

Instructions for using the ILHSA Wage Comparability Database

If you save it to a network drive you may see a security warning.

- Do you want to make this a Trusted Document? Say yes and it will give you the rights to use it.

When opening database, you will see the Log-in Screen

- Type in your User ID and password and click "Log into System"
 - You User ID & password must be obtained from the ILHSA office

When you put in your name and password are there one or more **yellow bars** across the top?

One might say "**READ-ONLY**" with a button that says "Save As". This one implies that you opened while it was still in the zip file. You would need to get out and right click the zip file you downloaded and left click and extract all. This will extract it to a folder where you can open it up with no problems.

Another one might say "**SECURITY WARNING Some active content has been disabled**" and have a button that says "Enable Content". For this one just click the button to enable the content.

Once logged in, you arrive at the Main Menu from which you can access all the available reports

- **Agency Characteristics** – use to find agencies which have similar characteristics to your agency
 - Click checkbox for **one** characteristic, click either "Print Preview" OR "Print Report"
 - You can only click one characteristic at a time to obtain accurate results
 - Click "Close Report" at the top on report when you are finished reviewing
 - Click "Print Report" to print report
 - Click "Back to Main Menu" to return to Main Menu
- **Agency Stats** – View or print agency details, such as staff turnover, annual budget, fiscal year and program size
 - Click "Print" to print report
 - Click "Close Report" at the top on report when you are finished reviewing
 - Click "Back to Main Menu" to return to Main Menu
- **Agency Details** – View agency definitions of FT/PT, retirement plan and exams & licensures paid
 - Click "Print" to print report
 - Click "Close Report" at the top on report when you are finished reviewing
 - Click "Back to Main Menu" to return to Main Menu
- **Job Descriptions** – View the Job Description list by category
 - Use drop down menu to choose a category, click either "Print Preview" OR "Print Report"
 - Click "Close Report" at the top on report when you are finished reviewing
 - Click "Back to Main Menu" to return to Main Menu
- **Pay Scale Comparison** – Choose two agencies to compare
 - Choose an agency from **each** drop down list and click "Preview Report", "Print Report" or "Export to Excel"

- On Export - Excel Screen (pop up), Click “Ok” then click “Close” to save excel document to your default folder OR designate folder, then “ok” and “close”
 - Report is alphabetical by Position
- Click “Close Report” at the top on report when you are finished reviewing
- Click “Back to Main Menu” to return to Main Menu

- **Employee Categories** – View agency benefits by employment category
 - Click any category button to Preview or Print the benefits for that category of employee
 - Click “Close Report” at the top on report when you are finished reviewing
 - Click “Back to Main Menu” to return to Main Menu

When you are done obtaining your information, click the “Exit Database” button.