a synchronized interview and encoding situation, current time is generated.</i></p>
Time finished	<p>Enter the time end of interview. Valid codes are “1” for AM and “2” for PM.</p> <p><i>Note: In a synchronized interview and encoding situation, this will be entered last and current time is generated.</i></p>

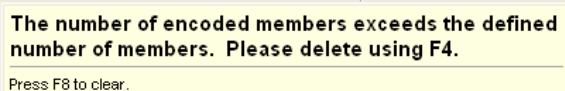
Interviewer (Enumerator)	Enter the full name of the enumerator.
Assessment	Write down completely the assessment made on the quality and reliability of the acquired information. <i>Note: In a synchronized interview and encoding situation, this will be entered last.</i>

Encoding individual data for all household members (pages 2, 3 and 4):

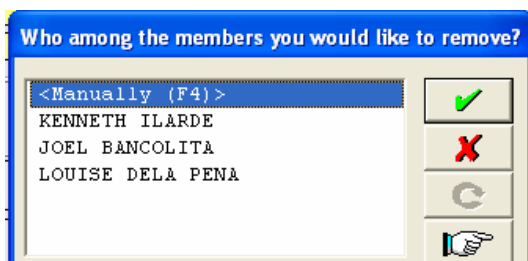
B. Demography

Field Number	Field Name	Description
	Number of household members	Enter the total number of household members identified in the accomplished questionnaire. The number of households corresponds to the encircled number in Column 1A of the questionnaire. Make sure that this number corresponds to the number of names of household members listed in Column 2 of the questionnaire.
<i>Field 1</i>	Line number	This refers to the line number of each household member.
<i>Field 2</i>	Name of household members	Enter the surname in the first line and the first name in the second line.

Note: If the number of members is changed and this is less than the encoded, the following message will appear:



This validates the actual encoded and the given number of members. The user will be prompted which of the members must be deleted or revise it manually:



The encoder should take extra care that once member information is deleted from the roster, the deletion is permanent. If this happens, the encoder needs to encode again the member information.

<i>Field 3</i>	Relation to the head of the household	Code "1" is automatically generated for the household head. Valid entries are codes are 2-9, which refer to the various relations to the household head. If code entered is 7 or 9, the cursor will move to the next field for data on other relations not included in the given choices.
<i>Field 4</i>	Sex	Valid entries are codes 1 (Male) and 2 (Female).
<i>Field 5</i>	Birthdate and Age	Enter the date of birth of member in MM/DD/YYYY. Only month (MM) and day (DD) are the allowed fields to be unknown. The code for unknown is '99'. The age will be automatically generated.
<i>Field 6</i>	Birth registration	Valid entries are codes 1 and 2.
<i>Field 7</i>	Civil Status	Valid entries are codes 1-6.
<i>Field 8</i>	Religion	Valid entries are codes 1-7, corresponding to the different religions. If the data entered is code 6, the cursor will move to the next field for the name of the religion not included in the choices.
<i>Field 9</i>	Indigenous tribe	Valid entries are codes 1 (Yes) and 2 (No). If code 10 is entered, the cursor will skip Field 10 and proceed to Field 11.
<i>Field 10</i>	Indigenous tribe group	Valid entries are codes are 1-111, corresponding to the different indigenous tribe groups in Mindanao. If the data entered is code 25, the cursor will move to the next field for the name of the indigenous tribe not included in the choices.

C. Migration

<i>Field 11</i>	Length (years/months)	The first field is for the number of years while the second field is for the number of months. For example, if the data to be entered is 6 months, just enter 0 for the first field and enter 6 for the second field.
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		If the data is since birth (SB), just enter 999 .
<i>Field 12</i>	Place of origin	<p>In field 12, it is required to encode the code for the country, province, municipality and barangay.</p> <p>For the country code, refer to the encoding interface for the code of the countries. The country code for the Philippines 608. Enter code corresponding to the name of country specified in the questionnaire.</p> <p>If the place of origin is outside the Philippines, the cursor will automatically skip to Field 14.</p> <p>If the place of origin is in the Philippines, the cursor will automatically move to the next field which refers to the province code. The list of provincial codes is found in the executable file.</p> <p>Example: The provincial code for Tarlac is 69. If the place of origin is Tarlac, the cursor will automatically move to the next field, which refers to the municipality/city code. After entering the municipal code, it will skip the field for the municipality text and will move to the barangay code, which refers to the code of barangay in one municipality/city.</p> <p>If the place of origin is from another province (ex. not Tarlac), the cursor will skip the municipality code (since the field is only for the municipalities in Tarlac). It will move to the next field. Here, enter the name of municipality/city.</p> <p>After entering the name of the municipality or city, the cursor will proceed to the barangay field which will require the user to enter the name of barangay.</p>

D. Education

Field Number	Field Name	Description
Note: Notice that the cursor will automatically skip fields 13 to 16 if the entered age (refer to field 5) of the household member in the roster is less than 3 years old.		
<i>Field 13</i>	Attending school	<p>Valid entries are codes 1 (Yes) and 2 (No).</p> <p>If the data entered is code 2, the cursor will skip fields 14 and 15 and move to field 16.</p>
<i>Field 14</i>	Grade/year level	Enter the code for grade/year level.

Field 15	School type	Valid entries for school type are codes 1 (private) and code 2 (public).
Field 16	Highest educational attainment	Enter code for the highest educational attainment. If data entered is college graduate (code 35), the next field should be filled-up corresponding to the code of the course (this starts at number 40).
Note: Notice that the cursor will automatically skip fields 17 if the entered age (refer to field 5) of the household member in the roster is less than 10 years old.		
Field 17	Literacy	If the household member is below 10 years old, the cursor will skip this field. Valid entries are codes 1(literate) and 2 (not literate).

