

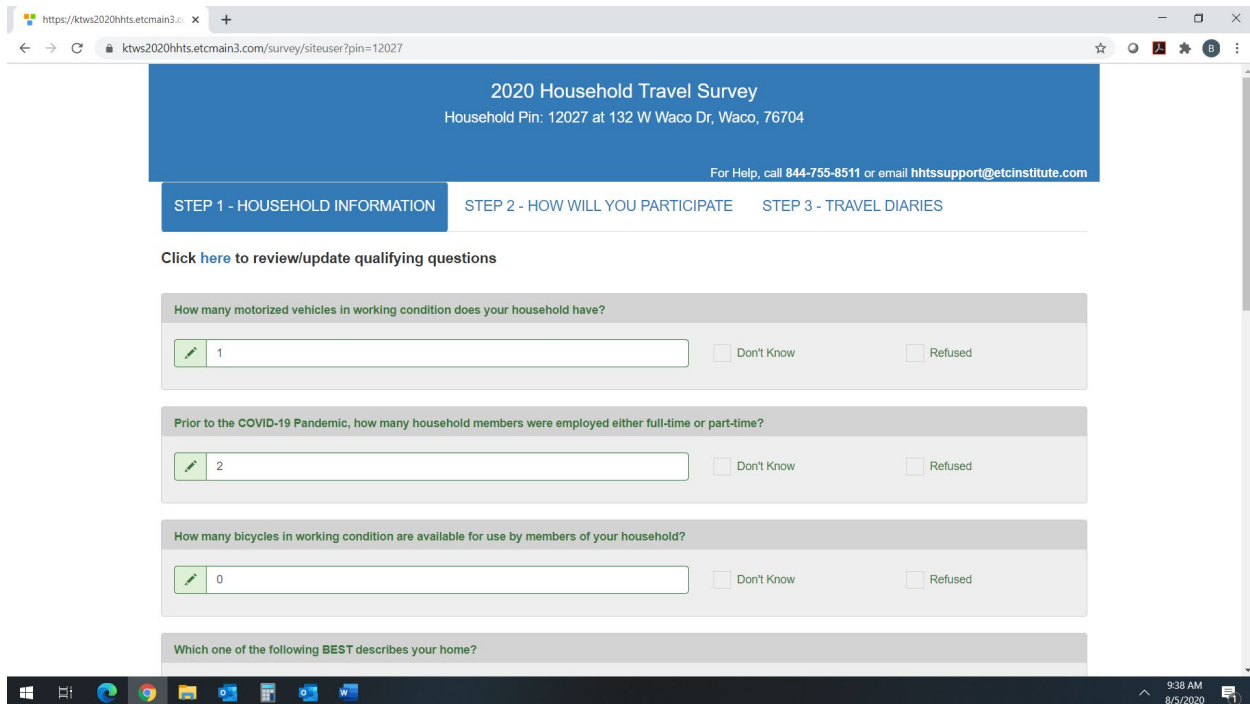
Household Travel Survey -Logging Travel on PC Instructions

The following are instructions for if you've chosen to log your travels, or are logging your household member's travels, using the online method. Complete these steps within 24 hours AFTER your travel date.

Go to the Household Travel Survey website at https://etcinstitute.com/2020_hh_travel_ktws/ and enter the PIN you were provided.

If you need to revise or add any household information, you may do so now in STEP 1 - Household Information. **If you are ready to input your travel**, select STEP 3 - Travel Diaries by clicking on the tab at the top of the page or by clicking on "Next" at the bottom of the page.

Figure 1: STEP 1 - Household Information



The screenshot shows a web browser window displaying the "2020 Household Travel Survey" website. The page title is "2020 Household Travel Survey" and the household pin is "12027 at 132 W Waco Dr, Waco, 76704". The page is divided into three steps: "STEP 1 - HOUSEHOLD INFORMATION", "STEP 2 - HOW WILL YOU PARTICIPATE", and "STEP 3 - TRAVEL DIARIES". The "STEP 1 - HOUSEHOLD INFORMATION" tab is selected. Below the tabs, there is a link to "Click here to review/update qualifying questions". The main content area contains three questions with input fields and radio buttons for "Don't Know" and "Refused".

