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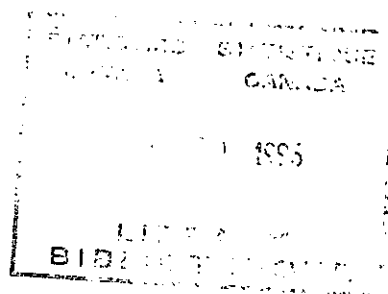
**User Guide for  
Place of Work Coding  
Instructions to Tier 3**



**Automated Coding**



#69165  
c.3



**ACGP-2**

**User Guide  
for Place of Work Coding**

**Instructions to  
Tier 3**

Prepared by: Census Operations Division  
Social Institutions and  
Labour Statistics Field



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# **1. Introduction**

## **1.1 Who Should Read this User Guide**

This User Guide is designed to be used by Tiers 3 coders of the Place of Work variable. Tier 3 coders must render coding decisions for Place of Work and Name of Firm responses which are the most difficult to code.

A special Interactive Coding System has been designed to assist you as a Tier 3 coder in rendering accurate and expedient coding decisions while adjudicating and recoding responses or coding responses which were referred or deferred during previous coding operations. This document describes the mechanics of these special coding facilities available only to Tier 3 coders.

The coding functions available to Tier 3 coders also include all those available to Tier 2 coders. Knowledge of the Place of Work Interactive Coding System for Tier 2 coders is required in order to use the system as a Tier 3 coder. Coding facilities available to Tier 2 coders are referenced, but not documented in this User Guide. If you are not familiar with the Place of Work Interactive Coding System for Tier 2 coders, it is recommended that you read the **User Guide for Place of Work Coding – Tier 1 and 2**.

A number of terms and abbreviations are used in the User Guide and the Place of Work Interactive Coding System to refer to specific geographical units used by the Census of Population. If you are not familiar with the terms and abbreviations used in the census such as CMA and block-face, it is recommended that you read **section 7 – Glossary**.

A basic knowledge of Windows is required to use the Place of Work Interactive Coding System. If you are a new Windows user, it is recommended that you read **section 8 – Basic Operations in Windows**.

## **1.2 Examples Used**

Within this User Guide, examples are used for illustrative purposes only. With the production system, you may obtain different results.

## **1.3 Other Reference Documents**

The following documents address other aspects of coding Place of Work responses.

- Place of Work Training Guide;
- Place of Work Coding Manual;
- Place of Work Referral Manual for Coding – Tier 2; and
- User Guide for Place of Work Coding – Tier 1 and 2.





## **2. To Start Coding**

### **Before You Start**

In order to access the Place of Work Interactive Coding System as a Tier 3 coder, the following prerequisites must be satisfied.

- You must have received your coder ID and your password from the system administrator.
- You must have been granted authorization of a Tier 3 coder by the system administrator.
- You must have notified the system administrator of your language preference. The system is available in both official languages: English or French.
- You must have access to a workstation properly set up for the Place of Work Interactive Coding System.

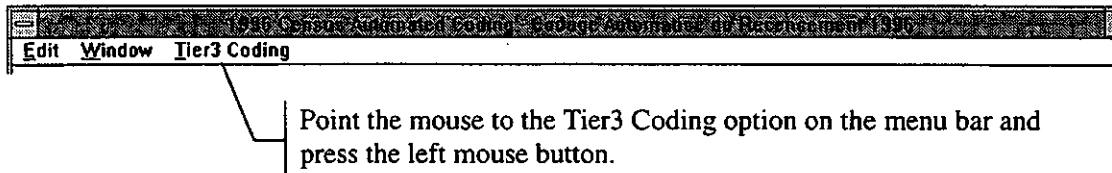
You will be taught how to start the Place of Work Interactive Coding System during training.



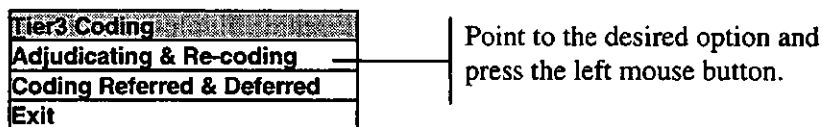
### 3. Tier 3 Coding Menu

When you first start a Place of Work coding session, a blank screen is displayed and, within the top rows of the screen, a menu bar listing the options available to a Tier 3 coder appears, as illustrated below.

#### 3.1 Choosing a Menu Option



The background color of the menu item selected becomes highlighted and a pull-down menu of the options available is displayed as illustrated below.



Again, the background color of the option selected becomes highlighted and starts execution.

#### 3.2 Adjudicating & Re-coding Option

When the option [Adjudicating & Re-coding] is selected from the Tier3 coding menu, the Tier 3 coder is expected:

1. to adjudicate responses sampled for quality control and for which Tier 2 coders disagree on the appropriate code to be assigned; or
2. to recode responses from lots coded by Tier 2 coders which failed quality control and which were not sampled for quality control.

Two coding strategies are available in order to resolve responses which need adjudication or re-coding. These are:

1. to accept one of the codes assigned during a previous coding operation as the most appropriate code for the respondent data; or
2. to search the reference files for the most appropriate reference file record using the same coding screen used by Tier 2 coders.

### 3.3 Coding Referred & Deferred Option

When the option [Coding Referred & Deferred] is selected from the Tier3 coding menu, the Tier 3 coder is expected:

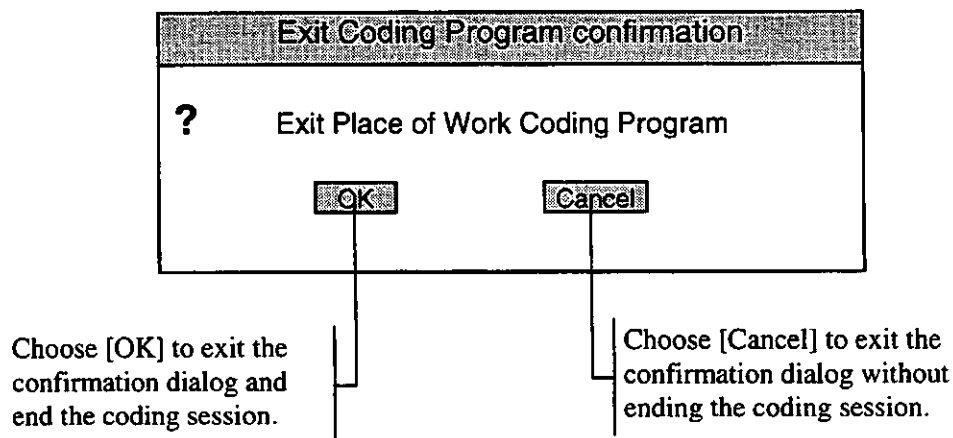
1. to code responses Tier 1 and 2 coders were not able to code and have referred to Tier 3 coders for resolution; or
2. to code responses a Tier 3 coder deferred during a previous coding session. A Tier 3 coder may have deferred coding while adjudicating or recoding a response.

The only coding strategy available in order to resolve responses which were referred or deferred is:

- to search the reference files for the most appropriate reference file record using the same coding screen used by Tier 2 coders.

### 3.4 Exit Option

When the [Exit] option is selected from the Tier3 coding menu, a confirmation dialog appears. You must supply an answer to the confirmation dialog.



## 4. Adjudicating & Re-coding Responses

### 4.1 Adjudication & Re-Coding Screen

When the [Adjudicating & Re-coding] option is selected, a coding screen labelled Adjudication & Re-Coding Failed Lots from Tier 2 is displayed along with data pertaining to the first respondent to be coded.

<b>WorkPlace</b> 1553 PRINCIPALE, J3E1W6  SAINTE-JULIE QUEBEC		<b>Residence</b> OTTAWA OTTAWA - HULL ONTARIO	<b>Exit Coding</b>
<b>Firm</b> A B REPARATION			
<b>Census Tracts Reference File</b> Census Tract: 23.00 MONTRÉAL, ALMA, QUEBEC	<b>TIER TWO CODER</b>	<b>Accept Code</b>	<b>Goto</b> <b>Screen 2</b> <b>Defer</b> <b>Reference File</b> <b>Previous</b> <b>Next</b> <b>Continue</b> <b>Print Report</b>
<b>Cities/Towns</b> PlaceName: SAINTE-JULIE SAINTE-JULIE, ST. JOHN'S, QUEBEC	<b>TIER ONE CODER</b>	<b>Accept Code</b>	
<b>Businesses/Buildings</b> Firm: A B PLUMBING & HEATING 49 ACADIAN CR . . K2J3Z8 NEPEAN, OTTAWA - HULL, ONTARIO	<b>TIER ONE CODER</b>	<b>Accept Code</b>	
		<b>Accept Code</b>	
		<b>Accept Code</b>	

The responses to the Place of Work and Name of Firm questions and Place of Residence information are all displayed in the top segment of the screen. The coding history of the response is the main body of the coding screen. A number of action buttons are also available on the Adjudication & Re-Coding screen.

