Usability Tasks Answer Keys & Content

Task One: Login

Welcome Screen

Read over this screen as you normally would. Do you have any questions or comments about this page? Is anything confusing?

<Provide respondent with login ID and password; not available yet>

Task Two: Provide Company Level Data

- You first want to fill out high level data about your company. Provide the answers to

- **Employment & Payroll, Revenue, and Capital Expenditures** using the data provided.

Fill out the information for:

- Location 1 (Row 6)

Task Two: Answer Key

Columns:	AH	AK	AL
	Employment & Payroll	**Revenue**	**Capital Expenditures**
	Total Employment	Sales, Shipments, Receipts, or Revenue	Total Capital Expenditures for Company
	What was the total number of employees for the pay period including March 12, 2022? Enter 0 if none.	What were the total sales, shipments, receipts, or revenue in 2022? Use a minus sign "-" to indicate a negative value.	What were the total capital expenditures for this company in 2022?
	EMP_MAR12_CO_NUM	RCPT_TOT_VAL	CAPEX_CO_VAL
	Answers	**Answers**	**Answers**
	4000	500	100

Name 1	Street	City	NAICS
CENSUS CAT COMPANY	1006 CAT FOOD ROAD	CRANBERRY	453910

Task Three: *Choice* Answer by Establishment or Industry

Provide the answers to question, "**What was the total number of employees for the pay period including March 12, 2022?**" using the following information:

You have 4,000 employees in your industry; Broken out, you have 4 establishments with 1,000 employees each, you may choose how to fill out this data.

Probe: Is there another way to provide the answer?

Task Three: Answer Key

Column:	L

Employment & Payroll
Total Employment
What was the total number of employees for the pay period including March 12, 2022? Enter 0 if none.
EMP_MAR12_NUM
Answers
1000
1000
1000
1000
4000

Name 1	Street	City	NAICS	Industry
CENSUS CAT COMPANY	1001 CAT FOOD WAY	ELLWOOD CITY	311111	Dog and Cat Food Manufacturing
CENSUS CAT COMPANY	1002 CAT FOOD WAY	BEAVER FALLS	311111	Dog and Cat Food Manufacturing
CENSUS CAT COMPANY	1006 CAT FOOD ROAD	CRANBERRY	453910	Pet and Pet Supplies Stores
CENSUS CAT COMPANY	1007 CAT FOOD ROAD	YOUNGSTOWN	453910	Pet and Pet Supplies Stores
Showing: 5 of 5				Total

Answers
2000
2000
4000

Industry
Dog and Cat Food Manufacturing
Pet and Pet Supplies Stores
Showing: 3 of 3 .... Total

For illustration purposes only. All data is fabricated.

Task Four: Establishment Reporting

Part One

Navigate to the section *Capital Expenses* within the main Survey Tab. Provide the answers to the question "**What were the total capital expenditures for new machinery and equipment in 2022?**" Please provide the data provided at the *establishment level*.

Fill out the information for:

- Location 1 (Row 6)

- Location 2 (Row 7)

- Location 3 (Row 8)

Part Two: Auto Sum

Compare the total figure of the establishments against what's listed for the industry section, do the figures match?

Task Four: Answer Key

Column:	BY
	Capital Expenses
	Capital Expenditures: New machinery
	CAPEX_MACH_NEW_VAL1
	What were the total capital expenditures for new machinery and equipment in 2022?

Name 1	Street	City	NAICS	Industry	Answers
					100
					100
CENSUS CAT COMPANY	1001 CAT FOOD WAY	ELLWOOD CITY	311111	Dog and Cat Food Manufacturing	100
CENSUS CAT COMPANY	1002 CAT FOOD WAY	BEAVER FALLS	311111	Dog and Cat Food Manufacturing	100
CENSUS CAT COMPANY	1006 CAT FOOD ROAD	CRANBERRY	453910	Pet and Pet Supplies Stores	100
CENSUS CAT COMPANY	1007 CAT FOOD ROAD	YOUNGSTOWN	453910	Pet and Pet Supplies Stores	100
CENSUS CAT SHELTER	1012 CAT ADOPTION LANE	MARS	812910	Pet Care (except Veterinary) Services	
Showing: 5 of 5				Total	500

Industry	Answers
	200
	200
Dog and Cat Food Manufacturing	100
Pet and Pet Supplies Stores	500
Pet Care (except Veterinary) Services	
Showing: 3 of 3	Total

Task Five: Industry & Company Total

Part One

- Navigate to the section *Revenue* within the main Survey Tab. Provide the answers to the question "**What were the total sales, shipments, receipts, or revenue in 2022?**" Please provide the data provided at the *Industry level*.

For each industry, fill in the number '100'.

Part Two: Company Total

- Does the total from the industry section match the company total?

Task Five: Answer Key

Column:	0
	Revenue
	Sales, Shipments, Receipts, or Revenue
	RCPT_TOT_VAL
	What were the total sales, shipments, receipts, or revenue in 2022? Use a minus sign "-" to indicate a negative value.
	Answers

Name 1	Street	City	NAICS	Industry
CENSUS CAT COMPANY	1001 CAT FOOD WAY	ELLWOOD CITY	311111	Dog and Cat Food Manufacturing
CENSUS CAT COMPANY	1002 CAT FOOD WAY	BEAVER FALLS	311111	Dog and Cat Food Manufacturing
CENSUS CAT COMPANY	1006 CAT FOOD ROAD	CRANBERRY	453910	Pet and Pet Supplies Stores
CENSUS CAT COMPANY	1007 CAT FOOD ROAD	YOUNGSTOWN	453910	Pet and Pet Supplies Stores
CENSUS CAT SHELTER	1012 CAT ADOPTION LANE	MARS	812910	Pet Care (except Veterinary) Services
Showing: 5 of 5				Total

*intentionally blank; industry only

Answers
100
100
100
300
X

Industry
Dog and Cat Food Manufacturing
Pet and Pet Supplies Stores
Pet Care (except Veterinary) Services
Showing: 3 of 3 — Total
Company Total

The following are draft tasks, to be amended based on the functionality of the instrument which is not yet developed:

Add NAPCS Data *(if applicable)*

    Part One Locate NAPCS: Navigate to the *Products* section, enter 100 for any product you see listed that is relevant to your company.

    Part Two: Your company recently started manufacturing 'chew toys for dogs', how would you add a new product to the listing?

Add a Location & PBA: Your company opened a new location. First *add a new location*, then select a *Primary Business Activity* that best matches your company's overall activities.

Errors: Is there anything that needs to be corrected? How would you fix an error in the data? Is this how you would expect to be notified of an error, or would you expect a different method?

Delegation: You would like to send the capital expenditures section to another department. Is there a way within this website to send/delegate a section?

Forward Navigation: You have completed the company data section of the survey, continue to the location data section.

Backward Navigation: Once the detailed spreadsheet is filled out- you would like to go back and check the additional information pdf to ensure you didn't forget anything.

Location Help/Instructions: You would like clarification on [*undetermined content*], is there a way for you to find more information about this question? (click into instructions)

Submit Data: You would like to submit your data to the Census Bureau