



# Dialogues in Democracy 2007

## Instructions for Data Entry

2007 Version 1.0

These instructions have been developed for data entry personnel entering:

- National Registration Survey Data
- National Post Event Survey Data
- Local survey data

for the **Dialogues in Democracy 2007** project. This is a web enabled data entry program.

### **System Requirements:**

1. Internet access. An AOL dialup connection may not be used.
2. A current generation browser. (i.e. Microsoft Internet Explorer version 5.0 or better)

### **STEP 1: Logging on**

Begin by going to the following internet URL:

**<http://bythepeople.yourthoughts.com>**

You will be greeted with the following password screen:

**Deliberative Polling - 2007 Data Entry**

  
**Password:**

**To enter the Deliberative Polling Data Entry Website  
please type your city specific password.**

*This site is for authorized users only.  
By using this site, you indicate that you are an authorized user who has been referred here.*

Locate the password for your event city from Table 1 on the next page. Enter the password in the password field and click on the submit button. The password is NOT case sensitive. This action will identify your city and all subsequent forms will carry the site prefix noted in Table 1.

Table 1: City Specific Password and Prefix Lookup Table

Event City	PASSWORD	Site Prefix
Albuquerque, NM	Albuquerque	NM
Baton Rouge, LA	Baton Rouge	LA
Bowling Green/Cleveland, OH (together)	Ohio	OH
Denver, CO	Denver	CO
Houston, TX	Houston	TX
Kansas City, MO	Kansas City	KC
New Haven, CT	New Haven	CT
Omaha, NE	Omaha	NE
Rochester, NY	Rochester	NY
Seattle, WA	Seattle	WA

**STEP 2: Form Identification**

Following the password screen you will need to fill out the form identification screen. This information will be found on the sticker on the front page of the survey form. All fields are required.

- Label 1.** City identifier will be automatically filled in depending on the password you used to log onto the system.
- Label 2.** Select the form type you are entering: *Registration* or *Post Event*.
- Label 3.** Enter the Respondent ID number. This will be a number between 300 and 999.
- Label 4.** Enter the Group ID number. This will be a number between 1 and 25.
- Label 5.** To Exit the program without saving results click on this link.
- Label 6.** To continue with the rest of the survey input process click the Continue button.

### STEP 3: Data Entry

Next, you will see a data entry screen similar to the one below. **All input screens after this have the same function and features.**

Deliberative Polling - 2007 Data Entry

City Identifier: CT  
Respondent ID: 300

Form Type: Registration

By the People

Survey Page 1

Use "0" Response for Did Not Reply

0 1 2 3 4 5 6 7 8

Q1 If a one (1) represents the view that the federal government should see to it that every person has a job and a good standard of living and a seven (7) represents the view that the government should just let each person get ahead on their own, where would you place yourself on this scale?

Q2 If a one (1) represents the view that the government in Washington ought to reduce income differences between the rich and the poor and a seven (7) represents the view that the government should not concern itself with reducing income differences between the rich and the poor, where would you place yourself on this scale?

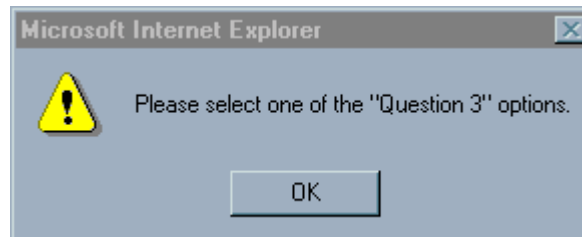
Exit without saving

Continue ->

- Label 1.** City identifier and Respondent ID number will be displayed here.
- Label 2.** Form type will be displayed here.
- Label 3.** Click on the corresponding radio buttons to enter the data from the survey form.
- Label 4.** **If there are 2 responses, or you cannot determine what the response is, or the response is missing, follow the guideline that appears here.**
- Label 5.** The Continue button will be at the bottom of each input page. To continue with the rest of the survey form click the Continue button.
- Label 6.** The Exit without saving link will appear at the bottom of each input page. To Exit the program without saving results click on this link. You may terminate entry of the survey form at any time until completion.

**For those sites with a local survey, the local survey data entry screen will follow the National survey data entry screen.**

If you inadvertently miss responding to a question you will get prompted with the following message. Click the OK button and scroll up to the question number and enter the appropriate response. Then scroll down and click the Continue button again.



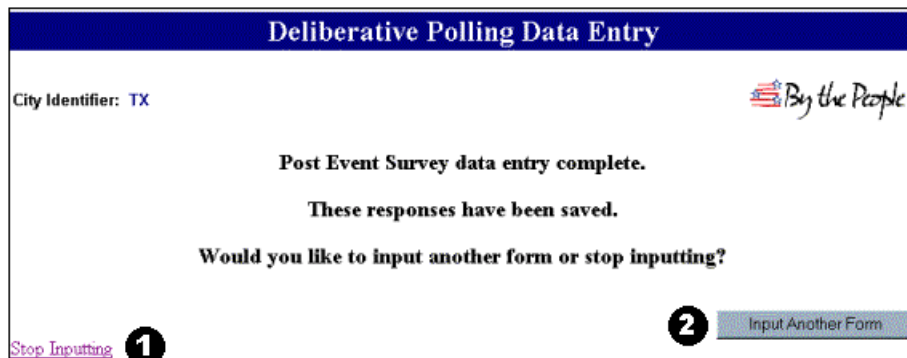
Continue entering data. Depending on the type of form you are entering there will be 1 or 2 data entry screens.

**IF YOU DISCOVER YOU HAVE MADE A MISTAKE WHILE ENTERING DATA** you may use the BACK button on your browser to go backward and correct the mistake **ONLY IF YOU HAVE NOT REACHED THE STOP OR CONTINUE SCREEN SHOWN BELOW**. You will have to re-input the

data from the mistake forward. If you have already reached the STOP OR CONTINUE screen you should make a note of: the site prefix and form number and the time you entered the data. Notify your site supervisor to email us this information along with their notification of data entry completion. Then, RE-ENTER the form correctly.

#### **STEP 4: Stop or Continue**

When the entire form is complete you will see the following screen.



- Label 1.** Click this link to stop entering forms, or if you wish to take a break in entering forms. You will be required to re-enter the program through the password screen.
- Label 2.** Click the Input Another Form button to continue entering forms. You will be taken to the Form Identification screen.

**After the form has been entered - use a pen and strike a line across the face of the first page of the form. This will prevent a form getting entered more than once.**

### **Technical Support**

If you experience critical technical problems during data entry call Ron Mundy at 512-789-8493. If it is busy, or you get voice mail, leave a message. Your call will be returned.  
Email: [rmundy@somersetguild.com](mailto:rmundy@somersetguild.com)