

2020 Wage & Benefit Survey USER GUIDE

Thank you for participating in the wage and benefit survey for Lawrence, Limestone, Madison, and Morgan Counties! General information about the survey, helpful resources, and contact information can be found on the survey website at horizonpointconsulting.com/2020wagesurvey.

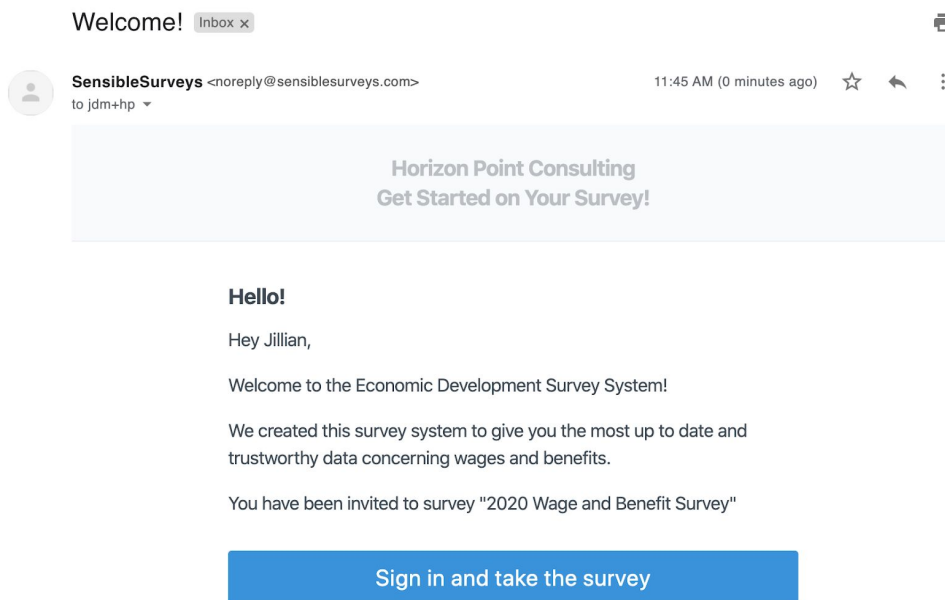
This user guide is for businesses participating in the survey and outlines each step of the process. Users with technical issues or questions about completing the survey should contact jdm@horizonpointconsulting.com.

Step 1. Register

Open registration closes April 10, 2020. Companies can register after April 10 by contacting jdm@horizonpointconsulting.com.

Step 2. Set Up Account

When the survey launches on April 15, registered users for each company will receive an email invitation with a link to set up their accounts. A sample of the email invitation is shown below.



When users click the link in the email invitation, they will be prompted to create a password (shown below). Creating an account allows users to save and return later. If more than one person at a company has data to enter on the company's behalf, the primary user can share the login credentials and multiple users can enter data.



Hey Jillian,

Welcome to the Horizon Point Consulting survey system!