2020 Household Travel Survey
Household Pin: 12027 at 132 W Waco Dr, Waco, 76704
For Help, call 844-755-8511 or email hhtsupport@etcinstitute.com

STEP 1 - HOUSEHOLD INFORMATION STEP 2 - HOW WILL YOU PARTICIPATE STEP 3 - TRAVEL DIARIES

Click [here](#) to review/update qualifying questions

How many motorized vehicles in working condition does your household have?
1 Don't Know Refused

Prior to the COVID-19 Pandemic, how many household members were employed either full-time or part-time?
2 Don't Know Refused

How many bicycles in working condition are available for use by members of your household?
0 Don't Know Refused

Which one of the following BEST describes your home?

The Travel Survey

Select the household member that you will be entering information for. All household members will need travel diaries completed. The example below is a single person household so only one name is appearing in the example for selection. For multiple household members, you'll see options to select each one individually when you need to fill in their information.

Question 1: Did any non-household members make stops at your residence?

Question 1A: *IF you selected yes, On your household's assigned travel day, how many different people (who are not members of your household) stopped by or visited your home for any reason?*

Figure 2: STEP 3 - Travel Diaries

For Help, call 844-755-8511 or email hhtsupport@etcinstitute.com

STEP 1 - HOUSEHOLD INFORMATION STEP 2 - HOW WILL YOU PARTICIPATE **STEP 3 - TRAVEL DIARIES**

Select a Household Member in order to review/edit their travel day stops.

#1 PERSON 1 (73 yrs) 07/08 - 3 stops

Travel date

07/08/2020

Did any non-household members stop by your residence for any reason on your travel day?

Yes Don't Know
 No Refused

Question 2: Did any commercial vehicles stop at your residence to deliver cargo on your travel day?

Question 2A: *IF you selected yes, On your household's assigned travel day, how many commercial vehicles stopped at this residence to deliver cargo?*

Figure 3: STEP 3 - Travel Diaries (Cont'd)

Did any commercial vehicles stop at your residence to deliver cargo on your travel day?

Yes Don't Know
 No Refused

On your household's assigned travel day, how many commercial vehicles stopped at this residence to deliver cargo?

2 Don't Know Refused

Question 3: Did any commercial vehicles stop at your residence to perform work activities on your travel day:

Question 3A: *If you selected yes,* On your household's assigned travel day, how many commercial vehicles stopped at this residence to perform work?

Question 4: Is this being entered from a paper travel diary or from memory?

If you have been sent a paper travel diary in the mail and filled it out during your travel day, that is when you would select that answer choice. Otherwise, it would be from memory.

Question 5: Who is filling out PERSON's trip diary?

If it is just a one-person household, you will be filling out your own trip diary. If there are multiple people living in your household, it is best to let them fill out their own travel diary on the online tool. If you have kids living in your household, please fill it out on behalf of them.

Figure 4: STEP 3 - Travel Diaries (Cont'd)

Did any commercial vehicles stop at your residence to perform work activities on your travel day?

Yes Don't Know
 No Refused

Is this being entered from a paper travel diary or from memory?

Paper Travel Diary Memory

Who is filling out PERSON's trip diary?

#1 PERSON 1 (73 yrs)

Was PERSON at home at 3 am on 07/08/2020?

Yes No

Question 6: Was PERSON at home at 3 am on [TRAVEL DATE]?

