

NIGA CASINO WAGE SURVEY

Introductory Guidelines: You can leave this page open and refer to it as you navigate the system for the first time. You can also download it or print it.

1. **Login Page:** Enter the Username and Password you were provided into the appropriate boxes and click the Login button.

If you have not obtained a Username and Password please contact Dianne Wyss at dwyss@indiangaming.org for assistance.

If you have forgotten your Username or Password please click on the "Forgot Password" link and enter the email address associated with your account. Your username and password will be emailed to you at that address.

2. **Start Page:** Once you have logged in you will be presented with a page with the following menu:

[REPORTS](#) | [DATA](#) | [SETTINGS](#) | [HELP](#) | [LOGOFF](#)

Please refer to the [HELP](#) link throughout the system for assistance. As you move from page-to-page the content of the Help window will change to apply to the page you are working on.

3. **SETTINGS/Facilities Management:** First time users should start by clicking on the [SETTINGS](#) link. You will need to enter the particulars about your Facility(s) here so that you can apply your Position Data to the appropriate Facility - **this is required before you can enter any Wage/Position data**. After clicking on the [SETTINGS](#) link, select Facilities Management from the Options box and click Submit. This option will take you to the Facilities Management page where you can Add, Edit, or Delete a Facility. You may need to fill in the missing information about your Facility, correct any incorrect information about your Facility, or add a Facility if there is none already listed there. Click on the Submit button at the bottom of the page to save any changes you make.
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4. **SETTINGS/Account Information:** Under the [SETTINGS](#) menu you should also select Account Information and click Submit. This option will take you to the Account Information page where you can change your password, contact information, or the email address associated with your account. **You should make sure your email address is entered correctly**. You can then have the system email you your user name and password if you forget it.
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5. **DATA:** This is where you add, edit, or delete your Position Information. Please refer to the [HELP](#) link for a guide to completing this form. **For consistency, all wage data is hourly. Please convert all salaries to an hourly figure based on a 40 hour work week.** Click the Submit button at the bottom of the page after adding or changing any information.
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6. **REPORTS:** This is what it's all about. **After you have contributed data for 20 or more Positions** you can run reports that display a variety of useful statistics. Here again, please refer to the [HELP](#) link for a guide to using this section.
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7. **LOGOFF:** This link will log you out of the system.
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8. **Questions:** Please refer any questions regarding the system to Dianne Wyss at dwyss@indiangaming.org.
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Thanks for your participation.