Please set a password for your freshly created account

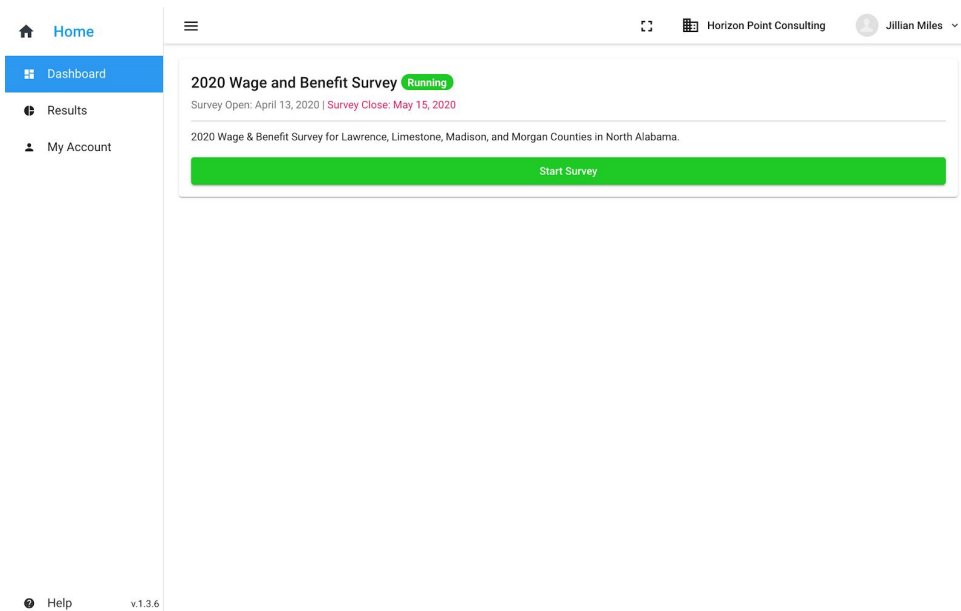
Password *

Please confirm your password *

[Continue](#)

Step 3. Start Survey

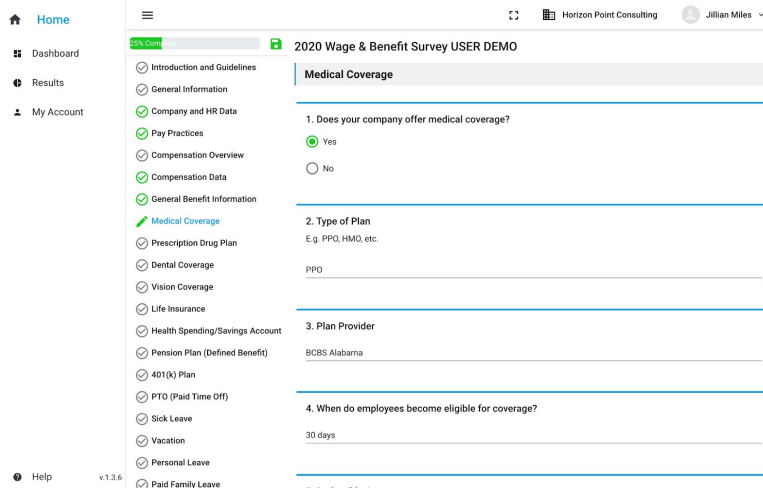
After logging in, users will see the active survey in the dashboard and click “Start Survey” to begin entering data.



The screenshot shows a dashboard interface. On the left is a navigation menu with 'Home', 'Dashboard', 'Results', and 'My Account'. The main content area displays a survey card for '2020 Wage and Benefit Survey' with a 'Running' status. Below the survey title, it indicates 'Survey Open: April 13, 2020 | Survey Close: May 15, 2020' and '2020 Wage & Benefit Survey for Lawrence, Limestone, Madison, and Morgan Counties in North Alabama.' A prominent green 'Start Survey' button is located at the bottom of the survey card. The top right of the dashboard shows the user's name 'Jillian Miles' and the company name 'Horizon Point Consulting'.

Step 4. Enter Data

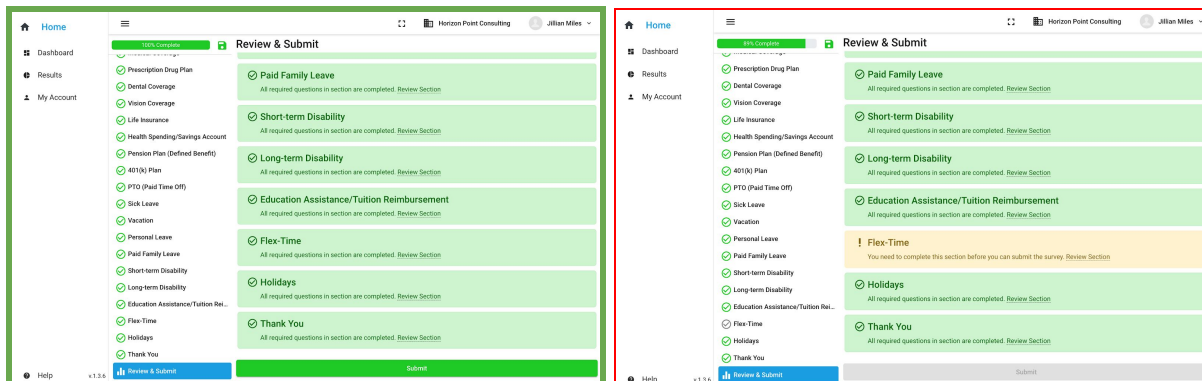
All survey sections can be seen in the left hand menu. Sections will show a gray check mark until they are completed. Completed sections are shown below with green check marks.



