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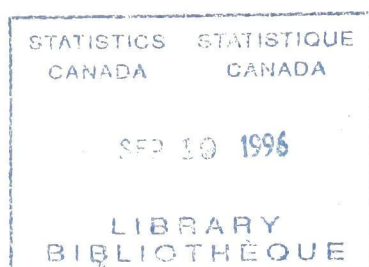
e.2

ACGR-1

User Guide
for Relationship to Person 1 Coding



Automated Coding



User Guide
for Relationship to Person 1 Coding

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 for use by general and expert coders of the Relationship to Person 1 (R2P1) variable. These coders are also referred to as Tier 1 and Tier 2 coders. This document describes the mechanics of the user interfaces and explains the features of the Interactive Coding System.

A basic knowledge of Windows is required to use the Relationship to Person 1 Interactive Coding System. If you are a new Windows user, it is recommended that you read Section 13, **Basic Operations in Windows**, page 57.

1.2 Examples used

In this User Guide, examples are used for illustrative purposes only. With the production system, you may obtain different results given the same respondent data to code.

1.3 Other reference documents

The following document addresses other aspects of coding Relationship to Person 1 responses:

- R2P1 Coding Manual

2. To Start Coding

2.1 Before you start

In order to access the Relationship to Person 1 Interactive Coding System, the following conditions must be satisfied:

- you must have access to a workstation properly set up for Relationship to Person 1 coding;
- you must have received your coder ID and your password from the System Administrator; and
- you must have notified the System Administrator of your language preference. The interface is available in both official languages: French or English.

Responses you will be asked to code will be in the language the respondent has used to reply to the census questionnaire.

You will be taught how to start the Relationship to Person 1 Interactive Coding System during training.

2.2 The census questionnaire

A census questionnaire collects responses for up to six (6) persons per document. A household could have more than one document when persons are recorded on more than one questionnaire.

A respondent indicates his/her relationship to the person in the household identified as Person 1 by marking a check-box corresponding to a specific relationship or by specifying any other relationship by a write-in response.

The following is an example of the Relationship to Person 1 question from a census questionnaire.

<p>2. RELATIONSHIP TO PERSON 1</p> <p>For each person usually living here, describe his/her relationship to Person 1.</p> <p><i>Mark one circle only.</i></p> <p><i>Stepchildren, adopted children and children of a common-law partner should be considered sons and daughters.</i></p> <p><i>If you mark the circle "Other", use the box provided to indicate this person's relationship to Person 1.</i></p> <p><i>Examples of "Other" relationships to Person 1:</i></p> <ul style="list-style-type: none"> • <i>cousin</i> • <i>niece or nephew</i> • <i>son's common-law partner (common-law daughter-in-law)</i> • <i>lodger's husband, wife or common-law partner</i> • <i>lodger's son or daughter</i> • <i>room-mate's daughter or son</i> • <i>employee</i> 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">01.</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">01 <input checked="" type="checkbox"/> PERSON 1</div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> </td> <td style="width: 50%; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">02.</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">02 <input type="checkbox"/> Husband or wife of Person 1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">03 <input type="checkbox"/> Common-law partner of Person 1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">04 <input type="checkbox"/> Son or daughter of Person 1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">05 <input type="checkbox"/> Son-in-law or daughter-in-law of Person 1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">06 <input type="checkbox"/> Grandchild of Person 1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">07 <input type="checkbox"/> Father or mother of Person 1</div> <div style="border: 1px solid black; 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Each **check-box** has a corresponding code referred to as **code** or **self-code** in this User Guide.

A **write-in response** is simply referred to as a **response** in this User Guide.

You will use the Interactive Coding System for Relationship to Person 1 to assign a code to each response reported by persons within a household on one or more documents.

3. Components of the Coding Screen

3.1 Coding screen for a general coder

When you start a Relationship to Person 1 coding session, the coding screen is displayed with the data from the first document with one or more responses to be coded.

1996 Census Automated Coding - Codage automatisé du recensement de 1996

System Edit Screen Keys View Errors

Relationship to person 1

Member on **DOCUMENT 1** of **1** Private Household

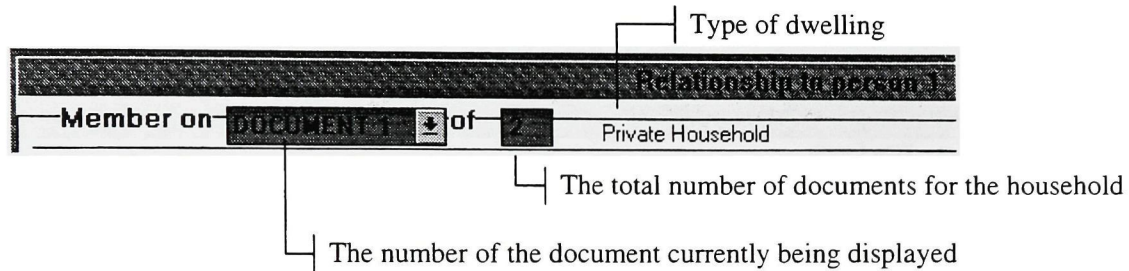
Pers.No	Write-in response	Relationship to person 1	Status
1		01 Person 1	
	Date of birth Age Sex Marital status Common law Self code Reason for referral Count		
	09\12\1939 51 Male Legally married No Person 1		
2		02 Husband/wife	
	12\01\1944 47 Female Legally married No Husband/wife		
3		04 Son/daughter	
	09\07\1971 19 Female Never married No Son/daughter		
4	NEPHEW	23 Nephew/niece	Coded
	21\06\1969 21 Male Never married No 0		
5	FIANCEE		Must code
	16\09\1957 33 Male Never married No 0		

Save Household Copy Browse Search Detail Language

The components of the coding screen and coding functions used when you are registered as a general coder are described in this section and in Sections 4 to 11 which follow. The coding screen used when you are registered as an expert coder is similar. Additional coding functions for expert coders are described in Section 12.

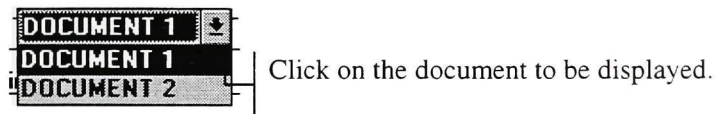
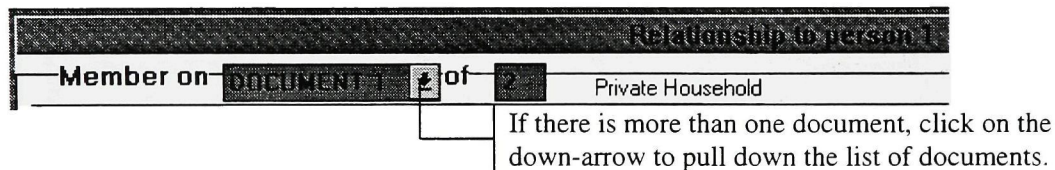
3.2 Document information

The top row of the Relationship to Person 1 coding screen displays information about the household currently displayed.



The type of dwelling indicates whether a household is a private dwelling or a collective dwelling. For collective households, the display identifies the type of collective such as Hutterite colonies. This information is important because you could be instructed to follow different procedures depending on the type of dwelling you are coding.

Whenever there is more than one document for the household, the other documents may be displayed by selecting them from the pull-down list.



The top row now indicates that document 2 is currently being displayed.



These are examples of document screens for a household.

Relationship to person 1									
Member on		DOCUMENT 1		of		2		Private Household	
Pers.No	Write-in response					Relationship to person 1	Status		
1						01	Person 1		
Date of birth	Age	Sex	Marital status	Common law	Self code	Reason for referral		Count	
26\08\1949	41	Female	Separated	Yes	Person 1				
2						04	Son/daughter		
10\12\1971	19	Male	Never married	No	Son/daughter				
3						04	Son/daughter		
16\04\1975	16	Male	Never married	No	Son/daughter				
4						04	Son/daughter		
04\04\1983	8	Male	Never married	No	Son/daughter				
5						04	Son/daughter		
00\00\0000		Female	Never married	No	Son/daughter				
6	COMMON LAW HUSBAND						Must code		
00\00\0000		Blank	Never married	Yes	0				

Save Household Copy Browse Search Detail Language

Relationship to person 1									
Member on		DOCUMENT 2		of		2		Private Household	
Pers.No	Write-in response					Relationship to person 1	Status		
Date of birth	Age	Sex	Marital status	Common law	Self code	Reason for referral		Count	
2						11	Brother/sister-in-law		
21\06\1954	36	Male	Never married	No	Brother/sister-in-law				
3									
15\11\1922	68	Female	Widowed	No	Father/mother-in-law				

Save Household Copy Browse Search Detail Language

3.3 Persons in the household

The main coding screen displays a document that lists the responses of up to six (6) persons.

The data is displayed on two (2) lines for each person. Field headers are displayed only for the first person reported on each document. The same type of data is displayed for each of the other persons in the household.

Pers.No				Write-in response		Relationship to person 1		Status	
1				01		Person 1			
Date of birth		Age	Sex	Marital status		Common law	Self code	Reason for referral Count	
09\12\1939		51	Male	Legally married		No	Person 1		

The following are the fields from the coding screen which can only be browsed (read mode). These fields **cannot be modified**.

Line 1 (from left to right)

Pers. No.	The number of each person in the document.
Response	The response to be coded as written by the respondent to specify his/her Relationship to Person 1.

Line 2 (from left to right)

Date of birth	Day, month and year of birth as captured. Format: dd\mm\yyyy
Age	Age as calculated by Head Office Processing. The age field is blank when age could not be calculated.
Sex	Sex as captured. The possible values are: <ul style="list-style-type: none"> • Male • Female • Blank (neither check-box is marked) • Invalid (both check-boxes are marked)
Marital status	<p>Marital status description when a single check-box is marked; or a list of codes (1,2,3,4,5) when more than one check-box is marked.</p> <p>To display the corresponding description of the codes, double-click on the list of codes (e.g. 3,5).</p> <p>The possible descriptions and the corresponding codes are:</p> <ul style="list-style-type: none"> • Legally married 1 • Separated 3 • Divorced 2 • Widowed 4 • Never married 5

3 Divorced

5 Never married (single)

3.4 Code and Code Status

The following are the fields from the coding screen which you may or may not be able to modify, depending on specific conditions. These fields report **the code, its description and its status**.

Line 1 (on the right side of the screen)

Code (no header) Code corresponding to a marked check-box or assigned to a response by the Batch Coding System or by a coder.

Relationship Standard description of the code assigned to a response or for a marked check-box.

Status Code status as derived by the system or as set by a coder. The possible values are:

- Blank: Derived by the system when a person has no response.
- Coded: Derived by the system when a person has a response and the code field is not blank.
- Must code: Derived by the system when a person has a response, the code field is blank, and [Referred] or [Uncodeable] status has not been set.
- Referred: Status which can be set interactively by a general coder when a person has a response which is difficult to code.
- Uncodeable: Status which can be set interactively by an expert coder when a person has a response which is impossible to code.

When a person has no response to be coded, the code and status fields can only be browsed.

The screenshot shows a coding screen for Line 1. On the left, a person's details are listed: ID 09\07\1971, age 19, Female, Never married. A bracket labeled "no response to code" points to the relationship field. On the right, the code field is empty, and the status field is "No". A bracket labeled "code of marked check-box, its description and blank status" points to the code field. Below the code field, the relationship "Son/daughter" is displayed.

When a person has a response which the Batch Coding System was able to code, a general coder cannot modify the code field. However, the status field may be set to [Referred] by a general coder. These restrictions do not apply to an expert coder who may modify both the Code and Status fields when a response is batch-coded.

