

CE Individual Diary Survey (Mobile) User Guide

May 2014
CE-FLD 10283-4

Thank you for agreeing to participate in the Consumer Expenditure Survey (CE). We understand that this task takes time; however, your information is very important to us and will be used for many purposes that affect all Americans. Among the most important, it is used to help calculate the Consumer Price Index, or CPI, which is a basic measure of the rate of inflation. For more information about the survey, visit: <http://www.bls.gov/cex> and <http://www.census.gov>.

By law (Title 13, U.S. Code), we must keep your information confidential; we use it for statistical purposes only. If you have comments regarding this survey, please send them to: *Division of Consumer Expenditure Surveys, 2 Massachusetts Avenue N.E., Room 3985, Washington, DC 20212.*

The CE Diary can be accessed at: <https://respond.census.gov/cedm>

Username and Password

Logging in to the CE Diary requires a unique and secure Username that is assigned to **each** eligible member in your household. For security reasons, your password is enclosed in a separate envelope provided by your Field Representative.

Respondent Name: _____

Line Number: _____ Username: _____ - _____

Start Date: _____ End Date: _____



Note: It will be helpful to create a shortcut from your home screen. This will make it easier to access your diary each day as you are entering expenses. See the instructions on the back of this user guide for how to create a shortcut.


Questions?

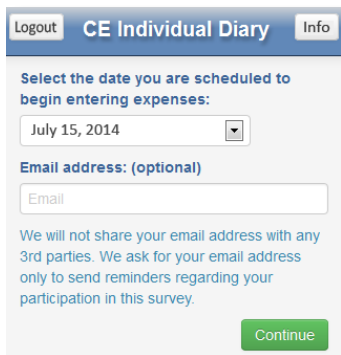
Field Representative's name: _____ Telephone: _____

CE Help Desk: (877) 744-1522 or e-mail@address.placeholder

Monday-Friday 9am-10pm, Saturday 9am-7:15pm, Sunday 11am-9:15pm EDT

Start Date and Email Address

After the first time you log in, you will select your scheduled start date which can be found on the front of this user guide. If your start date, for example, is July 15, 2014 you will record the expenses that you made from July 15, 2014 through July 28, 2014 (fourteen days). You can also enter your email address to receive email reminders regarding the survey. Tap on the  button to learn more about the CE Survey.



Logout CE Individual Diary Info

Select the date you are scheduled to begin entering expenses:

July 15, 2014

Email address: (optional)




Email

We will not share your email address with any 3rd parties. We ask for your email address only to send reminders regarding your participation in this survey.

Continue

Complete the CE Diary for the entire two weeks, enter EVERYTHING you spend money on each day – the products you buy, the services you use, the household expenses you have during the week – no matter how large or small they are. If you are the main household respondent, you will also enter expenses for household members who are not keeping a diary such as children under the age of 16 and those without internet access.

Home Screen

This is an example of your home screen. To add an expense, tap on . After you've added an expense, you will see it listed here. At any point in the diary, you can tap on the  button to return to this home screen to see a summary of your entered expenses. To view, edit, or delete any of your recorded expenses tap on  next to that expense. You can also tap on the column heading to sort the items to help you find a particular entry.





Summary

respond.census.gov/ce Search


Logout CE Diary Info

Add an expense

Summary of Expenses

	Date	Description	Cost
	Mar 16	Strawberries	\$3.20
	Mar 16	Soup and salad	\$6.22
	Mar 16	Electric bill	\$136.25
	Mar 16	Gas	\$46.50
	Mar 15	Dinner at Irish Pub	\$62.00
	Mar 14	Coffee	\$3.00
	Mar 14	Jeans	\$48.98

Change Password

If you would like, you may change your password by tapping on the settings button  on the home screen. Make sure your new password meets all of the requirements that are specified on the Change Password screen.

Adding Expenses to Your CE Diary

Every time that you add a new expense, you will see the screen below.

The screenshot shows the 'Enter Date' screen in the CE Diary app. At the top, there is a browser address bar with 'respond.census.gov/ced' and a search bar. Below this is a navigation bar with 'Logout', 'CE Diary', a home icon, and 'Info'. The main form contains a date selector set to 'July 15, 2014', a description field, a cost field set to '\$0.00', a checkbox for 'Recorded for another household member', and a category dropdown menu set to 'Food and Drink Away from Home'. At the bottom are 'Cancel' and 'Save' buttons. Annotations with arrows point to these elements, providing instructions on how to use them.

To logout at any time, tap on **Logout**

To return to your home screen, tap on **Home**

For help topics while entering your expense, tap **Info**

Select the date of the purchase

Describe the expense. If Food and Drink Away from Home, describe the meal. For all other categories, describe the item. See examples on the next two pages.

Enter the cost. Include tax and tip for Food and Drink Away from Home. For all other categories, do not include tax.

Check if recorded for another household member

Select the category. After you select a category, additional questions specific to that category will appear below for you to complete. See examples on the next two pages.

