

2.4 Processing of collected data

2.4.1 Conversion of questionnaire data into electronic form (scanning).

Data from completed questionnaires Energo 2004 was made by OCR method (optical reading of forms). There was applied program Eyes & Hands for forms conversion, which at first scans individual questionnaires, and then it enables verification (visual check of single characters in every form separately) and subsequently their conversion into text file, when one data record presents data from one form. These data records were after it converted into spreadsheet (MS Excel), where final summary tables were processed from 39 930 data records.

2.4.2 Identification and supplying of missing data

Individual forms were identified by means of third module of Eyes & Hands product, Verification. After scanning and form identification the data are from this form converted into this module and there is performed visual check of all data, which this form includes, where is not certainty of correct machine identification. If visual check reveal non-conformity of computerized data, they are corrected in this module and already corrected data are exported to the next processing.

2.4.3 Identification of "suspicious" data and their corrections

A filter in MS Excel was next check run through which the computerized data passed. Entries failed to meet assigned criteria of values number interval were found here. These were subsequently compared with concrete (real) questionnaire and possible differences were harmonized. Resulting corrected data file was used as entry for results processing.

2.4.4 Data processing proper

Data processing proper proceeded again in MS Excel. According to task defining in project there was created, according to structure of required data outputs, a piece of paper with parameters of data outputs and individual Excel Macros for calculation of resulting values from which well-arranged output tables were created in final stage.