The screenshot shows a coding screen for Line 1. On the left, a person's details are listed: ID 21\06\1969, age 21, Male, Never married. A bracket labeled "response coded in batch" points to the relationship field. On the right, the code field is "23" and the status field is "Coded". A bracket labeled "code assigned by system, its description and [Coded] status" points to the code field. Below the code field, the relationship "Nephew/niece" is displayed.

When a person has a response which the Batch Coding System was not able to code, the response must be coded. Both the code and status fields can be modified by general and expert coders.

The screenshot shows a coding screen for Line 1. On the left, a person's details are listed: ID 16\09\1957, age 33, Male, Never married. A bracket labeled "response to be coded" points to the relationship field. On the right, the code field is empty and the status field is "Must code". A bracket labeled "no code assigned by system, so status is [Must code]" points to the status field. Below the code field, the relationship "FIANCEE" is displayed.

3.5 Action Buttons



A group of seven (7) buttons is displayed horizontally at the bottom of the coding screen.

Each button contains a brief description of the action you can execute.

During a coding session, each button toggles from a highlighted to a dimmed appearance. A dimmed button identifies an action which is not functional and cannot be selected.

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

4. Code a Response

The Relationship to Person 1 Interactive Coding System offers a number of coding strategies to assign the appropriate code to each response. The different coding strategies available to a general coder are illustrated with the following examples. These are:

1. to type a code in the Code field;
2. to select a code from the code list;
3. to search and select the closest match for a response in the reference file; and
4. to copy the code from an already coded response to uncoded responses.

4.1 Type a Code in the Code Field

From the Relationship to Person 1 coding screen:

3 STEPDAUGHTER					<input type="text"/> <input type="button" value="Must code"/>	
21\04\1971	20	Female	Never married	No	0	<input type="text"/> <input type="button" value="1"/>

1. Position the cursor on the Code field and click the mouse.

2. Type a code using the alphanumeric or numeric keyboard.

Once the code is entered, the standard description of code is displayed and the status becomes [Coded].

3 STEPDAUGHTER					15 Step-son/daughter <input type="button" value="Coded"/>	
21\04\1971	20	Female	Never married	No	0	<input type="text"/> <input type="button" value="1"/>

If the code is invalid, a message is displayed in the top right-hand corner of the screen.

Code is not valid: 5

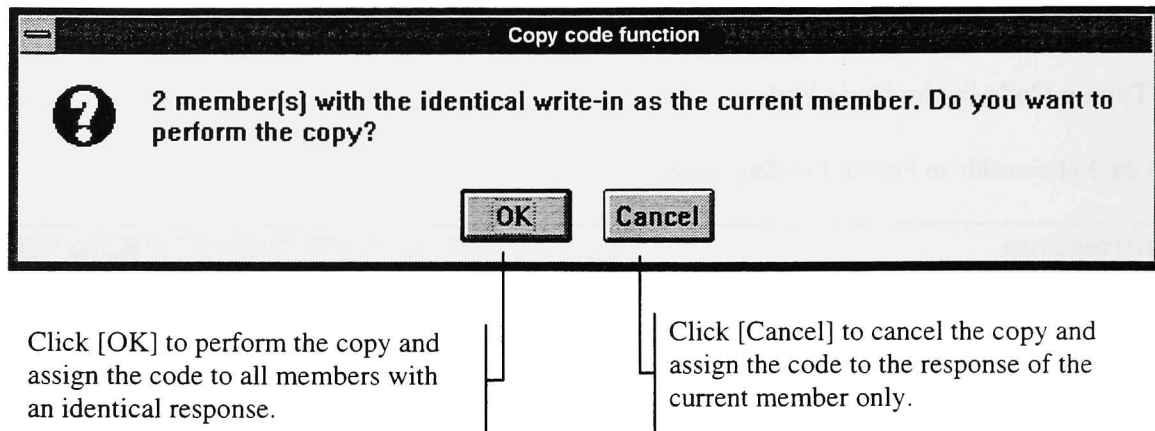
If the Code field is erased or deleted, the standard description field is set to blank and the status becomes [Must code].

3 STEPDAUGHTER					<input type="text"/> <input type="button" value="Must code"/>	
21\04\1971	20	Female	Never married	No	0	<input type="text"/> <input type="button" value="1"/>

4.1.1 Copy Code Function

As a general coder, when there is more than one person within a private household or Hutterite colony with a response identical to the one being coded, the system displays a [Copy code] function. The [Copy code] function is a dialog requesting whether the code is to be copied to all persons in the household with an identical response or only to the current member being coded.

For private households or collective Hutterite colonies



For any other type of collective households (not Hutterite colonies)

The [Copy code] function is not displayed and the code is automatically copied to all members in the household which have an identical response.

The [Copy code] function applies as described whether you type a code (page 13), select a code from a code list (page 15) or from a reference file (page 16).

For expert coders, the [Copy code] function is always displayed when there is more than one person with a response identical to the one being coded in a private or any type of collective household.

Note: When the [Copy code] function is executed, it is important to note that the code is copied to all members in the household which have an identical response and these may have already been coded or referred.

4.2 Select a Code from the Code List

From the Relationship to Person 1 coding screen:

3 STEPDAUGHTER										Must code	
21/04/1971	20	Female	Never married	No	0						

Click on the down arrow to pull down the scrollable list of code descriptions for Relationship to Person 1.

	Must c
Son/daughter	
Son/daughter's common-law partner	
Son/daughter-in-law	
Step-son/daughter	
Uncle/aunt	
Uncle/aunt's common-law partner	

Search for the appropriate code description by scrolling up and down the list using the vertical scroll bar.

Select the appropriate code description by clicking on it.

To learn how to scroll, see Section 13.3, **To Scroll a List**, page 58.

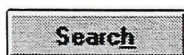
3 STEPDAUGHTER					15	Step-son/daughter	Coded
21\04\1971	20	Female	Never married	No	0		

Once a selection is made, the code and standard description are re-displayed and the status becomes [Coded].

If a blank description is selected from the list, the code and standard description are both initialized to blanks and the status is set back to [Must code]. The blank description can be found at the bottom of the scrollable list of code descriptions.

3 STEPDAUGHTER									
21\04\1971	20	Female	Never married	No	0				

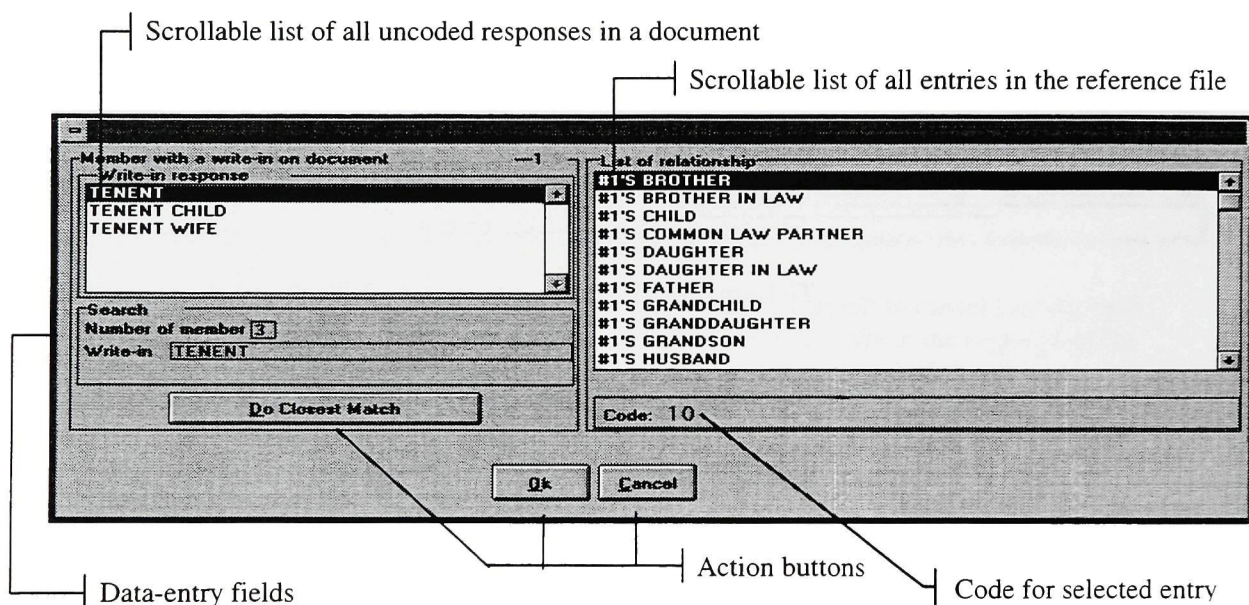
4.3 Search a Code in the Reference File



The [Search] button opens a window to search for the closest matching record in the reference file for a member with an uncoded response in a document.

The [Search] button is functional when at least one member has a response which is not yet coded or which has been referred in a document.

When the [Search] button is pressed, the following Search window is displayed:



The Search window has four components:

1. A scrollable list of all uncoded responses in the document and the document number;
2. A scrollable list of all entries in the reference file and the code for the selected entry in the list;
3. Two (2) data-entry fields: [Number of member] and [Write-in]; and
4. Three (3) action buttons: [Do Closest Match], [OK] and [Cancel].

4.3.1 Lists and Data Entry Fields

Scrollable List of All Uncoded Responses in a Document

The response to be coded must be selected from a scrollable list of uncoded responses in a document. By default, upon opening the Search window, the first entry in the list is highlighted and selected as the response to be coded.

The list reports all uncoded responses in the current document on the Relationship to Person 1 coding screen and identified on the Search window as follows:

Member with a write-in on document —1

Note: If a household has more than one document, and you wish to list uncoded responses from a different document in the Search window, you must return to the Relationship to Person 1 coding screen to display a different document and re-enter the Search window using the [Search] button.

Scrollable List of All Entries in the Reference File

The potential match for an uncoded response must be selected from a scrollable list of reference file records. Upon entry, by default, the first entry in the list is selected and highlighted as a potential reference file record and code to assign to an uncoded response.

Data-entry fields

Write-in **TENENT**

The [Write-in] field is used to specify the response to search for in the reference file. Upon entry, the search string defaults to the response of the first member in the list of uncoded responses.

Number of member **3**

The [Number of member] field identifies the position number in the document of the member to be coded. Upon entry, [Number of member] defaults to the position number of the first member in the list of uncoded responses.

There are two (2) ways to modify the [Number of member] and [Write-in] data-entry fields.

1. Select a different response in the list of uncoded responses. Whenever a new response is selected, the [Number of member] and [Write-in] fields are re-displayed based on the new selection.

The screenshot shows a window titled "Member with a write-in on document" with a tab labeled "—1". Inside the window, there is a section labeled "Write-in response" containing a scrollable list with three items: "TENENT", "TENENT CHILD", and "TENENT WIFE". The "TENENT WIFE" item is currently selected and highlighted. Below this list is a "Search" section with two fields: "Number of member" containing the value "4" and "Write-in" containing the text "TENENT WIFE". At the bottom of the window is a button labeled "Do Closest Match".

Click on a member with an uncoded response to select it.

The system re-displays [Number of member] and [Write-in] fields based on the above selection.

2. Enter the position number of a member with an uncoded response in the [Number of member] data-entry field. Whenever the [Number of member] is edited, the response of the person with the position specified is highlighted in the list of responses, and the [Write-in] field is re-displayed.

Member with a write-in on document —1

Write-in response

TENANT
TENANT CHILD
TENANT WIFE

Search

Number of member 4

Write-in TENANT WIFE

Do Closest Match

Enter the position number of member with an uncoded response.

The system highlights the response of the member with the number specified.

The [Write-in] field is re-displayed based on the current selection.

If the [Number of member] entered is invalid, a message is displayed in the top right-hand corner of the screen.

This member is not in the list of members with a write-in.

There is a third way to modify the [Write-in] data-entry field without modifying the [Number of member] field or the current selection in the list of uncoded responses.