To cancel and return to your home screen, tap on **Cancel**

To save the expense entry tap on **Save**

Category specific questions

After you select a category for your entry, additional questions specific to that particular category will appear on the lower half of the screen. The next four screenshots show what the additional questions are for each of the four CE Diary categories.

Food and Drink Away from Home

This screenshot shows a form for recording a meal away from home. The form includes a date selector (July 15, 2014), a description field, a cost field (\$0.00), a checkbox for 'Recorded for another household member', a category dropdown (Food and Drink Away from Home), buttons for meal types (Breakfast, Lunch, Dinner, Snack/Other), a vendor type dropdown, an alcohol inclusion section with buttons for Wine, Beer, and Other, and a cost of alcohol field (\$9.00). Annotations point to these fields with instructions.

Select the date of the purchase

Enter the cost of the meal with tax and tip

Check if recorded for another household member

Select the category Food and Drink Away from Home

Indicate if alcohol was included (select all that apply)

Describe the meal (e.g. coffee, buffet, drinks from cash bar, sandwich and chips)

Select the type of meal

Select the type of vendor

Enter the total cost of the alcohol

Food and Drink for Home Consumption

This screenshot shows a form for recording food and drink for home consumption. The form includes a date selector (July 15, 2014), a description field, a cost field (\$0.00), a checkbox for 'Recorded for another household member', a category dropdown (Food and Drink for Home Consumption), a section for item type (Fresh, Frozen, Bottled/Canned, Other), and a checkbox for 'Purchased for someone outside your household'. Annotations point to these fields with instructions.

Select the date of the purchase

Enter the cost of the item without tax

Check if recorded for another household member

Check if purchased for someone outside your household

Describe the item (e.g. whole milk, eggs, cereal, bananas, 12 pack of beer)

Select the category Food and Drink for Home Consumption

Select the type of packaging

Clothing, Shoes, Jewelry, and Accessories

Select the date of the purchase

Enter the cost of the item without tax

Check if recorded for another household member

Check if purchased for someone outside your household

Describe the item (e.g. jeans, soccer cleats, ring, baseball cap)

Select the category Clothing, Shoes, Jewelry, and Accessories

Select the gender for whom the item was purchased

Select the age range for whom the item was purchased

The form contains the following fields and options:

- Date: July 15, 2014
- Description: Enter Description
- Cost: \$0.00
- Recorded for another household member:
- Category: Clothing, Shoes, Jewelry, and Accessories
- Was the item for: Male, Female
- Age: Under 2, 2-15, 16 & Over
- Purchased for someone outside your household:
- Buttons: Cancel, Save

All Other Products and Services

Select the date of the purchase

Enter the cost of the item without tax

Check if recorded for another household member

Check if purchased for someone outside your household

Describe the item (e.g. electric bill, dry cleaning, area rug, DVD, car insurance)

Select the category All Other Products and Services

The form contains the following fields and options:

- Date: July 15, 2014
- Description: Enter Description
- Cost: \$0.00
- Recorded for another household member:
- Category: All Other Products and Services
- Purchased for someone outside your household:
- Buttons: Cancel, Save

Food and Drink Away from Home vs. All Other Categories

Something you should keep in mind when entering your expenses is the distinction between the Food and Drink Away from Home category versus all of the other categories. In the Food and Drink Away from Home category, you will enter the entire meal/purchase as one entry and enter the total cost of the meal including tax and tip. For all of the other three categories, you will enter each item purchased as a separate entry and enter the cost of the item without tax. See below for examples.

Food and Drink Away from Home

Green Onion Bistro

Artichoke dip	8.00
Beef short rib ravioli	18.00
Ginger lemon chicken	16.00
Berry lemon pie	6.00
Chocolate pudding	6.00
Soda	3.00
Red wine	9.00
Subtotal	66.00
Sales Tax	6.60
Total	72.60
Gratuity	15.00
Total	87.60

Signature: _____
986 Divine Way
Washington, DC 20964

July 15, 2014
Green Onion Bistro
\$87.60
 Recorded for another household member
Food and Drink Away from Home
Breakfast Lunch
Dinner Snack/Other
Select Type of Vendor
Alcohol Included?
Wine Beer Other
Cost of Alcohol:
\$9.00
Cancel Save

All Other Categories

VAL MART
FALLS CHURCH, VA 23156 - 703.893-8934
07/15/2014 06:09 PM

267198321	VM WHOLE MILK	3.29
986945631	6-PK SOCKS	7.99
063022838	PAPER TOWELS	11.99
073965782	LAUNDRY DETERGENT	18.99
037121340	SHAMPOO	2.94
037121345	CONDITIONER	2.94
256971531	SZ 3 DIAPERS	41.99
SUBTOTAL		99.30
VA TAX 5.0%		4.97
TOTAL		104.27

SIGN UP FOR A VALUMART CARD
AND SAVE 5% ON EVERY PURCHASE!

