

**2008 ELECTRONIC MEDIA TRANSMITTAL SHEET**  
**(2008 Report of Organization and/or Annual Survey of Manufactures**  
**Reporting Software CD)**

**Companies Receiving Reporting Software CD**

Your company's mailing package includes the following materials:

- 2008 Report of Organization and/or Annual Survey of Manufactures Reporting Software CD
- 2008 General Information Sheet (C) on the back of this sheet
- CD mailer

*NOTE: Paper report forms also may be included, if applicable.*

*Instructions for installing and executing the reporting software are printed on the back of this sheet.*

*Transmitting your data:*

You may transmit your completed data to the Census Bureau electronically via the Internet, or by mail on CD or disk using an express courier service to:

U.S. Census Bureau  
ATTN: DSB Building 61A  
1201 East 10th Street  
Jeffersonville IN 47132-0001

*To send your data via the Internet, you will need:*

User ID and Password

Access to the Internet

Microsoft Internet Explorer Versions 6.0 or higher

Click on the Submit Responses icon within the reporting software and follow the instructions.

If you need additional information or assistance, visit our help site at **[www.census.gov/econhelp](http://www.census.gov/econhelp)** or telephone the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m. Eastern time. We thank you in advance for your cooperation.

(C)

## **GENERAL INFORMATION SHEET FOR THE 2008 REPORT OF ORGANIZATION AND/OR ANNUAL SURVEY OF MANUFACTURES**

### **SYSTEM AND CONFIGURATION REQUIREMENTS**

- Hardware: IBM compatible PC
- Operating System: Windows 2000, XP or Vista
- Disk Space: at least 30 megabytes free disk space
- Disk Drive: high density CD-ROM drive
- 256 Megabytes installed RAM
- 733 MHz or faster CPU
- 32-bit CD-ROM driver

### **YOUR DATA ARE ENCRYPTED TO ENSURE CONFIDENTIALITY. TO OBTAIN THE DECRYPTION KEY/PASSPHRASE FOR YOUR DATA FILE, FOLLOW THE STEPS BELOW:**

- Go to our help site at **[www.census.gov/econhelp](http://www.census.gov/econhelp)**
- Select "Report of Organization" or "Annual Survey of Manufactures"
- Click on "Online Services"
- Click on "Login Page"
- Enter User ID and Password provided in the label of the cover letter. Password is case sensitive.
- Click on "Decryption Key"
- Write down your decryption key/passphrase for use below. Decryption key/passphrase is case sensitive.

### **INSTALLING AND DECRYPTING THE SOFTWARE FROM THE CD USING 32-BIT WINDOWS (2000, XP or Vista)**

- Insert CD.
- Open Windows Explorer: Choose **Start | Programs | Accessories | Windows Explorer**
- Go to **D:\** Click on **surveyor\_setup.exe** (to install the program) and follow the directions on your screen.
- Once the installation is complete, open Windows Explorer: Choose **Start | Programs | Accessories | Windows Explorer**
- Copy **Survey\_Folder** from **D:\** to **C:\**
- Copy **DefaultUser2008** (folder) and **surveyor\_urlconf.xml** from **D:\** to **C:\Program Files\Census\Surveyor 2007**
- From the **C:\** drive, double click on the file, **survey\_package.xml.exe**, in the **DefaultUser2008** folder.
- Enter the decryption key/passphrase (key/passphrase is case sensitive).
- Choose **Start | Programs | U.S. Census Bureau | Surveyor 2007** to execute the software.
- Click on **File | Open Manifest | DefaultUser2008 | survey\_package.xml**

### **IF YOU ARE HAVING TROUBLE SAVING THE SOFTWARE TO YOUR DESKTOP**

- Use Internet Explorer to go to the Census Bureau's help site at **[www.census.gov/econhelp](http://www.census.gov/econhelp)**
- Click on "Electronic Reporting."
- Click on "Download Software" and a popup will appear.
- Instead of Saving the software, select "Run."
- You may be informed that the publisher cannot be verified; if you are, please select "Run."
- Follow the onscreen instructions to install the software.

### **RE-ENTERING THE SOFTWARE**

- Click the Start button
- Click on "Programs | U.S. Census Bureau | Surveyor 2007"  
or Click on the "Surveyor 2007" shortcut icon on the Desktop

If you need additional information or assistance, visit our help site at **[www.census.gov/econhelp](http://www.census.gov/econhelp)** or telephone the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m. Eastern time. We thank you in advance for your cooperation.