3. Enter a new string to search for in the [Write-in] data-entry field. This option is useful to search for a spelling variation of a response being coded.

Member with a write-in on document —1

Write-in response

TENANT
TENANT CHILD
TENANT WIFE

Search

Number of member 4

Write-in WIFE OF TENANT

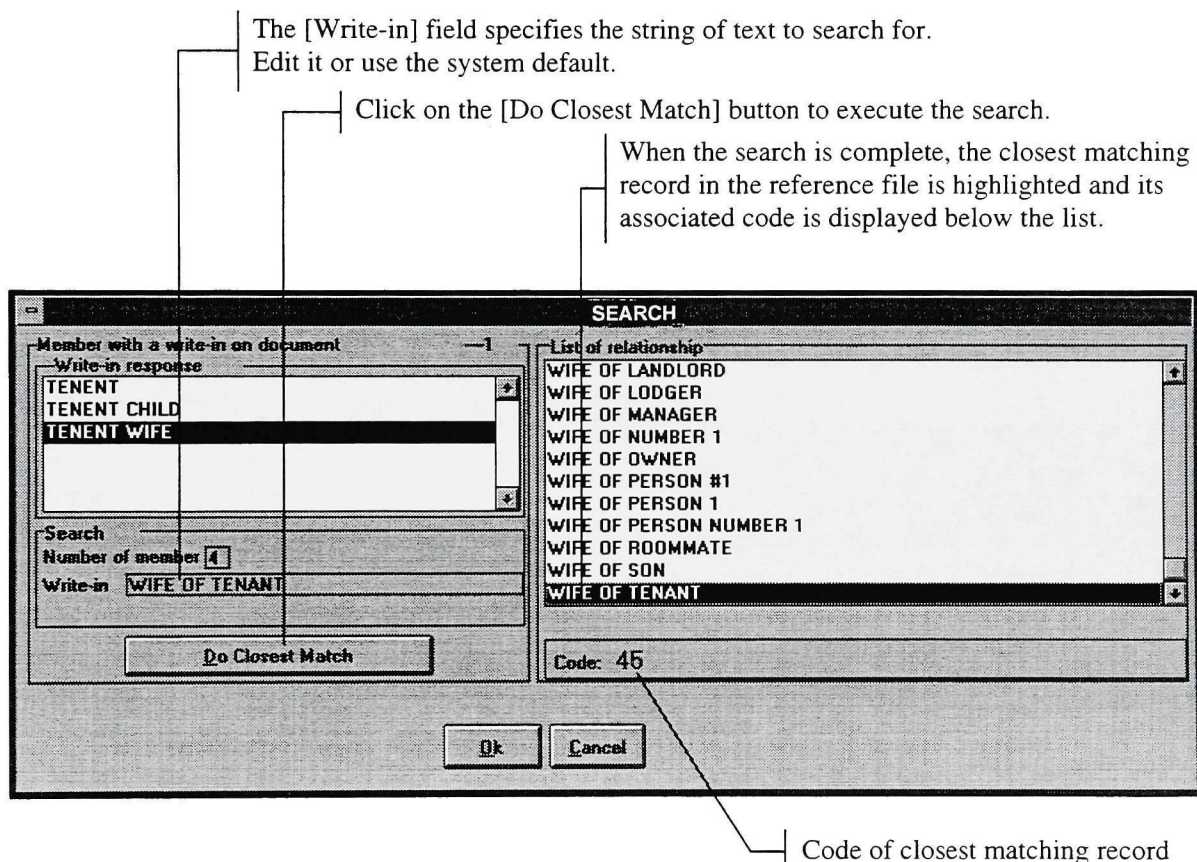
Do Closest Match

Enter the string of text to search for in the reference file.

4.3.2 Do Closest Match

Do Closest Match The [Do Closest Match] button executes a search for the [Write-in] field in the reference file.

The [Do Closest Match] button executes a search of the reference file for the closest matching record to the text specified in the [Write-in] data-entry field. In order to find the appropriate reference record for an uncoded response, you may have to repeat a number of searches on the [Write-in] data-entry field by typing spelling variations of the response being coded.



When the [Do Closest Match] button is pressed, the list of reference file entries is automatically scrolled to the closest matching record to the string being searched. The closest matching record is highlighted as a potential match for coding, and its code is displayed below the list.

No response is automatically considered coded when the [Do Closest Match] button is pressed.

4.3.3 Manual Search for Closest Match

In order to find the appropriate reference record for an uncoded response, you may choose to manually scroll up and down the reference file window using the horizontal scroll bar on the right-hand side of the window. To learn how to scroll, see section 13.3, **To Scroll a List**, page 58.

When found, click anywhere on the reference file record to select it as the appropriate match for an uncoded response. The selected record becomes highlighted and its associated code is displayed below the list.

Use the scroll bar to manually search the reference file.

Click anywhere on a record to highlight and select it as a potential match. Its code is displayed below the list.

Member with a write-in on document
Write-in response
TENANT
TENANT CHILD
TENANT WIFE

Search
Number of member 5
Write-in TENANT CHILD
Do Closest Match

SEARCH

List of relationship
TANTE
TANTE DE LA PERSONNE 1
TENANT
TENANT'S CHILD
TENANT'S COMMON LAW PARTNER
TENANT'S DAUGHTER
TENANT'S HUSBAND
TENANT'S PARTNER
TENANT'S SON
TENANT'S SPOUSE
TENANT'S WIFE

Code: 47

Ok Cancel

Code for selected entry

No response is automatically considered coded when a reference file record is selected.

4.3.4 Code from Search Window

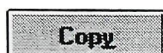
Once the appropriate match for an uncoded response has been found, you are ready to code from the Search window. The [OK] button assigns the code selected from the list of reference file records (on the right) to the member in the document whose position is specified by the [Number of member] field and selected from the list of uncoded responses (on the left).

Click on the [OK] button to code the response, close the Search window and return to the main coding screen.

Click on the [Cancel] button to close the Search window and return to the main coding screen without coding.

When the [OK] button is pressed, the response is considered coded and its code status is automatically updated to [Coded] on the main coding screen.

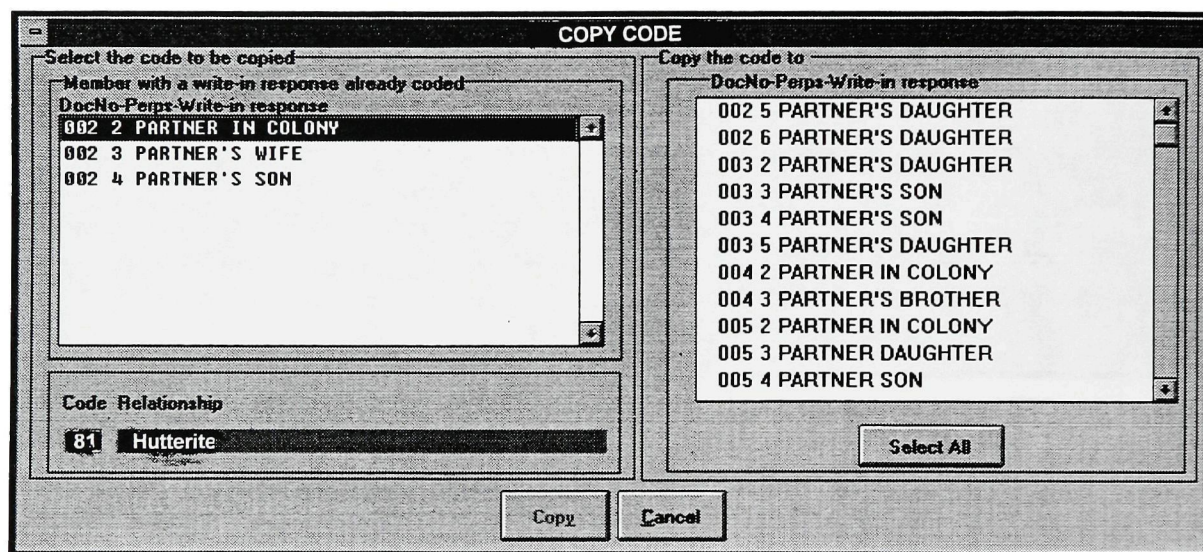
4.4 Copy Code to Uncoded Responses Within a Household



The [Copy] button opens the Copy code window where the code of a member with a response already coded can be copied to other members in the household with uncoded responses.

The [Copy] button is functional when at least one member with a response has been coded by a coder, and at least one member with a response is not yet coded or has been referred.

When the [Copy] button is pressed, the Copy code window is displayed:

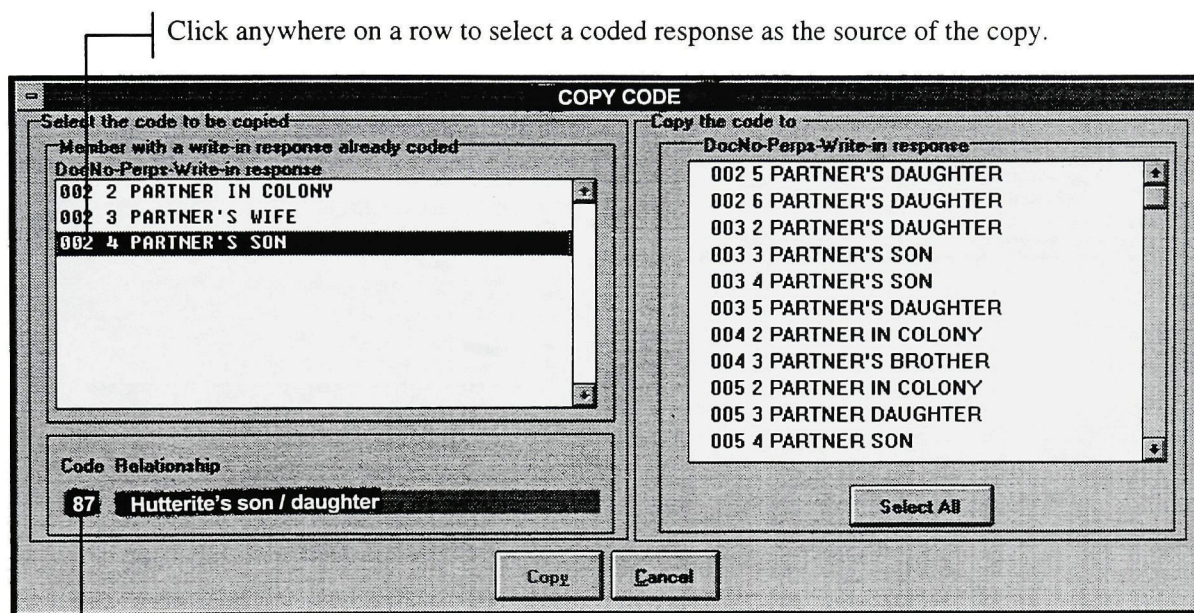


The Copy code window has four components:

1. A scrollable list of all coded responses in the household with document and position information;
2. The code and description of the selected entry in the list of coded responses;
3. A scrollable list of all uncoded responses in the household with document and position information; and
4. Three (3) action buttons: [Select All or None], [Copy] and [Cancel].

4.4.1 Select Source of the Copy

The source of the copy operation must be selected from a scrollable list of coded responses in the household. Upon opening the Copy code window, the first entry in the list is selected as the default source for a copy operation. A coded response is highlighted when it is selected as the source of the copy.

