

# > Easy, Accurate Data Collection

Do you have staff dedicated to data entry only? Are they in separate or remote locations? SPSS Data Entry Station enables you and your staff to enter data quickly and accurately, no matter where you are.

With SPSS Data Entry Station, you can:

- Quickly teach data entry staff to use electronic entry forms
- Catch entry errors using powerful validation rules and alerts
- Increase productivity using forms designed for minimal mouse clicks
- Enter and clean data using a variety of methods

## Learn quickly, work fast

In just minutes, you can teach your data entry staff how to complete electronic forms with SPSS Data Entry Station. It's not necessary to memorize codes, because no codes are required. If you need help, the Quick Tour and online tutorials are always available.

## Move quickly through forms

Intuitive, flexible onscreen navigation options make it easy to enter data quickly. For example, use the auto-jump feature to automatically skip to the next field or form when you've entered the maximum number of characters. Skip-and-fill rules guide you to appropriate fields, so you enter only the data you need. Toolbars, pull-down menus, and context-sensitive help enable you to complete forms quickly and accurately.

## Collect high-quality data

SPSS Data Entry Station's powerful validation rules check your data automatically as you enter them. Choose an alarm or a standard or custom text message to alert you to irregular data, so you can make corrections immediately. With SPSS Data Entry Station's intelligent error checking, you can easily identify and correct inconsistencies that you might not otherwise notice. For example, double-entry verification compares data field-by-field and question-by-question, to ensure that entries are correct. After you enter your data, use interactive rule checking or batch mode data verification to validate your entries. Whichever method you choose, SPSS Data Entry Station automatically applies many standard rules, so you get clean, reliable data.

## Use efficient entry methods

SPSS Data Entry Station provides several options for entering data. You can use the entry forms, or choose the table entry feature to enter data into a familiar, spreadsheet-style layout. Either method works with the mouse or keyboard, or both.

	Q16	Q17	Q18	Q19	Q20	Q21	Q22	Q23
Q18	No							
Q19	No							
Q20	No							
Q21	Yes	Yes	Agree	Agree	Agree	Agree	Agree	Agree
Q22	Yes	Yes	Neither Ag	Strongly Di	Don't Kno	Don't Kno	Don't Kno	Agree
Q23	Yes	Yes	Agree	Agree	Neither Ag	Agree	Neither Ag	Agree
Q24	No							
Q25	Yes	No	Agree	Neither Ag	Neither Ag	Neither Ag	Neither Ag	Neither Ag
Q26	Yes	Yes	Strongly Ac	Strongly Ac	Strongly Ac	Strongly Ac	Strongly Ac	Strongly Ac
Q27	No							
Q28	Yes	Yes	Agree	Don't Kno	Don't Kno	Don't Kno	Agree	Agree
Q29	No							
Q30	Yes		Neither Ag	Agree	Agree	Neither Ag	Neither Ag	Neither Ag
Q31	Yes	Yes	Strongly Di	Strongly Di	Strongly Di	Strongly Di	Strongly Di	Strongly Di
Q32	No							
Q33	Yes	Yes	Agree	Agree	Agree	Don't Kno	Agree	Agree

Enter responses quickly and easily with SPSS Data Entry Station's intuitive interface.

## Specifications

### Data entry

- Skip-and-fill rules guide entry
- Intuitive navigation features
  - Navigation toolbar
  - Auto-jump capability
  - Go to next case, go to case
  - Find and replace
- Table entry for spreadsheet-style entry
- Forms entry for fast keyboard entry
- Cut, copy, and paste features
- Unlimited number of cases

### Data verification

- Powerful data cleaning rules
  - Validation rules
  - Checking rules
  - Skip-and-fill rules
  - Automatic validation of individual data
- Flexible cleaning methods
  - Interactive rules checking
  - Batch mode rules checking
  - Double-entry verification
  - Report checking by case or rules

### Data management

- Creates SPSS (.SAV) files
- Merge files/ADDFILES features
- Text responses up to 4,000 characters
- Unlimited questions/responses per survey file

### General features

- Compliant with Microsoft® Windows® operating systems
- Quick tour, context-sensitive help, how-to's, and tips
- Online tutorials
- Clipboard
- Status bar
- Auto-backup/auto-save
- Network licensing
- Forms and table entry modes

### System requirements

- Operating system: Microsoft Windows 98, 2000, NT® 4.0, Me, XP, or Windows Server™
- Hardware
  - Memory: 64MB RAM (128MB recommended)
  - Disk space: 75MB
  - SVGA monitor

Features subject to change based on the final product release. □ Symbol indicates a new feature.

To learn more, please visit [www.spss.com](http://www.spss.com). For SPSS office locations and telephone numbers, go to [www.spss.com/worldwide](http://www.spss.com/worldwide).

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