E. Community and Political Participation

Field Number	Field Name	Description
Note: Notice that the cursor will automatically skip fields 18 and 19 if the entered age (refer to field 5) of the household member in the roster is less than 10 years old.		
Field 18	Membership in community organization	Valid entries are codes 1 (Yes) and 2 (No). If the data entered is code 2, the cursor will skip field 19 and move to field 20.
Field 19	Type of community organization	Valid codes are from 1-11. If the data entered is code 11, the cursor will move to the next field for the type of community organization.
Note: Notice that the cursor will automatically skip fields 20 and 21 if the entered age (refer to field 5) of the household member in the roster is less than 18 years old.		
Field 20	Registered voter	Valid entries are codes 1 (Yes) and 2 (No). If the data entered is code 2, the cursor will skip field 21 and move to field 22.
Field 21	Voted in the last election	Valid entries are codes 1 (Yes) and 2 (No).

F. Nutritional Status

Note: Notice that the cursor will automatically skip fields 18 and 19 if the entered age (refer to field 5) of the household member in the roster is more than 5 years old.		
<i>Field 22</i>	Nutritional status	Valid entries are codes are 1-4, corresponding to the nutritional status of children.

G. Employment

Field Number	Field Name	Description
<i>Field 23</i>	Employment	Valid entries are codes 1 (Yes) and 2 (No). If code entered is 2, the cursor will skip fields 24-27 and will move to field 28.
<i>Field 24</i>	Type of job/business	Enter the full name of the job and its corresponding code. Valid entries are codes 1-10, corresponding to the codes for types of job.
<i>Field 25</i>	Name of business or industry	Enter the name of business or industry and the corresponding code of the industry in which the business is associated to. Valid codes are 1-17, corresponding to the different industries.
<i>Field 26</i>	Nature of employment	Enter the code of the state of employment of the individual. Valid entries are codes (if permanent), 2 (if seasonal or temporary) and 3 (if business or job is constantly changing).
<i>Field 27</i>	Classification of employment	Enter classification of worker. Valid codes are from 1-7
Note: If the code on field 23 is 2 (not employed), the cursor will skip fields 24-27 and automatically move to field 28.		
<i>Field 28</i>	Look for work	Valid codes are 1 (Yes) and 2 (No). If code entered is 1, the cursor will proceed to field 29. If code entered is 2, the cursor will proceed to field 30.

<i>Field 29</i>	Job search method	Valid entries are from codes 1-6.
<i>Field 30</i>	Reason for not looking for work	Valid codes are from 1-9. If the data entered is code 9, the cursor will proceed to the next field for the specified reason for not looking work.
<i>Field 31</i>	Last time to look for work	Valid entries are codes 1 (4 to 6 months), 2 (More than 6 months ago) and 3 (Never).
<i>Field 32</i>	Availability for work	Valid entries are codes 1 (Yes) and 2 (No)
<i>Field 33</i>	Willingness to take up work	Valid entries are codes 1 (Yes) and 2 (No)

After filling up the roster, some other validating messages will appear.

(1)

The number of encoded exceeds the number of defined members, please perform clean-up.

Press F8 to clear.

The message above appears when the number encoded members are not consistent with the predefined number of members. After pressing F8, the user will be prompted to change either the household size or the number of encoded.

(2)

There are 1 empty person records.

Press F8 to clear.

The above message warns the user of empty records such as in sex, age and relationship. The encoder should encode the information to empty fields.

(3)

There are 0 members age 18 years old and above.

Press F8 to clear.

The encoder will be warned by the above message when there are no adult members in the roster. However, the cursor will still go to the next section.

(4)

You have fully encoded the actual number of members.

Press F8 to clear.

When the number of members entered is equal to the number of member information encoded, the above message will appear and the user will be brought to the next section

If data for all household members have all been encoded, a pop-up window will appear validating that the encoder have already encoded data for all household members. Pressing Function 8 (F8 button) will lead the cursor to the next section of the questionnaire.

Encoding household-based data (pages 5-12):

H. Other family members

<i>Field 34</i>	Family members not in the household	Valid entries are codes 1 (Yes) and 2 (No). If code 2 is entered, the cursor will skip field 34.1-39 and move to field 40.
<i>Field 34.1</i>	Number of family members not in the household	Enter the total number of family members not in the household listed in the accomplished questionnaire. The number of family members corresponds to the encircled number or the number of names listed in column 35 of the questionnaire.
<i>Field 35</i>	Name of family member/s	Enter the name of family members.
<i>Field 36</i>	Age of family member/s	Enter the age (in years) of the corresponding family member. If the family member's age is below 1 year old, enter 0.
<i>Field 37</i>	Sex of family member/s	Valid entries are codes 1 (Male) and 2 (Female).
<i>Field 38</i>	Relationship to household head	Valid entries are codes 2-7, corresponding to the relationship to household head. If code 7 is entered, specify the relationship to the household head.
<i>Field 39</i>	Reason why not in the household	Valid entries are codes 1-3. If code 3 is entered, enter the reason specified in the questionnaire.

I. Overseas Filipino Workers

Field Number	Field Name	Description
<i>Field 40</i>	OFW indicators	Valid entries are codes 1 (Yes) and 2 (No).

		If the data entered is code 2, the cursor will skip fields 41-44.
<i>Field 40.1</i>	Number of OFW	Enter the total number of OFW.
<i>Field 41</i>	Name of OFW	Enter the full name of OFW. The first field is for the surname while the second field is for the first name
<i>Field 42</i>	Relation to the household head	Valid entries are codes 2-7, corresponding to the relation to the household head. If code entered is 7 the cursor will move to the next field. Enter the data on other relations not included in the given choices.
<i>Field 43</i>	Country	Enter the country code where the OFW is based.
<i>Field 44</i>	Occupation	Enter the occupation of the OFW in the first field and its appropriate code in the second field.

