TOUCHTONE DATA ENTRY (TDE) REPORTING INSTRUCTIONS

Survey data can be submitted by calling the toll-free number 1-800-428-9659. Responses can be made by using the touchtone keypad. In addition to the data to be reported, please be sure to have your 11-digit Census File Number (CFN) ready to enter into the system. Your CFN is printed in the boxes located in the center of your M3 report form.

NOTE: The TDE system is online 24 hours a day, every day. If you are unable to get through after several attempts, we could be experiencing a power failure or telecommunications problem. In that event please call (301) 763–4832.

The TDE system allows you to report data for more than one report and/or more than one month.

If you choose to submit your data by TDE, please do not send in your report form. Notify your census contact if you do not want to continue receiving the monthly report form in the mail.

HELPFUL POINTERS:

- Confirm your response by pressing "1" after the computer has repeated your correct response.

- Cancel your response by pressing "2"; then enter the correct response.

- Enter a leading zero to report a negative number; for example, to enter a value of -$525, press "0525".

- Enter a zero only when the value for an item you usually report is actually zero. **If you do not have data for an item, press the pound key (#).**

The star key (*) has two functions:

- **Starting over –** Before you begin reporting data items, pressing the star key will take you back to the beginning.

- **Skipping to the end –** After you begin reporting data items, pressing the star key will take you directly to the final questions about organizational changes and additional reports.

HOW TO CORRECT PREVIOUSLY REPORTED DATA

You can correct data reported for any of the previous 11 months. If you have corrections to the previous year, please call your Census contact on (301) 763–4832 for assistance.

IF ALREADY IN THE SYSTEM:

If you have just reported for the current month and need to correct data for a previous month, press "1" when you are asked if you want to report data for another month. Enter the number that corresponds to the month you are correcting. If you are not correcting data for all items, press the # key for the data items that require no correction. DO NOT PRESS ZERO. Enter the corrected data when prompted for the particular item being changed.

IF NOT IN THE SYSTEM:

Call into the system using the toll-free number. When prompted for the month, enter the number that corresponds to the month you are correcting. If you are not correcting data for all items, press the # key for the data items that require no correction. DO NOT PRESS ZERO. Enter the corrected data when prompted for the particular item being changed.

Note: When a single "zero" is entered it is interpreted as $0.

TOUCHTONE REPORTING

Instructions: Responses are made by using the key pad of your touchtone telephone. Please have your Census File Number, or CFN, ready to enter into the system. It is located in the boxes in the center of your report form. If you need assistance determining the CFN, you can call (301) 763-4832. The information you submit will be read back to you after each entry; please press 1 if it is correct or press 2 if it is incorrect. Do not report decimals. To enter a negative number, enter zero before the data. If you have completed entry of all your data, you may press the star key to skip the remaining items. If a data item is blank, press the pound key to move to the next item.

COMPUTER:

You have reached the Census Bureau Data Entry System for the M3 Survey. Unauthorized use is prohibited. Please listen carefully because the prompts have changed. This system accepts touchtones for your census file number (CFN), reporting period, and data categories. To hear complete instructions press 1, to begin reporting press 2.

Please enter your 11-digit CFN number now.
You entered a CFN number _____.
If this is correct press 1. If this is incorrect press 2.

Enter the month for which you are reporting data.
You are reporting data for the month of _____.
If this is correct press 1. If this is incorrect press 2.

Enter the time period your data cover. For calendar month, press 1; for a 4-week period, press 4; for a 5-week period, press 5; for other, press 9.
Your data cover a _____.
If this is correct press 1. If this is incorrect press 2.

Enter your sales data now.
Sales are _____.
If this is correct press 1. If this is incorrect press 2.

(Depending on your industry category, the computer might skip to total inventory)

Enter your new order data now.
New orders are_____.
If this is correct press 1. If this is incorrect press 2.

Enter your unfilled orders data now.
Unfilled orders are _____.
If this is correct press 1. If this is incorrect press 2.

YOUR RESPONSE:

If you want to hear complete instructions press 1.
If you want to begin keying your data press 2.

Enter the 11 digits of the CFN number on your M3 form.
Press 1 if correct, or press 2 if incorrect.

For example, for January, press 01; for February, press 02; for October, press 10.
Press 1 if correct, or press 2 if incorrect.

Enter the numeric code that most accurately describes the time period your data cover. If you press 9, an M3 analyst will call for details.
Press 1 if correct, or press 2 if incorrect.

Enter your sales data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Enter your new orders data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Enter your unfilled orders data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Enter your total inventory data now.
Total inventory is _____.
If this is correct press 1.   If this is incorrect press 2.

Enter your inventory data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Enter your materials and supplies data now.
Materials and supplies are _____.
If this is correct press 1.   If this is incorrect press 2.

Enter your materials and supplies data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Enter your work in process data now.
Work in process is _____.
If this is correct press 1.   If this is incorrect press 2.

Enter your work-in-process data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Enter your finished goods data now.
Finished goods are _____.
If this is correct press 1.   If this is incorrect press 2.

Enter your finished-goods data. You can press the # key afterwards to speed up the process.
Press 1 if correct, or press 2 if incorrect.

Has there been any change in your name and address, company contact or operational status since your last report?
Press 1 for yes, 2 for no.

If you press 1, you will be prompted after the beep to leave a voice mail message detailing your changes.

Do you want to report data for another month?
Press 1 for yes, 2 for no.

If you press 1, the process is repeated.

Do you have data for another report?
Press 1 for yes, 2 for no.

If you press 1, the process is repeated.

Thank you for your data. Please call again next month.