Appendix 4: COMPUTERISATION OF INFORMATION

See webpage Department of Biostatistics for example and coding
https://www.ufs.ac.za/health/departments-and-divisions/biostatistics-home
then select Consultation service
Questionnaire guidelines:
- Example of how a questionnaire may look like
- Example of a coded questionnaire

Sample questionnaire
Instructions
Mark the appropriate block with a X or write your answer on the space provided.

For Office Use

0 0 1

1. Date questionnaire is completed (dd/mm/yy)..21./.2/.2015

2 1 0 2 1 5
d d m m y y

2. What is your gender?

Male(1)X	Female(2)

1

3. What is your age?
………24…………………………………year

2 4

4. What is your occupation? …broker………………………

0 3

5. What is your highest qualification?…BCom………

1 3

6. What is your birthdate?(dd/mm/yy) 6 Jan 1962

0 6 0 1 6 2
d d m m y y

7. What is your marital status?

1	Unmarried
X 2	Married/Traditional marriage
3	Divorced/Separated
4	Widow/Widower
5	Living together

2

8. What is your home language?

1	Afrikaans
2	English
3	Sotho
4	Tswana
5	Xhosa
6	Zulu
7	Other, specify…German……………………………..

7

9. What is your weight? …83,0………………….. Kg

| 0 | 8 | 3 | . | 0 |

10. What is your length? ………178…………………… cm

| 1 | 7 | 8 |

11. What is the most common illnesses that you experience?
………Flu……………………………………………
……headaches……………………………………………
………………………………………………………………………
………………………………………………………………………

| 0 | 1 |
| 0 | 3 |

12. Do you do the following for your family?
(Mark all the appropriate options)

X	Washing clothes
X	Ironing clothes
X	Cooking meals
	Shopping

1
2
3

13. How did it change since you have become ill?
(1=Less, 2=More, 3=Unchanged)

	1	2	3	
Washing clothes			X	3
Ironing clothes			X	3
Cooking meals		X		2
Shopping				

14. Did you participate in sport before your illness?

| X Yes(1) | No(2) |

1

   If yes, which sport did you participate in?
……Tennis……………………………….………...…
……hockey…………………………...……
…………………………………………...…..

| 0 | 2 |
| 0 | 1 |

Excel: Data entry and data checking

Please follow these guidelines when entering data in Excel:

- The information regarding *one* participant must be entered in **adjacent** columns in *one* row.

- The information regarding the *different* participants are entered below one another in **subsequent** rows.

- Do not leave blank rows between participants, or blank columns between variables.

- Use *one* Excel column per variable, regardless of the length of the variable.

- But also do not enter more than one variable into a single column.

  For example, in the image below, the variable **No** is three digits long. All three digits are entered into Column A. Next to that, the variable *Q_Date_d* (day on which the questionnaire was completed), which is two digits long (there being a maximum of 31 days), is entered into Column B. So also for *Q_date_m* in Column C, etc.

Instructions

**Mark the appropriate block with a X
or write your answer on the space provided.**

For Office Use

1 0 1

	A	B	C	D	E	F
1	no	Q_Date_d	Q_Date_m	Q_Date_y	Gender	Age
101	100	2	3	2015	2	39
102	101	12	4	2015	2	34
103	102	24	5	2015	2	42
104	103	20	3	2015	1	31

- Use Row 1 of the worksheet for variable names. Do not write the whole question as the variable name, but give it a sensible short form (preferably 30 characters or less in length). For example, shorten "*What is your marital status?*" to *Mar_stat* or *Marital_status*.

- Make sure that each column label is unique. For example, for the four options for "*What is the most common illnesses that you experience?*", do not create four columns labelled "Common illness" but rather, "Common illness 1"; "Common illness 2"; "Common illness 3"; "Common illness 4".

- Use only one row for column labels, and do not create overarching labels in another row (and do not merge *any* cells in the workbook!).

