COMPASS

Custom Reports
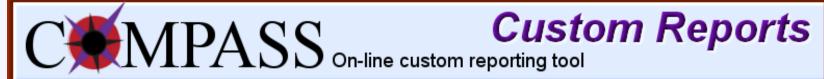### On-line custom reporting tool

Wynford Group

Now You Can Create Your Own Custom Data Reports
The Choice is Yours

Maximize the Value of Survey Participation Using
our *WynComp Database* Custom Data Report Feature

Click **HERE** to begin the Demo!

CUSTOM REPORTS DEMO

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Custom Reports

On-line custom reporting tool

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Don't let the idea of creating your own data report scare you off!

The <u>process is simple</u> and will give you exactly the <u>results you want</u>.

Generating a report requires some <u>simple option choices</u>, which you can <u>easily define</u> when you create a custom data report.
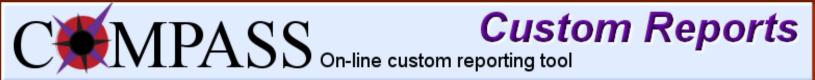
The **simple rule** is that whenever you create a custom report, you do three things:

- Specify the **position(s)** you want to report on
- Choose the **custom options** to include in the report
- Choose how you want the report **sorted and organized**

Click NEXT to continue with the tour.

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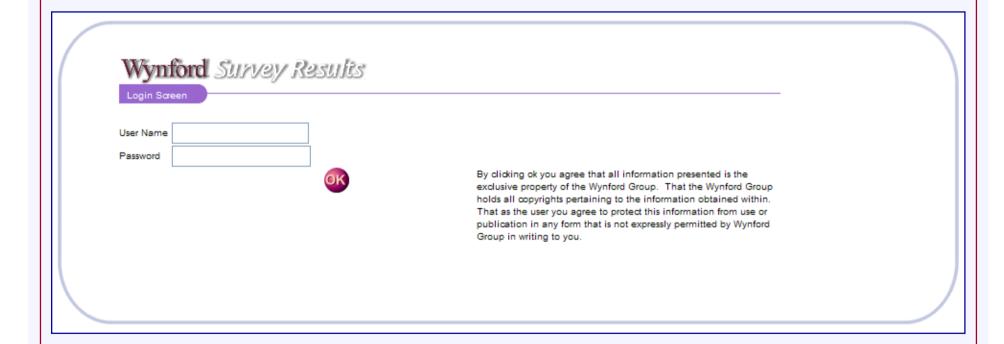## On-line custom reporting tool

Custom Reports

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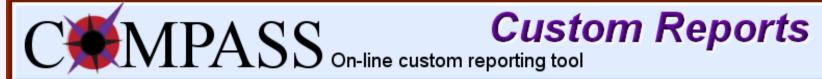
Survey Member Login:

In the surveysite, login to the Survey Member Login by entering the User Name and Password that is in your User Profile.

Wynford *Survey Results*

Login Screen

User Name [_____]

Password [_____]

OK

By clicking ok you agree that all information presented is the exclusive property of the Wynford Group. That the Wynford Group holds all copyrights pertaining to the information obtained within. That as the user you agree to protect this information from use or publication in any form that is not expressly permitted by Wynford Group in writing to you.

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COMPASS Custom Reports
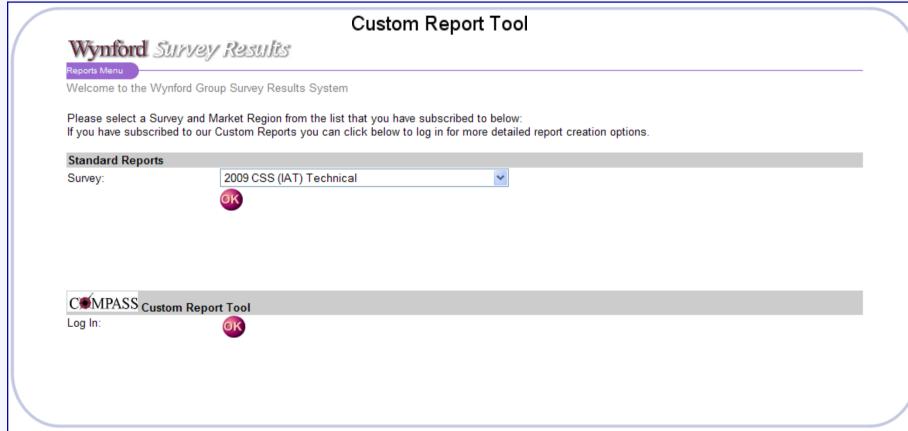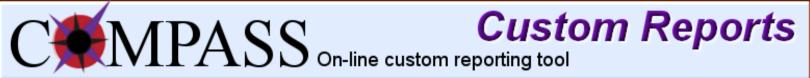On-line custom reporting tool