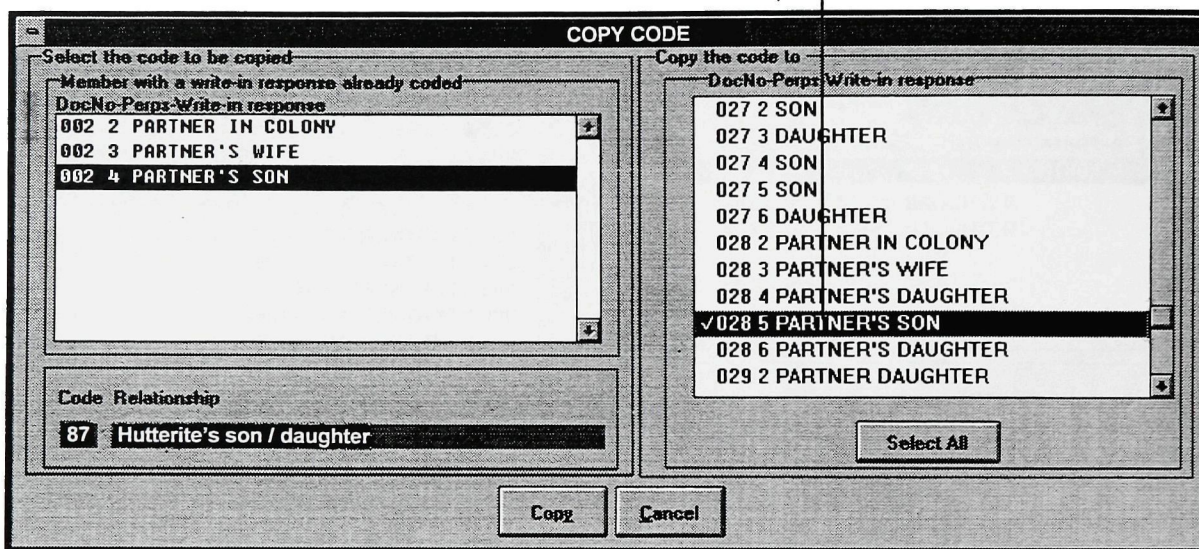


When a coded response is selected, its code and description are displayed below the list.

4.4.2 Select Target of Copy

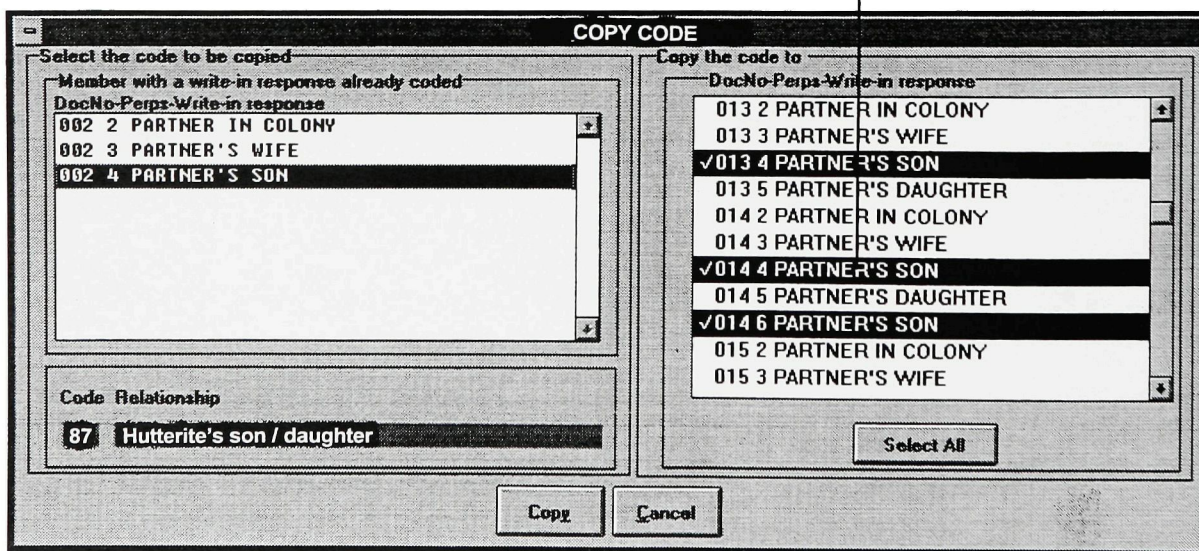
The target of the copy operation must be selected from a scrollable list of uncoded responses in the household. Upon opening the Copy code window, no entry is selected as a default target for a copy operation. Each uncoded response is highlighted and marked when it is selected as the target of the copy.

Click anywhere on a row to select a single uncoded response as the target of the copy.



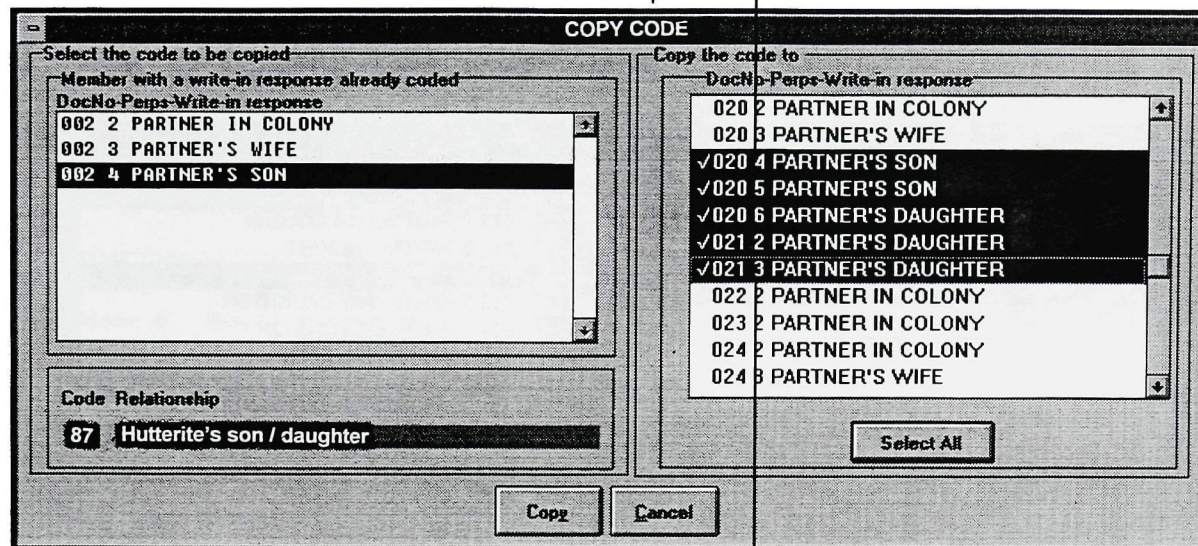
To select multiple uncoded responses as target of the copy:

Hold the [Ctrl] key while clicking with the mouse on each additional uncoded response you wish to select as target of the copy.



To select a range of uncoded responses as target of the copy:

Click on the first row in the range of rows you wish to select as target of the copy.



Hold the [Shift] key while clicking with the mouse on the last row in the range of rows you wish to select as target of the copy.

To select all uncoded responses as target of the copy:



Click on the [Select All] button to select all uncoded responses in the list as target of the copy. The [Select All] button is functional when at least one row in the list is not selected and highlighted.

To select none of the uncoded responses as target of the copy:



When all uncoded responses in the list are selected as target of the copy, click on the [Select None] button to deselect them all. The [Select None] button is functional when all rows in the list are selected and highlighted.

To deselect one or more highlighted uncoded responses as target of the copy:

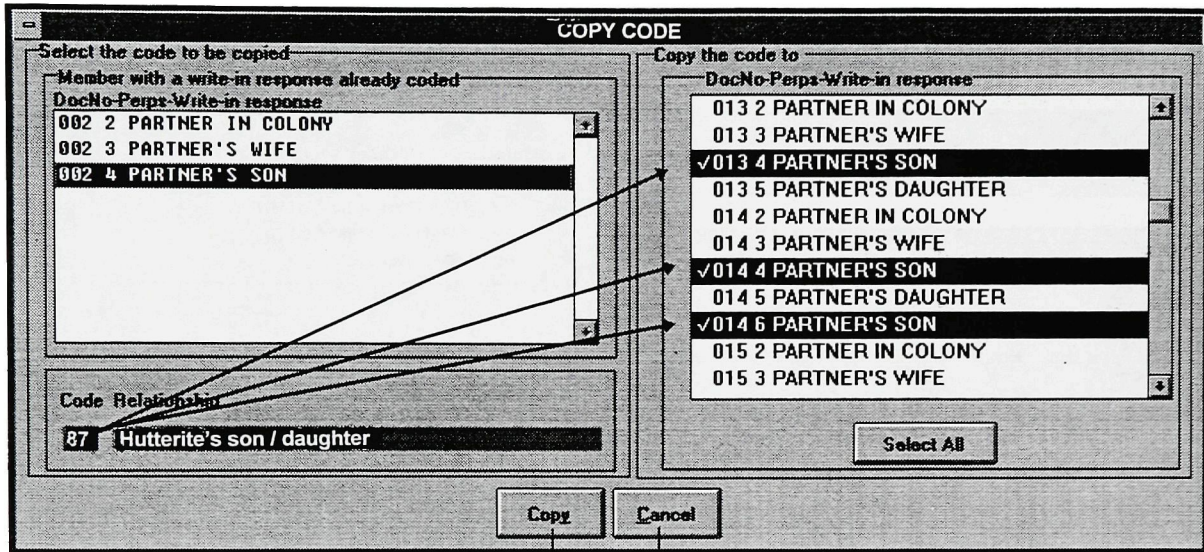
Hold the [Ctrl] key while clicking with the mouse on each highlighted row you do not wish to consider as target of the copy.

To deselect a range of highlighted uncoded responses as target of the copy:

Click anywhere on one of the highlighted rows within the range of rows you do not wish to consider as target of the copy. All but one row will be deselected. To deselect the last row, hold the [Ctrl] key while clicking with the mouse on the last highlighted row in the range.

4.4.3 Code from Copy Code Window

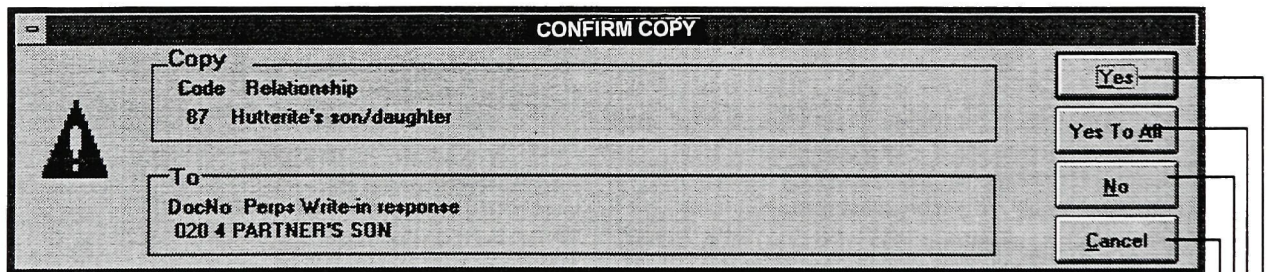
Once the source and target of the copy operation have been selected, you are ready to code from the Copy code window. The [Copy] button assigns the code of the response selected as the source (on the left) to the uncoded responses selected as the target (on the right).



Click on the [Copy] button to copy the code.

Click on the [Cancel] button to close the Copy code window without coding.

When the [Copy] button is pressed, the Confirm Copy dialog is displayed.



Click on the [Cancel] button to exit without copying a code.

Click on the [No] button to skip coding for the response displayed.

Click on the [Yes to All] button to copy the code to all selected responses.

Click on the [Yes] button to copy the code to the displayed response.

Responses where the Copy code operation is confirmed are considered coded. The status of each of these responses is automatically updated to [Coded] on the main coding screen.

4.5 Recoding Within a Household

While attempting to code responses, you may decide to recode a response of the current household which you have coded and now has a status of [Coded]. The coding steps described in Sections 4.1 to 4.4 can be followed when recoding responses within the household.

The only restriction is that a response coded by the Batch Coding System cannot be recoded by a general coder. Only expert coders can recode Batch System coded responses.

