

LSF Video Tutorial Scripts

Video 1. How do I get started?

1. Thank you for agreeing to participate in the Consumer Expenditure Diary Survey. In this video, I'm going to show you how to get started by navigating to the CE Diary website and logging in.
2. To access the CE Diary, type the address <https://respond.census.gov/lsf> into your web browser. Be sure to enter the web address exactly as it appears as it is case sensitive.
3. The same web address will work in the web browser on your smartphone. The CE Diary website will sense if you are using a computer or a mobile device and format the website to display properly on your screen.
4. After you enter the web address, you will see the login screen. Enter the username and password provided by your Field Representative.
5. The first time that you login in you will see a screen that asks you to select your start date. Your start date is listed on the front of the User Guide that your Field Representative provided.
6. You will also have the option to provide your email address to receive reminders regarding your participation in the survey.
7. Once you have selected your start date you will see the home screen. This is the screen you will always see when you login in the future.
 - a. The home screen will look slightly different depending on whether you are using a computer or a mobile device, but both display the same information.
 - b. From this screen you can add an expense or you can view, edit, or delete any expenses you have already entered. We'll go over how to do all that in another video.
 - c. You can learn more about the survey and obtain helpful information by selecting the Help link. In the mobile version, this link is accessible by clicking on the menu icon in the top right of the screen.
 - d. If you still have questions after reviewing the Help links, you can click on the Contact Us link to speak with or email the Help Desk
 - e. In addition, you can change your username or your password by selecting the User Settings link.
 - f. And at any time, you can logout using the logout button.
8. If by chance you had no expenses during your diary week, you can login on or after the last day of your diary week. You will see a checkbox to confirm that you had no expenses during the week.
9. Thank you for watching this video. If you have any questions about the Consumer Expenditure Diary Survey, you can contact your Field Representative whose contact information is on the front of the user guide.

Video 2: What should I enter into the CE Diary?

1. Thank you for agreeing to participate in the Consumer Expenditure Diary Survey. In this video, I'm going to talk about what information we'd like you to enter into the diary.
2. To put it simply, we want you to record everything you buy during the diary period no matter how little or how much it costs. We want you to include products that you buy and services that you use. And we want you to include things that you've purchased for yourself and things you've purchased for others. Do not use abbreviations in your descriptions. There are a few things you should not include:

1. Expenses while you were away from home overnight
 2. Business or farm operating expenses
 3. Sales tax, except for the category Meals, Snacks, and Drinks Away from Home
3. For each item you record in the diary we need to know a few pieces of information.
- a. The date that the purchase was made,
 - b. The name or description of the business where the purchase was made,
 - c. A description of what you bought (with the exception of Meals, Snacks, and Drinks Away from Home),
 - d. And how much you paid for it
 - e. We would also like you to categorize what you purchased into one of these four categories:
 - i. Meals, Snacks, and Drinks Away from Home – which include meals eaten at restaurants, drinks purchased at coffee shops, sodas purchased from vending machines, things like that.
 - ii. Food and Drinks for Home Consumption – which include grocery items that you would eat or prepare at home
 - iii. Clothing, Shoes, Jewelry, and Accessories
 - iv. And All other Products and Services – which is anything that doesn't fit into one of the other categories.
 - f. The reason we divide the world of purchases up into these four categories is because we are interested in slightly different information depending on the category.
4. For Meals, Snacks, and Drinks Away From Home we are interested in:
- a. The cost of the whole meal, including tax and tip
 - b. The type of meal...whether it was for breakfast, lunch, dinner, or a snack.
 - c. And if alcohol was purchased for the meal, we would like to know the types of alcohol and the total cost for the drinks.
 - d. Here are some examples of purchases that would be considered Meals, Snacks, and Drinks Away From Home.
 - Dinner at a restaurant
 - Lunch at a cafeteria
 - Coffee from a coffee shop
 - Chips from a vending machine
 - Pizza delivered to your home
5. For Food and Drinks for Home Consumption we need
- a. Each item entered separately. That is, if you spent \$20 at the grocery store, we don't want you to enter \$20 for groceries; we would like you to record that you spent \$4 on milk, \$2 on eggs, and so on.
 - b. For this category, we would like you to enter a description of each item that was purchased
 - c. The cost of that item without tax
 - d. And the type of packaging that the item came in
 - e. After entering that information for one item on your receipt, you would then tap the "Save" button and enter the next item.
 - f. Here are some examples of purchases that would be considered Food and Drinks for Home Consumption.
 - Strawberries
 - Chicken drumsticks