J. Household Members

Field Number	Field Name	Description
<i>Field 45</i>	Solo parent in the household	Valid entries are codes 1 (Yes) and 2 (No). If the code entered is 1, the cursor will automatically transfer to field number 45.1. If the code entered is 2, the cursor will automatically move to field number 48.
<i>Field 45.1</i>	Number of solo parent	Enter the total number of solo parent in the household identified in the accomplished questionnaire. The number of solo corresponds to the encircled number or the number of name listed in column 46 of the questionnaire. Note that the number of solo parents will be validated with the number of household members. The system will check and warn user if the number of solo parents exceeds the number of household members.
<i>Field 46</i>	Name/s of solo parent	When you proceed to field 46, a list of the names of household members will appear. Choose from the list the name of the household member the name of the

		<p>solo parent.</p> <p>After choosing the name from the list, the line number of the household member will be entered in the field.</p>
<i>Field 47</i>	Reason for being a solo parent	<p>Valid entries are codes 1-10.</p> <p>If the Code entered is 10, encode the reason in the provided field.</p>
<i>Field 48</i>	Household members with disability	<p>Valid entries are codes 1 (Yes) and 2(No).</p> <p>If the code entered is 1, the cursor will proceed to the field 48.1.</p> <p>If the code entered is 2, the cursor will automatically skip fields 48.1-53 and move to field 54.</p>
<i>Field 48.1</i>	Number of household members with disability	<p>Enter the total number of household member with disability identified in the accomplished questionnaire.</p> <p>The number of members with disability corresponds to the encircled number or the number of names listed in column 49 of the questionnaire.</p> <p>Note that the number of members with disability will be validated with the number of household members. The system will check and warn user if the number of members with disability exceeds the number of household members.</p>
<i>Field 49</i>	Name/s of household member/s with disability	<p>When you proceed to field 49, a list of the names of household members will appear. Choose from the list the name of the household member the name of the member with disability.</p>
<i>Field 50</i>	Type of disability	<p>Valid entries are codes 1-20. If the code entered is 20, enter the specified disability.</p>
<i>Field 51</i>	Cause of disability	<p>Valid entries are codes 1-3, corresponding to the different causes of disability.</p>
<i>Field 52</i>	Assistance received	<p>Valid entries are codes 1 (Yes) and 2(No).</p> <p>If the answer is “1”, enter what assistance did the member received.</p>

<i>Field 53</i>	Where assistance received	Valid codes 1-3. If code entered is 3, the cursor will move to the next space for the name of assistance provider.
<i>Field 54</i>	Household members 60 years old and above	The entries in this field will automatically be generated if there is a household member aged 60 and above. If there is no household member aged 60 and above, the cursor will skip fields 54-56.
<i>Field 55</i>	Senior citizens ID	Valid entries are codes 1 (Yes) and 2 (No). If the code entered is 2, the cursor will skip field 56 and automatically move to field 57.
<i>Field 56</i>	Use of senior citizen's ID card	Enter the services/ products/ others, where the member uses his/her senior citizen's card.
<i>Field 57</i>	Board passer in the household	Valid entries are codes 1 (Yes) and 2 (No). If the code entered is 1, the cursor will automatically move to field 57.1. If the code entered is 2, the cursor will automatically proceed to field 60.
<i>Field 57.1</i>	Number of board passer	Enter the total number of board passer in the household identified in the accomplished questionnaire. The number of board passers corresponds to the encircled number or the number of name listed in column 57 of the questionnaire. Note that the number of board passers will be validated with the number of household members. The system will check and warn user if the number of board passers exceeds the number of household members.
<i>Field 58</i>	Name/s of board or bar passer	When you proceed to field 58, a list of the names of household members will appear. Choose from the list the name of the household member the name of the board passer.
<i>Field 59</i>	Profession passed	In this field, a menu containing the list of professions. Choose the profession which board or bar the individual passed. Next, the code corresponding to the profession will be entered in the field

K. Health

Field Number	Field Name	Description
Field 60	Medical attention	Valid entries are code 1 (Yes) and 2 (No). If codes 2 or 3 are entered, the cursor will skip field 61 and move to field number 62.
Field 61	Institutions where medical attention was sought	Valid entries are codes 1-9, corresponding to the type of medical institution. If code 9 is entered, enter the institution.
Field 62	Number of couples in the household	Enter the number of couples in the household. If there are no couples in the household, just enter 0.
Field 63	Name of couple in the household	Form the menu listing of household members, choose the name of husband and wife in the household starting with the name of the male, followed by the female. After choosing the name, you would see that the line number of the household member is already entered in the field.
Field 64	Family planning method	Valid entries are codes 1 (Yes), (2) No and 3 (Don't Know). If code entered is 2 or 3, the cursor will skip field 65 and move to field number 66.
Field 65	Type of family planning method	Valid entries are codes 1-13, corresponding to the types of family planning methods. If the code entered is 13, specify what type of family planning method is being used.

L. Deceased Household Members

Field Number	Field Name	Description
Field 66	Deceased household members	<i>Similarly, to accommodate multiple previous household members, this section is also a roster.</i> Valid entries are codes 1 (Yes) and 2 (No). If code 2 is entered, the cursor will skip field 66.1-70 and move to field 71.

<i>Field 66.1</i>	Number of deceased household members	<p>Enter the total number of deceased household members in the accomplished questionnaire.</p> <p>The number of diseased members corresponds to the encircled number or the number of names listed in column 67 of the questionnaire.</p>
<i>Field 67</i>	Name of deceased household member/s	Enter the name of deceased household members.
<i>Field 68</i>	Sex of deceased household member/s	Valid entries are codes 1 (Male) and 2 (Female).
<i>Field 69</i>	Age of deceased household member/s	<p>Enter the age (in years) of the corresponding deceased household member.</p> <p>If the deceased household member's age is below 1 year old, enter 0.</p>
<i>Field 70</i>	Cause of death	<p>Valid entries are codes 1-9, corresponding to the cause of death.</p> <p>If code 9 is entered, specify the cause of death.</p>

M. Incidence of crime

Field Number	Field Name	Description
<i>Field 71</i>	Incidence of crime	<p><i>This section is also a roster in case that many other crimes are experienced by household members. The type of crime is automatically coded so that the user will not worry encoding them. The first field to encode only is whether the household experienced that type of crime or not.</i></p> <p>Valid entries are codes 1 (Yes) and 2 (No).</p> <p>If code entered is 2 (No), the cursor will automatically transfer to the next type of crime; otherwise it will inquire on the number of members who have been victims of the specific crime.</p>
<i>Field 72</i>	Total number victims of crimes	<p>Enter the total number of victims of crimes in the household.</p> <p>Remember that this will be validated with the household size and the sum of the number of victimized males and females.</p> <p>Total does not tally!</p> <p>Press F8 to clear.</p>

<i>Field 73</i>	Number of male victims	Enter the total number of male victims of crimes in the household.
<i>Field 74</i>	Number of female victims	Enter the total number of female victims of crimes in the household.