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Custom Reports Tool:

After logging in to the Survey Member Section, to get the login screen for the Wynford Custom Report Tool, click OK under COMPASS Custom Report Tool.
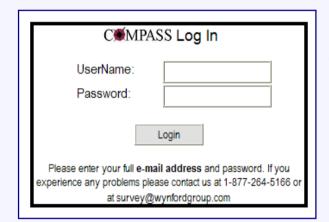
Custom Report Tool

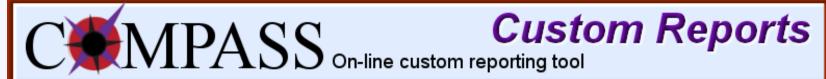**Wynford** *Survey Results*

Reports Menu

Welcome to the Wynford Group Survey Results System

Please select a Survey and Market Region from the list that you have subscribed to below:
If you have subscribed to our Custom Reports you can click below to log in for more detailed report creation options.

Standard Reports

Survey: 2009 CSS (IAT) Technical

OK

COMPASS Custom Report Tool

Log In: OK

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Custom Reports Login Screen:

Enter the User Name and Password that is in your User Profile.

COMPASS Log In

UserName: [_____]

Password: [_____]

[Login]

Please enter your full **e-mail address** and password. If you experience any problems please contact us at 1-877-264-5166 or at survey@wynfordgroup.com

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From the dropdown menu, choose the **Survey** that you wish to create a custom report from.

Here you choose the survey you want to create a custom report from.

Once you select the survey, click the **"View options"** button.

Please select a 2008 survey or later

2009 CSS (IAT) Technical

View options

Please select a survey prior to 2008

2007 Construction

- ⦿ Analysis By Job Family
- ○ Analysis By Position
- ○ Analysis By Combined Data
- ○ Analysis By Combined Locations

View options

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The Main Screen:

This is the overall layout of the custom report criteria selection screen.

The following slides will describe these custom report criteria selection individual screens:

    X **Positions Options**

    X **Locations Options**

    X **Revenues Options**

    X **Industries Options**

    X **Analysis Options**

    X **Salary Options**

    X **Statistics Options**

Please note that all 7 Options buttons will change from ✘ to ✓, to enable the Submit button for you to proceed to your Custom Data Results Report.

| Positions Options ✗ | Locations Options ✗ | Revenues Options ✗ | Industries Options ✗ | Analysis Options ✗ | Salary Options ✗ | Statistics Options ✗ |

`<<`   `SUBMIT`   `>>`

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Detailed Criteria Selection Options

Positions Options:	• Individual Position(s) • Job Family(s)
Locations Options:	• one or more Locations
Revenues Options:	• one or more Revenue groups
Industries Options:	• one or more Industry sectors
Analysis Option:	• by Position(s), Location(s), Revenue(s), Industry(s) or Combination

Salary Options:

Salary Component Options:

• Base Salary	• Target %	• Location Premium	• Project Actual $
• Total Cash	• Profit Sharing	• Individual Target Bonus %	• Hot Skills Target %
• Minimum	• Actual %	• Individual Actual Bonus $	• Hot Skills Actual $
• Maximum	• Total Bonus	• Team Target %	• Commission Target %
• Hire Point	• Hourly Rate	• Team Actual $	• Commission Actual $
• Control	• Annual Hours Worked	• Project Target %	• Profit Sharing Target %

Organization Options:
• data from entire sample, either including or excluding your data

Statistics Options:

Count Options:
• incumbent count and/or organization count

Weighted Average Options:
• incumbent-weighted average and/or company-weighted average

Percentiles Options:
• percentiles calculation (between 1 and 99)

Aging Calculation Option:
• percentage value to age the data by

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x Positions Options

Here you make your selection of Position(s) which you would like to include in your custom analysis report.

You must choose one or more specific positions.

