MRA’s On-Demand Salary Tool puts the power of data into your hands, allowing for deep data dives, multi-cut roll-ups, aging of data and more.

**MRA ON-DEMAND SALARY TOOL**

**HOW TO ACCESS:**
- Log into [www.mranet.org](http://www.mranet.org) to access your dashboard
- Click on Surveys in gray banner
- Find desired survey under View Survey Reports
- Click On-Demand

**HOW TO USE:**
- Determine your selection type:
  - **Single Cut:** selections may be made within the available demographic cuts (one selection per demographic)
  - **Multi Cut:** selections may be made within the available demographic cuts which allows you to “roll-up” the data
  - **Quick Look Up:** like Single Cut, but with an additional dynamic job selector which will aid in finding the desired jobs

**Tips:**
- Hold down the control key to select multiple cuts of data
- Five job selections can be made at a time
- Click the “Search Jobs” link to search by job description or job title
- Select “Reports” in the upper left to run a single cut or an entire MRA job family
- Select the desired MRA “Job Family”

**Age Your Data:**
- Click the “Control Panel” button located at the top of the screen
- Select “Yes” and proceed to enter in the “Aging Percent” and date
- Save your settings
  
  *Note: This aging factor will be applied to all reports you run until you change or remove it. The report screen will show a statement at the top, reminding you that you have entered an aging factor to the data.*

**Export Your Report:**
- Reports can be exported to a variety of formats by using the drop-down menu
- Click the export button

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**Questions?**
Contact the MRA Survey Department at

- 800.488.4845 X3508
- surveys@mranet.org
- www.mranet.org/surveys

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