Each component of the Adjudication & Re-Coding screen is described in the following sections.

## 4.2 Respondent Data

WorkPlace 1553 PRINCIPALE, J3E1W6  SAINTE JULIE QUEBEC	Residence OTTAWA OTTAWA - HULL ONTARIO
Firm A B REPARATION	

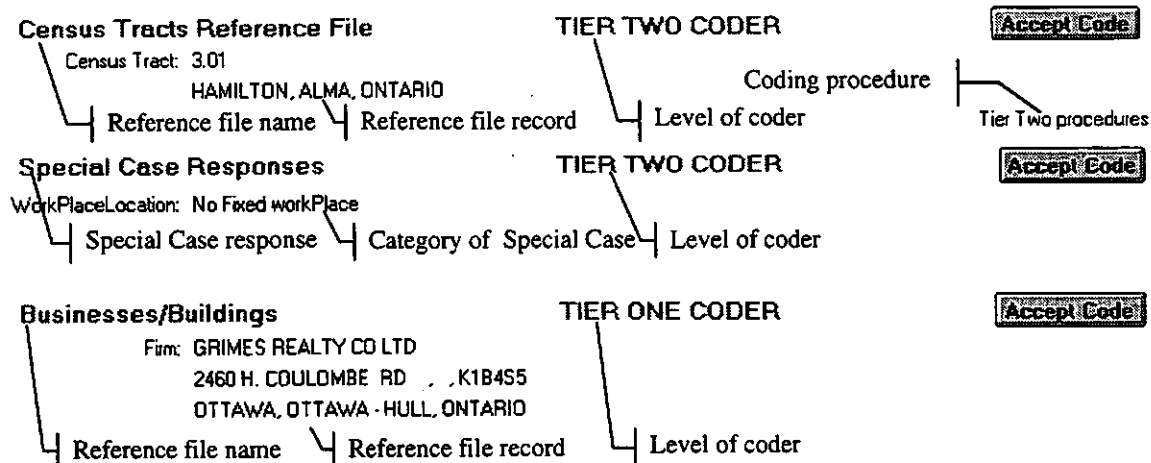
Responses to the Place of Work and Name of Firm questions and Place of Residence information are all displayed in the top segment of the screen. In order to code Place of Work, you need to analyse the information available about a respondent in order to select the most appropriate code for the respondent data. This information can only be browsed (read mode).

## 4.3 Coding History

The main body of the screen is the coding history of the response which indicates how a response was resolved by all previous coders.

For each coding operation previously performed on a response, the following information is displayed:

- Level of coder: Tier 1 or 2;
- Reference file name or indicator that the response was flagged as a Special Case;
- Reference file record assigned or category selected when response is flagged as a Special Case;
- Source of code when code was assigned by a Tier 2 coder;
  - Tier 1 procedures; or
  - Tier 2 procedures, that is, one of:
    - research procedure,
    - address imputation, or
    - census tract coded.



This information can only be browsed (read mode).

#### 4.4 Action Buttons

A group of six (6) buttons plus two (2) individual buttons are displayed vertically on the right-hand side of the Adjudication & Re-Coding screen.

Each button contains a brief description of the action each initiates.

During a coding session, each button will toggle from a highlighted to a dimmed appearance indicating whether a given action can or cannot be initiated. A button is highlighted and functional when certain conditions specific to each action are met.

Example:

[Previous] button is not available for the first response of a session.

Goto [Screen 2] button is not available when there are less than six (6) codes previously assigned.

Each button has a special character called a hot key. The hot key is the underlined character in the description associated with the action button. To initiate the action, you may click on the button using the mouse or enter its hot key character using the keyboard.



## 4.5 Goto Screen

A response which needs to be adjudicated or recoded has been assigned at least three (3) codes by previous coding operations. Depending where it originates from, a response could have been assigned up to seven (7) codes. The first screen displays up to a maximum of five (5) previously assigned codes associated with a response.

The Goto [Screen] button is used to display a screen and toggle between the first and second screen of coding history when a response has more than five (5) previously assigned codes.

**Goto**  
**Screen 1**

When a response has more than five (5) codes, the sixth and seventh codes are displayed on a second screen.

Click on the [Screen 2] button to display the second screen of coding history.

<b>WorkPlace</b> 323 ST JOHN RD, H9R3J1		<b>Residence</b> HAMILTON HAMILTON ONTARIO	<b>End Coding</b>
<b>Firm</b> HADLEY GIFTS INC			
<b>Cities/Towns</b> PlaceName: HAMILTON HAMILTON, HAMILTON, ONTARIO	<b>TIER TWO CODER</b>	<b>Accept Code</b>	<b>Goto</b> <b>Screen 2</b>
<b>Census Tracts Reference File</b> Census Tract: 3.04 HAMILTON, ALMA, ONTARIO	<b>TIER TWO CODER</b>	<b>Accept Code</b>	<b>Defes</b>
<b>Special Case Responses</b> WorkPlaceLocation: Outside Canada	<b>TIER TWO CODER</b>	<b>Accept Code</b>	<b>Reference File</b>
<b>Special Case Responses</b> WorkPlaceLocation: Nonsense	<b>TIER TWO CODER</b>	<b>Accept Code</b>	<b>Propose</b>
<b>Cities/Towns</b> PlaceName: ST. JEAN BAPTISTE MONTCALM, ST. JOHN'S, MANITOBA	<b>TIER ONE CODER</b>	<b>Accept Code</b>	<b>Next</b>
			<b>Continue</b>
			<b>Print Report</b>



WorkPlace 323 ST JOHN RD, H9R3J1		Residence HAMILTON HAMILTON ONTARIO		<input type="button" value="Exit Coding"/>
Firm HADLEY GIFTS INC				
Businesses/Buildings Firm: GIFTART 44 GORT CR , K1G4R5 OTTAWA, OTTAWA - HULL, ONTARIO		TIER ONE CODER		<input type="button" value="Accept Code"/>  <input type="button" value="Accept Code"/>  <input type="button" value="Accept Code"/>  <input type="button" value="Accept Code"/>  <input type="button" value="Accept Code"/>

When Screen 2 is displayed, click on the [Screen 1] button to toggle back to Screen 1.

The [Screen] button changes appearance and label.



The button is dimmed and not functional when there is only one screen of coding history.



The button is highlighted to go to Screen 2 when there are two screens of coding history and Screen 1 is displayed.



The button is highlighted to go to Screen 1 when there are two screens of coding history and Screen 2 is displayed.

## 4.6 Accept Code

Each reference file record previously assigned to a respondent record by another coder and listed on the coding history segment of the Adjudication & Re-Coding screen has an [Accept Code] button on its right-hand side.

The [Accept Code] button selects a specific reference file record previously assigned by another coder as the reference file record to use to code the respondent record displayed at the top of the screen.

**Accept Code**

<b>WorkPlace</b> 1553 PRINCIPALE, J3E1W6 SAINTEJULIE QUEBEC		<b>Residence</b> OTTAWA OTTAWA - HULL ONTARIO	<b>Test Coding</b>
<b>Firm</b> A B REPARATION			
<b>Census Tracts Reference File</b> Census Tract: 23.00 MONTREAL, ALMA, QUEBEC	<b>TIER TWO CODER</b>	<b>Accept Code</b>	<b>Go to</b> <b>Screen 2</b> <b>Done</b> <b>Reference File</b> <b>Previous</b> <b>Next</b> <b>Continue</b> <b>Print Report</b>
<b>Cities/Towns</b> PlaceName: SAINTEJULIE SAINTEJULIE, ST. JOHN'S, QUEBEC	<b>TIER ONE CODER</b>	<b>Accept Code</b>	
<b>Businesses/Buildings</b> Firm: A B PLUMBING & HEATING 49 ACADIAN CR., K1J3Z8 NEPEAN, OTTAWA - HULL, ONTARIO	<b>TIER ONE CODER</b>	<b>Accept Code</b>	
		<b>Accept Code</b>	
		<b>Accept Code</b>	

When you click on the [Accept Code] button associated with a reference file record, you accept this specific reference file record as the most appropriate for the respondent record displayed at the top of the screen.

Once a code is accepted, the response is considered coded and the system automatically looks for the next response.

## 4.7 Reference File

When none of the previously assigned codes displayed on the coding history segment of the Adjudication & Re-Coding screen appear to be the most appropriate to assign, a Tier 3 coder may choose an alternate coding strategy.



from Adjudication &  
Re-Coding screen

The [Reference File] button toggles to the coding screen used by Tier 2 coders to search reference files.

