CSDIETARY

Data Keyer's Guide to Data Entry, Reporting, and Sharing

CSDietary v2.11

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Quick Guide to DATA ENTRY, REPORTING, AND SHARING

CSDietary is a data entry, management and processing system for 24-hour recall survey data. It was co-created by HarvestPlus and Serpro S.A. and is freely accessible to the public. This document serves as a quick guide to data entry for the latest release v2.11 (2019).

ABOUT the system:
CSDietary operates on the CSPROX system for processing statistical data. It is interactive and will prompt you on data selection as you move along.

Getting STARTED:
STEP 1: Double click the desktop icon to open the program;
STEP 2: At the launch of a new project download the technical files (select A2 from the Main Menu). This step only needs to be completed once;
STEP 3: Select "A1 … Enter cluster #" and enter the number corresponding to the stack of questionnaires you have been assigned;
STEP 4: Select "B1 … Enter Dietary Data" from the Dietary Data Entry Menu to begin keying-in your first questionnaire;
STEP 5: Your cursor will be blinking in the Household ID field. Hit the *ENTER* key and select the from the dropdown list. *TAB* to advance to the next field.
STEP 6: You are ready to key-in data for your first case. Learn your Navigation Keys and review the Tips for Accurate Data Entry and Tips for Entering Data in the sections below*;*
STEP 7: SAVE your data using the navigation guide below;
STEP 8: Before exiting out of Dietary Data Entry Menu, share your cluster of data with the Director by selecting "B6 … Transfer data to Director's Machine".
      NOTE! Transfer your data EVERY time you save a NEW case or MODIFY a case.

Know your NAVIGATION KEYS:	
Full screen view:	Ctrl + J
Next field:	TAB or ENTER
Previous field:	SHIFT + TAB
Navigate between screens:	F6
Delete an ingredient, food item or recipe:	F4 (**NOTE!** Cursor must be in first field of food item/recipe)
Insert an ingredient, food item, or recipe:	F3 (**NOTE!** For recipes, insert the number lines equaling the number of ingredients + recipe name. Otherwise, insertion will overwrite keyed-in data in the rows below it)
Save an incomplete case:	Ctrl + S and select "Partial Save"
Save a completed case:	With cursor in first empty field of first empty row, hit the *ENTER* and you will be prompted to finish record

TIPS for ACCURATE data entry:
➢ Keep your head up and read the prompts on your screen;
➢ It is important you key in consumption data IN ORDER, line-by-line;
➢ If you do not find a food or recipe that you are seeking from the selection prompts, take note of the issue, partially save your work, and ask the supervisor or director for help;
➢ **NOTE!** Ingredients of recipes are marked by an * and food items are not. Select appropriately;
➢ Keep your cluster of questionnaires in a tidy stack in numeric order;
➢ Once entered, turn the questionnaire over face down in a second stack.

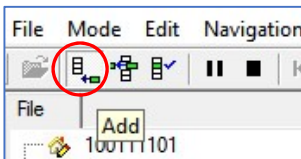**TIPS for entering data into HOUSEHOLD UNIQUE RECIPES record:**
> **NOTE!** *If you wish to skip this record, then with your cursor in first field hit the* **ENTER** *key and select 'yes' to the prompt "Do you want to finish the record?"*
> ➢ To key-in a recipe, give the recipe a number, *TAB* to the next field and follow the prompts;
> ➢ In the Recipe Description field, type a short and descriptive name for your recipe;
> ➢ In the Ingredient Full Description field, type the name of the ingredient, hit the *ENTER* key to get a drop-down list of options, and highlight your ingredient from the list. Hit the *ENTER* key to select it.
>> o **NOTE!** Ingredients are marked by an *
>> o To narrow the list of options, you can type in another word next to the ingredient name such as an * or a descriptor.
>> o If a drop-down menu does NOT appear and an ingredient is automatically filled in from your query, this means there was only one relevant option.
> ➢ Continue to fill in the fields as prompted, using the Navigation Keys;
> ➢ For your next ingredient, enter in the recipe number and follow the prompts;
> ➢ Once you have finished adding the ingredients of a recipe, you can add your next recipe by providing a new recipe number;
> ➢ To delete an ingredient, place your cursor in the first field of that line and select F4. Similarly, insert a line with F3;
> ➢ When you are finished recording your recipes, place your cursor in the first field of the first empty row (if not there already) and hit the *ENTER* key. You will be prompted "Do you want to finish the record?" – select Yes.