- Whole milk
 - White bread
 - Orange juice
6. For Clothing, Shoes, Jewelry, and Accessories
 - a. We also need items to be entered separately.
 - b. Here too, we would like a description of each item you purchased
 - c. And the cost of each item without tax
 - d. We also need the gender and age of the person that the item was purchased for.
 - e. Here are some examples of purchases that would be considered Clothing, Shoes, Jewelry, and Accessories.
 - T-shirt
 - Dress
 - Scarf
 - Sneakers
 - Necklace
 7. And finally, for All Other Products, Services, and Expenses
 - a. We would like each item to be entered separately as well
 - b. For items that belong to this category all we need is
 - i. A description of the item
 - ii. And the cost of the item without tax
 - c. This is a catchall category for anything that doesn't fit into one of the other three categories. Here are some examples of purchases that would be considered All Other Products and Services.
 - Prescription medicine
 - Movie tickets
 - Bus fare
 - Home renovation
 - Paper Towels
 8. Thank you for watching this video. If you have any questions about the Consumer Expenditure Diary Survey, you can contact your Field Representative whose contact information is on the front of the user guide.

Video 3: How do I enter and edit my expenses?

1. Thank you for agreeing to participate in the Consumer Expenditure Diary Survey. In this video, I'm going to show you how to enter your expenses into the diary using your desktop computer or your mobile device. Once you start entering expenses, you'll also want to know how to make changes. I'll show you how to do that as well.
2. We'll start by entering an expense on a mobile device.
 - a. Let's say I want to enter information about a pair of shoes I bought yesterday.
 - b. I would first tap on the Add Item button and that would get me to the Expense Entry screen
 - i. Here, I would select the date of the purchase, which was March 11th.

- ii. I would then enter the name of the business where I purchased the shoes, which was A.J. Sporting Goods
 - iii. I would then select Clothing, Shoes, Jewelry, & Accessories and answer the follow-up questions.
 - iv. I would enter a description, being as descriptive as possible...I bought a pair of running shoes
 - v. The shoes cost \$70.00
 - vi. I bought the shoes for my daughter and she is 14 years old, so I check the box for Girl 2-15 and then tap save.
- 3. To enter the same information into the desktop version, I simply begin entering information into the boxes on the left of the screen. The Expense Entry Screen will always appear on the left side of the screen and the questions are the same as those on the Expense Entry Screen on the mobile version.
- 4. Now, let's say I entered the wrong cost for the shoes. I realized that I should've entered the cost without tax for this category.
 - a. Here's what I would do on the mobile version:
 - i. I would start by tapping the edit button, which is the pencil icon, next to the pair of shoes
 - ii. I would then edit the price to \$64.95
 - iii. And then tap Save
 - iv. I'll end up back at the home screen, where I can see the change has been made
 - b. The process is exactly the same on the desktop version
 - i. I click edit
 - ii. I change the information
 - iii. And then I click Save
- 5. When I show my daughter the shoes, she says that they are not comfortable so I decide to take them back and get a refund. Since it is no longer money that I've spent, I can delete the shoes from the diary.
 - a. To delete an item in the mobile version, I simply tap on the trashcan icon. A confirmation screen will pop-up to ask if I'm sure I want to delete the expense. I then tap the red delete button in the pop-up box to confirm and am brought back to the home screen where the item has been deleted.
 - b. Deleting an item in the desktop version is easy. I simply click the delete button and then confirm the deletion.
- 6. Now that we've covered the basic functions of the diary, I'll walk you through a couple of examples that will show you how you might use the diary in the real world.
- 7. Let's say I went out to dinner with a friend and I picked up the tab for the both of us. I decide to enter the meal into the mobile diary during the cab ride home.
 - a. I'll start by tapping on Add an Item
 - b. This dinner was on March 12th
 - c. The name of the restaurant was Green Onion Bistro
 - d. This was a Meals, Snacks, and Drinks Away from Home so I will enter the total cost of the meal including tax and tip and check the box for Dinner
 - e. We also had some alcoholic drinks so I will enter that information
 - i. There was a beer and a liquor drink so I will select Beer and Other
 - ii. I'll then total up the cost of the alcohol and enter that
 - f. And then I'll tap save