The [Reference File] button from the Adjudication & Re-Coding screen, if pressed, displays the coding screen used by Tier 2 coders with the data of the respondent to be coded. A Tier 3 coder may choose to search different reference files using the same coding screen designed for Tier 2 coders.

The screenshot shows a software interface for coding. At the top, there are fields for 'WorkPlace' (1553 PRINCIPALE, J3E1W6, SAINT-JULIE QUEBEC), 'Residence' (OTTAWA, OTTAWA - HULL, ONTARIO), and 'Firm' (A B REPARATION). Below this, there are three main sections for reference files: 'Census Tracts Reference File' (TIER TWO CODER), 'Cities/Towns' (TIER ONE CODER), and 'Businesses/Buildings' (TIER ONE CODER). Each section has an 'Accept Code' button. The 'Census Tracts' section shows 'Census Tract: 23.00' and 'MONTREAL, ALMA, QUEBEC'. The 'Cities/Towns' section shows 'PlaceName: SAINT-JULIE' and 'SAINT-JULIE, ST. JOHN'S, QUEBEC'. The 'Businesses/Buildings' section shows 'Firm: A B PLUMBING & HEATING', '49 ACADIAN CR . . K2J3Z8', and 'NEPEAN, OTTAWA - HULL, ONTARIO'. On the right side, there is a vertical column of buttons: 'Exit Coding', 'Goto Screen 2', 'Defer', 'Reference File', 'Previous', 'Next', 'Continue', and 'Print Report'. A line from the text above points to the 'Reference File' button.

WorkPlace 1553 PRINCIPALE, J3E1W6 SAINT-JULIE QUEBEC	Residence OTTAWA OTTAWA - HULL ONTARIO	Exit Coding
Firm A B REPARATION		
Census Tracts Reference File Census Tract: 23.00 MONTREAL, ALMA, QUEBEC	TIER TWO CODER Accept Code	
Cities/Towns PlaceName: SAINT-JULIE SAINT-JULIE, ST. JOHN'S, QUEBEC	TIER ONE CODER Accept Code	Goto Screen 2
Businesses/Buildings Firm: A B PLUMBING & HEATING 49 ACADIAN CR . . K2J3Z8 NEPEAN, OTTAWA - HULL, ONTARIO	TIER ONE CODER Accept Code Accept Code Accept Code	Defer Reference File Previous Next Continue Print Report

In this User Guide, we refer to the above screen as the **Tier 2 coding screen**.

Upon entering the coding screen used by Tier 2 coders, the system assists the coder by automatically searching for the closest matching record in one of the reference files. The reference file record returned from the default search is displayed in the bottom segment of the screen.

The following is an overview of the options available to Tier 3 coders when resolving responses using the Tier 2 coding screen.



from Tier 2 coding screen

To assign the record selected from one of the reference files to the respondent data.



from Tier 2 coding screen

To load the Census Tract reference file and select a record from it.



from Tier 2 coding screen

To flag a response as a special case. A special case is an "odd" response which cannot be coded from any of the reference files available.



from Tier 2 coding screen

To defer coding of a response to a later time. The [Defer] button is also available from the Adjudication & Re-Coding screen.

When one of the above buttons from the Tier 2 coding screen is pressed and its associated action completed, the response is considered coded and the system toggles back to the Adjudication & Re-Coding screen looking for the next response to be coded.

At any time, a Tier 3 coder can toggle from the Tier 2 coding screen back to the Adjudication & Re-Coding screen without coding the response by pressing the [Close] button.



from Tier 2 coding screen

To close the Tier 2 coding screen and toggle back to the Adjudication & Re-Coding screen without coding the response.

#### What is different for a Tier 3 coder on the Tier 2 coding screen?

The functions available to Tier 3 coders include all those available to Tier 2 coders with the following exceptions. The following buttons are always dimmed and not functional on the Tier 2 coding screen for Tier 3 coders.



from Tier 2 coding screen

The equivalent of these buttons are available to a Tier 3 coder on the Adjudication & Re-Coding screen. They are not available on the Tier 2 coding screen.



from Tier 2 coding screen

The [Refer] button is used by Tier 1 and 2 coders to refer a response to a team of coders with more experience and expertise. This button is not available to Tier 3 coders.

When adjudicating or recoding responses, a Tier 3 coder has the option to defer coding to a later time by using the [Defer] button. The [Defer] button is available on both the Tier 2 coding screen and on the Adjudication & Re-Coding screen.

## 4.8 Defer



from Adjudication &  
Re-Coding screen

The [Defer] button defers coding of a response to a later time. When adjudicating and recoding responses, the [Defer] button is available on **both** the Adjudication & Re-Coding screen and on the Tier 2 coding screen.

At any time while attempting to adjudicate or recode a response, you may decide to defer coding to a later time. A Tier 3 coder may defer coding to a later time in order to research or consult other members of the Tier 3 coding team about the more difficult cases.

When you click on the [Defer] button, a Defer confirmation dialog appears. You must supply an answer to the Defer confirmation dialog.

A dialog box titled "Defer Adjudication / Re-Coding?". It contains a "Comments:" label followed by a large text entry field with a vertical scrollbar on the right. At the bottom, there are two buttons: "OK" and "Cancel".

To enter a message:  
Position the cursor where you wish  
to enter text and click on the mouse.  
A blinking insertion point shows  
where the text will be inserted.

The comments field is optional. It is a data entry field where you may type a message to send to the other members of the Tier 3 coding team.

1. Type any comments you wish to send to other members of the Tier 3 coding team.
2. Choose [OK] to confirm that you wish to defer coding to a later time. Once coding of a response is deferred, the system automatically looks for the next response.
3. Choose [Cancel] to cancel and exit the Defer confirmation dialog.

## 4.9 Print Report



from Adjudication &  
Re-Coding screen

The [Print Report] button prints a formatted report of the response to be coded and its coding history.

At any time while attempting to adjudicate or recode a response, you may decide to print a report which lists the response to be coded and its coding history. The formatted report is equivalent to printing the Adjudication & Re-Coding screen.

When you click on the [Print Report] button, a Print report confirmation dialog appears. You must supply an answer to the Print report confirmation dialog.

A dialog box titled "Print Record?". It contains a "Comments:" label followed by a large text entry field. At the bottom of the dialog are two buttons: "OK" and "Cancel".

To enter a message:  
Position the cursor where you wish  
to enter text and click on the mouse.  
A blinking insertion point shows  
where the text will be inserted.

The comments field is optional. It is a data entry field where you may type notes for yourself or a message to send to other members of the Tier 3 coding team.

1. Type any comments you wish to send to other members of the Tier 3 coding team.
2. Choose [OK] to confirm that you wish to print the report.
3. Choose [Cancel] to cancel and exit the Print report confirmation dialog.

#### 4.10 Previous/Next/Continue



The [Previous] button goes back to a previously observed response.



The [Next] button advances to the next previously observed response.



The [Continue] button skips all previously observed responses and returns to the first not yet coded response to continue coding.

from Adjudication &  
Re-Coding screen

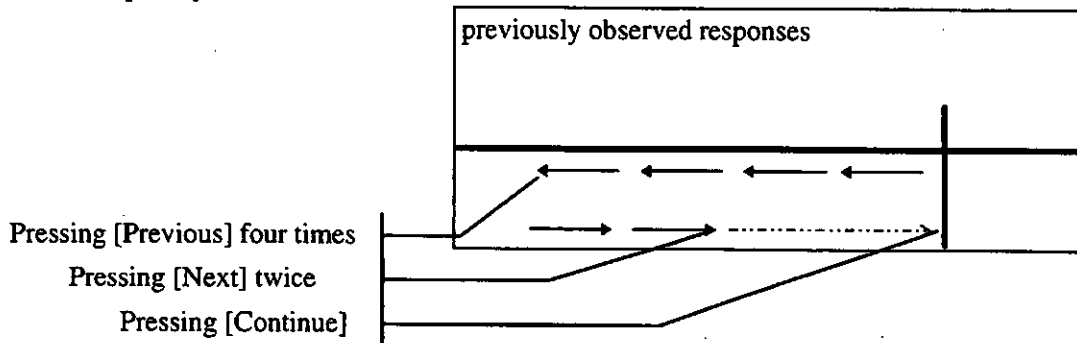
While coding responses using the Adjudication & Re-Coding screen, you may decide to review a previously observed response. The system allows to go back up to four (4) previously observed responses.

Each time the [Previous] button is pressed, the system goes back one more previously observed response. The [Previous] button is functional **only** after at least one response has been either coded, deferred or flagged as a special case.

