

## **GETTING STARTED WITH THE AUTM SALARY SURVEY DATABASE PLATFORM**

Once you have purchased your subscription, you will be redirected to the Peerfocus Salary Survey platform.

PLEASE LOG I	N	
EMAIL ADDRESS		
PASSWORD (CASE SEN	ISITIVE)	
Log In		

Don't know your password? You can <u>create a new one</u> and sign in quickly. Another problem? <u>Email AUTM</u>

**Note**: This site is independent of the main AUTM website at www.autm.net. However, when you create your password above, you are free to use the same password that you use at www.autm.net if you wish.

When you enter the platform, find the orange bar at the top of the page and click "Reporting".



From the dropdown menu, click "Quick Reports."



Click on "Single-Position Report." That will get you started.

## **Quick Reports**

Expand all folders | Collapse all folders

All Reports

Single Position Report Multi Position Report

After you've made a few reports using the pre-loaded comparison groups, you can make your own Comparison Groups by going back to the orange bar and clicking on "**Reporting**," then "**Comparison Groups**" and "**New Group Wizard**."

Home	General	Administration
Con	nparison	Groups
A Con	nparison Gro	up is a set of Orga
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Choose from among your Personal G

Follow the instructions on the New Group Wizard page to create new Comparison Groups of organizations that completed the Salary Survey based on variables that are important to you. You can filter by state, region, urban/rural setting, TTO staff size, remote work policy and more.