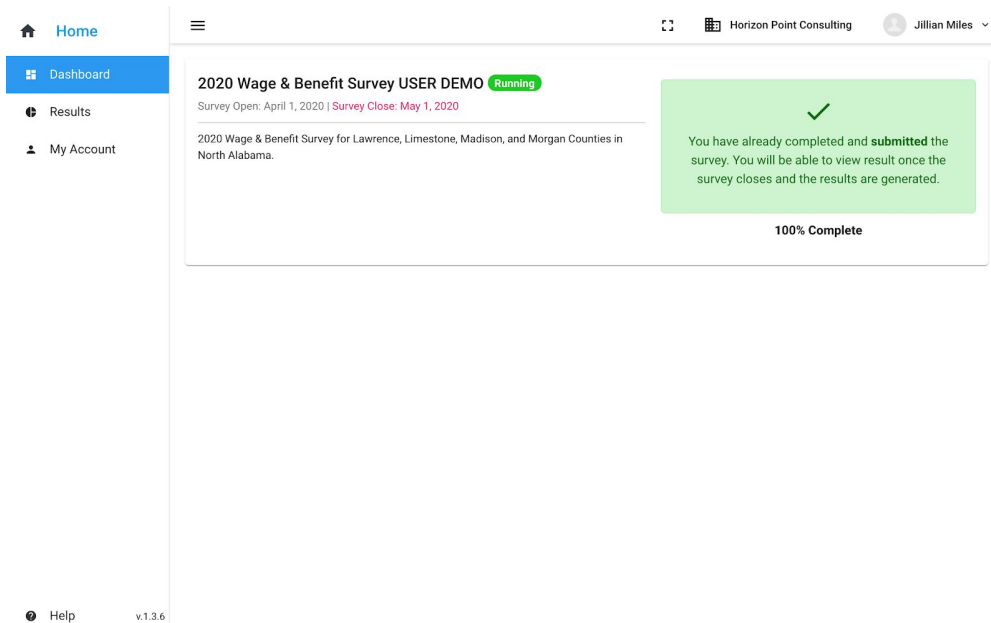
Step 5. Review and Submit

When users have finished entering data, the “Review and Submit” section will show all completed sections in green and users will be able to click a green “Submit” button.

If any sections are not complete, the green “Submit” button will not be active. Incomplete sections will be highlighted yellow. Navigate back to any incomplete section to complete it.



When a user has submitted the survey, the dashboard will show 100% completion with a green checkmark.



The screenshot shows a web dashboard interface. On the left is a navigation menu with 'Home', 'Dashboard', 'Results', and 'My Account'. The main content area displays a survey titled '2020 Wage & Benefit Survey USER DEMO' with a 'Running' status. Below the title, it indicates 'Survey Open: April 1, 2020 | Survey Close: May 1, 2020'. A green callout box with a checkmark contains the message: 'You have already completed and submitted the survey. You will be able to view result once the survey closes and the results are generated.' Below this message, it states '100% Complete'. At the bottom left, there is a 'Help' link and the version number 'v.1.3.6'.

The survey is scheduled to close on May 15, 2020. Results are expected by mid-June.

When results are published, users will log back in and click the “Results” tab from the main menu. Users will be able to filter results based on select criteria, as well as print or save a hard copy of the report.