Each time the [Next] button is pressed, the system advances one more previously observed response until you are positioned at the first not yet coded response. The [Next] button is functional **only** after the [Previous] button has been selected.

The [Previous] and [Next] buttons display a previously observed response as if it had never been coded, referred or flagged as a special case. By looking at the screen, you cannot tell how the response had been previously resolved by yourself.

You may use the [Continue] button to return to the first not yet coded response, and to continue coding. Each previously observed response being skipped keeps its previously assigned code or status unless it has been explicitly recoded.



While coding a previously observed response, the following are displayed.

On the Tier 2 coding screen:



becomes



On the Adjudication & Re-Coding screen:

A warning is displayed  
above the action buttons.



#### 4.11 Exit Coding



from Adjudication &  
Re-Coding screen

The [Exit Coding] button ends the coding session of the Adjudication & Re-Coding screen.

At any time while coding responses using the Adjudication & Re-Coding screen, you may choose to end the coding session.

When you click on the [Exit Coding] button from the Adjudication & Re-Coding screen, the system returns to the Place of Work menu for Tier3 Coding where you may choose to start another coding session or Exit from the Place of Work Interactive Coding System.

**Hint:** When you are using the Tier 2 coding screen and wish to end the coding session, click on the [Close] button to return to the Adjudication & Re-coding screen. From the Adjudication & Re-coding screen, use the [Exit Coding] button as described above.



## 5. Coding Referred/Deferred Responses

### 5.1 Selection of a Database of Referred/Deferred Responses

When the option [Coding Referred & Deferred] is selected, a browse window labelled [Regional Databases of Referred Responses] lists all the files of Referred/Deferred Responses which are to be coded.

Manually scroll up or down the browse window looking for the response file to be opened.

Click anywhere on the row to select a response file. A row will toggle from a normal to a highlighted appearance indicating it has been selected.

Region	DbfName	RecProc\RecCount	UserName
01 East	TIER3_1	0\7	
02 Montréal and surrounding CMAs	TIER3_2	298\3162	
03 Québec except Region 2	TIER3_3	298\3162	
04 Toronto	TIER3_4	298\3162	
05 Other southern CMAs and CA	TIER3_5	298\3162	
06 Ontario except Region 4 and Region	TIER3_6	298\3162	
07 Manitoba, Saskatchewan and Alberta	TIER3_7	298\3162	
08 British Columbia and Territories	TIER3_8	298\3162	
09 2C	TIER3_9	298\3162	

Below the table are two buttons: **Select** and **Close**.

Click on the [Select] button to confirm that you wish to open the response file selected.

Click on the [Close] button to exit the browse window without opening a response file.

Short names are used for field headers. These are:

Region	Number and name of the regional database;
DbfName	Database file name;
RecPro	Number of responses which have been processed (coded) in the database file;
RecCount	Total number of responses in the database file; and
UserName	Name of the user who is currently using the database file, if applicable.

As a Tier 3 coder, you must select one database file among the files which are not currently being used by another user. When the UserName field is blank, it indicates that the database file is not being used and can be selected. When the UserName is not blank, it indicates that the database file is currently being used and cannot be selected.

## 5.2 Referred/Deferred Responses Screen

When a response file of Referred/Deferred Responses is opened, a coding screen labelled [Referred/Deferred Responses] is displayed.

The bottom segment of the screen is a scrollable list of all responses stored in the selected Regional Databases of Referred/Deferred Responses. Each of these responses must be coded. The design of this coding screen permits a Tier 3 coder to apply a coding decision to many selected responses at once.

Upon entry, no responses have yet been highlighted, so all action buttons are dimmed and not functional except for the [Sort by] and [Exit Coding] buttons.

Upon entry, no reference file records have yet been selected, so the [Reference File Record] segment of the screen is empty.

Responses Referred from Tier Two											
Pcodes	Hinsus	Person	Firm	Unit	Street	Stype	Stid	Pcode	Cid	Case	P
35013414	005	002	MAGELLAN ENGINEERING	117	MURRAY	ST		K1N6M5	OTTAWA	OTTAWA	HULL
35032301	315	001	HADLEY GIFTS INC	323	ST JOHN	RD		H9R3M1		MONTREAL	
35042059	090	002	102150 CANADA INC	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	
35046914	180	006	SERGE LACROIX DTDENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	
35049326	330	001	DAHL MANAGEMENT LTD	650	PELISSIER	ST			WINDSOR	WINDSOR	
35059059	378	005	A G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	
35058300	340	001	A B REPARATION	1553	PRINCPALE			J3E1W6	SAINTE-JULIE	MONTREAL	

Upon entry, responses are sorted by PEDEA.

Upon entry, the first column of each row is blank. No responses have yet been tagged as belonging to a group.

Each component of the Referred/Deferred Responses screen is described in the following sections.

### 5.3 Action Buttons



A group of six (6) buttons plus one (1) individual [Exit Coding] button are displayed horizontally in the top row of the Referred/Deferred Responses screen. Each button contains a brief description of the action each initiates.

During a coding session, each button will toggle from a highlighted to a dimmed appearance indicating whether a given action can or cannot be initiated. A button is highlighted and functional when certain conditions specific to each action are met.

Example:

[Code] button is functional only if a reference file record is currently selected and the first column of at least one response record is tagged.

[Reference File], [Print Report], [Tag None], and [Preview] buttons are functional only when the first column of at least one response record is tagged.

Each button has a special character called a hot key. The hot key is the underlined character in the description associated with the action button. To initiate the action, you may click on the button using the mouse or enter its hot key character using the keyboard.

### 5.4 Reference File Record

This segment of the screen displays the reference file record currently selected from the Tier 2 coding screen, if applicable. Upon entry, this segment of the screen is empty because no reference file record has yet to be selected from the Tier 2 coding screen.

The illustration below is an example of this segment of the screen after the [Reference File] button has been pressed, and a record has been selected from one of the reference files using the Tier 2 coding screen.

<i>Reference File Record</i>	Postal Codes
Postal Code: K1N5M5, OTTAWA 67 to 123 MURRAY ST OTTAWA, OTTAWA - HULL, ONTARIO	

The illustration below is an example of this segment of the screen after the [Reference File] button has been pressed, and one of the Special Case categories selected from the Tier 2 coding screen.

<b><i>Reference File Record</i></b>	<b>Special Case Responses</b>
WorkPlaceLocation: At Home	

## 5.5 Browse Window of Responses

The bottom segment of the screen is a scrollable list displaying responses that have been referred by Tier 1 or 2 coders or deferred by Tier 3 coders. Each row represents one respondent, and each column corresponds to a particular characteristic of the respondent.

[illegible]

The window displays only a segment of the entire response file. You can use the scroll bars which appear along the right and bottom edges of the window to scroll through the response file. If you are not familiar with these windows operations, refer to **section 6 – Scrolling a File**.

This screen illustrates the same respondent records when scrolled to the rightmost limit of the window.

[illegible]

**Column 1**

A Tier 3 coder may choose to group responses to be coded or printed together because of the similarities or common nature of these responses. The first column has no header and toggles from a blank to a highlighted appearance when you click on it. When the first column of a row is highlighted, it indicates that the response is tagged and belongs to a group of responses. This special column cannot be sized nor moved.

**Columns 2 through 24**

All other columns have headers and each of these fields can be moved or sized. These are:

PEDEA	Province, FED, Enumeration Area (of residence);
Hhnum	Household number (of residence);
Persnr	Person number (within household);
Firm	Raw write-in response to industry "Name of Firm " question;
Civic	Parsed version of civic number of street address;
Sname	Parsed version of street name;
Sttype	Parsed version of street type;
Stdire	Parsed version of street direction;
Pcode	Postal code derived in batch by PCODE software;
Csd	Parsed version of name of city, town, village, Indian reserve;
CMA	Place of Work CMA/CA name derived in batch;
Prov.	Parsed version of province/territory;
Rawadd	Raw write-in response to Place of Work "street address " question;
Rawpc	Raw write-in response to Place of Work "postal code " question;
Rawcsd	Raw write-in response to Place of Work "name of city, town, village, Indian reserve ";
Rescsd	Residential CSD name;
ResCMA	Residential CMA/CA name;
Athome	Response to Place of Work "at home " check-box; and
Outcan	Response to Place of Work "outside Canada " check-box;
Nofix	Response to Place of Work "no fixed address " check-box
Usual	Response to Place of Work "address specified below " check-box;
Note	Comments written by previous coders when response was referred/deferred; and
Prnote	Comments written by Tier 3 coder when response is printed.

## 5.6 Tag First Column

A Tier 3 coder may choose to group responses because of the similarities or common nature of these responses. The design of the Referred/Deferred Responses screen permits Tier 3 coders to apply a coding decision to many selected responses at once, or to generate a report for a group of responses.