The screenshot shows a coding interface for a response. At the top, the response is identified as '2 FRIEND'. Below this, personal information is listed: '19\11\1944 46 Male Never married Blank'. The response code is '13' and the description is 'Room-mate'. The status is 'Coded'. Annotations with arrows point to the code field and the status field, stating: 'Enter a new code; or', 'Select a new code from code list; or', and 'Use the [Copy] or [Search] button if they are functional.' At the bottom, there is a row of buttons: 'Save', 'Household', 'Copy', 'Browse', 'Search', 'Detail', and 'Language'.

Before you can execute the [Search] or [Copy] action buttons to recode a response with a status of [Coded], you must first set its status to [Must code] or [Referred].

- To change the status from [Coded] to [Referred], select the [Referred] status from the pull-down list of the status field.
- To change the status from [Coded] to [Must code], you have three (3) basic techniques:
 1. use the [backspace] key to erase the code;
 2. highlight the code and delete it using the [Delete] key; or
 3. select the blank entry at the bottom of the code descriptions pull-down list.

Hint: To recode responses from previously observed households during a given coding session, use the Screen Keys: Previous/Next/Continue (see page 43).

5. Refer a Response

You may decide to refer coding of a response to an expert coder whenever a suitable match cannot be found after a number of search attempts.

On the main coding screen:

2 FRIEND

19\11\1944 46 Male Never married Blank 0

Click on the down arrow to pull down the status list.

Must code
Must code
Referred

Click on [Referred].

It is also possible to refer coding of a response which has already been coded, whether by the Batch Coding System or by yourself during this coding session.

2 FRIEND

19\11\1944 46 Male Never married Blank 0

Click on the down arrow to pull down the status list.

Coded
Coded
Referred

Click on [Referred].

When you refer coding of a response, the Confirm Referral dialog is displayed.

CONFIRM REFERRAL

REASON FOR REFERRAL ?

☒ Interactive choice

☐ Requires SM attention

Click on the radio button to select the reason for referral. These will be explained to you during training.

Click on the [Cancel] button to close the dialog without referring the response.

Click on the [OK] button to refer coding of the response.

Ok Cancel

Once the coding of a response is referred:

2 FRIEND										Referred	
19\11\1944	46	Male	Never married	Blank	0	Choice					

Warning: If there is more than one person in the household with a response identical to the person being referred, the system will **not** display a [Copy code] function requesting the referred status to be copied to all members in the household with an identical response. The referred status is assigned to the current member only.

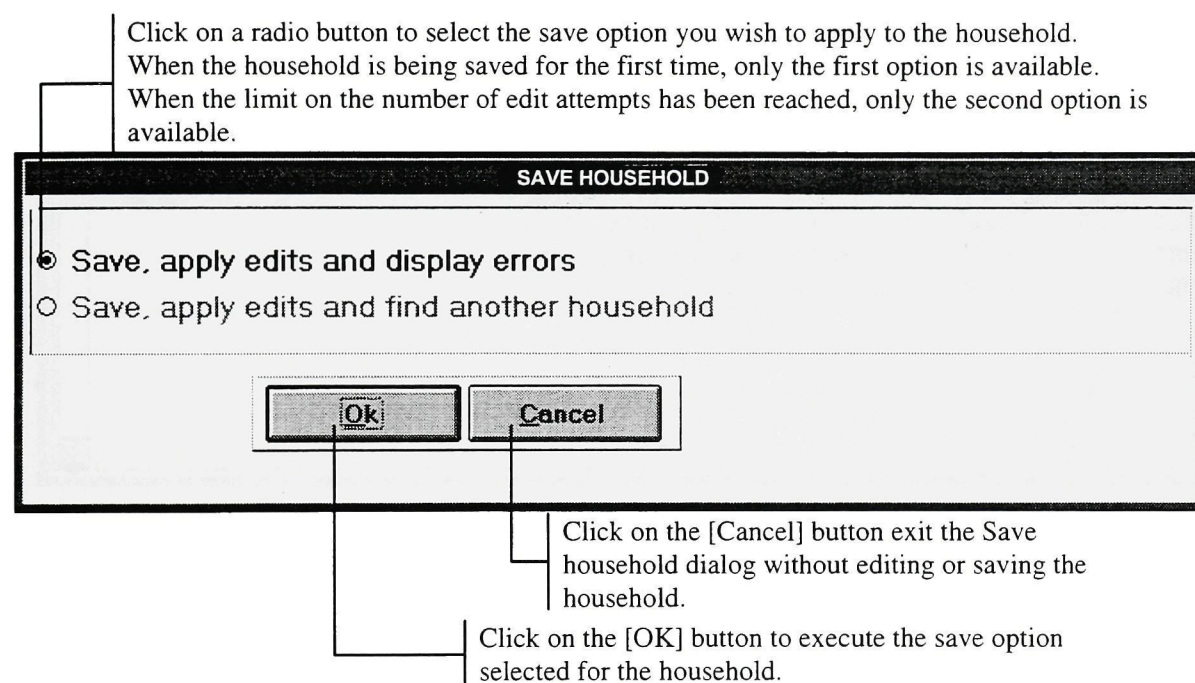
6. Save and Apply Edits



The [Save] button applies the edits and, depending on the save option selected, saves the code, status flag and error conditions of each member of the household.

Whenever there are no more responses with a status of [Must code], the [Save] button becomes functional and highlighted. A number of Relationship to Person 1 edits are applied to the household members as part of the save function.

When you click on the [Save] button, a Save household dialog is displayed.



When the [OK] button is pressed, the following edits are applied to each person in the household:

- Within-person edits to ensure the code assigned is consistent with age, marital and common-law status of the person.
- If collective dwelling, checks the collective dwelling type of the household.
- Between-persons edits to ensure the sex and age of the coded person is compatible with the sex and age of Person 1.
- Household edits to ensure the code assigned is compatible with the codes of other members of the household.

When there are no edit failures:

The code and status flags of all members coded in the household are saved and the system looks for the next household to be coded.

When there are one or more edit failures:

- If the option selected is [Save, apply edits and find another household], the household is saved along with the error conditions raised and the code and status flags of each member in the household. The status of members with edit failures will be set to [Referred] by the system. The system returns to the main coding screen and looks for the next household to be coded.
- If the option selected is [Save, apply edits and display errors], a scrollable list of errors from edits is displayed for the household.

Click on the [Close] button to close the window and return to the main coding screen to code the same household.

ERRORS FOR THIS HOUSEHOLD (EDITS)			
Docno	Perps	Persnr	Error message
001	2	0002	Fails Marital Status edit
001	3	0003	Fails Marital Status edit
001	3	0003	Fails Sex comparison
001	4	0004	Fails Marital Status edit

Total of errors: 4

Double-click on an error message to display the code which causes the error.

If you list the errors again, an asterisk * will be displayed at the end of the message to indicate that the code causing this error has already been looked at.

For general coders only:

The limit on the number of attempts to edit a given household has been set to five (5). When this limit has been reached for a given household, the system prevents you from selecting the [Save, apply edits and display errors] option. The only option available is [Save, apply edits and find another household], by which the status of responses with edit failures is set to [Referred] by the system.

7. View Errors



The [View Errors] option on the menu bar displays the list of errors from the last edits applied to members of the current household, if there are any.

For examples, see Section 6, **Save and Apply Edits**, page 31.

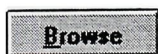
8. Edit



The [Edit] option on the menu bar can be used to edit text using Windows Cut and Paste functions. This option does **not** apply to Relationship to Person 1 edits to validate the codes and person data within a household. This is done when the household is saved using the [Save] button.

9. Browse Additional Information

9.1 Browse



The [Browse] button displays the data available for each member in the document in the format of a browse window.

The browse window is a scrollable list displaying members in a document where at least one member requires coding. Each row represents one member in the document. Each column corresponds to a particular characteristic of the respondent record.

The data reported in the browse window is the same in content as data displayed on the Relationship to Person 1 coding screen.

Click on this button to close the browse window and return to the coding screen.

[illegible]

Each window displays only a segment of the respondent record at time. You can use the scroll bars which appear along the right and bottom edges of the window to scroll through the list. To learn how to scroll, see Section 13.3, **To Scroll a List**, page 58.

The two (2) screens which follow illustrate the same records when scrolled to the right.

[illegible][illegible]

Each field has a header and can be moved or resized. To learn how to move and resize a field in a window, see Section 13.4, **To Change the Display Width of a Field**; and Section 13.5, **To Change Display Order of Fields**, page 59.

9.2 Household

Household

The [Household] button opens the Household Information window.

The Household Information window displays the identification and other attributes of the household such as: document type, number of persons, number of questionnaires and collective dwelling type. This information can be browsed, but not modified.

PEDEA

Province | Federal Electoral District | Enumeration Area

Household Information

Prov: 35 Fed: 097 EA: 128

Household Number:	096
Document Type:	01
Number of Persons:	0005
Number of Questionnaires:	1
Collective Dwelling Type:	Blank

Close

To close the Household Information window and return to the coding screen.

9.3 Detail

Detail

The [Detail] button opens the Detail of Multiple Responses window.

The Detail of Multiple Responses window displays responses to the Relationship to Person 1 question as well as demographic characteristics date of birth, age, sex, marital status and common-law status. Responses are displayed for each member in the document in a format similar to the one used for these questions on the census form. This information can be browsed, but not modified.

