GEF Asia Baseline survey
**Market Agent Database manual**

Getting started:
The database file is called "*GEF Asia - market agent survey2003v.mdb*" and contains forms; for data entry and have been customized to have the same appearance as the survey questionnaire.

Opening the Database
- Double-click the Microsoft access file to launch the database.
- A security warning may be displayed (see in figure 1). If it shows then click on "open" to open the database.

Figure 1
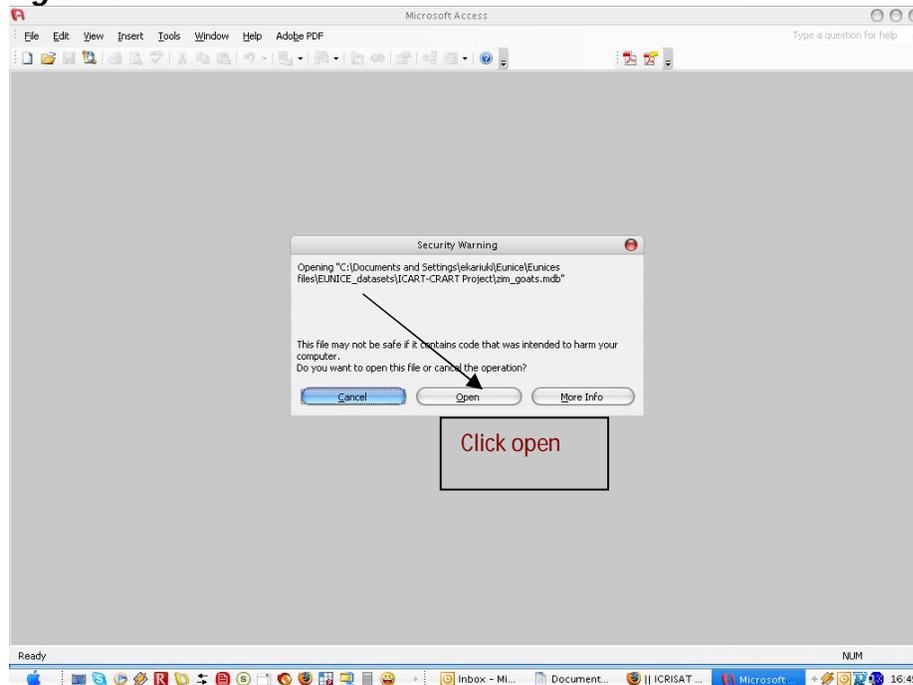
- Each market agent type has an identical cover page / main form. The names of these forms are the same as the market agent type (e.g. Animal Health Service Provider). See figure 2 on how it looks like. See the table showing all the Forms below for the names of each Main Form. A front-end has been added into the database so when you open the file you can immediately select which type of Market Agent survey to enter:
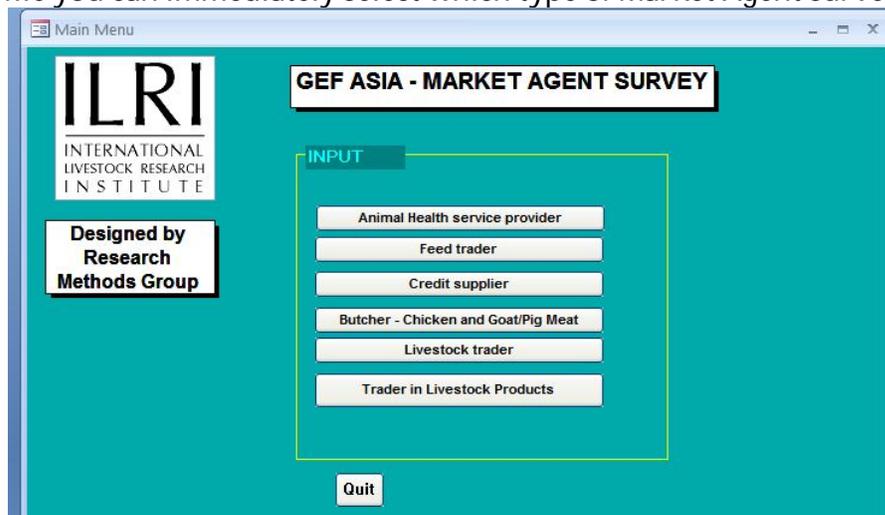
Figure 2

Drop down list
(list box)

Unique Market Agent
Questionnaire ID

A variable called *Market Agent Code* has been created as the first variable in all the forms and tables. This field contains a unique code or identifier for each questionnaire. It therefore becomes our unique identifier that is marked on the questionnaire for easy questionnaire identification during data cleaning.

