

User Tasks_ Usability testing of Economic Census

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.