DETAIL OF MULTIPLE RESPONSES											
PERSON 1		PERSON 2		PERSON 3		PERSON 4		PERSON 5		PERSON 6	
RELATIONSHIP TO PERSON 1											
01 <input checked="" type="radio"/> Person 1		01 <input type="radio"/>		01 <input type="radio"/>		01 <input type="radio"/>		01 <input type="radio"/>		01 <input type="radio"/>	
02 <input type="radio"/>		02 <input checked="" type="radio"/> Husband or wife		02 <input type="radio"/>		02 <input type="radio"/>		02 <input type="radio"/>		02 <input type="radio"/>	
03 <input type="radio"/>		03 <input type="radio"/> Common-law partner		03 <input type="radio"/>		03 <input type="radio"/>		03 <input type="radio"/>		03 <input type="radio"/>	
04 <input type="radio"/>		04 <input type="radio"/> Son or daughter		04 <input type="radio"/> Son/daughter		04 <input type="radio"/> Son/daughter		04 <input type="radio"/> Son/daughter		04 <input type="radio"/> Son/daughter	
05 <input type="radio"/>		05 <input type="radio"/> Son-in-law or daughter-in-law		05 <input type="radio"/> S / d in-law		05 <input type="radio"/> S / d in-law		05 <input type="radio"/> S / d in-law		05 <input type="radio"/> S / d in-law	
06 <input type="radio"/>		06 <input type="radio"/> Grandchild		06 <input type="radio"/> Grandchild		06 <input type="radio"/> Grandchild		06 <input type="radio"/> Grandchild		06 <input type="radio"/> Grandchild	
07 <input type="radio"/>		07 <input type="radio"/> Father or mother		07 <input type="radio"/> Father/mother		07 <input type="radio"/> Father/mother		07 <input type="radio"/> Father/mother		07 <input type="radio"/> Father/mother	
08 <input type="radio"/>		08 <input type="radio"/> Father-in-law or mother-in-law		08 <input type="radio"/> F / m in-law		08 <input type="radio"/> F / m in-law		08 <input type="radio"/> F / m in-law		08 <input type="radio"/> F / m in-law	
09 <input type="radio"/>		09 <input type="radio"/> Grandparent		09 <input type="radio"/> Grandparent		09 <input type="radio"/> Grandparent		09 <input type="radio"/> Grandparent		09 <input type="radio"/> Grandparent	
10 <input type="radio"/>		10 <input type="radio"/> Brother or sister		10 <input type="radio"/> Brother/sister		10 <input type="radio"/> Brother/sister		10 <input type="radio"/> Brother/sister		10 <input type="radio"/> Brother/sister	
11 <input type="radio"/>		11 <input type="radio"/> Brother-in-law or sister-in-law		11 <input type="radio"/> B / s in-law		11 <input type="radio"/> B / s in-law		11 <input type="radio"/> B / s in-law		11 <input type="radio"/> B / s in-law	
12 <input type="radio"/>		12 <input type="radio"/> Lodger or boarder		12 <input type="radio"/> Lodg'r/board'r		12 <input type="radio"/> Lodg'r/board'r		12 <input type="radio"/> Lodg'r/board'r		12 <input type="radio"/> Lodg'r/board'r	
13 <input type="radio"/>		13 <input type="radio"/> Room-mate		13 <input type="radio"/> Room-mate		13 <input type="radio"/> Room-mate		13 <input type="radio"/> Room-mate		13 <input type="radio"/> Room-mate	
14 <input type="text"/>		14 <input type="text"/>		14 <input type="text"/>		14 <input type="text"/>		14 <input type="text"/>		14 <input type="text"/>	
DATE OF BIRTH Age											
15 <input type="text"/> 20/07/1922 <input type="text"/> 68		15 <input type="text"/> 07/12/1929 <input type="text"/> 61		15 <input type="text"/> 21/03/1969 <input type="text"/> 22		15 <input type="text"/> 05/05/1970 <input type="text"/> 21		15 <input type="text"/> 17/03/1991 <input type="text"/> 0		15 <input type="text"/>	
SEX 16 <input checked="" type="radio"/> M 17 <input type="radio"/> F											
16 <input type="radio"/> Male 17 <input checked="" type="radio"/> Female		16 <input checked="" type="radio"/> M 17 <input type="radio"/> F		16 <input type="radio"/> M 17 <input checked="" type="radio"/> F		16 <input type="radio"/> M 17 <input checked="" type="radio"/> F		16 <input type="radio"/> M 17 <input type="radio"/> F		16 <input type="radio"/> M 17 <input type="radio"/> F	
MARITAL STATUS											
18 <input checked="" type="radio"/> Legally married		18 <input checked="" type="radio"/> Legally married (and not separated)		18 <input checked="" type="radio"/> Legally married		18 <input checked="" type="radio"/> Legally married		18 <input type="radio"/> Legally married		18 <input type="radio"/> Legally married	
19 <input type="radio"/> Separated		19 <input type="radio"/> Separated, but still legally married		19 <input type="radio"/> Separated		19 <input type="radio"/> Separated		19 <input type="radio"/> Separated		19 <input type="radio"/> Separated	
20 <input type="radio"/> Divorced		20 <input type="radio"/> Divorced		20 <input type="radio"/> Divorced		20 <input type="radio"/> Divorced		20 <input type="radio"/> Divorced		20 <input type="radio"/> Divorced	
21 <input type="radio"/> Widowed		21 <input type="radio"/> Widowed		21 <input type="radio"/> Widowed		21 <input type="radio"/> Widowed		21 <input type="radio"/> Widowed		21 <input type="radio"/> Widowed	
22 <input type="radio"/> Never married		22 <input type="radio"/> Never married (single)		22 <input type="radio"/> Never married		22 <input type="radio"/> Never married		22 <input checked="" type="radio"/> Never married		22 <input type="radio"/> Never married	
Is this person living with a common-law partner? 23 <input type="radio"/> Yes 24 <input checked="" type="radio"/> No											
23 <input type="radio"/> Yes 24 <input checked="" type="radio"/> No		23 <input type="radio"/> Yes 24 <input checked="" type="radio"/> No		23 <input type="radio"/> Yes 24 <input checked="" type="radio"/> No		23 <input type="radio"/> Yes 24 <input checked="" type="radio"/> No		23 <input type="radio"/> Yes 24 <input checked="" type="radio"/> No		23 <input type="radio"/> Yes 24 <input type="radio"/> No	
										DOCUMENT: <input type="button" value="Close"/>	

Use the arrow keys to scroll through the text of the write-in response field.

To close the Detail window and return to the coding screen.

9.4 Language



The [Language] button opens the Mother Tongue window.

Responses to the Mother Tongue question are displayed for each member in the document in a format similar to the one used for these questions on the census form. This information can be browsed, but not modified.

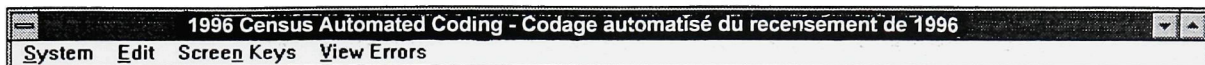
MOTHER TONGUE						
LANGUAGE FIRST LEARNED AT HOME IN CHILDHOOD What is the language that this person first learned in childhood and still understands?	PERSON 1	PERSON 2	PERSON 3	PERSON 4	PERSON 5	PERSON 6
<input checked="" type="radio"/> English <input type="radio"/> French Other - Specify	<input checked="" type="radio"/> English <input type="radio"/> French Other - Specify	<input checked="" type="radio"/> English <input type="radio"/> French Other - Specify	<input checked="" type="radio"/> English <input type="radio"/> French Other - Specify	<input checked="" type="radio"/> English <input type="radio"/> French Other - Specify	<input checked="" type="radio"/> English <input type="radio"/> French Other - Specify	<input type="radio"/> English <input type="radio"/> French Other - Specify
ITALIAN						

DOCUMENT: 1 Close

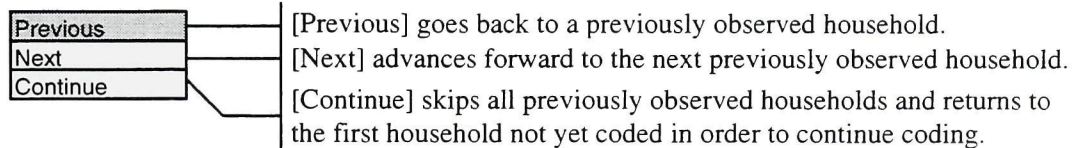
Use the arrow keys to scroll through the text of the response field.

To close the Mother Tongue window and return to the coding screen.

10. Screen Keys: Previous/Next/Continue



Under the [Screen Keys] item on the main menu bar, three (3) options are available:



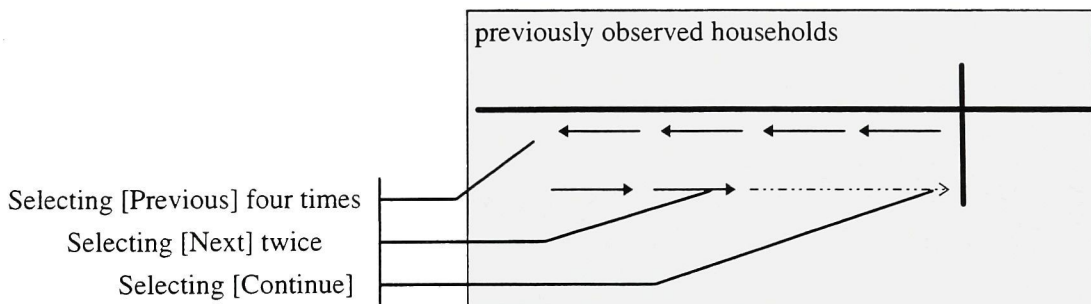
While coding responses, you may decide to review a previously observed household. The system allows you to go back up to four (4) previously observed households.

Each time the [Previous] button is pressed, the system goes back one previously observed household. The [Previous] button is functional only after at least one household has been processed.

Each time the [Next] button is pressed, the system advances one previously observed household until you are positioned at the first uncoded household. The [Next] button is functional only after the [Previous] button has been selected.

The [Previous] and [Next] buttons display a previously observed household as if it had never been processed. By looking at the screen, you cannot tell how the response had been previously resolved.

You may use the [Continue] button to return to the first uncoded household, and to continue coding. Each previously observed household skipped keeps its previously assigned codes and status unless it has been explicitly recoded and saved.



A warning window may be displayed by the system when leaving a household without saving changes or without correcting edit failures. See Section 11.1, **Warning Window**, page 45.

11. System: Quit



Under the [System] item on the main menu bar, the [Quit] option ends the coding session.

Quit

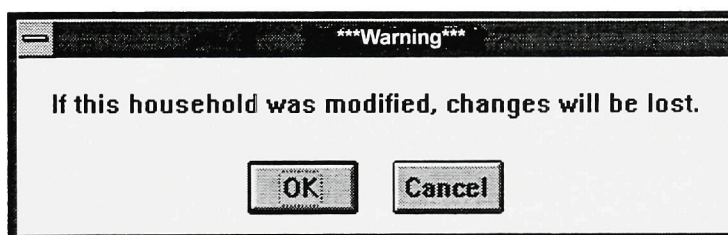
A warning window may be displayed by the system when leaving a household without saving changes or without correcting edit failures. See Section 11.1, **Warning Window**, which follows.

Note: The [Quit] option is disabled when you are coding a previously observed household. Select [Continue] under [Screen Keys] first in order to be able to end the coding session.

11.1 Warning Window

A warning window may be displayed by the system when leaving a household. A general coder leaves a household when the [Quit] option or [Previous/Next/Continue] option is selected from the main menu.

This warning window is displayed when one of the above options is used to leave a household to which changes were made or attempted but not saved.



This window is displayed when the [Quit] option is used to leave a household with edit failures which have been saved but have not been corrected (i.e. using the option to look for the next household).



An expert coder has three (3) additional methods of leaving a household: [Select Deferral], [Defer] and [HOP Report]. A third warning window may be displayed to expert coders under certain conditions.

12. Additional Functions for Expert Coders

The functions available to expert coders include all those available to the general coders.

In addition, the following options are available to expert coders only. Each of these is either a new option or a variation of a function already available to general coders.

Recode a Batch code	Ability to modify a code assigned to a response by the Batch Coding System.
Uncodeable	Option to set the status of a response to [Uncodeable].
Copy code function	Displayed when there is more than one person with a response identical to the one being coded for private or any type of collective households.
Referral question	When a response is a referral from general coding, the expert coder is requested to indicate whether this response should have been referred.
No limit on edit failures	No limit on the number of times the edits can be applied to a household.
Warning	A warning window may be displayed by the system when leaving a household. An expert coder has three (3) additional methods of leaving a household: [Select Deferral], [Defer] or [HOP Report].
Defer	Option to defer coding of a household or to refer coding to another expert coder.
HOP report	Option to defer coding of a household to later and print a report with notes and questions to be forwarded to Head Office Processing.
Select deferral	Option to select households to be coded that have been deferred by an expert coder.
History	Additional browse window available to expert coders to display the coding history of each member of a household.

Although there is little difference in the function and mechanics of the Interactive Coding System for general and expert coders, the coding procedures to be followed by each tier of coder are different. Refer to the R2P1 Coding Manual for detailed instructions specific to each tier of coder.

12.1 Coding Screen for an Expert Coder

When an expert coder starts a Relationship to Person 1 coding session, the coding screen is displayed with the data of the first document with one or more persons to be coded. The coding screen is identical to the one used by the general coders, with the exception of the menu bar.

Pers.No	Write-in response	Date of birth	Age	Sex	Marital status	Common law	Self code	Relationship to person 1	Status	Reason for referral	Count
1		24\10\1946	44	Female	Divorced	Blank	Person 1	Person 1			
2	FRIEND	19\11\1944	46	Male	Never married	Blank	0				
3		07\06\1970	21	Male	Never married	No		Son/daughter			
4		13\06\1972	19	Female	Never married	No		Son/daughter			
5	FRIEND	27\09\1967	23	Male	Never married	No	0				
6	FRIEND	24\07\1971	19	Male	Never married	No	0				

Two (2) additional items are available for expert coders on the menu bar.

