

Comparison of Double Entered Data

1. Purpose

In the Starworms study, all raw data are entered into excel files, the Data Entry Files (DEFs), using double data entry policy, i.e. all data are entered by two independent data entry clerks.

This SOP describes the procedures to identify discrepancies between the different DEFs that have been generated during the double data entry process.

2. Equipment

- Personal Computer or laptop with Excel

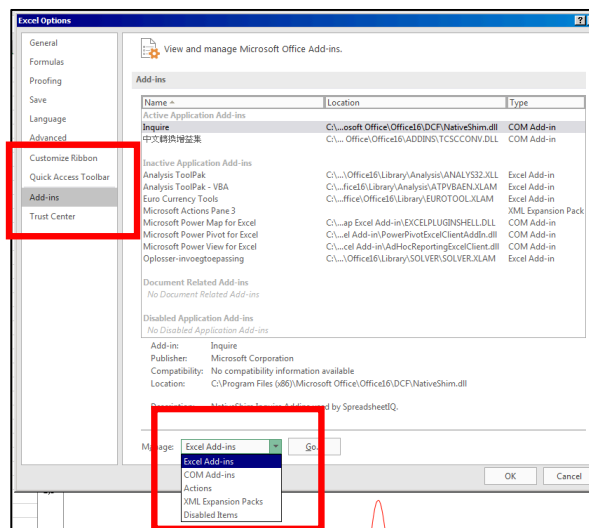
3. Forms and files

RF 01, RF 02, RF 04, RF 05, RF 07, RF 08	
DEF 01_PersonA, DEF01_PersonB, DEF 03_PersonA and DEF03_PersonB	

4. Procedures

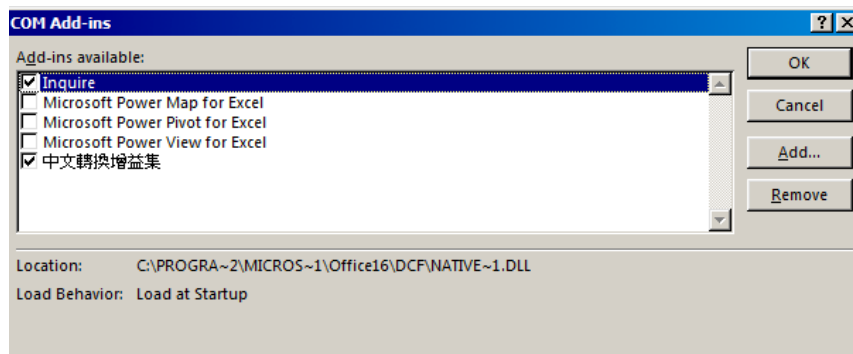
4.1. Installation of the 'Inquire' add-in in Excel

1. Open Excel, click on 'options' under 'file'. A new window opens.
2. On the left hand side, choose 'Add-ins'.



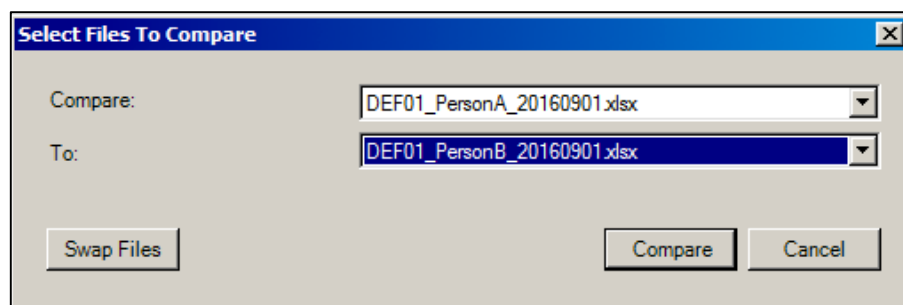
3. In the 'Manage' dropdown menu, select 'COM Add-Ins' and click on 'Go'.

4. Thick 'Inquire' and click on 'OK'.



4.2. Comparing two DEFs.

1. Open the two files that you want to compare for inconsistencies, e.g. DEF01_PersonA_20160901 and DEF01_PersonB_20160901.
2. Choose 'Compare Files' under the Inquire add-in: a dropdown list will show you all opened files. Choose the two files that you want to compare and click on 'Compare'.