N. Water and Sanitation

Field Number	Field Name	Description
<i>Field 75</i>	Source of drinking water	Valid entries are codes 1-12, corresponding to the different sources of drinking water. If code entered is 12, enter the type of drinking water.
<i>Field 76</i>	Distance of Source of Drinking Water	Valid entries are codes 1 to 4.
<i>Field 77</i>	Type of toilet facility	Valid entries are codes 1-7, corresponding to the different types of toilet facilities. If code 7 is entered, enter what type of toilet facility is being used.

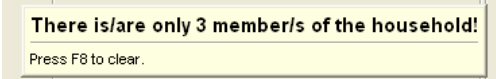
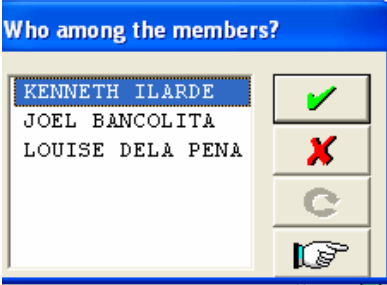
O. Housing

Field Number	Field Name	Description
<i>Field 78</i>	<i>Tenure status of house/lot</i>	Valid entries are codes 1-8, corresponding to the different types of tenure status. If code 8 is entered, specify the tenure status. If code entered is 1, 3, 4, 5, 6, 7, or 8, the cursor will move to the field 79. If code 2 is entered, the cursor will move to skip field 80.
<i>Field 79</i>	<i>Imputed rent per month</i>	Enter the imputed rent of house and/or lot.
<i>Field 80</i>	<i>Electricity indicator</i>	Valid entries are codes 1 (Yes) and 2 (No). If code 1 is entered, the cursor will move to field 81. If code 2 is entered, the cursor will move to field number 83.

<i>Field 81</i>	<i>Source of electricity</i>	<p>Valid entries are codes 1 (Yes) and 2 (No).</p> <p>If code 1 is entered in 81.1, the cursor will move to field 82.</p> <p>If code 2 is entered in 81.1, the cursor will move to skip field 82 and proceed to field 83.</p>
<i>Field 82</i>	<i>Usual monthly electric bill</i>	Enter the usual monthly electric bill payment.
<i>Field 83</i>	<i>Owned assets</i>	<p>Valid entries are codes 1 (Yes) and 2 (No).</p> <p>For every assets listed, enter appropriate code.</p>
<i>Fields 84</i>	<i>Construction materials of walls</i>	Valid entries are codes 1-6, corresponding to the different types of construction materials.
<i>Fields 85</i>	<i>Construction materials of roof</i>	Valid entries are codes 1-6, corresponding to the different types of construction materials.

P. Income

Field Number	Field Name	Description
<i>Fields 86-96</i>	Entrepreneurial activities (P.1)	<p>Valid entries for fields 86-96 are codes 1 (Yes) and 2 (No).</p> <p>If code entered is 1 (Yes), the cursor will move to the next field for income (in cash and in kind) for the given activity.</p> <p>If code entered is 2 (No), the cursor will skip the fields for income and will move to the next entrepreneurial activity.</p> <p>Please note that the spaces 86A-96A and 86B-96B can accept negative values</p>
<i>Field 97(A & B)</i>	Total income from entrepreneurial activities	These fields automatically compute for the total income entered from fields 86-96.
<i>Field 98</i>	Income from salaries and wages (P.2)	<p><i>This is a roster like the section of members' indicator to accommodate multiple wage earners.</i></p> <p>The first field is for the number of household members who are receiving salaries and wage. Remember that this will be validated with the household size. For instance, if the household has only three members and</p>

		<p>the number of wage earners entered is five, the following will prompt:</p>  <p>Enter 0 if there is none.</p> <p>The second fields are for the names of household members who are receiving salaries and wages. A menu will pop prompting the user which of the encoded members are receiving salaries/wages.</p>  <p>This will be automatically inputted to the names field.</p> <p>The third and fourth fields are for the salaries and wages, in cash and in kind, respectively.</p> <p>The total is automatically generated.</p>
<p><i>Fields 99-107</i></p>	<p>Income from other sources (P.3)</p>	<p>The first column of fields (A) is for the income in cash while the second column of fields (B) is for the income in kind.</p> <p>For every possible source enter the income.</p> <p>Enter 0 if the household did not receive any income.</p>
<p><i>Field 108</i></p>	<p>Total Income from other sources</p>	<p>These fields automatically compute for the total income entered from fields 97-107.</p>
<p><i>Field 109</i></p>	<p>Total imputed rent</p>	<p>This field automatically computes for the total imputed rent of house and lot.</p>
<p><i>Field 110</i></p>	<p>Total income from all sources</p>	<p>These fields automatically compute for the total income (in cash and in kind) from all sources.</p>
<p><i>Field 111</i></p>	<p>Total income of household</p>	<p>This field automatically computes for the total income of households.</p>

Q. Agriculture, poultry and livestock, and fishing

Farming

Fields 112-117 are for households which are engaged in farming (Code 1 in field 86). If data on field 86 is code 2, the cursor will skip fields 112-117.

Field Number	Field Name	Description
<i>Field 112</i>	Tenure status in agricultural land	Valid entries are codes 1-5, corresponding to the tenure status in agricultural land. If code entered is code 5, the cursor will move the next field for the tenure in agricultural land not included in the given choices.
<i>Field 113</i>	Area of agricultural land	Valid entries are codes 1-4, corresponding to the area of farm.
<i>Field 114</i>	Crop planted/produced	Enter the number of crops planted/produced by the household. The number can be determined by the number of crops listed in column 114 of the questionnaire. Then, enter the name of crop planted/produced by the household
<i>Field 115</i>	Volume of crops harvested	Enter the volume of crops harvested (in kilograms).
<i>Field 116</i>	Use of agricultural equipments	Valid entries are code 1 and 2.
<i>Field 117</i>	Ownership of agricultural equipment	Valid entries are code 1 and 2.

