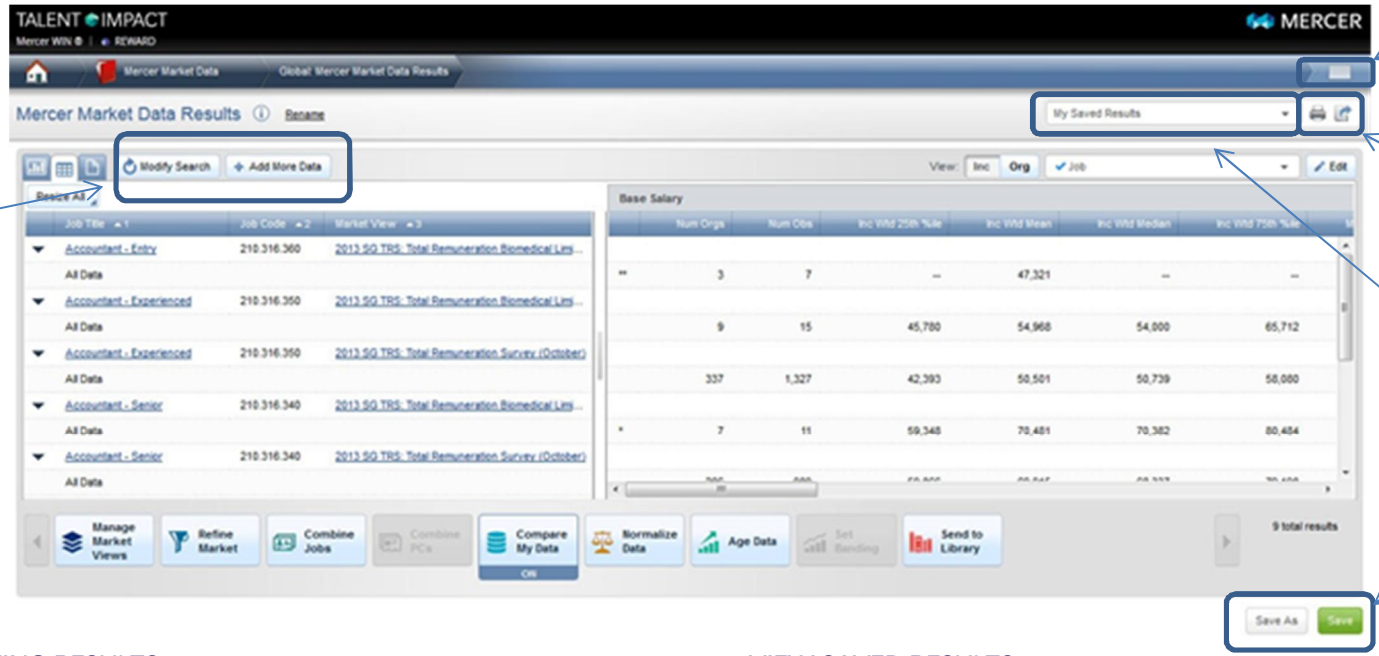
Using Mercer Market Data Results - Quick Reference Card

TALENT



Report Processing Center

Print and Export buttons

Modify Search and Add More Data buttons

Saved Results Repository

Save and Save As buttons

SAVING RESULTS

By saving your results, you store the data in Mercer WIN for easy retrieval at a later time. *TIP: Save your results prior to exporting or printing reports.*

1. To save the data set as you currently see it on the screen, click the Save button at the bottom-right corner of the Mercer Market Data Results page.
2. The Save Results dialog box will prompt you to name the result set. Enter a unique name for your analysis in the text field. *TIP: Enter a name that identifies the data for easy retrieval at a later time. For example, include the purpose and date of the data set.* Click the Save button.
3. Your result set is now accessible through the My Saved Results drop-down list.

VIEW SAVED RESULTS

You may retrieve a saved result set at any time to view the data, make changes, export the data, or print a report of the data.

1. Click the My Saved Results drop-down button, located at the top right-hand side of the Mercer Market Data Results page.
2. Select a results set from the list by clicking directly on the name.
3. The Results page will automatically refresh to display the selected results set.

NOTE: You may manipulate the data and save it as a separate result set by clicking the Save As button and giving the iteration a unique name. Both the original data set and the new data set will be available under My Saved Results.

REWARD

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ADDING MORE DATA

The Add More Data feature will retain your current results and add any data that you select from the Search Mercer Market Data page.

1. Click the Add More Data button at the top of the Mercer Market Data Results page.
2. You are redirected to the Find More Mercer Market Data page where you may enter your search criteria to add jobs to your current results set.
3. Select the results that you want to add to your result set.
4. Once you have conducted a search and made selections from the results section, click Done to return to the Results page.

MODIFYING SEARCH

The Modify Search feature returns you to the Search Mercer Market Data page where you can enter new search criteria. The Modify Search feature will not retain your current results.

1. Click the Modify Search button at the top of the Mercer Market Data Results page.
2. You will be redirected to the Search page where you may change your previous search criteria. The data you select as a result of this search will replace the current data in your results set.
3. Once you have conducted a search and made selections from the results section, click Done to return to the Results page.

CREATING A REPORT

1. Click the Print icon, located at the top right-hand side of the Mercer Market Data Results page.
2. Select your preferred report template from the Print Options page and click Continue.
   TIP: To preview a template type, click on the template name in the Report Templates pane. An example of the selected report template will appear in the Sample panel.
3. A pop-up will prompt you to name the report and select the file type for your report output: PDF or Excel. Make your selections and click Done. A pop-up will display informing you that the report has been sent to the Progress Center for processing.
4. Click the drop-down button next to the Progress Center icon at the top of the page and find your report in the list.
5. Once the status of your report displays "Complete", click directly on the name of your document. A pop-up will prompt you to select whether to open the file or save it to your computer. Make your selection and click OK.

EXPORTING DATA

1. Click the Export icon, located at the top right-hand side of the Mercer Market Data Results page.
2. The Export Options pop-up will prompt you to name the export and select the file type for your export output: Comma-separated values (CSV) or Microsoft Excel (XLS).
3. Click Done. A pop-up will display informing you that the export has been sent to the Progress Center for processing.
4. Click the drop-down button next to the Progress Center icon at the top of the page. The Progress Center lists all of your recent reports and exports, as well as the dates they were submitted and their current statuses.
5. Once the status displays "Complete", click directly on the name of your document to view result.
6. A pop-up will prompt you to select whether to open the file or save it to your computer. Make your selection and click OK.