Question 6A: *If you select No, you will need to fill in where you were at 3 am on your travel date. (Below is an example of the map feature that will appear for you to enter your information.)*

Figure 5: Travel Day Startup Data

The screenshot shows a web form titled "Travel Day Startup Data". The main heading is "Where was PERSON at 3:00 am?" with a sub-note "(Earlier used locations. Click to select.)". Below this, there is a red location pin on a map. A text box below the map contains the address "10838 Strasburger Rd, Rogers, TX 76569, USA". The map interface includes a search bar with the same address, "Map" and "Satellite" view toggles, a "Zoom to KML" button, and a Google logo. Below the map are several input fields: "Work" (with "KT" selected), "10838 Strasburger Rd", "Rogers", "Texas", "76569", "30.925828", and "-97.282338".

Question 7: Activity at Location

This is asking you what type of activity you are performing at the location you start off at on your [TRAVEL DATE] at 3 am. If you answered YES to **Question 6**, then the activity at your location would be either "At Home; primary job related", "At Home; job and non-job related", or "At Home; other". If you answered NO to **Question 6**, please fill in the appropriate information.

Figure 6: Travel Day Startup Data (Cont'd)

The screenshot shows the "Activity at Location" section of the form. It contains a list of 20 radio button options arranged in two columns:

- At Home; primary job related
- At Home; job and non-job related
- Work Related
- School secondary-daycare, kinder, elementary, middle, high
- Major Shopping; clothes, appliances, etc.
- Personal Business; laundry, dry cleaning, barber, medical, etc.
- Social/Recreational
- Civic Activities (including church)
- Pick-up/Drop-off Person at School/Daycare
- Change Mode of Travel
- Don't Know
- At Home; other
- Work
- School post secondary, college, trade
- Incidental Shopping; gas, groceries, etc.
- Volunteer
- Other Services
- Eat Out
- Pick-up/Drop-off Person at Work
- Pick-up/Drop-off Person at Other
- Other Activity
- Refused

Question 8: Type of place

If you answered YES to **Question 6**, the type of place you were at the beginning of your travel date would be “Residential”. If you answered NO to **Question 6**, please fill out the appropriate type of place you were at 3 am on your [TRAVEL DATE].

Figure 7: Travel Day Startup Data (Cont'd)

Type of place	
<input type="radio"/> Residential	<input type="radio"/> Residential Type Work Place
<input type="radio"/> Construction Site	<input type="radio"/> Transportation stop (Bus, Train)
<input type="radio"/> Automotive Dealer/Repair	<input type="radio"/> Bank/Financial Institution
<input type="radio"/> Barber/Beauty/Nail Salon	<input type="radio"/> Bookstore/News Stand
<input type="radio"/> Convenience/Drug Store	<input type="radio"/> Gov/City/County/State/Federal Offices
<input type="radio"/> Offices (Non-Government)	<input type="radio"/> Grocery
<input type="radio"/> Health Club	<input type="radio"/> Medical Facility/Hospital
<input type="radio"/> Movie Theater/Cinema	<input type="radio"/> Restaurant/Fast Food, Bar & Grill
<input type="radio"/> Educational-12th Grade or lower	<input type="radio"/> Educational-college, trade, etc.
<input type="radio"/> Shopping Mall/Department Store	<input type="radio"/> Convenience Store/Gas Station
<input type="radio"/> Airport	<input type="radio"/> Other
<input type="radio"/> Don't Know	<input type="radio"/> Refused

Question 9: Did PERSON leave [starting location] at any time on [TRAVEL DATE]?

Question 9A: *If you selected yes*, What time did PERSON leave [starting location] on [TRAVEL DATE]?

If you select “They were out of the area/region all day”, a follow up question will be asked for why PERSON didn’t travel.

Figure 8: Travel Day Startup Data (Cont'd)

Did PERSON leave ██████████ at any time on 07/08/2020 ?	
<input checked="" type="radio"/> Yes	<input type="radio"/> They were out of the area/region all day
<input type="radio"/> No	
What time did PERSON leave home on 07/08/2020?	
<input type="text" value="11:00 am"/>	

Adding Stops

Now we will be entering all stops for this household member. This will log all travel made for the 24-hour travel period. We begin by selecting the Add Stop button which is color coded orange.