When you click on the first column of any row which is blank, its appearance toggles from a blank to a highlighted appearance. When the first column of a row is highlighted, it indicates that the response is tagged and belongs to a group of responses.

Click on the first column of each response that you wish to be part of the group.

Then click anywhere on the top segment of the screen to refresh all action buttons.

Code
Reference File
Sort by
Print Report
Tag None
Preview

Full Coding

Reference File Record

**Responses Referred from Tier Two**

Pcode	Response	Form	Civic	Strname	Sitetype	Shdr	Pcode	Cad	Case	F
35013414	005	002	MAGELLAN ENGINEERING	117 MURRAY	ST		KINSMO	GOTTAWA	GOTTAWA	10
35032301	315	001	HADLEY GIFTS INC	323 ST JOHN	RD		H3R3H		MONTREAL	0
35042059	080	002	102150 CANADA INC	1117 ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	0
35046514	180	006	SERGE CACHO D.D.T. DENTUR	151 MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	0
35049326	330	001	DAHL MANAGEMENT LTD	550 PELISSIER	ST			WINDSOR	WINDSOR	10
35055058	376	005	A/G DESIGN WORKS	407 2	ST		T2P2Y3	CALGARY	CALGARY	14
35066306	340	001	A/B REPARATION	1553 PRINCIPALE			J3E1W6	SAINTE JULIE	MONTREAL	0

Click on a tagged column to reset its appearance to blank.

The number and kind of actions which are functional is dependent upon the presence of at least one tagged response record.

When no response records are tagged, only one action button is functional. A Tier 3 coder is limited to sorting responses when no response records are tagged.

Code
Reference File
Sort by
Print Report
Tag None
Preview

When at least one response record is tagged, but no reference file record is currently selected from the Tier 2 coding screen, the following action buttons are functional.

Code
Reference File
Sort by
Print Report
Tag None
Preview

When at least one response record is tagged and a reference file record is currently selected from the Tier 2 coding screen, all action buttons are functional.

Code
Reference File
Sort by
Print Report
Tag None
Preview

## 5.7 Tag None



The [Tag None] button resets the first column of all response records to blank.

The [Tag None] button is functional only if the first column of at least one response record is tagged. By pressing the [Tag None] button, the first column of all deferred/referred responses is automatically set to blank, and therefore all action buttons, except the [Sort by] button, are dimmed.





## 5.8 Sort by



The [Sort by] button is a function available to change the sort order of records displayed in the browse window of referred/deferred responses.

By sorting the list of referred/deferred responses, Tier 3 coders can identify similarities and differences in response patterns. Sorting responses is useful when attempting to group responses.

When you click on the [Sort by] button, the Sort by dialog appears.

The dialog box contains three sections with radio button options:

- Residence:**
  - ☐ PEDEA
  - ☒ City
  - ☐ CMA
- Parsed Responses:**
  - ☐ Street name
  - ☐ Postal code
- Write-in responses:**
  - ☐ Firm name
  - ☐ Tagged

Buttons for [OK] and [Cancel] are on the right.

1. Select the sort order to display records.
2. Choose [OK] to initiate the sort. Click anywhere on the second window at the bottom of the screen to display data in the requested order.
3. Choose [Cancel] to exit the Sort by dialog without changing the display order of records.

4. Responses are automatically displayed in the requested sort order.

Responses Referred from Tier Two

Record	Res Code	Firm	Civic	Street	Stype	Stid	Pcode	Cad	Cma	Prov
		MAGELLAN ENGINEERING	117	MURRAY	ST		K1N6M5	OTTAWA	OTTAWA	ONT
GRIMSBY	HAMILTON	102180 CANADA INC.	1117	ST CATHERINE			H9B3H9	MONTREAL	MONTREAL	QUE
HAMILTON	HAMILTON	HABLEY GRTS INC	323	ST JOHN	RD		H9B3J1		MONTREAL	QUE
MARKHAM	TORONTO	SERGE LACROIX DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	ONT
MISSISSAUGA	TORONTO	DAHL MANAGEMENT LTD	560	PELISSIER	ST			WINDSOR	WINDSOR	ONT
OAKVILLE	TORONTO	GAG DESIGN WORKS	407	2	ST		T2P2A3	CALGARY	CALGARY	ALB
OTTAWA	OTTAWA	A/B REPARATION	1553	PRINCIPALE			J3E1W6	SAINTE-JULIE	MONTREAL	QUE

The order in which fields occupy columns is dependent upon the Sort by field selected. However, a coder may choose to change the display order and display size of any column (except for column 1 which cannot be moved nor sized). If you are not familiar with these windows operations, refer to **Section 6 – Scrolling a File**.

The following are examples of records from a response file displayed in different sort orders.

Sort by: ☒ PEDEA

Responses Referred from Tier Two											
Pcode	Rhsam	Pcode	Firm	Civic	Sname	Stype	Stdr	Pcode	Cad	Cma	R
35013414	005	002	MAGELLAN ENGINEERING	117	MURRAY	ST		K1N5M5	OTTAWA	OTTAWA	HULL
35032301	315	001	HADLEY GIFTS INC	323	ST JOHN	RD		H9R3J1			MONTREAL
35042053	050	002	102150 CANADA INC	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	
35049514	180	006	SERGE LACROIX DT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	
35049326	330	001	DAHL MANAGEMENT LTD	550	PELUSSIER	ST			WINDSOR	WINDSOR	
35055098	275	005	A/G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	ALBERTA
35059303	340	001	A/B REPARATION	1553	PRINCIPALE			J3E1W6	SAINTE-JULIE	MONTREAL	

Sort by: ☒ CMA

Responses Referred from Tier Two											
Rescbs	Firm	Level	Strasse	Sttype	Stdr	Pcode	Cma	Cad	Prov	Flwms	
	MAGELLAN ENGINEERING	117	MURRAY	ST		K1N5M5	OTTAWA	HULL	OTTAWA	ONTARIO	117 MURRAY ST
	102150 CANADA INC	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE	
	HAMILTON HADLEY GIFTS INC	323	ST JOHN	RD		H9R3J1	MONTREAL		QUEBEC	323 ST JOHN RD	
	OTTAWA A/B REPARATION	1553	PRINCIPALE			J3E1W6	MONTREAL	SAINTE-JULIE	QUEBEC	1553 PRINCIPALE	
	TORONTO A/G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	ALBERTA	407 2 ST	
	TORONTO SERGE LACROIX DT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN	
	TORONTO DAHL MANAGEMENT LTD	550	PELUSSIER	ST			WINDSOR	WINDSOR	ONTARIO	550 PELUSSIER ST	

Sort by: ☒ Street name

Responses Referred from Tier Two											
Sname	Stype	Stdr	Civic	Pcode	Firm	Cma	Cad	Cma	Prov	Rhsam	R
2	ST		407	T2P2Y3	A/G DESIGN WORKS	CALGARY	CALGARY	ALBERTA	407 2 ST		
MAIN	ST		151	K6A1A1	SERGE LACROIX DT DENTUR	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN		
MURRAY	ST		117	K1N5M5	MAGELLAN ENGINEERING	OTTAWA	OTTAWA	HULL	ONTARIO	117 MURRAY ST	
PELUSSIER	ST		550		DAHL MANAGEMENT LTD	WINDSOR	WINDSOR	ONTARIO	550 PELUSSIER ST		
PRINCIPALE			1553	J3E1W6	A/B REPARATION	SAINTE-JULIE	MONTREAL	QUEBEC	1553 PRINCIPALE		
ST CATHERINE			1117	H3B1H9	102150 CANADA INC	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE		
ST JOHN	RD		323	H9R3J1	HADLEY GIFTS INC	MONTREAL	QUEBEC	323 ST JOHN RD			

Sort by: ☒ Postal code

Responses Referred from Tier Two											
Pcode	Civic	Sname	Stype	Stdr	Firm	Cma	Cad	Prov	Rhsam	R	
	550	PELUSSIER	ST		DAHL MANAGEMENT LTD	WINDSOR	WINDSOR	ONTARIO	550 PELUSSIER ST		
H3B1H9	1117	ST CATHERINE			102150 CANADA INC	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE		
H9R3J1	323	ST JOHN	RD		HADLEY GIFTS INC	MONTREAL		QUEBEC	323 ST JOHN RD		
J3E1W6	1553	PRINCIPALE			A/B REPARATION	MONTREAL	SAINTE-JULIE	QUEBEC	1553 PRINCIPALE		
K1N5M5	117	MURRAY	ST		MAGELLAN ENGINEERING	OTTAWA	OTTAWA	ONTARIO	117 MURRAY ST		
K6A1A1	151	MAIN	ST		SERGE LACROIX DT DENTUR	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN		
T2P2Y3	407	2	ST		A/G DESIGN WORKS	CALGARY	CALGARY	ALBERTA	407 2 ST		

