CE Individual Web Diary Usability Test
FR Talking Points (v5. December 6, 2013)

These FR talking points have been tailored to accompany the CE Mobile Diary Pamphlet. Please point out the appropriate references and screenshots in the pamphlet to the respondent as you talk through them.

Introduction
Here is a pamphlet that I'll go over with you and I'll leave copies for you to give to other eligible members of your household who we would like to participate in the survey. It will help you get started entering expenses into your CE Diary and will hopefully answer many of your questions. On the front, I've marked the start and end dates for the period that we'd like you to enter your expenses for. And on the bottom, I've written in my contact information so please feel free to call me if you have any questions.

FAQ
On the back of the pamphlet are some Frequently Asked Questions that you may find helpful to reference.

Getting Started

Login Screen
To begin using the CE Diary, you will need to enter in this web address into your web browser:
https://respond.census.gov/cedm

You can log onto your diary from a desktop computer or tablet if you find it's easier to type with a keyboard, but you should be advised that the screen has been designed to be optimally viewed on a mobile device.

To login to your individual diary account, you will need to enter the User ID and password that I provided. Each eligible member in your household is assigned a unique secure User ID and password.

When entering your User ID and Password, be sure to enter the User ID exactly as it is written since it is case-sensitive.

You will have the option to set a personalized password, but make sure you use a password that you will be able to easily remember!

If you forget your password, simply tap on "Forgot Password" and follow the instructions on this screen. In order to have your password reset and e-mailed to you, you will need to enter your e-mail address on the next screen. However this is optional.

If for any reason you cannot log in or lose your log in credentials, please contact you me for further assistance.

Start Date
The very first time that you login to your Diary, you will be asked to select the date you are scheduled to begin entering expenses. Your start date can be found on the front of the pamphlet.

You may enter your e-mail address to receive reminders to add your expenses and to have your password reset should you forget your password later.

You can also tap on the "Info" button at any time to learn more about the CE survey.

Home Screen
This is an example of your Home Screen. It will show a summary of any expenses you've entered.

To add an expense tap the green button that says "Add an expense"

After you've added an expense, you will see it here. At any point in the survey, you can tap on the "home" button to return to this screen to see a summary of your expenses. (Point this out on one of the Expense entry screens since it does not appear on the Home screen itself)

To view, edit, or delete any of your recorded expenses, tap on the Edit button next to that expense. You can also tap on the column heading to sort the items to help you find a particular entry.

To change your password, tap on the "settings' button on your home screen.

General Expense Entry Screen

After you tap on the green "Add an expense" button you will see this Expense Entry screen.

- Select the date of the purchase or payment.
- Describe the expense. If you are purchasing Food and Drink to be consumed away from home, describe the meal – for example: Coffee or Sandwich and Chips or Dinner at Restaurant. For all other purchases, describe the individual item. For example, if you go to a grocery store, do not enter "Groceries" and put in the total grocery bill. Instead enter each item – such as milk for $3.50 or strawberries for $2.99.
- Enter the cost. For Food and Drinks consumed away from home, enter the cost including tax and tip. For all other categories, do not include tax.
- Select the category that best fits the entry.

Category Specific Expense Entry Screens

After you select the category, some item specific characteristics will appear below for that category for you to select from.

The CE Diary survey collects expenditures in four different categories**:**
1. Food and Drink Away from Home
2. Food and Drink for Home Consumption
3. Clothing, Shoes, Jewelry, and Accessories
4. All Other Products and Services

Here are examples of the 4 categories and the additional information we need for each category.

Food and Drink Away from Home
- Select the type of meal (breakfast, lunch, dinner, or snack/other)
- Select the vendor type (fast food, take-out or concession, vending machine; or employer or school cafeteria)
- If alcohol was included, select all that apply (wine, beer, and other) and enter the total cost of the alcohol.

Food and Drink for Home Consumption

- Select whether the item was Fresh, Frozen, Bottled/Can, or Other
- Check this box if the item was purchased for someone outside of your household

Clothing, Shoes, Jewelry, and Accessories
- Select whether the item was for a male or female
- Select the age range for whom the item was purchased (Under 2, 2-16, and Over 16)
- Check the box if the item was purchased for someone outside of the household

All Other Products and Services
- Check the box if the item was purchased for someone outside of the household

After you are finished entering an expense you can tap on Save.

Remember that at any point while you are entering expenses, you can tap on the icon that looks like a house to return to your home screen to see a summary of your expenses.

If you have receipts for expenses, we encourage you to use them to aid in entering expenses. We find receipts to be a useful review mechanism to ensure that all expenses have been entered. If you have receipts that contain 5 or more items, you may give this receipt (or a copy of it) to me instead of entering the individual items. Please remember that you will record expenses for yourself and household members who are not keeping a diary such as children under the age of 16 or household members without internet/mobile phone access.

Logging Out of the CE Diary

You can log out at any time by tapping on the **Logout** button in the top left corner of any screen.

Also to protect your privacy and security, the Diary will automatically log you out if there is inactivity for more than 15 minutes. You will need to re-enter your User ID and Password to log back in each time.

Questions?

Finally, if you have any questions or encounter any problems, just give me a call. Do you have any questions?