

Tips on Entering Data Correctly

- **Every question requires an answer**

If a question is left blank, it is considered “missing information.” Because the database will not allow the data entered for the entire survey to be saved, it is very important to review the surveys for any omissions before you begin data entry.

- **Entering information for Question 2 (respondent’s age)**

- If the respondent has provided a valid age, then click the round (radio) button that says *Record Number* and type in the age in the box provided.
- If “Don’t know” or “Refused” is selected on the paper form, then click the appropriate radio button.

- **There are four methods provided for entering data into the database**

- Drop-down menus (e.g., Interviewer Name)
- Radio buttons: Round buttons used when only one response may be selected (e.g., Q1)
- Radio boxes: square buttons are used when more than one response may be selected (e.g., Q9)
- Combinations: combinations are special cases when you need to perform two actions: first choosing a radio button and then entering a number. (e.g., Q2)

- **For those questions that include *Circle all that Apply*, be sure to copy all of the responses from the paper survey to the online survey by clicking on the appropriate radio boxes**

- **Be sure the answers follow the “skip logic” directions**

Some of the questions in the survey are related and have specific directions about how to handle follow-up questions. We have included these directions in the database. For example, in the following series of three questions, if the answer to Question 42 is “No,” you are instructed to respond to the next question; (Question 43) by marking “97. Not applicable.” Also note that when you mark Question 43, you are instructed to answer the next question (Question 44) by marking “97. Not applicable.” ***If the answers circled by the interviewer do not follow this logic you may need to go back to the interviewer to resolve the discrepancies.***

Q42. Has a doctor ever told you that you have diabetes ?	1. Yes → ASK Q43 & ASK Q44 2. No → MARK Q43=97 98. Don't know (DO NOT READ) → MARK Q43=97 99. Refused (DO NOT READ) → MARK Q43=97
Q43. Do you feel that your symptoms are under control? [Read List]	1. All of the time 2. Most of the time 3. Some of the time 4. Not at all 97. Not applicable (DO NOT READ) → MARK Q44=97 98. Don't know (DO NOT READ) 99. Refused (DO NOT READ)
Q44. In the past 12 months, did you go to a hospital emergency room because of diabetes problems or symptoms?	1. Yes 2. No 97. Not applicable (DO NOT READ) 98. Don't know (DO NOT READ) 99. Refused (DO NOT READ)

- **Before you click submit – check your work**

Be sure that you have copied the information correctly and have not left any questions blank.