July 15, 2014
Whole Milk
\$3.29
 Recorded for another household member
Food and D
Is this item:
Fresh Bottled/Ca
\$7.99
 Recorded for another household member
Clothing, SH
Was the item fo
Male
Age:
Under 2
 Purchased household
 Purchased for someone outside your household
Cancel Save

July 15, 2014
6 pack socks
\$7.99
 Recorded for another household member
Clothing, SH
Was the item fo
Male
Age:
Under 2
 Purchased household
 Purchased for someone outside your household
Cancel Save

July 15, 2014
Paper Towels
 Recorded for another household member
\$11.99
All Other Products and Services
 Purchased for someone outside your household
Cancel Save

Helpful Tips

Receipts

If you have receipts for expenses, we encourage you to use them to aid in entering expenses. We find receipts to be a useful way to ensure that all expenses have been entered. We would prefer that you enter your own expenses, however you may give receipts (or a copy of them) to your field representative; particularly if a receipt has 5 or more items on it.

Video Tutorials

Video tutorials are available at <http://www.youtube.com/user/uscensusbureau>

Logging Out of the CE Diary

To protect your privacy, the CE Diary will automatically log you out if there is inactivity for more than 15 minutes. You will need to re-enter your Username and Password to log back in each time. To prevent losing data you have entered, please remember to save your entries. You can also logout at any time by clicking on the “Logout” button in the top left corner.

Do NOT Record

- Expenses while you were away from home overnight
- Business or farm operating expenses
- Descriptions using abbreviations

Frequently Asked Questions

1. What should I do if I forget my Username or Password?

Call the CE Help Desk number listed on the front of this User Guide.

2. How detailed should my descriptions be?

For Food and Drinks Away from Home, briefly describe the meal (e.g. Coffee, Sandwich and Chips. Dinner at Italian Restaurant). For all other expenses, including groceries, briefly describe the individual item(s).

3. How can I delete or make changes to an expense that I've saved?

Go to the Home Screen and tap on the “Edit” button next to the item.

4. What should I do when I use coupons, discount cards, or loyalty cards?

Enter the amount you paid, after any discounts.

5. How should I record multiple quantities?

If the items are identical, you can combine them in the same entry and enter the total cost of all the items.

6. How should I record pre-payments such as a subway fare card?

Record the expense when you pay for it, not when you use it.

7. How should I record credit card purchases?

Record the individual expense the day that you use your credit card to pay for something, not the day you pay your credit card bill.

8. What about gift certificates or gift cards?

If you buy a gift certificate to give to someone, enter it as a regular expense. If you buy something using a gift card, enter the full amount that you paid, including all payment methods.

9. What do I do about returns and exchanges?

If an item is bought and returned during the diary period, it can be selected on the Home Screen and deleted on the Edit Screen. If it was bought outside the period and returned during the period, do not make any entry. If an item is exchanged during the period, select the item on the Home Screen and make the necessary changes on the Edit Screen.

10. Should I record subsidized/reimbursed expenses?

Only record any extra amount that you or someone in your household paid. Do not record any amount that someone not in your household has or will pay for.

Adding a CE Diary Shortcut to the Home Screen of your Smartphone

This will make it easier to access your diary each day as you are entering expenses. Although web browsers vary across brands and versions, the steps for creating a shortcut are usually similar. To create a shortcut to the CE Diary:

Android Smartphones

1. Tap on the Browser icon:



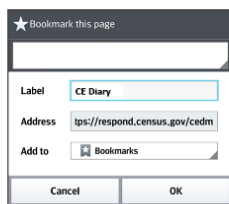
2. Tap in the address box at the top of the screen to enter the website address for the CE Diary: **respond.census.gov/cedm**

3. Once the website opens, tap on the menu icon at the bottom of the screen:

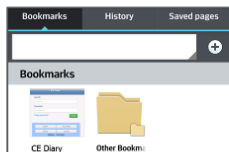


4. A number of options will appear. Tap on "Save to bookmarks" or "Add bookmark"

5. On the next screen enter a label name (CE Diary) for the shortcut and tap "OK"



6. You will see the "CE Diary" icon added to your Bookmarks. Tap on the icon and select "Add shortcut to home"



7. When you close the browser and return to your home screen, you will see an icon for the shortcut with the label you specified. To quickly access your CE Diary in the future, simply tap on this shortcut.



CE Diary

iPhones

1. Tap on the Safari icon:

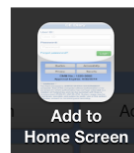


2. Tap in the address box at the top of the screen to enter the website address for the CE Diary: **respond.census.gov/cedm**

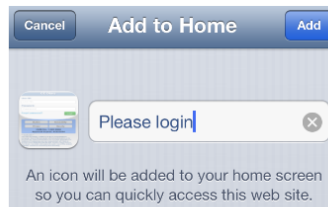
3. Once the website opens, tap on this icon at the bottom of the screen:



4. A number of options will appear. Tap on:



5. The next screen will suggest a default name "Please login" for the shortcut. You may change this to something more descriptive such as "CE Diary" and then tap on the "Add" button on the top right.



6. When you close the browser and return to your home screen, you will see an icon for the shortcut with the name you specified. To quickly access your CE Diary in the future, simply tap on this shortcut.



CE Diary

Have a QR code reader?
Access the CE Diary quickly
by scanning this QR code

