INSTRUCTIONS FOR SUBMITTING ARL SALARY SURVEY DATA ONLINE
for ARL University Libraries

Go to http://arlstatistics.org to fill out Part I and to upload the CSV file for Part II. NOTE: The Web interface allows you to return and edit your information before it is submitted.

Step 1 of 3: Login at http://arlstatistics.org

Step 2 of 3: Fill out Part I & upload the CSV data file for each survey. (See screenshots below.)

○ Be sure to have the electronic copy of your completed salary survey CSV file handy as you will be submitting this file via http://arlstatistics.org. To access your branch-level surveys, click the links on the left-hand side of the screen or the hyperlinks shown below.
Next, fill out Part 1 (#1 below), upload your CSV data file (#2 below), and save your work (#3 below):

NOTE: If you are submitting salary information for more than one survey, click the links in the Surveys section of the left-hand navigation bar to toggle between each branch-specific survey form. *Remember to save your work as you go (#3 circle above)*!
Step 3 of 3: Once you are finished entering data for each of your surveys, click “Data Entry Complete” at the bottom of each survey.

If you are submitting for more than one survey, click the links in the Surveys section of the left-hand navigation bar to toggle between each branch-specific survey form:

After you have clicked “Data Entry Complete” on the last form for your institution, the system will automatically take you to the Survey Dashboard. You’ll know you’re finished when you see that all of your surveys are in “Review” status. ARL Staff will complete the remainder of the submission steps.

For assistance, e-mail: stats@arl.org  Tel: 202-296-2296
http://www.arlstatistics.org/About/Mailings/ss_2019-20