Variable names in the databases are self-explanatory and follow each other as they do on the paper questionnaires. By using the "enter" button; one is able to move from one variable/field to the next. For coded variables, a list box has been linked to them, by clicking the drop down arrow; this shall open to a list of codes. Click and select the desired output.

To get to the next form, a tab has been created and on each form you will see a button to press which will take you to the next section. An example is given below:

Here is a list of forms created for data entry. This should help you identify the form with the sections of the questionnaire.

Form Name	Section on questionnaire
MENU	Main Menu
ANIMAL HEALTH SERVICE PROVIDER	Main form
ANIMAL HEALTH SERVICE PROVIDER - Membership	1.2 Membership form
SECTION 2 ANIMAL HEALTH SERVICE PROVIDER	Section 2 form
SECTION 21 ANIMAL HEALTH SERVICE PROVIDER	Section 2.1 - Veterinarians, other health service provider
BUTCHER - CHICKEN AND GOAT/PIG MEAT	Main Form
BUTCHER - CHICKEN AND GOAT/PIG MEAT - Membership	1.2 Membership form
SECTION 2 BUTCHER -CHICKEN AND GOAT/PIG MEAT	Section 2 form
SECTION 21 BUTCHERS PURCHASE CHICKEN	Section 2.1 - Purchases of chicken
SECTION 22 BUTCHERS SALES OF CHICKEN	Section 2.2 - Sales of chicken
SECTION 31 BUTCHERS PURCHASE OF LIVE GOAT/PIG	Section 3.1 - Purchase of Live goat/pig
SECTION 32 BUTCHERS SALES OF GOAT/PIG	Section 3.2 - Sales of Goat/Pig
CREDIT SUPPLIER	Main form
CREDIT SUPPLIER - Membership	1.2 Membership form
SECTION 2 CREDIT SUPPLIER	Section 2 form
FEED TRADER	Main form
FEED TRADER - Membership	1.2 Membership form
SECTION 2 FEED TRADER	Section 2 form
SECTION 21 FEED TRADER	Section 2.1 - Feed suppliers
LIVESTOCK TRADER	Main form
LIVESTOCK TRADER - Membership	1.2 Membership form
SECTION 2 LIVESTOCK TRADER	Section 2 form
SECTION 21 LIVESTOCK TRADER PURCHASE CHICKEN	Section 2.1A - Purchase of Chicken
SECTION 22 LIVESTOCK TRADER SALES OF CHICKEN	Section 2.1B - Sales of chicken
SECTION 3 LIVESTOCK TRADER	Section 3 form
SECTION 31 LIVESTOCK TRADER PURCHASE GOAT/PIG	Section 3.1A - Purchase of Goat/Pig
SECTION 32 LIVESTOCK TRADER SALES OF GOAT/PIG	Section 3.1B - Sale of Goat/Pig
TRADER IN LIVESTOCK PRODUCTS	Main Form
TRADER IN LIVESTOCK PRODUCTS - Membership	1.2 Membership form
SECTION 2 TRADER IN LIVESTOCK PRODUCT - GOAT	Section 2 form
SECTION 21 TRADER IN LIVESTOCK PRODUCTS - GOAT DETAILS	Section 2.1 - Goat Milk traders details
SECTION 22 TRADER IN LIVESTOCK PRODUCTS - GOAT MILK PURCHASE	Section 2.2 - Goat Milk purchases
SECTION 23 TRADER IN LIVESTOCK PRODUCTS - GOAT MILK SALE	Section 2.3 - Sales of Goat Milk and Milk products
SECTION 3 TRADER IN LIVESTOCK PRODUCT – CHICKEN	Section 3 form
SECTION 31 TRADER IN LIVESTOCK PRODUCTS - CHICKEN DETAILS	Section 3.1 - Trader in Chicken eggs details
SECTION 32 TRADER IN LIVESTOCK PRODUCTS - CHICKEN EGG PURCHASE	Section 3.2 - Eggs purchases
SECTION 33 TRADER IN LIVESTOCK PRODUCTS - CHICKEN EGG SALE	Section 3.3 - Sales of eggs

This list should help one get back to a certain section of the questionnaire for modification or in case the questionnaire was not completed. How do you do that: Identify the form

that you need below, and from the form view panel, double click the form name and this shall open the desired form. At this point, use the 'Find' option/icon to find your record, which is identified by the *hh_code*.