Figure 9: Adding Stops

The screenshot shows a web browser window with the URL <https://ktws2020hhts.etcmain3.com/survey/siteuser?pin=12027#dv-date-travel-dairy-use>. At the top, there is a green button labeled "Click to Save Travel Date Startup Data". Below this is the "Travel Day Stops" section, which contains instructions: "Please make sure all the stops from the travel day are recorded accurately below. You can add, edit, reorder and delete stops. Please remember to answer questions for each stop by clicking on the pencil icon. Please only enter information for trips you have already completed. Do not enter information for future travel." There is an orange "Add Stop" button and a "Show All" checkbox. A table displays the following data:

Actions	#	Location/Activity	Status
	start	Location: 132 W Waco Dr,Waco,Texas @10:35 am Place name: Home	COMPLETED

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the "Travel Day Stops" section is a "Respondent Feedback" section with a text input field and a pencil icon. At the very bottom of the page are "Prev" and "Save & Exit" buttons. The Windows taskbar at the bottom shows the time as 10:46 AM on 8/5/2020.

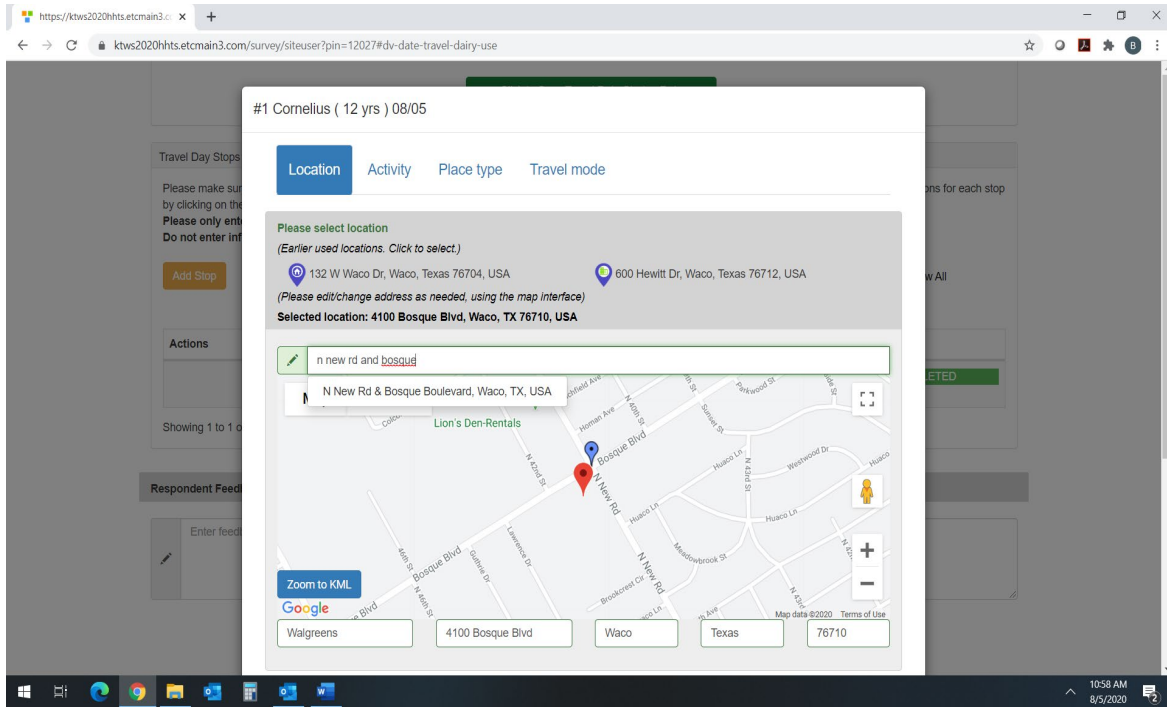
LOCATION

The first screen labeled location is where you will enter the first location this person traveled to. Begin typing in the address, or place name, on the map next to the pencil icon. When the correct location appears below where you are typing, please select. Ensure it is the correct location by verifying address, city, state, and zip code.