R. Livestock Raising

Fields 118-119 are for households which are engaged in poultry and livestock (Code 1 in field 87). If data on field 87 is code 2, the cursor will skip fields 118-119.

Field Number	Field Name	Description
<i>Field 118</i>	Animal husbandry / livestock raising	Enter the number of livestock raised by the household. The number can be determined by the number of livestock encircled in column 118 of the questionnaire.
<i>Field 119</i>	Volume of production	Enter the volume produced by type of product. The types are: 1. live animal

		2. meat 3. egg 4. milk
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S. Fishing

Fields 120-128 are for households which are engaged in fishing (Code 1 in field 88). If data on field 88 is code 2, the cursor will skip fields 120-128.

Fish culturing

Field Number	Field Name	Description
<i>Field 120</i>	Place of fishing	For every place of fishing listed, valid entries are codes 1 (Yes) and 2 (No).
<i>Field 121</i>	Area of fishpond	Valid entries are 1-4.
<i>Field 122</i>	Number of fish cage	Enter the actual number of fish cage.
<i>Field 123</i>	Area of fish cage	Enter the actual area of all fish cages.
<i>Field 124</i>	Aquatic animals cultured or caught	From the pull down menu, choose the aquatic animals cultured or caught by the household.
<i>Field 125</i>	Volume of harvest	Enter the volume of harvested product
<i>Field 126</i>	Ownership of fishing boat	Valid entries are 1-3
<i>Field 127</i>	Use of fishing equipment	Valid entries are 1-2
<i>Field 128</i>	Ownership of fishing equipment	Valid entries are codes 1-2.

T. Waste management

Field Number	Field Name	Description
<i>Field 129</i>	Waste management	Valid entries are codes 1 (Yes) and 2 (No). For every system of waste disposal listed, enter appropriate code. If the data entered in field 129.1 is code 2, the cursor will skip field 130 and will move to field 131.

<i>Field 130</i>	Garbage collector	Valid entries are 1-3
<i>Field 131</i>	Frequency of garbage collection	Valid entries are codes 1-5, corresponding to the type of frequency of garbage collection.

U. Calamities

Field Number	Field Name	Description
<i>Field 132-133</i>	Household severely affected by calamity	<p>Valid entries are code 1 (Yes) and 2 (No).</p> <p>If code “1” is entered to the corresponding calamity, indicate how many times the calamity occurred.</p> <p>If code 2 is entered, the cursor will automatically move to the next set of calamity. If there are other types of calamities other than those indicated in the questionnaire, enter code “1” to the corresponding field and specify the type of calamity. If there are no more other calamities to add, enter 2 to skip to the next section.</p>

V. Food Adequacy

Field Number	Field Name	Description
<i>Field 134</i>	Experienced hunger and have nothing to eat	<p>Valid entries are codes 1 (Yes) and 2 (No).</p> <p>If the data entered is code 2, the cursor will skip fields 135 and 136 and will move to field 170.</p>
<i>Field 135</i>	Name of months that experienced food shortage	<p>Enter the number corresponding to the months that the household experienced shortage.</p> <p>Codes are 1 (January), 2 (February), and so on. The user will be prompted with the following message if the sequence is invalid:</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc; margin: 10px 0;"> <p>You have encoded a wrong sequence of months</p> <p>Press F8 to clear.</p> </div> <p>Note that the placement of months should be in a reverse order, meaning if the month entered is January (code 1), the succeeding entry must be December (code 12) and so on.</p>
<i>Field 136</i>	Number of days that experienced food	For every month listed, enter the total number of days

	shortage	that the household experienced food shortage. Days will also be validated
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W. Access to Programs

Field Number	Field Name	Description
Field 137	Access to CARP	Valid entries are codes 1 (Yes) and 2 (No). If the data entered is code 2, the cursor will skip fields 138.
Field 138	Date received CARP land title	Enter the date the CARP land title was received.
Field 139-143	Access to programs	<p><i>A household sometimes receives more than one program of a specific type. For instance, the household could receive two different education or scholarship programs. To accommodate this, the data on programs is made as a roster. The user will be prompted which program. For clarity, all of the programs must be inputted until others.</i></p> <p>In Field 139, valid entries are code 1 (Yes) and 2 (No). If the code entered is 2, the cursor will skip to the succeeding type of program, If 1 is entered, the cursor will move to the succeeding items specifying the frequency of receiving the program.</p> <p>In field 140, enter the full name of the program.</p> <p>In field 141, enter the code implementing the program. Valid codes are codes 1-6.</p> <p>In field 142, enter the effect of the program.</p> <p>In field 143, enter overall effect of the program. Valid codes are codes 1-3.</p> <p>Note that in the first type of program, there is an item specifying Philhealth. If the program is indeed Philhealth, enter 1 (for yes), otherwise, enter code 2 (for no).</p>

*After finished encoding data for the household, a pop-up window will appear asking if the encoder wants to save the file. If the encoder wants to save the file, just press **Save** to indicate that the data entered has been accepted. If the encoder does not want to save the file and wanted to review the encoded or make corrections, just press **No**.*

To go back to records of household member, just press page up. To go back to the household record, just press page down.

Encoding data from the CBMS barangay profile questionnaire

A. How to start encoding

After installing the encoding system, go to start-up Menu, click Programs, CBMS Database and CBMS Encoding System to start encoding. An executable screen will appear which is the main interface to be used:

- Enter the municipality/city code. To know the codes for a certain municipality/city, just click “**View Codes**”. To change the municipality/city codes, just click Change.
- After opening, a pop-up screen will appear requesting for **operator ID**. After entering the operator ID, the encoder is now ready to encode the data.

B. Encoding data from the Accomplished CBMS Barangay Profile Questionnaire

General Instructions:

Here are general rules to follow in encoding:

- Before encoding, be sure to check the accuracy and consistency of the questionnaires to be encoded.
- Generally, “**ENTER**” is the primary confirmatory key in encoding while **PgUp**, **PgDown**, and the arrow keys are the navigational keys.
- If wrong data was encoded, just delete the wrong data and enter the correct information.
- When out of range/invalid appeared, just press “**ENTER**” or click the mouse.
- Gray sections in the manual pertain to fields that need not be filled up.

