**Task 1:** Begin the survey using the log in information provided.

**Task 2:** Your company has gone through some changes and you need to make some updates to the location listing.

*Part A:* Add a new location to the listing

*Part B:* Delete a location from the listing

*Part C:* View locations by store

**Task 3:** Does the site allow you to preview questions before beginning the survey? If so how would you do that?

**Task 4:** You have decided that you would prefer reporting with the spreadsheet. How would you go about changing how you would report?

**Task 5:** Report using the spreadsheet and do the following:

*Part A:* Download a spreadsheet

*Part B:* Upload a spreadsheet

**Task 6:** You would like to view what you have already reported prior to sending.

*Part A:* Please view your data on the site

*Part B:* Resolve any problems with the data

**Task 7:** You are now done with the survey and ready to send your data. Please send your data for the Economic Census.