There are multiple ways to do a search for locations as described below:

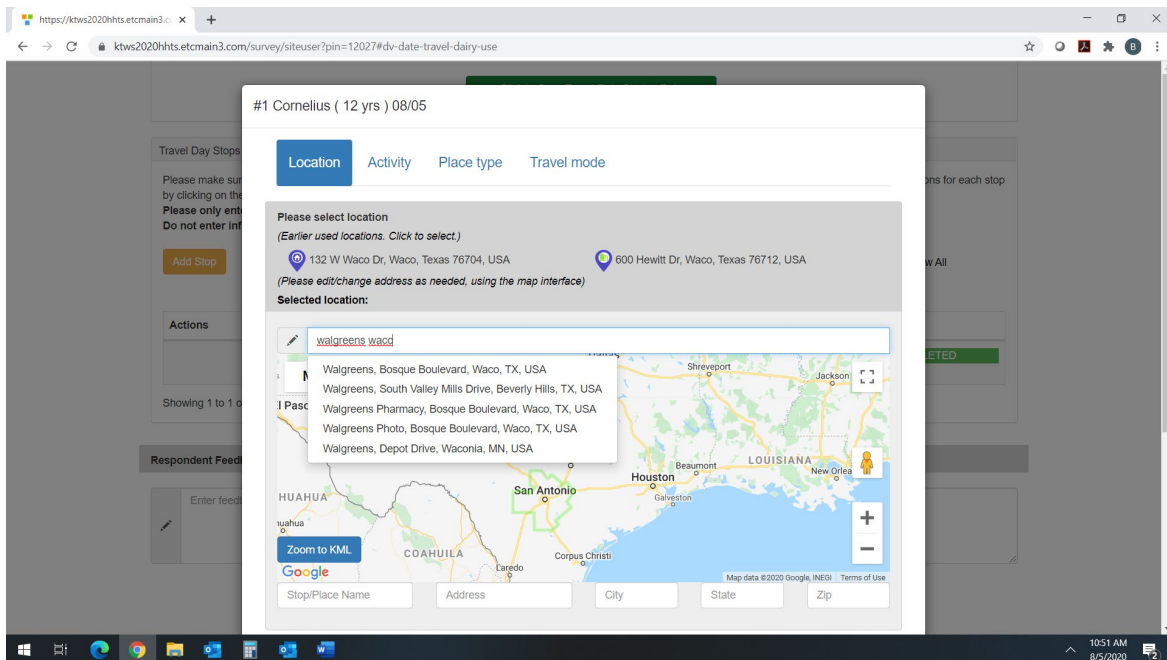
- The best way to search is by address. If you know the address, you can type the address for a location search.
- If you only know cross streets / intersection, you may type in the two intersecting streets and select the correct option provided below, which is shown on the following page. Using the example below, let's say that the location was a little further south of this intersection. You may scroll to that location and click on it and it will then place the stop at that location.

Figure 10: Adding Stops (Cont'd)



- You can also search by place name. The example below shows that this person visited Walgreens in Waco. "Walgreens Waco" was entered (see the screenshot below) and the program pulled up all Walgreens in Waco. If you know the street name which the Walgreens is on you may also type that in order to pin point that exact Walgreens (IE: Walgreens Bosque Blvd Waco)

Figure 11: Adding Stops (Cont'd)



Arrival Time: Now you will enter the time this person arrived at this location.

Last Stop: You will be asked if this was the last stop of the day for this person. If it is not you will then be asked the departure time from this location.

ACTIVITY - Select the activity type / reason for traveling to this location.

PLACE TYPE - Select the type of place that was traveled to.