Specific Instructions:

This section gives instruction on how to encode data from the accomplished CBMS barangay profile questionnaire. After the identification of respondent and enumerator, the encoding system has **four parts: physical and demographic characteristics; proximity of barangay location to basic services and service institution; peace and order; barangay programs and services.**

Encoding is by field. A field usually corresponds to a specific answer to a question. However, there could be more than one answer to a particular question; thus, there could be sub-fields to be filled up in a single question.

As mentioned earlier, “**ENTER**” is the primary key for encoding. However, since each field has a specific length (number of characters), the cursor automatically leaves the current field when it has been filled up.

It is advised that encoders refrain from using the mouse as much as possible. The encoding system’s cursor is designed to move immediately after a space has been completely filled up. If in case there is a need to return to a specific field after an erroneous entry, arrow keys are more advisable to use.

Identification

Encoding identification part of the questionnaire (page 1):

Name of Enumerator	Enter the full name of the enumerator.
Name of Respondent	Enter the full name of the respondent.
Position	Enter the position of the respondent.
Date	Enter the complete date of the interview
Time Started	Enter the time start of interview. Enter code 1 for am and code 2 for pm.
Time Ended	Enter the time end of interview. Enter code 1 for am and code 2 for pm.

I. Physical and Demographic Characteristics (Page 1 and 2):

Field Number	Field Name	Description
Fields 1 and 2	Province and municipality/city	The fields <i>Province and Municipality</i> are all persistent numeric fields. That is, once they are filled up, they will automatically repeat in the next record whenever a questionnaire is finished since they do not usually differ within groups of households. If a wrong code is entered in one of these fields, it is necessary to use F7 to go back to each of them. Moreover, <i>Province and Municipality</i> will be automatically initialized in the first instance of encoding in a barangay.
Field 3	Barangay	Enter the code of the barangay following the Philippine Standard Geographic codes from the National Statistical Coordination Board.
Field 4	Classification	This field is for the classification of barangay. Valid entries are codes 1 (Rural) and 2 (Urban)
Field 5	Number of Purok and sitios	Enter the number of puroks and sitios in the barangay.
Field 6	Total land area	Enter the total land area of the barangay in square kilometers.
Field 7	General Description of	For each description given, enter 1 for “Yes” and 2 for

	the Barangay	<p>“No”.</p> <p>Space is provided for other description specified in the accomplished questionnaire.</p>
Field 8	Boundaries	Enter the boundaries of the barangay in the space provided.
Field 9	Major source of livelihood	Enter the major source of livelihood in the space provided.

Field Number	Field Name	Description
Demographic Reference		
Field 10	Population	<p>Three boxes are allotted for the total, male and female population in the barangay.</p> <p>The system automatically produces the sum of the number of male and female population.</p> <p>Enter the month and year of the reference period as well as the source of data in the space provided. If the day and month of the source of data is not known, boxes allotted for these can be left blank. However, the year and source of data is required.</p>
Field 11	Number of Households	<p>Enter the number of households in the space provided.</p> <p>Enter the month and year of the reference period as well as the source of data in the space provided.</p>
Field 12	Total number of registered voters	<p>Three boxes are allotted for the total, male and female registered voters in the barangay.</p> <p>The system automatically produces the sum of the number of male and female population.</p> <p>Enter the month and year of the reference period as well as the source of data in the space provided. If the day and month of the source of data is not known, boxes allotted for these can be left blank. However, the year and source of data is required.</p>
Field 13	Number of Barangay Personnel	For each barangay personnel listed, enter the number of total, male and female barangay personnel.

		<p>The number of male and female barangay personnel should always be equal with the total barangay personnel. In case this is not equal, a message will appear to say:</p> <p>Barangay Personnel Total(10) is not equal to Male and Female Barangay Personnel(9)!</p> <p>Press F8 to clear.</p> <p>Barangay personnel are as follows:</p> <ol style="list-style-type: none"> 1. Tanod 2. Health worker 3. Nutrition scholar 4. Purok leaders 5. Librarian 6. Day care worker 7. Utility worker 8. Others, specify <p>Additional space is provided if there are other barangay personnel not in the list above.</p> <p>Enter the month and year of the reference period as well as the source of data in the space provided. If the day and month of the source of data is not known, boxes allotted for these can be left blank. However, the year and source of data is required.</p>
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II. Proximity of Barangay Location to Basic Services and Service Institutions (Page 3, 4 and 5):

Field Number	Field Name	Description
Fields 14, 15 and 16	Educational Facility	<p>There are 6 types of educational facilities specified:</p> <ol style="list-style-type: none"> a. day care center b. pre-school c. elementary d. secondary e. vocational f. college/university g. others, specify <p>For every type, enter “1” if there is a facility and “2” if there is none.</p> <p>If the code for the 1st column is “1”, the cursor will proceed to the space provided for the number of facilities present in the barangay. Otherwise, it will skip to the distance of the barangay hall to the nearest facility.</p> <p>If there are other educational facilities listed in the questionnaire, enter code “1” for g. others and enter the type of facility and number of this facility in the barangay in the space provided.</p>

Fields 14, 15 and 16	Health Facility	<p>Below are the types of health facilities specified:</p> <ol style="list-style-type: none"> a. private medical clinic b. hospitals c. maternal and child clinic d. barangay health centers e. family planning centers f. drugstores g. others, specify <p>For every type, enter “1” if there is a facility and “2” if there is none.</p> <p>If the code for the 1st column is “1”, the cursor will proceed to the space provided for the number of facilities present in the barangay. Otherwise, it will skip to the distance of the barangay hall to the nearest facility.</p> <p>If there are other health facilities listed in the questionnaire, enter code “1” for g. others and enter the type of facility and number of this facility in the barangay in the space provided.</p>
Fields 14, 15 and 16	Service Facility	<p>Several service facilities are listed below:</p> <ol style="list-style-type: none"> a. post office b. police station c. women’s center/crisis center d. bank e. market f. multi-purpose hall g. others, specify <p>For every type, enter “1” if there is a facility and “2” if there is none.</p> <p>If the code for the 1st column is “1”, the cursor will proceed to the space provided for the number of facilities present in the barangay. Otherwise, it will skip to the distance of the barangay hall to the nearest facility.</p> <p>If there are other health facilities listed in the questionnaire, enter code “1” for g. others and enter the type of facility and number of this facility in the barangay in the space provided.</p>
Field 17	Types of public transportation	<p>Valid entries are codes 1(Yes) and 2 (None) for each type of public transportation specified:</p> <ol style="list-style-type: none"> 1. Bus 2. Taxi 3. Jeepney 4. Tricycle 5. Pedicab 6. Boat 7. Other mode of transportation (please specify)