TIPS for entering data into FOOD CONSUMPTION RECALL record:
> ➢ Similar to the Household Unique Recipe record, use the navigation keys, follow the prompts, highlight options from drop-down lists with your cursor and hit the *ENTER* key to select.
> ➢ If a food or recipe is missing from the list of options, partially save your work and modify your nutrient databases following the Quick HOW-TO instructions below.
> ➢ When you are finished recording all recall data, place your cursor in the first field of the first empty row (if not there already) and hit the *ENTER* key. You will be prompted "Do you want to finish the record?" – select Yes.

Congratulations on successfully recording your first case. Refer to the Quick How-To section for further instruction on how to modify, save and share your data:

Quick HOW-TO section	
Change clusters:	Exit out of Dietary Data Entry Menu, then enter in a new cluster #
Add a new case to an existing cluster:	1. Enter in cluster # from main menu; 2. Select "Enter Dietary Data" from the Dietary Data Entry menu; 3. Click on the "Add" icon above the list of saved cases.
Exit out of the data entry screen:	Exit out of the main screen by selecting the X at the very top right of the window .
Save a completed case:	With cursor in first empty field of first empty row, hit the *ENTER* key and you will be prompted to finish record.
Partially save a case:	If you need to exit out of a case that has been partially keyed-in, on your keyboard hit *CTRL + S* and select "Partial Save".

Modify a saved case:	1. From Main Menu, enter in cluster # for the case; 2. Select "B2 ... Modify dietary data"; 3. Double-click on the case to open; 4. Use the navigation keys to insert/delete lines or edit fields.
Download updated nutrient databases	If the Director updated or added to the nutrient databases with foods, ingredients, recipes, conversion factors or food composition values: 1. Go to the Main Menu and select "A2 … Download technical files" to get the updates. All new entries will use the updated databases.
Refresh saved cases with updated nutrient databases	If the Director updated existing items in the nutrient databases, you will need to refresh the nutrient calculations for all recorded cases. Select "A3 … Refresh nutrient calculations" from the Main Menu. **NOTE!** The process can be lengthy, so do so only when necessary / as instructed by Director.
Conduct Data Quality Checks	Quality checks are done for each cluster separately, with validation entry conducted on the same machine as the main entry, preferably by a different keyer. 1. Dietary Data Entry Menu items B3 and B4 are to key-in and modify validation data and item B5 is to generate your comparison report. 2. The comparison report checks the input and reference data files line-by-line for differences and shows where it finds those differences. 3. The input file here is PDIET### and the reference (or validation) file is SDIET###, where ### refers to the cluster number. 4. Seek further instruction from the Director on how to read the reports.
Generate REPORTS	From the main menu, select "Generate Reports" and choose from the list of options. 1. The Total Nutrient Intake Report is the total daily energy and nutrient intake for each participant; 2. The Food and Recipe Report is the list of foods, recipes and their ingredients, along with the corresponding nutrient values reported by each respondent. **NOTE!** the recipe nutrient values are a summation of the nutrient content of ingredients listed below; 3. There are options to report on the validation entry; 4. Reports are saved in the Report folder in the CSDietary directory; 5. They can be regenerated as often as you need; note that each time a report is generated, it replaces a previous version.
Share data with Director	Each cluster of data is saved to a data file marked by that cluster number (PDIET###.dat). From the Main Menu, enter your cluster # and select "B6 ... Transfer data to Director's Machine". Do this for every cluster. **NOTE!** Each time you add, modify, partially save, or complete a case, TRANSFER your data before you leave the Dietary Data Entry Menu.