Sort by: ☒ Firm name

Responses Referred from Tier Two											
Firm	Civic	Sname	Stype	Stdr	Pcode	Cma	Cad	Prov	Rhsam	R	
102150 CANADA INC	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE		
A/B REPARATION	1553	PRINCIPALE			J3E1W6	MONTREAL	SAINTE-JULIE	QUEBEC	1553 PRINCIPALE		
A/G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	ALBERTA	407 2 ST		
DAHL MANAGEMENT LTD	550	PELUSSIER	ST			WINDSOR	WINDSOR	ONTARIO	550 PELUSSIER ST		
HADLEY GIFTS INC	323	ST JOHN	RD		H9R3J1	MONTREAL		QUEBEC	323 ST JOHN RD		
MAGELLAN ENGINEERING	117	MURRAY	ST		K1N5M5	OTTAWA	OTTAWA	ONTARIO	117 MURRAY ST		
SERGE LACROIX DT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN		

Sort by: ☒ Tagged column

Responses Referred from Tier Two												
Repos	Num	Person	Firm	Line	Strasse	Stype	State	Poste	Ced	Cas		
35058308	340	001	A.B. REPARATION	1553	PRINCIPALE			J3E1W6	SANTE JULE	MONTREAL		
35055058	376	005	A.B. DESIGN WORKS	4072		ST		T2P2Y3	CALGARY	CALGARY		
35046514	180	006	SERGE LACHODX DJ DENTUR	151	MAIN	ST		KEATA1	HAWKESBURY	HAWKESBURY		
35049326	330	001	DAHC MANAGEMENT LTD	950	RELISSIER	ST			WINDSOR	WINDSOR		
35013414	005	002	MAGELLAN ENGINEERING	117	MURRAY	ST		K1N5M5	OTTAWA	OTTAWA HILL		
35042059	080	002	102150 CANADA INC	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL		
35032301	315	001	HADLEY GIFTS INC	323	ST JOHN	RD		H9B3J1		MONTREAL		

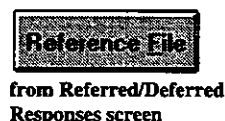
When responses are sorted on the tagged column, the responses are not automatically displayed in the requested order.

Click anywhere on the browse window to display responses in the requested order. This extra step is required only for this kind of sort.

When responses are sorted on the tagged column, rows where the first column is not tagged are displayed first, followed by rows where the first column is tagged. This option is useful to verify the composition of a group of tagged responses.

## 5.9 Reference File

At any time while attempting to resolve referred/deferred responses, you may choose to search reference files for the most appropriate code using the same coding screen and procedure designed for Tier 2 coders. The [Reference File] button is functional only if at least one response record is tagged.



The [Reference File] button toggles to the coding screen used by Tier 2 coders.

The [Reference File] button from the Referred/Deferred Responses screen, if pressed, displays the coding screen used by Tier 2 coders with the data of the **first respondent** to be coded in the group of tagged responses.

Upon entry, the system assists the coder by automatically searching for the closest matching record in one of the reference files. The reference file record returned from the default search is displayed in the bottom segment of the screen.

Recensement du Canada 1996\ 1996 Census of Canada

Edit Window

Place Of Work

Postal Codes Business Buildings Street Addresses Intersections Cities/Towns Exit Coding Program

Place of Work of Respondent  
 Street: 900 PACIFIC ST  
 City: VANCOUVER BRITISH COLUMBIA  
 Province: VANCOUVER  
 Postal Code: V6Z2E9

Respondent's RESIDENCE  
 City: SUDBURY  
 City: VANCOUVER  
 Province: BRITISH COLUMBIA / COLOMBIE-BRITANNIQUE

INDUSTRY of WORK of Respondent  
 FIC: A RETAIL OF FISH

Postal Code: PACIFIC  
 Street: VANCOUVER  
 City: VANCOUVER  
 Prov: VANCOUVER  
 Province: BRITISH COLUMBIA / COLOMBIE-BRITANNIQUE

Search ???

Original Order

CODE  
 Refer  
 Special Case  
 Census Tract  
 Previous  
 Next  
 Continue  
 Detail File

POSTAL CODE

Postalcode	Range	D	Place	Street	Type	Dire	City	Cms	Province
V6Z1Z5	1201-1255	D	VANCOUVER	BURRARD	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2A3	1400-1498	E	VANCOUVER	BURRARD	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2A8	701-799	D	VANCOUVER	NELSON	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2C1	1301-1399	D	VANCOUVER	HORNBY	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2E1	800-898	E	VANCOUVER	SMITHE	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2E3	900-998	E	VANCOUVER	PACIFIC	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2E7	900-998	E	VANCOUVER	ROBSON	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2G4	1245-1280	E	VANCOUVER	HORNBY	ST		COQUITLAM	VANCOUVER	BRITISH
V6Z2K9	901-999	D	VANCOUVER	SMITHE	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2L5	800-898	E	VANCOUVER	NELSON	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2L8	1300-1398	E	VANCOUVER	HORNBY	ST		VANCOUVER	VANCOUVER	BRITISH
V6Z2M6	900-999	E	VANCOUVER	BUTLER	ST		VANCOUVER	VANCOUVER	BRITISH

In this User Guide, we refer to the above as the **Tier 2 coding screen**.

The following is an overview of the options available to Tier 3 coders when resolving responses using the Tier 2 coding screen.

**Select**  
from Tier 2 coding screen

To select and copy a record from one of the reference files to the Referred/Deferred Responses screen.

**Census Tract**  
from Tier 2 coding screen

To load the Census Tract reference file and select a record from it.

**Special Case**  
from Tier 2 coding screen

To copy the special case indicator on the Referred/Deferred Responses screen. A special case is an "odd" response which cannot be coded from any of the reference files available.

When one of the above buttons from the Tier 2 coding screen is pressed and its associated action completed, the system toggles back to the Referred/Deferred Responses screen and copies the latest selection made to the Reference File Record segment of Referred/Deferred Responses screen. None of the responses in the group actually gets coded at this point in time.

Reference File Record copied from the Tier 2 coding screen.

<b>Code</b>	<b>Reference File</b>	<b>Sort by</b>	<b>Print Report</b>	<b>Tag None</b>	<b>Previous</b>	<b>Exit Coding</b>					
<b>Reference File Record</b>											
<b>Postal Codes</b>											
Postal Code: K1N5M5, OTTAWA 67 to 123 MURRAY ST OTTAWA, OTTAWA - HULL, ONTARIO											
<b>Responses Referred from Tier Two</b>											
Pcode	Htrms	Persn	Firm	Ctyc	Stname	Sttype	Stdir	Pcode	Cad	Case	Pt
35019414	005	002	MAGELLAN ENGINEERING	107	MURRAY	ST		K1N5M5	OTTAWA	OTTAWA - HULL	
35022301	315	001	HADLEY GIFTS INC	323	ST JOHN	RD		H9K3J1		MONTREAL	
35042059	090	002	102150 CANADA INC	1147	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	
35046514	180	006	SERGEI ACRODONT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	
35049326	330	001	DAHL MANAGEMENT LTD	560	PEUSSIER	ST			WINDSOR	WINDSOR	
35055068	376	005	A/G DESIGN WORKS	407	2	ST		T2R2Y3	CALGARY	CALGARY	
35058308	340	001	A/B REPARATION	1553	PRINCIPALE			J3E1W6	SAINTE JULIE	MONTREAL	

When the Reference File Record is copied, the [Code] button on the Referred/Deferred Responses screen automatically becomes highlighted and functional. The [Code] button on the Referred/Deferred Responses screen, if pressed, assigns the Reference File Record to all tagged responses in the group.

At any time, a Tier 3 coder may decide to toggle back from the Tier 2 coding screen to the Referred/Deferred Responses screen without selecting any reference file record using the [Close] button.

**Close**  
from Tier 2 coding screen

To close the Tier 2 coding screen and toggle back to the Referred/Deferred Responses screen without selecting any reference file record.

What is different for a Tier 3 coder on the Tier 2 coding screen?

The functions available to the Tier 3 coders include all those available to Tier 2 coders with the following exceptions.

The major difference is that no response is automatically considered coded when the [Select], [Census Tract] or [Special Case] button is pressed from the Tier 2 coding screen. When any of these buttons is pressed and its associated action completed from the Tier 2 coding screen, the system toggles back to the Referred/Deferred Responses screen and copies the latest selection made to the Reference File Record segment of the screen.