- **Expand the job family(s) by clicking on [+].**

- **To select position(s), click in the checkbox next to the position title(s).**

⊞ 100: Management/Project Management
⊟ 200: Technology Solutions
    ☐ 210: Technology Solutions Architect 3
    ☐ 220: Technology Solutions Architect 2
    ☐ 230: Technology Solutions Architect 1
    ☐ 235: Technology Solutions Analyst 3
    ☐ 240: Technology Solutions Analyst 2
    ☐ 250: Technology Solutions Analyst 1
⊞ 300: Systems Development
⊟ 400: Technical Support
    ☐ 403: Technical Support Manager
    ☐ 405: Technical Support 4
    ☐ 410: Technical Support 3
    ☐ 420: Technical Support 2
    ☐ 430: Technical Support 1
    ☐ 435: Systems Administrator 2
    ☐ 440: Systems Administrator 1
⊞ 500: Software Development
⊞ 600: Software Engineers
⊞ 700: Hardware Engineers
⊞ 800: Business Solutions
⊞ 900: Integrated systems (ERP)

⊞ 1000: Networks
⊞ 1100: Internet / E-Commerce
⊞ 1200: CAD Design
⊞ 1300: Client Support (Help Desk)
⊞ 1400: Computer Operations
⊞ 1500: Database Management
⊞ 1600: Technical Sales & Support (Pre-Post Sales)
⊞ 1700: Firmware Engineers (Embedded Software)

⊞ 1800: Technologists Tech
⊞ 1900: Quality Assurance
⊞ 2000: Computer/Hardware Support
⊞ 2100: Multi-Media (New Media)
⊞ 2200: Telecommunications
⊞ 2300: Continuity Management / Disaster Recovery
⊞ 2400: Engineering - General
⊞ 2500: Geomatics
⊞ 2600: Land Surveyors

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x Locations Options

Here you make your selection of Location(s) to be included in the analysis.

You must choose one or more specific locations.

- **To select location(s), click in the checkbox next to the location name.**

- **To select all locations, click in the 'Select All' checkbox.**

- **To unselect all locations, unselect the 'Select All' checkbox.**

☐ **Select All**	☐ Montreal
☐ Total Atlantic	☐ Southern Ontario (excluding GTA)
☐ Total Western Canada	☐ Ottawa
☐ Total Quebec	☐ Toronto
☐ Total Ontario	☐ Winnipeg
☐ Total Manitoba	☐ Regina/Saskatoon
☐ Total Saskatchewan	☐ Northern Alberta
☐ Total Alberta	☐ Edmonton
☐ Total BC	☐ Calgary
☐ Halifax	☐ Vancouver
☐ Quebec City	☐ Victoria

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x Revenues Options

Here you make your selection of Revenue(s) that you want to be included in the analysis.

You must choose one or more specific revenues.

- To select revenue(s), click in the checkbox next to the revenue value.

- To select all revenues, click in the 'Select All' checkbox.

- To unselect all revenues, unselect the 'Select All' checkbox.

☐ **Select All**
☐ Under $25 Mil
☐ $25 to 50 Mil
☐ $50 to $100 Mil
☐ $100 to $250 Mil
☐ $250 to $500 Mil
☐ $500 to $750 Mil
☐ $750 to $1 Billion
☐ $1 Billion to $2 Billion
☐ Over $2 Billion

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x Industries Options

Here you make your selection of **Industry(s)** that you want to include in your analysis.

You must choose one or more specific industries.

- **To select industry(s), click in the checkbox next to the industry name.**

- **To select all industries, click in the 'Select All' checkbox.**

- **To unselect all industries, unselect the 'Select All' checkbox.**

☐ **Select All**   ☐ Manufacturing
☐ IT Services/Telecommunications   ☐ Professional Services
☐ Energy Services   ☐ Government
☐ Public Sector   ☐ Telecommunications
☐ E-Commerce/Internet Solutions/MultiMedia ☐ Engineering, Procurement & Construction
☐ Retail   ☐ Contact Centre
☐ Advanced Technology   ☐ Financial Services
☐ Not For Profit   ☐ Logistics/Transportation/Distribution
☐ Energy   ☐ Software Development

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x Analysis Option

- ⦿ Analysis by Positions
- ○ Analysis by Locations
- ○ Analysis by Revenues
- ○ Analysis by Industries
- ○ Analysis by Combination

Here you make your selection of how you would like to group the data presented in the custom report.

You can only choose one analysis option per report.

- **Analysis by Positions** - groups the data by the Positions chosen in the Positions Options section.

- **Analysis by Locations** - groups the data by the Locations chosen in the Locations Options section.

- **Analysis by Revenues** - groups the data by the Revenues chosen in the Revenues Options section.

- **Analysis by Industries** - groups the data by the Industries chosen in the Industries Options section.

- **Analysis by Combination** - presents the data results as a Combination of all of the Options chosen.