3. A new document, divided in 5 parts, opens:
 - (i) above, left, you see the data from one DEF
 - (ii) above, right, you see the data from the other DEF
 - (iii) below, in the middle, you see the list with all inconsistencies between the two files
 - (iv) below, left, you see the color code explaining the type of inconsistencies
 - (v) below, right, you see some statistics.

In the title bar, you see which DEF is on the left and the right.

The inconsistencies are marked throughout the document. In the example below, two inconsistencies are shown: *Trichuris* counts of Kato-Katz slide A for TA001 and *Trichuris* counts of Kato-Katz slide B for TA010.

Spreadsheet Compare - File 1: [DEF01_PersonA_20160901.xlsx] - File 2: [DEF01_PersonB_20160901.xlsx]

Home | Compare Files | Show Details | Show Formulas | Resize Cells to Fit | Show Workbook Formatting | Export Results | Copy Results to Clipboard | Options | Help

	A	B	C	D	E	F	G	H	I	J
1	Kato Katz B									
2	Slide A					Slide B				
3	Subject ID	Ascaris	Trichuris	Hookworm	Ascaris	Trichuris	Hookworm	Was stool s	Evaluation	Number of
4	TA001	49	157	0	53	145	0	YES	OK	0
5	TA002	0	17	0	0	16	0	YES	OK	0
6	TA003	195	102	5	187	97	2	YES	OK	0
7	TA004	130	113	0	124	104	0	YES	OK	0
8	TA005	0	233	0	0	257	0	YES	OK	0
9	TA006	0	31	0	0	35	0	YES	OK	0
10	TA007	0	42	0	0	54	0	YES	OK	0
11	TA008	0	81	0	0	77	0	YES	OK	0
12	TA009	103	16	0	116	13	0	YES	OK	0
13	TA010	0	337	3	0	337	3	YES	OK	0
14	TA011	0	19	0	0	23	0	YES	OK	0
15	TA012	793	64	0	754	77	0	YES	OK	0
16	TA013	555	23	0	552	21	0	YES	OK	0
17	TA014	112	3	0	120	10	0	YES	OK	0
18	TA015	231	70	12	157	39	8	YES	OK	0
19	TA016	0	58	1	0	89	0	YES	OK	0
20	TA017	423	39	0	1069	37	3	YES	OK	0
21	TA018	0	225	0	0	213	0	YES	OK	0
22	TA019	65	42	10	94	64	3	YES	OK	0
23	TA020	897	318	5	886	299	2	YES	OK	0
24	TA021	483	32	0	499	55	0	YES	OK	0
25	TA022	1024	83	0	1031	98	0	YES	OK	0
26	TA023	13	6	0	24	5	0	YES	OK	0
27	TA024	0	79	0	0	88	0	YES	OK	0
28	TA025	1110	97	10	1211	106	19	YES	OK	0
29	TA026	306	98	0	315	99	0	YES	OK	0
30	TA027	0	38	30	0	41	34	YES	OK	0
31	TA028	3660	616	0	4852	466	2	YES	OK	0
32	TA029	0	21	8	0	23	7	YES	OK	0

Ready - File 1: [DEF01_PersonA_20160901.xlsx] - File 2: [DEF01_PersonB_20160901.xlsx] - Total Displayed Items: 6

Enable Option: Select All, Entered Values, Calculated Values, Formulas, SysGen Formulas, SysGen Formulas Errors, Structural, Names, SysGen Names, SysGen Names Error, Names

Sheet	Cell	Value 1	Value 2	Change Description
Baseline KK Results (RF 02)	C4	149	154	Entered Value Changed.
Baseline KK Results (RF 02)	C199	29	92	Entered Value Changed.
Baseline KK Results (RF 02)	F13	357	358	Entered Value Changed.
Baseline KK Results (RF 02)	F213	205	502	Entered Value Changed.
FollowUP KK Results (RF 02)	F6	121	221	Entered Value Changed.
FollowUP KK Results (RF 02)	F11	27	72	Entered Value Changed.

Count: 6
Entered Value, Calculated Value, Formulas, SysGen Formulas, SysGen Formulas (Errors), Structural, Names, SysGen Names, SysGen Names (Errors), Data Connections, Cell Formulas, Cell Restrictions, Workbook Protection

4. Save one of the DEFs as 'DEF01_PersonC_QC'.

5. Identify all inconsistencies between the 2 DEFs, check the correct values in the raw data, i.e. the different Record Forms, and correct in the 'DEF01_PersonC_QC' if necessary.