TRAVEL MODE - Select how you got to this location.

PERSONS

Question 1: Enter the number of people (INCLUDING THE PERSON YOU ARE ENTERING STOPS FOR) that made this trip. This can include non-household members. For example, my neighbor came over and we both went on this trip. This would be listed as two people.

Question 2: Enter the number of household members that made this trip with this person. If this person went with another household member (YES) then you will be prompted to answer additional questions.

Question 2A: Select all household members that made this trip.

Question 3: Answer if this was one of your household vehicles.

Question 3A: If YES, then select the household vehicle used.

Question 3B: If NO, then select if this was a commercial vehicle and answer **Question 3B-1** What type of commercial vehicle.

Save your changes and you will return to the Travel Day Stops screen. Please enter all stops traveled for this person for the entire travel day and upon the last stop made please select "Yes" for was this the last stop and finish answering the subsequent questions.

Once Person One has all stops entered for their travel day, please begin on the next household member if applicable.

IF YOU HAVE ALREADY FILLED OUT YOUR TRAVELS ON THE APP, AND NEED TO ADD ADDITIONAL HOUSEHOLD MEMBER TRAVELS (EXAMPLE)

Select the next person on your list for whom you wish to fill out their travels. Other adults may provide their own travel information if chosen, please just make sure it is filled out within 24 hours of the travel date. Children over the age of 13 can provide their own travel information as well with parental permission.

Select a Household Member in order to review/edit their travel day stops.







#1 Tina (29 years) 11/09 - 4 stops
[11/10 - 4 stops]

#2 Josh (30 years) 11/09 - 4 stops

#3 Jack (1 years)

Travel date

If more than one household member traveled together, and at least one person filled out their information on the app, autogenerated stops will be created for the additional household member. If they have a "Pending" status next to their travels, click on the red "PENDING (Click here)" icon on the right-hand side (shown below) to complete their trip information. Once done it will turn green and be marked "COMPLETED".

Auto Generated Travel Diary		#2 Josh (30 years) 11/09	
Actions	#	Location/Activity	Status
	start	Location: Unnamed Road,Poteet,Texas Place name: Home Place type: Residential	PENDING (Click here)
 	1	Location: 110 NW Barry Rd, Kansas City, MO 64155, USA,Kansas City,Missouri @02:08 pm - 02:17 pm Place name: COMMERCE BANK Place type: Bank/Financial Institution Travel mode: Passenger (Car/Truck/Van)	COMPLETED
 	2	Location: 330 NE Barry Rd, Kansas City, MO 64155, USA,Kansas City,Missouri @02:19 pm - 02:34 pm Place name: CVS Place type: Convenience/Drug Store Travel mode: Passenger (Car/Truck/Van)	PENDING (Click here)
 	3	Location: 6900 N Mercier St, Kansas City, MO 64118, USA,Kansas City,Missouri @02:42 pm - 02:59 am Place name: KC HOME Place type: Residential Travel mode: Passenger (Car/Truck/Van)	PENDING (Click here)

Once you've clicked on the red "PENDING (Click here)" icon, the tabs at the top of the page will indicate where the information needs to be updated.

Stop details for Josh (330 NE Barry Rd, Kansas City, MO 64155, USA, Kansas City, Missouri 64155, USA)

Location Activity Place type Travel mode Persons

Please select location
(Earlier used locations. Click to select.)

Home Unnamed Road, Poteet, Texas 78065, USA Work (Josh/30/M) Farley, Farley, Missouri 0, USA

Once you've completed the missing information, the tabs will turn green, and you can select "Save changes and Exit" at the bottom of the page.

Do this for all additional household members until all information has been filled out.

When everyone in the household's travel information has been entered in, save and exit.

An ETC Institute staff member will review your stops post-travel date and may call if any questions arise while reviewing your stop information. If you have difficulty or questions during the process, please give ETC Institute a call at 844-755-8511.