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x Salary Options

☐ Base Salary	☐ Location Premium
☐ Total Cash	☐ Individual Target Bonus %
☐ Minimum	☐ Individual Actual Bonus $
☐ Maximum	☐ Team Target %
☐ Hire Point	☐ Team Actual $
☐ Control	☐ Project Target %
☐ Target %	☐ Project Actual $
☐ Profit Sharing	☐ Hot Skills Target %
☐ Actual %	☐ Hot Skills Actual $
☐ Total Bonus	☐ Commission Target %
☐ Hourly Rate	☐ Commission Actual $
☐ Annual Hours Worked	☐ Profit Sharing Target %

⦿ All data including your organization
◯ All data excluding your organization

Here you make your selection of the Salary Components that you want to analyze data with; those that are most useful to your organization.

You must choose one or more specific salary components.

- **To select salary component(s), click in the checkbox next to the salary component name.**

Here you make your selection to include or exclude your Organizational Data in the resulting data report.

- **To select an organization option, click in the checkbox next to your preference.**

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Salary Components Tip

The order that you select the salary component(s) will be reflected in the order of the columns in the resulting data report.

Salary Components Tip

Reports will only be generated where there are a minimum of 3 applicable organizations and incumbents that satisfy your selection.

If no results are generated, please broaden your choices and resubmit your selection.

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x Statistics Options

Here you make your selection of **Statistic Options** that you want to analyze data with.

You must choose one or more specific statistic options.

- ☑ Incumbent Count
- ☑ Organization Count
- ☑ Incumbent-Weighted Average
- ☐ Company-Weighted Average

- To select statistic(s), click in the checkbox next to the statistic option name.

Here you enter your selection of **Percentile Calculations**.

You must enter one of more values between 1-99.

- To enter percentile(s) for calculation, click in the textbox and enter integer value(s) (ie: 1, 35, 78, 99).

`10, 25, 50, 60, 75, 90`

Data Aging Tip

0% will leave the data in its original form and 100% will double the calculation.

This option can provide a projected salary data report.

`_____` %

Here you enter the **Data Aging** percentage value.

- To enter a percentage value, click in the textbox and enter the percentage you would like the data multiplied by.

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Data Results:

After completion of all custom report criteria option sections, the 7 **Options** buttons will change from ✗ to ✓, enabling the **Submit** button for you to proceed to your Custom Data Results Report.

| Positions Options ✗ | Locations Options ✗ | Revenues Options ✗ | Industries Options ✗ | Analysis Options ✗ | Salary Options ✗ | Statistics Options ✗ |

`<<`   SUBMIT   `>>`

| Positions Options ✓ | Locations Options ✓ | Revenues Options ✓ | Industries Options ✓ | Analysis Options ✓ | Salary Options ✓ | Statistics Options ✓ |

`<<`   SUBMIT   `>>`

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Results of a Custom Data Report:

The options you selected are displayed at the top of the Custom Data Report

Following, the Results for Custom Data Selections displays the data report(s)

Data View provides the option of viewing / saving your Custom Report in Excel format

Custom Report Examples:

The following slides show examples of these Custom Reports:

- by position

- by job family, with data sample excluding own data for base salary using a selection of percentiles

- by 2 positions, 3 industries

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Sample Custom Report

- by position

Results

Position Code Chosen: 130, 130,

Position Title Chosen: Project Manager, Project Manager,

Location Chosen: ALL

Revenues Chosen: ALL

Industries Chosen: ALL

Analysis Chosen: Analysis by Positions

Salary Component Chosen: Base Salary, Total Cash, Minimum, Maximum

Statistics Chosen: Count, OrgCount

Organization Chosen: ExcludeOwn

Aging: No

Click on Data View for Spreadsheet format.

[Data View]

Results For Custom Data Selections

[Click Here For Excel Version]

Note: If the cell box is
empty it means that it is not
applicable.

Data	Job Family Code	Job Family Name	Custom Type Value	Company Count	Incumbent Count	Position Code	Position Title	base_salary-Count	base_salary-OrgCount	base_salary-P50	tot_cash_comp-Count	tot_cash_comp-OrgCount	tot_cash_comp-P50	minimum-Count	minimum-OrgCount	minimum-P50	maximum-Count	maximum-OrgCount	maximum-P50
EXCLUDING your organization	100	Management/Project Management	ALL	153	570	130	Project Manager	570	153	90460	570	153	96666	305	92	72162	303	91	111360

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Sample Custom Report　　　— by job family, with data sample excluding own data for base salary using a selection of percentiles

