**How-To Video Script Outlines**

1. **Login Screens** (eCorr)
	* Steps to create a new account
	* Creating a profile and answering security questions
	* Entering the authentication code to access your survey

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1. **Dashboard Overview** (From here and below are Centurion)
	* Overview Page: This page describes the basic steps a respondent needs to take to successfully submit their survey.

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* + Site Navigation
		1. The Banner; Horizontal Scrolling; Forward Back Navigation
	+ Main Dashboard Features
		1. Filtering; Sorting; Undoing Changes



* + How to begin the survey
1. **Print Preview**
	* Printing Full Survey
	* Printing Survey with Responses

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1. **Add/Delete Locations**
	* Adding a New Location
		1. Where to find the new information

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* + Deleting an Added Location
	+ Deleting a Pre-listed Location
1. **Messages Feature**
	* Location of the messages
	* Types of messages received



1. **Downloading Spreadsheet**
	* How to download the spreadsheet
	* General guidance for excel sheet do’s and don’ts
	* All locations action explanation

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1. **Uploading Spreadsheet**
	* How to upload the completed spreadsheet



1. **Reviewing Your Responses**
	* Fixing Errors and Warnings
	* Downloading Errors and Warnings

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1. **Submitting Your Survey**
	* How to submit the survey
	* Printing the completed survey
	* Confirming Survey has been submitted successfully