Under the [Expert Utilities] menu item from the menu bar, three (3) options are available:

- History
- Defer
- Select Deferral

Under the [Report] menu item from the menu bar, a single option is available:

HOP Report

12.2 Recoding a Batch Code

An expert coder, unlike the general coder, can modify both the code and status fields of a response coded by the Batch Coding System. The procedures described in Section 4 are used to do so.

On the main coding screen:

3 STEPDAUGHTER

21\04\1971 20 Female Never married No 0

15 Step-son/daughter Coded

Enter a new code; or

Select a code from a list;

Select a status from list; or

Use the [Copy] or [Search] button if they are functional.

Save Household Copy Browse Search Detail Language

Note: Before you can execute the [Search] or [Copy] action button to recode a response, you must first set its status to [Must code]. To change the status from [Coded] to [Must code], you have three (3) basic techniques:

1. Use the [backspace] key to erase the code; or
2. Highlight the code and delete it using the [Delete] key; or
3. Select the blank entry at the bottom of the pull-down list of code descriptions.

12.3 Uncodeable

An expert coder may decide to set the status of a response to [uncodeable] when a suitable match cannot be found after a number of searches of the reference file.

On the main coding screen:

3 STEPDAUGHTER

21\04\1971 20 Female Never married No 0

Must code Must code Uncodeable

Click on [Uncodeable].

It is also possible to modify the status of a response which has already been coded by the Batch Coding System or by an expert coder during a coding session from [Coded] to [Uncodeable].

2	FRIEND	13	Room-mate	Coded
19\11\1944	46	Male	Never married	Blank
				0

Coded	↓
Coded	
Uncodeable	

Click on [Uncodeable].

The [Uncodeable] status is available to expert coders only.

12.4 Copy Code Function

The [Copy code] function is a dialog requesting whether the code is to be copied to all persons with an identical response or only to the current member being coded. For expert coders, this dialog is displayed for all types of private or collective households where there is more than one person with the same response.

For private and any type of collective households

Copy code function

2 member[s] with the identical write-in as the current member. Do you want to perform the copy?

OK

Cancel

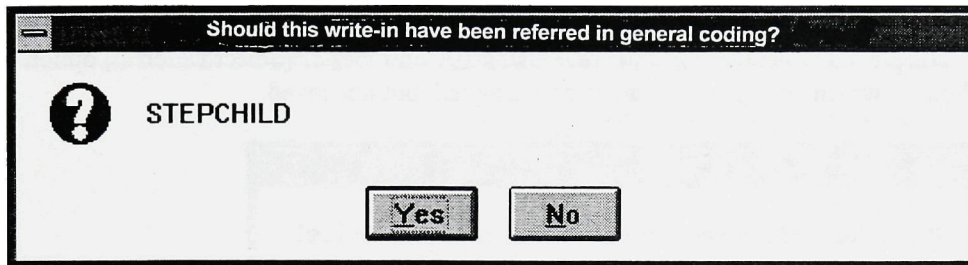
Click [OK] to perform the copy and assign the code to all members with an identical response.

Click [Cancel] to cancel the copy and assign the code to the response of the current member only.

This option is available to general coders for private households and Collective Hutterite Colonies only.

12.5 Referral Question

When a response was referred in general coding, a dialog is displayed asking whether the response should have been referred or not.



12.6 No Limit on Edit Failures

The limit on the number of attempts permitted to edit and save a given household applies only to general coders. When the limit has been reached for a given household, the system prevents the general coder from selecting the option to [Save, apply edits and display errors].

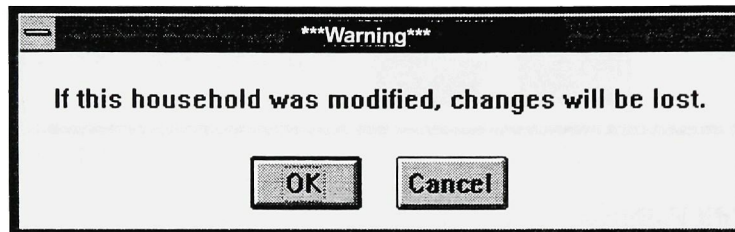
This restriction does not apply to expert coders. When the [Save] button is pressed by an expert coder, both save options are available.



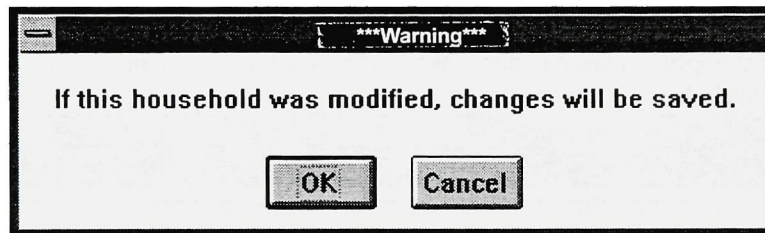
12.7 Warning Window

A warning window may be displayed by the system when exiting a household. An expert coder has five (5) options to exit a household: [Quit], [Previous/Next/Continue], [Select Deferral], [Defer] or [HOP Report].

This warning window is displayed when the [Quit], [Previous/Next/Continue] or [Select Deferral] option is used to exit a household to which changes were made or attempted, but not saved.



This warning window is displayed when the [Defer] or [HOP Report] option is used to exit a household to which changes were made or attempted, but not saved.

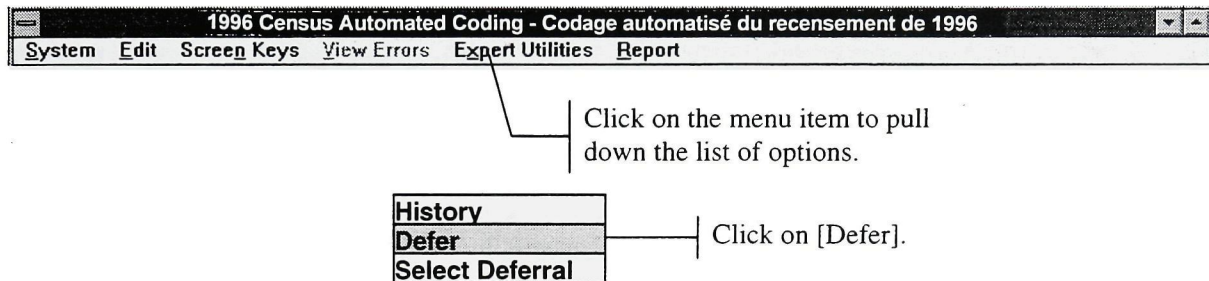


This warning window is displayed when the [Quit] or [Select Deferral] option is used to exit a household with edit failures which have not been corrected but have been saved (i.e. using the option to look for the next household).



12.8 Expert Utilities: Defer

Under the [Expert Utilities] menu item from the menu bar, the [Defer] option defers coding of a household or refers coding to another expert coder.

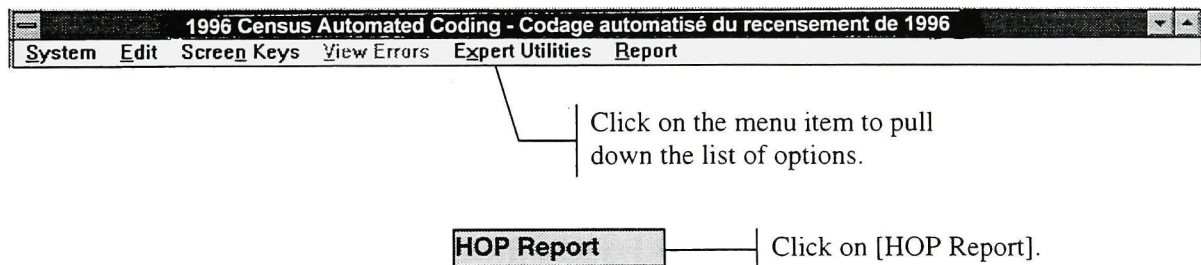


When you select [Defer], coding of all members in the household currently displayed on the Relationship to Person 1 coding screen is automatically deferred and the system searches for the next household to be coded.

The equivalent of the [Defer] option for general coders is to set the status of a response to [Referred]. The [Referred] status is not available to expert coders.

12.9 Report: HOP Report

Under the [Report] menu item from the menu bar, the [HOP Report] option defers coding of a household to later and prints a report with comments and questions to forward to Head Office Processing.



When you select [HOP Report], a HOP Report dialog appears where you must specify any comments to be forwarded to HOP about members of the household. All comments or questions pertaining to members of the same household should be reported on a single HOP report.

To enter comments about more than one member in a household on a single HOP report, set the resolution type to [Multiple]. The system default is [Single].

The screenshot shows the 'HOP-Household Information' dialog box. Annotations with leader lines point to various fields:

- 'Select the document number.' points to the 'Document type' field (01).
- 'Select the person number.' points to the 'Person Number (PERPS)' field, specifically to the radio button for '1'.
- 'Select the resolution type.' points to the 'Resolution Type' section, specifically to the 'Multiple' radio button.

The dialog box contains the following fields and controls:

- Header: HOP-Household Information
- Prov: 35 Fed: 097 EA: 128
- Household number: 041
- Document type: 01
- Collective dwelling type: Blank
- Questionnaire Number: DOCUMENT 1 of 1
- Person Number (PERPS): 1 (selected), 2, 3, 4, 5, 6
- Resolution Type: Single (selected), Multiple
- Automated Coding comment: (text area)
- Buttons: OK, Cancel, Add to the list

Type the comment you wish to forward to HOP about the member of the household identified above.

When the resolution type is [Multiple], click [Add to the list] and repeat the steps to identify another member of the household.

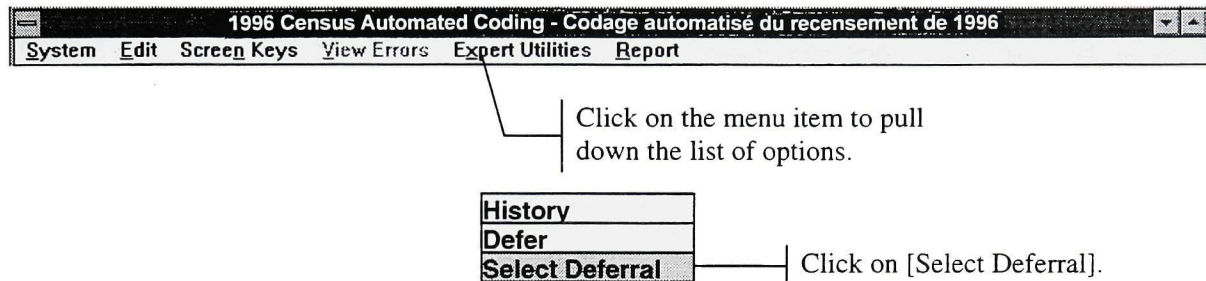
Once comments for all members within a household are entered, you are ready to generate the HOP report for the household.

Click on the [OK] button to generate the HOP report and defer coding of all members in the household currently displayed on the Relationship to Person 1 coding screen. The HOP report dialog window is closed and the system automatically displays the next household to be coded on the main coding screen.