Database identification and backup:

Each and every data entry personnel shall have a copy of the database in his/her computer. Please ensure the database called *GEF Asia - market agent survey2003v.mdb* has your initials at the end, i.e. *GEF Asia - market agent survey2003v-EK* (for data entry person called Eunice Kariuki). This will ensure that each database is identified uniquely for the purpose of appending tables from different sources and as a tracking instrument for data received by the Nairobi team.

The database is vulnerable to data loss or virus attack; it is therefore recommended that backups be carried out at least on a daily basis. To backup, please create a copy of the database and save it on a memory stick, on a CD or to another computer; ensure that the backup is labeled indicating the date it was carried out.

How to view data saved

MS access saves the data entered in tables, which in this case have the same names as the forms. On the table view panel, you will find more tables; these were used in building up the databases variable look ups and should not be deleted.

How to view them: On the left hand side of the page, see list of 'objects' and first object on that list is 'Tables'. Click 'tables' to view tables in the dataset. See below (figure 3).

Figure 3
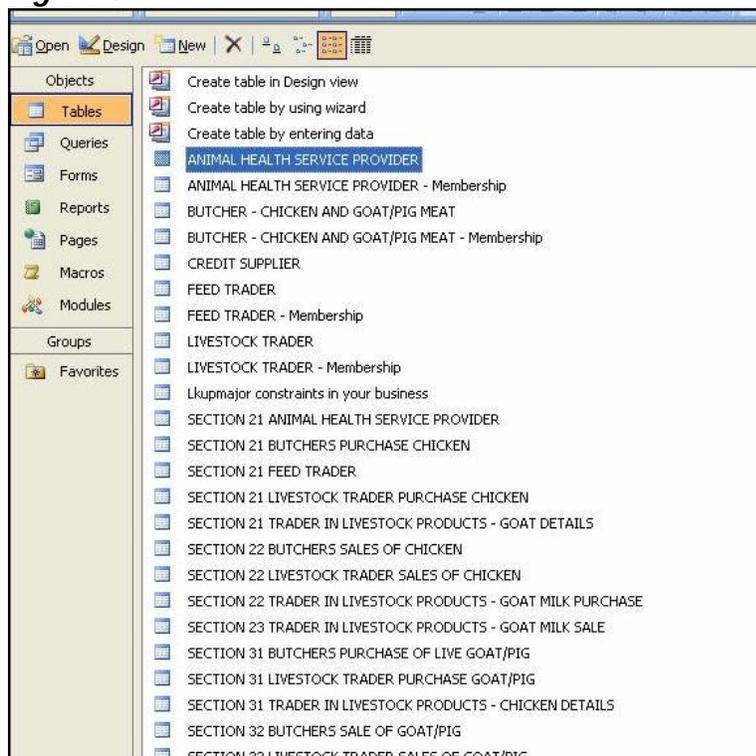
These tables can be transferred to SPSS or Excel for data cleaning and analysis.

Data cleaning process

This is the next that follows once data entry is done - this checks for errors that may have occurred during entry and during data collection.

The cleaning and editing process is iterative based of these:-
o Develop rules with the team (what problems to search for)
o Decide with other team members on how to fix data
o Keep record of the changes made

What problems to search for

The problems to look for in the data are:

1) Inconsistency checks

The first page of the questionnaire and that of the database should be answered by all the surveyed market agent. The database is expected to have all these records to match what was projected in the sampling frame.

The second step is to ensure we have all the records, identified by QNO, in all the database tables. This will be done by running 'mis-match' queries with the "cover page" table being our master file. This shall identify any records missing in the tables.

Solution:

Confirm from the questionnaire why the missing observations, if a data entry error, data entry has to be done.

2) Q_NO coding

Check no coding errors i.e. the variable should have 6 digits (A = Survey Type, B = Country, C = Site, D = Village, EE = Agent)

3) Duplicates check

Run a duplicate query for all the tables and identify duplicate records. Confirm and delete if necessary.

4) Outliers in coded variable

For all coded variables, check for anything that is not within the given codes. To identify this use the 'sort' option; to sort ascending and descending.

5) Yes/No variables

Check this with tables that follow, i.e. if answer to initial question is Yes, then details on sales should be entered in the table that follows.

6) Other specify variables

Check how these variables have been entered. Variables that have multiple entries (1, 2), this was to be entered in other specify other separated by a comma. Elsewhere they were entered as different entries (Bangladesh). Assess how this has been entered then make a decision on what to do.