Coding workflow

(instructions provided to the encoder)

1. **Read the code manual.** Read the document in which the codes are described, defined, and specific examples are shown. It is important to become familiar with these descriptions.
2. **Scan the responses.** In the database, starting with stressor 1 or engaging factor 1, read all responses to become familiar with the content.
3. **Coding.** Begin coding by associating the response with one of the existing codes. Mark (X) the box where the response appears to be associated. In case of doubt, refer back to the code manual.
4. **Coding efficiency.** Assign a 3, 2, or 1 in the appropriate box for each response in the RATING column under the degree of efficiency or speed in assigning the code. These numbers mean immediate (3; when no doubts were perceived about the classification and no further review of the content was required), moderately iterative (2; when moderate doubt was perceived about the initial classification), and intensely iterative (1; when high doubt was perceived about the appropriate classification, and it was necessary to consider it as unclassifiable in the existing categories).
5. **Code into new categories.** Answers that were not coded in the initial categories will be coded into newly proposed categories. You will need to select one of these newly proposed categories, marking an “X” corresponding to the analyzed response.