Results

Position Code Chosen:310, 320, 330, 335, 340, 350, 310, 320, 330, 335, 340, 350,

Position Title Chosen: Systems Architect 3, Systems Architect 2, Systems Architect 1, Systems Analyst 3, Systems Analyst 2 (Programmer Analyst), Systems Analyst 1 (Programmer), Systems Architect 3, Systems Architect 2, Systems Architect 1, Systems Analyst 3, Systems Analyst 2 (Programmer Analyst), Systems Analyst 1 (Programmer),

Location Chosen:ALL

Revenues Chosen: ALL

Industries Chosen: ALL

Analysis Chosen:　Analysis by Positions

Salary Component Chosen: Base Salary

Statistics Chosen:　Count, OrgCount, Avg, CWA

Organization Chosen:　ExcludeOwn

Aging:　No

Click on Data View for Spreadsheet format.

| Data View |

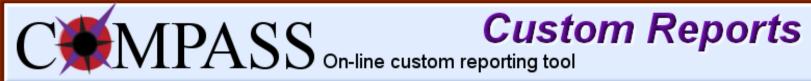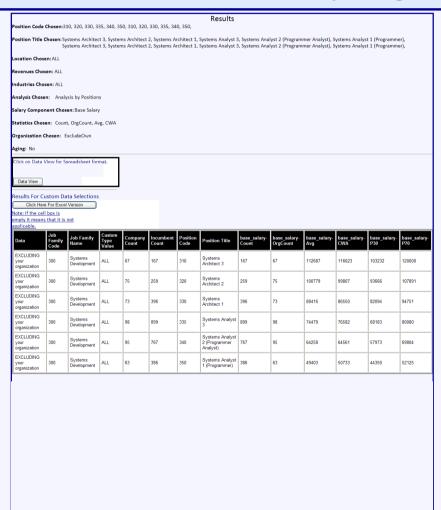Results For Custom Data Selections

| Click Here For Excel Version |

Note: If the cell box is
empty it means that it is not
applicable.

Data	Job Family Code	Job Family Name	Custom Type Value	Company Count	Incumbent Count	Position Code	Position Title	base_salary-Count	base_salary-OrgCount	base_salary-Avg	base_salary-CWA	base_salary-P30	base_salary-P70
EXCLUDING your organization	300	Systems Development	ALL	67	167	310	Systems Architect 3	167	67	112687	116023	103232	120000
EXCLUDING your organization	300	Systems Development	ALL	75	259	320	Systems Architect 2	259	75	100779	99807	93666	107891
EXCLUDING your organization	300	Systems Development	ALL	73	396	330	Systems Architect 1	396	73	88416	86550	82094	94751
EXCLUDING your organization	300	Systems Development	ALL	98	899	335	Systems Analyst 3	899	98	74479	76582	68183	80080
EXCLUDING your organization	300	Systems Development	ALL	95	767	340	Systems Analyst 2 (Programmer Analyst)	767	95	64258	64561	57973	69804
EXCLUDING your organization	300	Systems Development	ALL	63	386	350	Systems Analyst 1 (Programmer)	386	63	49403	50733	44350	52125

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Sample Custom Report
- by 2 positions, 3 industries

Results

Position Code Chosen: 120, 130

Position Title Chosen: Senior Project/Department Manager, Project Manager

Location Chosen: ALL

Revenues Chosen: ALL

Industries Chosen: Advanced Technology, IT Services/Telecommunications, Software Development,

Analysis Chosen: Analysis by Industries

Salary Component Chosen: Base Salary

Statistics Chosen: Count, OrgCount, Avg, CWA

Organization Chosen: ExcludeOwn

Aging: No

Click on Data View for Spreadsheet format.

[Data View]

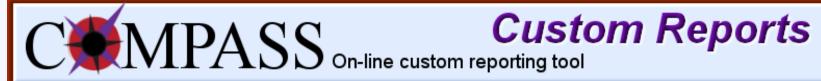Results For Custom Data Selections

[Click Here For Excel Version]

Note: If the cell box is
empty it means that it is not
applicable.

Data	Job Family Code	Job Family Name	Custom Type Value	Company Count	Incumbent Count	Industry	base_salary-Count	base_salary-OrgCount	base_salary-Avg	base_salary-CWA	base_salary-P50
EXCLUDING your organization	100	Management/Project Management	ALL	14	161	Advanced Technology	161	14	100949	96070	100000
EXCLUDING your organization	100	Management/Project Management	ALL	73	476	IT Services/Telecommunications	476	73	100555	98059	98403
EXCLUDING your organization	100	Management/Project Management	ALL	8	33	Software Development	33	8	97433	96994	93150

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Providing What You Need, When You Need It

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