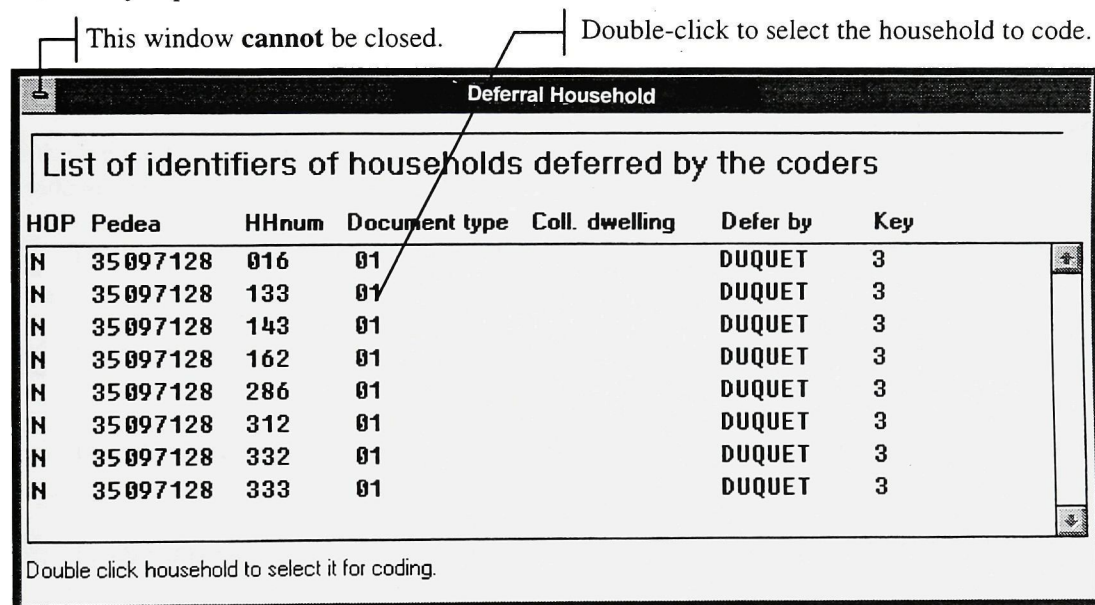
Click on the [Cancel] button to close the HOP report dialog without generating the HOP report or deferring coding of the household. The system returns to the main coding screen.

12.10 Expert Utilities: Select Deferral

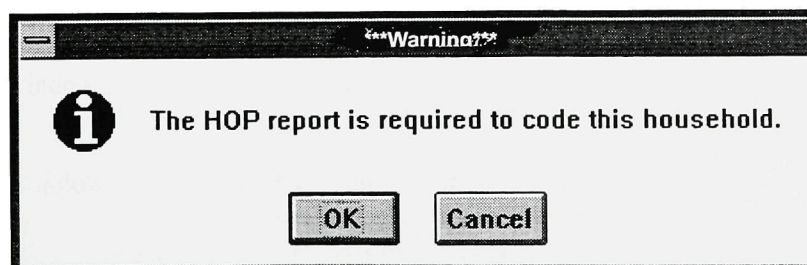
Under the [Expert Utilities] menu item from the menu bar, the [Select Deferral] option allows an expert coder to select one household to be coded from a list of deferred households.



When you select [Select Deferral], a browse window is opened listing all households that have been deferred by expert coders.

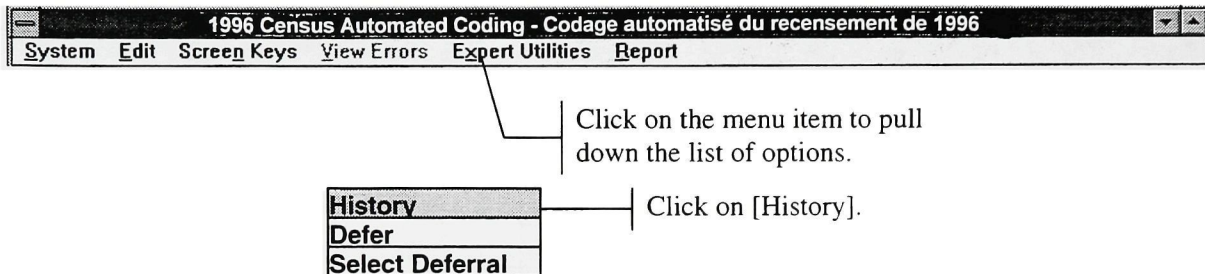


The first column indicates whether a HOP report was generated for the household when it was deferred. A warning window is displayed when the HOP report is required to code a household.

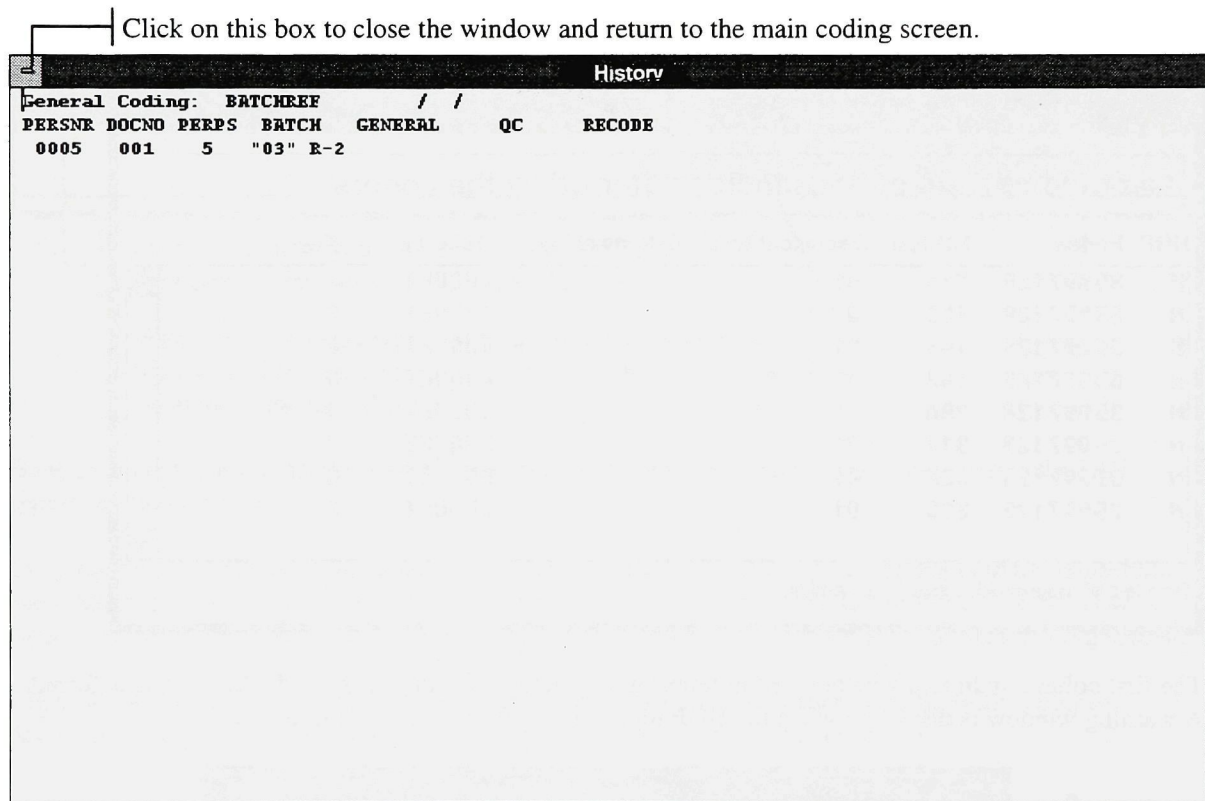


12.11 Expert Utilities: History

Under the [Expert Utilities] menu item from the menu bar, the [History] option opens a browse window giving the coding history of each household members.



An example of the coding history window is shown below.



13. Basic Operations in Windows





13.1 Mouse Operations Terminology

A basic knowledge of Windows is required to use the Interactive Coding System for Relationship to Person 1.

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 then press once and then release it.
To double-click	Position the tip of the mouse pointer over the specified element, then press and 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.

13.2 Window Operations

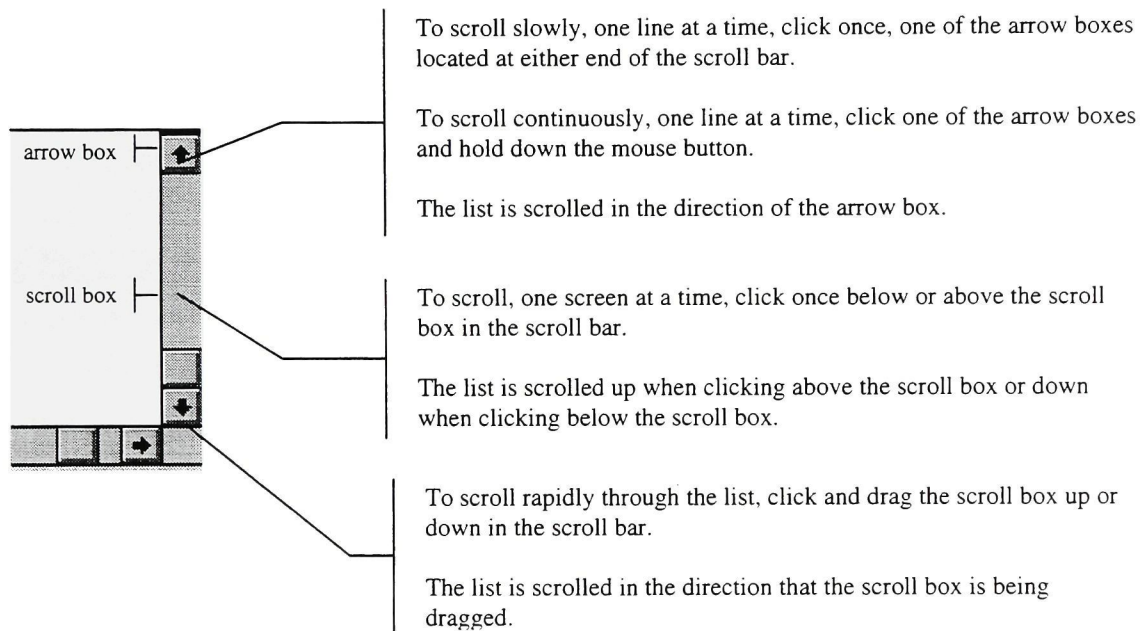
In the Interactive Coding System for Relationship to Person 1, these buttons are functional in some windows only.

	To pull-down a list of options	Click on the pull-down button at the right end of the label to pull-down its list of options.
	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 an 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.

13.3 To Scroll a List

A window displays only a segment of a file (or a list) 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 list).

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

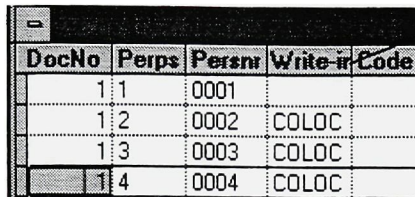


In the Interactive Coding System for Relationship to Person 1, the following screens contain lists which can be scrolled up and down as described above.

- SEARCH screen
- COPY CODE screen
- BROWSE screen of data related to Relationship to Person 1
- DEFERRAL HOUSEHOLD screen
- HISTORICAL screen

13.4 To Change the Display Width of a Field

You can change the display width of a field in the browse window. The actual width of the field in the database is not modified, only its display width. Data seems to disappear or get cut off when resizing. However you cannot damage the underlying data when modifying the display width of a field.



DocNo	Perps	Persn	Write-in	Code
1	1	0001		
1	2	0002	COLOC	
1	3	0003	COLOC	
1	4	0004	COLOC	

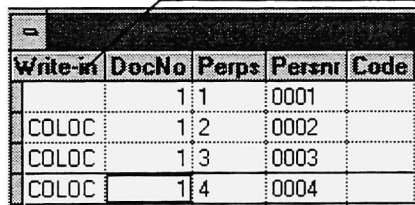
Position the cursor on the vertical line in between field headings.

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.

13.5 To Change Display Order of Fields

You can change the display order of fields in browse window. This does not change the actual order of the fields in the database, only the display order.



Write-in	DocNo	Perps	Persn	Code
	1	1	0001	
COLOC	1	2	0002	
COLOC	1	3	0003	
COLOC	1	4	0004	

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 Write-in field was moved to become the first column.

In the Interactive Coding System the only window where the above applies is: Browse screen of data related to Relationship to Person 1.

[illegible]