- Enter all the data in one worksheet. Do not break it up across several worksheets. For example, do not create a worksheet for each year—rather add a column for year, and indicate in each row what the year is.

- Number the participants consecutively from "1" onwards and enter this information as the first column. These consecutive numbers must also appear on the source document e.g., data form or questionnaire for later data checking.

- For questions with options (e.g. male/female; always/sometimes/never) it is easiest to number the options in the order in which they appear on the questionnaire/data form: 1-male, 2-female; 1-always, 2-sometimes, 3-never and to type these numbers into Excel. If you use such codes, start each question's codes at "1".

- Do not create separate columns for 1, 2 and 3 in such a case, since these are the mutually exclusive responses to *one* question.

2. What is your gender?

X1   Male
2   Female

	A	B	C	D	E	F
1	no	Q_Date_d	Q_Date_m	Q_Date_y	Gender	Age
2	1	21	2	2015	1	40
3	2	30	3	2015	1	27
4	3	26	4	2015	2	58

- If you choose to type in descriptions such as "m" for male and "f" for female, be consistent in using capitals or small letters since the computer programme of the analysis will interpret "m" differently from "M".

- Do not type in long words, since typing errors will also be interpreted as different answers, and thus complicate the analysis.

- The values of numerical variables, such as age or blood pressure, are entered as they are, without any unit at the end (no year, mmHg, etc.).

- Use a period for decimals and not a comma (thus 1.203 and not 1,203).

- If you have to enter dates, enter the day, month, year each in separate columns.

1. Date questionnaire is completed (dd/mm/yy) 21/02/2015

2	1	0	2	1	5
d	d	m	m	y	y

	A	B	C	D	E	F
1	no	Q_Date_d	Q_Date_m	Q_Date_y	Gender	Age
2	1	21	2	2015	1	40
3	2	30	3	2015	1	27
4	3	26	4	2015	2	58

- Different variables need to be typed into different columns, e.g., doctors often write blood pressure as 135/90, but in Excel there must be a separate column for systolic blood pressure (135) and a separate column for diastolic blood pressure (95).
- If a person can have more than one response for a given question, e.g., types of medication used, there needs to be a separate column for each response.

11. What is the most common illnesses that you experience?

Cold…………………………………………………………………………

Flu…………………………………………………………………………

………………………………………………………………………………

………………………………………………………………………………

	1
	2

12. Do you do the following for your family?
(Mark all the appropriate options)

X1   Washing clothes
X2   Ironing clothes
 3   Cooking meals
 4   Shopping

1
2

	A	L	M	N	O	P	Q	R	S	T	U	
1	no	Weight	Height	Illness1	Illness2	Illness3	Illness4	Chores1	Chores2	Chores3	Chores4	Char
2	1	101.3	196	1	2			1	2			
3	2	104.1	161	5					2	3	4	
4	3	829.9	157	2	4							
5	4	129.5	170	4	1					3	4	

- If the information is missing, do not type in anything.

	A	L	M	N	O	P	Q	R	S	T	U	
1	no	Weight	Height	Illness1	Illness2	Illness3	Illness4	Chores1	Chores2	Chores3	Chores4	Char
2	1	101.3	196	1				1	2			
3	2	104.1	161	5					2	3	4	
4	3	829.9	157	2	4							
5	4	129.5	170	4	1					3	4	

- Any colour coding of specific rows and/or columns (e.g., shading all entries related to children) may not be readable by the analysis programme, rather create a new variable in the form of a new column indicating in which group a participant is.

- Attach a list of your codes. These should be placed on a different worksheet.

	A	B
1	Illnesses	
2	1	Cold
3	2	Flu
4	3	Chronic headache
5	4	Chronic backache
6	5	Diarrhoea

- After you have entered the data, check for any typing errors—for example, a diastolic blood pressure of 320 or 13, or a code of "z" in the column for gender. Look at each column of information to identify errors in that column. Such errors must be rectified by going back to the source documents.