		<p>If there are other types of public transportation listed in the questionnaire, enter code “1” for 7, others and enter the type of public transportation and number of this facility in the barangay in the space provided.</p>
Fields 18	Road network	<p>There are 4 types of roads specified in the questionnaire:</p> <ol style="list-style-type: none"> 1. concrete 2. asphalt 3. gravel 4. natural/earth surface <p>For each type, enter “1” (Yes) and “2” (None).</p>
Fields 19	Length of road	Specify the length of road
Fields 20	Present condition of road	<p>Enter the present condition of the road type, of which the following are valid codes:</p> <ol style="list-style-type: none"> 1. good 2. fair 3. poor
Fields 21	Maintainer of the road	<p>Valid codes for office maintaining the roads are “1” (Yes) and “2” (No):</p> <ol style="list-style-type: none"> 1. private 2. national 3. province 4. municipal 5. barangay 6. others (specify) <p>Additional spaces are provided for other offices (code 6) maintaining the road aside from the list above.</p>
Fields 22 and 23	Distance of concrete road	<p>If there are no concrete roads or streets, enter the distance of the nearest concrete roads from the barangay in kilometers in the space provided. Do this also in the space allotted for distance to nearest asphalt roads.</p>
Field 24	Presence of water station	Enter “1” if there is a facility and “2” if there is none.
Field 25-26	Level of water system and Name of water company	<p>For both levels II and III, valid entries are 1 and 2</p> <p>Indicate the name of water company</p>
Field 27	Number of households served	Enter the total number of households being served by

		the water station/company
Fields 28, 29 and 30	Water supply	<p>Valid codes are “1” (Yes) and “2” (No).</p> <p>If yes (code “1”), the cursor will prompt the encoder to enter the name/s of the water station/company/ies as well as the number of households being served by the company/ies.</p> <p>If no (code “2”), the cursor will proceed to the roster for the other sources of water such as:</p> <ol style="list-style-type: none"> 1. deep well 2. artesian well 3. shallow well 4. commercial water refill stations 5. others (specify) <p>For every source, enter the number of total, functioning and non-functioning units/stations. The total number should always be equal with the combined number of functioning and non-functioning units/stations. Also, enter the number of households being served.</p>
Fields 31, 32 and 33	Garbage/Waste Disposal System	<p>For entries for field 31, the valid codes are “1” (Yes) and “2” (No).</p> <p>If no (code “2”), the cursor will go to the next section (electricity services).</p> <p>If yes (code “1”), the cursor will go to the box beside the specific facility:</p> <ol style="list-style-type: none"> a. open dump site b. sanitary landfill c. incinerators d. compost pits e. others (specify) <p>Enter code “1” if Yes and “2” if No. Then enter the number of households being served. If not (code “2”), specify the distance of the barangay to the nearest disposal facility (in kilometers).</p> <p>If there are other garbage facility present in the barangay other than those mentioned, specify them in the space provided for e. others.</p>
Fields 34, 35,36, 37 and 38	Electricity Service	<p>Valid codes for field 34 are “1” (Yes) and “2” (No).</p> <p>If the entered code is “1” (Yes), the encoder will be prompt to enter the name of the electric cooperative/company and the number of households.</p>

		Otherwise (code “2”-No), the cursor will go to the space provided for the distance of the barangay to the nearest electrical station/company.
Fields 39, 40 and 41	Credit Institutions	Valid codes for field 39 are “1” (Yes) and “2” (No). Next, input the name and contact person of the organization. Note: if the answer is 2, the cursor will skip to the next section (peace and order)

III. Peace and Order (Page 6)

Field Number	Field Name	Description
Fields 42 and 43	Peace and order	Enter code “1” (Yes) if the corresponding crime was committed. Enter code “2” (No) if the particular type of crime was not committed. If there is a particular crime committed, enter the number of incidences that the crime was committed against males, then females. If there was a crime committed other than the types specified, enter the specific type of crime in the space provided, then enter the number of incidence the crime was committed for males and females. If done entering the number of other crimes enter code “2” to end entry of other crimes and proceed to next fields.

IV. Barangay Programs and Services

Field Number	Field Name	Description
<i>Field 44</i>	Types of program/services	Enter the full name of the programs/services
<i>Fields 45</i>	Brief description of the barangay	Enter the brief description of the barangay.
<i>Fields 46</i>	Barangay committee	Enter the barangay committee spearheading the program/services.
<i>Fields 47</i>	beneficiaries	Enter the total number of beneficiaries of the program/services.
<i>Note: In a synchronized interview-encode setting, the cursor will go back to time ended and assessment remarks.</i>		

C. Saving and Managing Encoded Data Files

There are several modes in encoding. The essential ones are adding mode and editing/modifying mode. Adding mode occurs when the encoder is beginning an encoding a barangay or when **CTRL A** is pressed after opening the encoding system.

Editing mode occurs when an existing record or household profile is being edited. This is done by double-clicking a household record in the left pane of the encoding system or highlighting it and pressing **ENTER** or **CTRL M**.

I. Saving the files

- As mentioned, household profiles are automatically stored whenever it is accepted.
- If an encoder would like to pause, he can save partially the finished encoded questionnaire during adding mode. Just click the “file” tab then select “Save Partial Case” or press **CTRL R**. Remember that this does not mean that the record is fully registered. One can access the same file by just clicking the file (with the plus sign or pen sign when being updated).
- If an encoder wishes to end the whole household profile questionnaire and forcedly accept the case even before the last field, he can press **CTRL F12** to end encoding.