8. In the next example, I stopped by Dan's Warehouse and picked up some household goods and grocery items. Notice that this receipt covers several different diary categories. Since none of these items is a Meals, Snacks, and Drinks Away from Home purchase, I will enter each individually. Let me show you how to add these expenditures on a mobile device.
 - a. I'll start at the top. These items were purchased on the March 14th
 - b. The name of the store is Dan's Warehouse, so I'll enter that into the Business field
 - c. The first item I purchased is a warehouse club membership, which belongs in the All Other Products, Services, and Expenses category, so I'll select that category
 - i. I'll enter "warehouse club membership" into the description field
 - ii. And in the cost field, I'll enter \$25.00, the cost without any tax.
 - iii. Then I'll tap on save
 - d. Next, I purchased some Tupperware.
 - i. The date, business, and category are the same, so I tap on the same category
 - ii. And enter "Tupperware" in the description field
 - iii. Then in the cost field, I'll enter \$4.50, the cost without tax
 - iv. And then hit save.
 - e. Lastly, I purchased a couple pounds of ground beef.
 - i. Again the date and business are the same, but the category is different for this item, so I select Food and Drinks for Home Consumption which brings up different follow-up questions.
 - ii. I enter "ground beef" in the description field
 - iii. And enter \$7.85 into the cost field
 - iv. The ground beef is fresh, so I'll select that
 - v. And then hit save.
9. Now I'll show you how to enter expenses using the desktop computer diary, but before I do that, notice that all of the items that I typed into the mobile diary now appear in the Summary of Expenses in the computer diary.
10. In this next example, I went to the Val-U-Mart superstore and bought several things for my house. Again, this receipt covers several different diary categories. Since none of these items is a Meals, Snacks, and Drinks Away from Home Purchase, I will enter each individually.
 - a. I'll start by entering the date...these items were purchased on March 20th which is in Week 2 of my diary keeping period, so I'll click on Week 2.
 - b. I'll select March 20th from the Date box
 - c. And then enter "Val-U-Mart" in the business box
 - d. The first item I have to enter is shampoo
 - i. I select All Other Products, Services, and Expenses from the category options
 - ii. I then enter "Shampoo" in the description field
 - iii. And enter "3.99" in the cost field
 - e. Next I purchased a gallon of 2% milk.
 - i. The date and store are the same but the category is different, so I select Food and Drinks for Home Consumption
 - ii. I enter "2% milk" in the description field
 - iii. "3.99" in the cost field
 - iv. Select "fresh"
 - v. And then click save
 - f. Lastly, I purchased 2 T-shirts
 - i. The date and store are the same again, but the category is different, so I select Clothing, Shoes, Jewelry, and Accessories this time
 - ii. Since the items are the same and they cost the same amount, I can enter them together. In the description box, I enter "T-shirts"

- iii. Notice that when I'm describing the item I don't include the name-brand, just a description of the item.
- iv. I'll enter the cost for both shirts without tax "20"
- v. Since I purchased it for myself, I'll select Male and 16 & Over.
- vi. And then I'll click save
- vii. I'll then review my items under the Summary of Expenses to make sure I entered everything correctly.

11. Thank you for watching this video. If you have any questions about the Consumer Expenditure Diary Survey, you can contact your Field Representative whose contact information is on the front of the user guide.