

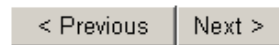
Guidelines for Entering Data Online for the 2004 COSHRC Survey of State Archives and Records Programs

Using the Online Data Entry Form

The online data entry form will allow you and your staff to input your own data and ensure that it is accurate and complete.

There are some **important things to remember** about using the online form to make sure that your data is saved properly once entered:

Do not use your browser's Back button. You may lose data if you do. Instead click on the survey form's "Previous" and "Next" buttons at the bottom of each screen to move through the survey.



Clicking "Next" at the bottom of the screen saves all of the data you entered on that screen. To stop a data entry session, just click "Next" at the bottom of the last screen on which you entered data then close your browser.

You can exit at any time and come back to keep working on data entry until you confirm that you are done with all data entry.

Each time you log in, the online survey will take you to the screen following the one on which you last entered data. If you skipped some questions during a previous data-entry session, you will have to use the "Previous" button to scroll back to them. You may wish to complete the form from front to back for this reason. It will save you time and effort in moving backward and forward from one section to another.

After the last question, you will see a final screen asking you to confirm that your agency's data has all been entered to your satisfaction. When you click on CONFIRM on the final screen, your survey record will be coded as complete and you will not be able to regain access to the online form.



If you discover later that you need to make corrections, contact COSHRC staff for assistance.

Progress indicator

At the top of each page is a progress indicator ("thermometer") showing how far you have progressed in the survey. For instance, the "thermometer" shown below appears on the screen for the eighth question in the second section.

Section: 1 2 3 4 5 6 7 8 9 10 11 12 13 14
Question: 1 2 3 4 5 6 7 8 9 10 11 12 13

“Skip logic” in the online survey

In some cases, the online survey will skip a question or even a whole section based on your answers earlier in the data process. The three most significance cases will be:

If you indicate in **Question 5** that you are responding for **records management only**, you will not see many of the questions specifically directed at archival collections or operations.

If you indicate in **Question 34** that **your agency does not operate a state records center**, you will not see Questions 35-37.

If you indicate in **Question 89** that **another agency administers your state’s SHRAB or that there is no SHRAB** in your state, you will not see the rest of Section 13 nor the SHRAB-related column in Section 14.

If, for some reason, you would like to respond to questions that are not presented to you online but appear in the paper version, please contact COSHRC staff and we will make arrangements to do so.

Entering numeric data

We have not established validation criteria for entering numeric data, but ask you to try to observe the following general rules:

For dollar amounts (e.g., budgets, expenditures, salaries), round to whole numbers and do not include cents. Examples:

FY2004 budget	\$	<input type="text" value="1000000"/>
FY2004 actual expenditures	\$	<input type="text" value="1000001"/>

For percentages (e.g., allocations of expenditures, types of users), volume (e.g., quantity of records), or quantity of media, round to whole numbers do not use decimals. Examples:

Personnel	<input type="text" value="50"/>	%	State government records	<input type="text" value="42320"/>	lin/cu ft
Operations	<input type="text" value="30"/>	%	Local government records	<input type="text" value="12580"/>	lin/cu ft
Capital	<input type="text" value="20"/>	%	Non-government records	<input type="text" value="2500"/>	lin/cu ft

You will have to ensure that percentages add up to 100% when appropriate; the software won’t do the math for you.

For dates (e.g., last day of FY2004, year in which plans were last updated), follow the suggested format, either mm/dd/yyyy (for month/day/year) or yyyy (for year).

<input type="text" value="06/30/2004"/>	[mm/dd/yyyy]	<input type="text" value="2003"/>	(yyyy)
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For FTEs (e.g., number of full-time equivalent hours devoted to specific functions), use whole numbers and/or decimals. Example:

Archives	Administration/Management	<input type="text" value="1.5"/>	FTEs
	Professional	<input type="text" value="4"/>	FTEs
	Technical	<input type="text" value="3"/>	FTEs
	Support/Clerical	<input type="text" value="2.5"/>	FTEs

Entering explanations or descriptions for “Other” categories

If you check a box or fill in a dollar amount associated with an “Other” response, you will usually be asked to provide an explanation or description on the following screen. In most cases, this will be the next screen you see when you click “Next.”

A few questions have more than one possible response that may require explanations, however, so you may be presented with two subsequent screens. Each will clearly indicate the response to which the description or explanation relates.

Print-out of your agency’s responses

We know that many of you will want to have copies of the responses you provided for your own records and to confirm that they were entered properly.

While the online data entry system does not have that capability directly, COSHRC staff should be able to provide a print-out for you after you have completed the data entry process. Just let us know when you’re done and we’ll get a copy of your responses to you as soon as possible.