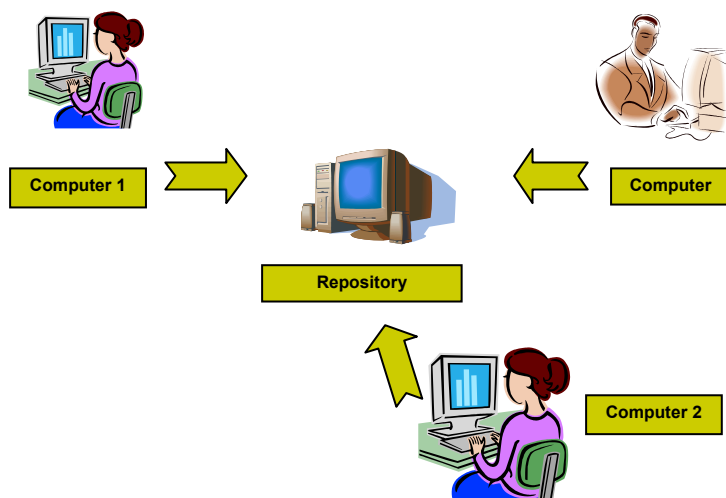
II. Editing entries

- Remember that once a household profile is accepted, it is already registered. However, if an encoder wants to update the record, he can just point on that record and press **ENTER** or double click it.
- If the household size is being updated, apparently, the members must be increased or decreased. The user must press **CTRL F3** to add an occurrence in the roster of members or **F4** to remove. It must be noted that these undertakings must be done with extreme precaution.

III. Concatenation Procedure

To speed up the encoding process, an LGU might opt to use several computers to encode accomplished household profile questionnaires in one barangay (Figure 1). Since we want the encoded household data of one barangay to be stored in one text file, we need to merge or join the encoded data from the text files of these computers to a single text file. To do this, we need to use the Concatenate Data Tool of CSPro. It is a tool that allows you to concatenate (that is, join end-to-end) two or more text files.

Figure 1. Why do we concatenate?



Concatenation is a very simple and quick process. You just have to provide the text files needed to be joined or merged as input and the single output is maintained as

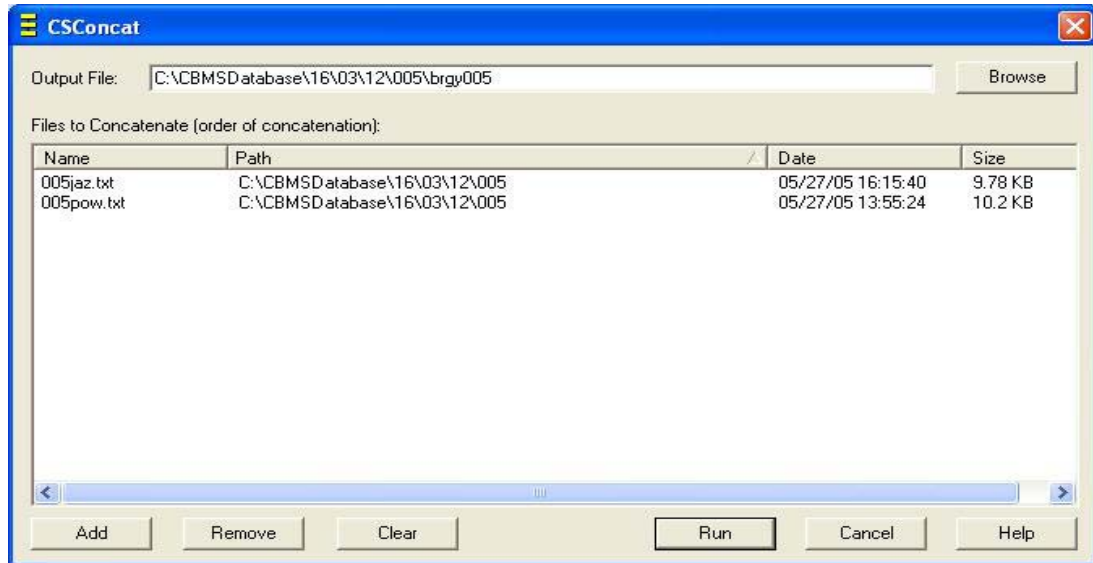
C:\CBMSDatabase

Merging\concatenation of distributed barangay encoded data can be done with the following steps:

- Collect the text files to be merged from the computers where they are encoded using any data storage device (e.g., diskette, CD, etc.). Ensure that these text files contain the household data of the same barangay before proceeding with the concatenation process. Likewise, ensure that the selected or copied file is the barangay text file (*.txt) and not the other log or system files which can be found also in the same barangay folder.
- Since it is recommended to set repository computers, bring the collected data and copy/deposit them to a temporary folder (e.g. **C:\CBMSDatabase\temp**). Since these files have the same filenames, it is necessary to rename the files before copying them to the temporary folder.
- Now, if there is an existing encoded data in the computer where concatenation shall be performed, make a back-up copy of the file (i.e. rename **<PSGC.txt>** as **<PSGC_bak.txt>**) and include it in the temporary folder where the files to be concatenated are compiled.
- Now, after preparing all the files, run the CSPro Concatenation Tool. Click “Start” -> “Programs” -> “CSPro 3.3” -> “Concatenate Data”.
- A dialog window named “CSConcat” will appear. The Output File will contain the data that will be merged. This file can be non-existent before concatenation. If it is already an existing file, the old contents will be replaced after the concatenation process. In the “Output” box, put the path of the output text file, i.e. **C:\CBMSDatabase\\\\\.**

Click browse to get/create that file.

- In the “Input” list box, add all the text files that should be concatenated. Click the “Add” button to browse for them and add all the files.
- In case a wrong file was added, click on the Remove button to take off the unwanted files. If you wish to remove all the added files, click Clear.



- Then click run. The process of merging the text files is done when the following confirmation window pops up.



- The user should encounter no errors provided that s/he has inputted all the right files. Errors are usually encountered when the the files/paths used are incorrect. In this case, address the error and re-run concatenation. Always remember, **back-up is very important**.

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