Other differences are that the following buttons are always dimmed and not functional on the Tier 2 coding screen for Tier 3 coders.



from Tier 2 coding screen

There is no equivalent of these buttons for a Tier 3 coder on the Referred/Deferred Responses screen.



from Tier 2 coding screen

The [Refer] button is used by Tier 1 and 2 coders to refer coding of a response to a team of coders with more experience and expertise. This button is not available to Tier 3 coders.



from Tier 2 coding screen

The [Defer] button is not functional when coding referred/deferred responses. A Tier 3 coder has full control over the coding sequence of these responses, so he/she may implicitly defer coding to a later time by leaving responses uncoded in the database file upon exit.

## 5.10 Code



from Referred/Deferred  
Responses screen

The [Code] button assigns the record selected from the reference file to all tagged responses.

At any time while attempting to resolve referred/deferred responses, you may decide to code at once all tagged responses. The [Code] button is functional only if the first column of at least one response record is tagged, and if a Reference File Record or a Special Case indicator has been selected from the Tier 2 coding screen.

Click on the [Code] button to assign the Reference File Record to all tagged responses.

The screenshot shows a software interface for coding responses. At the top, there is a toolbar with buttons: **Code**, **Reference File**, **Sort by**, **Print Report**, **Tag None**, **Previous**, and **Exit Coding**. Below the toolbar, there is a section for the **Reference File Record** with the following details: Postal Code: K1N5M5, OTTAWA; 67 to 123 MURRAY ST; OTTAWA, OTTAWA - HULL, ONTARIO. To the right of this section is a **Postal Codes** field. Below these fields is a table titled **Responses Referred from Tier Two**. The table has columns: Pcode, Hname, Pname, Fam, Cvc, Sname, Stype, Scls, Pcode, Ccd, Cms, and a final column with a right arrow. The table contains several rows of data, including records for MABELLAN ENGINEERING, RADLEY GIFTS INC, 102190 CANADA INC, SERGE LACROIX DENTUR, DAHL MANAGEMENT LTD, A/G DESIGN WORKS, and A/B REPARATION.

When you click on the [Code] button, a confirmation dialog appears. You must supply an answer to the Code confirmation dialog.

The screenshot shows a dialog box titled **Code confirmation**. Inside the dialog, there is a large question mark **?** followed by the text **Code tagged records**. At the bottom of the dialog, there are two buttons: **OK** and **Cancel**.

1. Choose [OK] to confirm that the selected Reference File Record is a suitable match for all tagged respondent records. The tagged respondent records are now considered to be coded and are automatically removed from the list of responses to be coded.
2. Choose [Cancel] to cancel and exit the Code confirmation dialog without coding any response.

**Warning:** No [Previous] button is available when coding using the Referred/Deferred Responses screen. The [OK] button from the Code confirmation dialog executes an irreversible coding decision.

## 5.11 Print Report



from Referred/Deferred  
Responses screen

The [Print Report] button of the Referred/Deferred Responses screen sends to the printer a report listing all tagged response records.

At any time while attempting to resolve referred/deferred responses, you may decide to print a report of one or more tagged responses. The [Print Report] button is functional only if at least one response record is tagged.

When you click on the [Print Report] button, a Print report confirmation dialog appears. You must supply an answer to the Print report confirmation dialog.

A dialog box titled "Print Record?". It contains a "Comments:" label followed by a large text entry field. At the bottom, there are two buttons: "OK" and "Cancel".

To enter a message:  
Position the cursor where you wish  
to enter text and click on the mouse.  
A blinking insertion point shows  
where the text will be inserted.

The comments field is optional. It is a data entry field where you may type notes for yourself or a message to send to other members of the Tier 3 coding team.

1. Type any comments you wish to send to other members of the Tier 3 coding team.
2. Choose [OK] to confirm that you wish to print the report.
3. Choose [Cancel] to cancel and exit the Print report confirmation dialog.



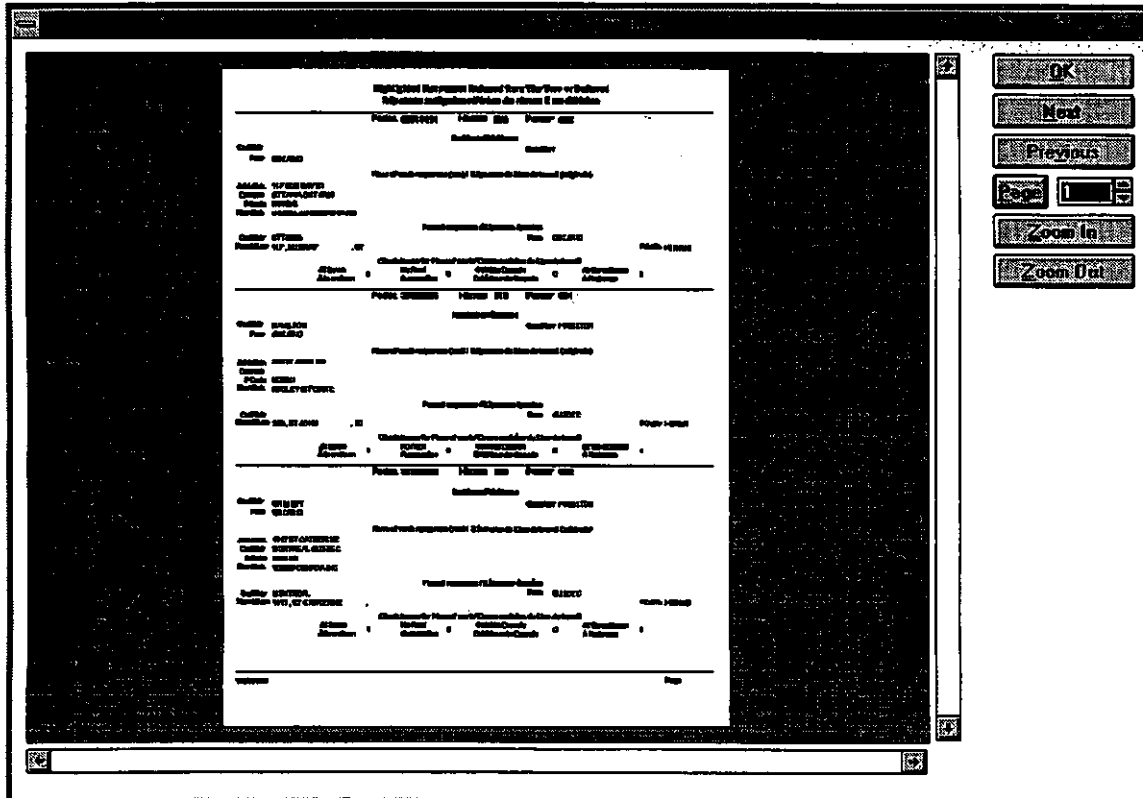
## 5.12 Preview



The [Preview] button of the Referred/Deferred Responses screen lets you preview on-line a report of all records whose first column is currently tagged.

At any time while attempting to resolve referred/deferred responses, you may decide to preview a report of one or more records whose first column is tagged. The [Preview] button is functional only if at least one response record is tagged.

The following is a sample of a full Page Preview for the Referred/Deferred Responses report.



The following is a sample of a Page Preview which has been zoomed in for the Referred/Deferred Responses report. You can use the scroll bars which appear along the right and bottom edges of the preview window to scroll through the report.

Highlighted Responses Referred from Tier Two or De  
 Réponses surlignées référées du niveau 2 ou différ

---

Pedea 35013414
Hhnum 005
Persnr 002

Ced/Sdr  
 Prov ONTARIO

Residence/Résidence  
 Cma/Rnr

Place of work responses (raw) / Réponses du Lieu de travail (origina

Add/Adr. 117 MURRAY ST  
 Ced/Sdr OTTAWA ONTARIO  
 PCode K1N5M5  
 Firm/Ent. MAGELLAN ENGINEERING

Ced/Sdr OTTAWA  
 Street/Rue 117, MURRAY ST

Parsed responses / Réponses épurées  
 Prov ONTARIO

At home  
 À la maison 0

No fixed  
 Aucune fixe 0

Outside Canada  
 Extérieur du Canada 0

---

Pedea 35032301
Hhnum 315
Persnr 001

Ced/Sdr HAMILTON  
 Prov ONTARIO

Residence/Résidence  
 Cma/Rnr HAMILT

OK  
 Next  
 Previous  
 Page 1  
 Zoom In  
 Zoom Out

When previewing a formatted report on-line, the following buttons are available:

- |  |   |
|--|---|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; text-align: center;">OK</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; text-align: center;">Next</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; text-align: center;">Previous</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; text-align: center;">Page 1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; text-align: center;">Zoom In</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Zoom Out</div> | <p>To close the preview and return to the Referred/Deferred Responses screen.</p> <p>To preview the next or previous page of a report.</p> <p>To go to a specific page of a report.</p> <p>To zoom in or out on a page of the report.</p> |
|--|---|

### 5.13 Exit Coding



from Deferred/Referred  
Responses screen

The [Exit Coding] button ends the coding session of referred/deferred responses.

At any time while coding responses using the Referred/Deferred Responses screen, you may choose to end the coding session.

When you click on the [Exit Coding] button, the system returns to the Place of Work menu for Tier3 Coding where you may choose to start another coding session or Exit from the Place of Work Interactive coding system.

**Hint:** When you are using the Tier 2 coding screen and wish to end the coding session, click on the [Close] button to return to the Referred/Deferred Responses screen. From the Referred/Deferred Responses screen, use the [Exit Coding] button as described above.

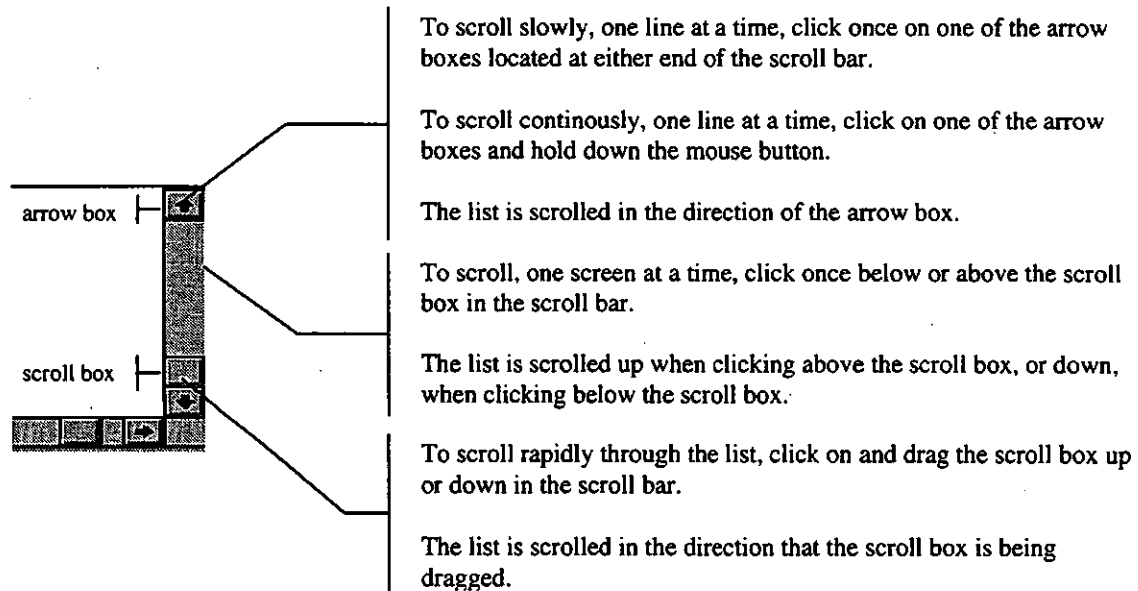


## 6. Scrolling a File

### 6.1 To Scroll a File

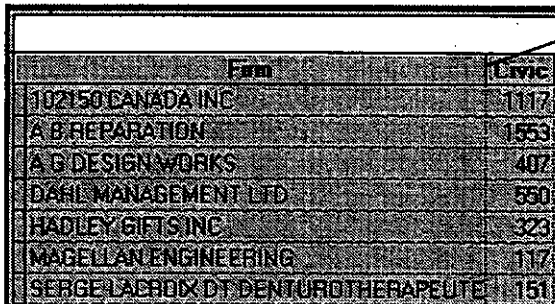
A window displays only a segment of a file (or of a report) at a time. You can use the scroll bars which appear along the right and bottom edges of the window to scroll through a file (or a report).

The illustration below describes how to use the arrow boxes and the scroll box within the vertical scroll bar to scroll up or down a window. The same steps apply to scroll a window from left to right using the horizontal scroll bar.



## 6.2 To Change the Display Width of a Field

When fields from a file are displayed in a window, you can change the display width of any field in the window. The actual width of the field in the database is not modified, only its display width. Data could seem to disappear or get cut off when sizing; however, you cannot damage the underlying data when modifying the display width of a field.



Firm	Civic
102150 CANADA INC	1117
A B REPARATION	1553
A B DESIGN WORKS	407
DAHL MANAGEMENT LTD	550
HADLEY GIFTS INC	323
MAGELLAN ENGINEERING	117
SERGE LACROIX DT DENTUROTHEPEUTE	151

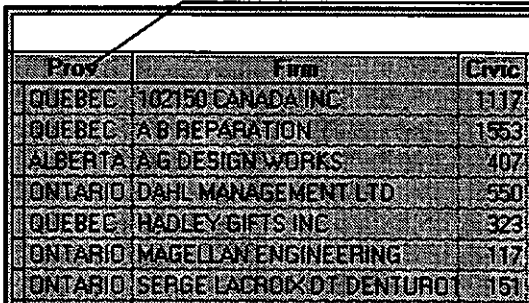
Position the cursor on the vertical line in between field headings.

The cursor darkens and grows arrows on its sides.

Drag the vertical line left or right to widen or narrow the display size of the field.

## 6.3 To Change Display Order of Fields

When fields from a file are displayed in a window, you can change the display order of the fields in the window. This does not change the actual order of the fields in the database, only the display order.



Prov	Firm	Civic
QUEBEC	102150 CANADA INC	1117
QUEBEC	A B REPARATION	1553
ALBERTA	A B DESIGN WORKS	407
ONTARIO	DAHL MANAGEMENT LTD	550
QUEBEC	HADLEY GIFTS INC	323
ONTARIO	MAGELLAN ENGINEERING	117
ONTARIO	SERGE LACROIX DT DENTUROTHEPEUTE	151

Position the cursor on the heading of the field to be moved.

Drag the field name that you want to move left or right until the column is relocated.

In this example, the Prov. field was moved to become the first column.

## 7. Glossary

In the User Guide and Place of Work Interactive Coding System, a number of terms and abbreviations are used to refer to geographical units used by the Census of Population. The following is a glossary for a quick-reference of the terms and abbreviations used by the Place of Work Interactive Coding System.

Block-face	A block-face representative point is the smallest recognizable geographical unit to which census data can be associated. The block-face refers to one side of a city street. Normally, the block-face is defined as the portion of the street between two consecutive intersections or between a road intersection and some other physical feature (such as a creek or railway track). Each block-face has a representative point which is arbitrarily situated in the approximate centre of the block-face and is associated with geographic coordinates.
Census metropolitan area (CMA)	A census metropolitan area (CMA) is a very large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CMA differs from a census agglomeration by the size of the population. CMAs occur in urban areas with a population of at least 100, 000 (based on the previous census). Many cities may be included within a CMA, and, as a result, the same street will often appear in several different cities within a CMA.
Place or placename	A place name is a general term for cities, towns, villages, localities, urban neighbourhoods, communities, airports, and other types of unincorporated places. Place names include the name of inhabited places, formerly inhabited places, and other names associated with some human activity.
Postal code	The postal code is a six-character alphanumeric code (A#A #A#) which has been defined and maintained by Canada Post Corporation in order to process mail. The first character of a postal code refers to a province or territory (or portion thereof) in alphabetic sequence from east to west across Canada.





## 8. Basic Operations in Windows




A basic knowledge of Windows is required to use the Place of Work Interactive coding system.

### 8.1 Mouse Operations Terminology

To point	Position the tip of the mouse pointer over the specified element without using the left mouse button.
To click	Position the tip of the mouse pointer over the specified element, and press once then release the left mouse button.
To double-click	Position the tip of the mouse pointer over the specified element, press and then release the left mouse button twice in quick succession.
To drag	Position the tip of the mouse pointer over the specified element, hold down the left mouse button, and move the mouse. The mouse pointer moves, dragging the element. Move the element to the desired location and release the left mouse button.

### 8.2 Window Operations

In Place of Work Interactive coding system, these buttons are programmed to be functional in specific windows only.

 To minimize a window	Click on the Minimize button in the upper right corner of the window.
To restore a minimized window	Double-click on the icon representing the minimized window to be restored.
 To maximize a window	Click on the Maximize button in the upper right corner of the window.
 To restore a maximized window	Click on the Restore button in the upper right corner of the window.
To move an entire window	Drag the title bar of the window to the desired location.
To select a window	Click anywhere on the window to be activated. The menu bar and borders of the selected window are darkened.
To close a window	Click on the Control-menu button in the upper left corner of the window. When you close the window of an application, the corresponding application stops.

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