

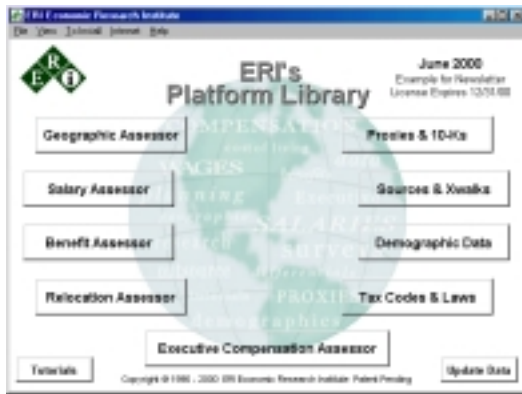


# ERI UPDATE

Quarterly Notes For ERI Subscribers

## What's New

ERI is engaged in a wide range of benefit and compensation gathering activities during an age when communications and analyses techniques are advancing exponentially. To provide subscribers with better access to ERI data, we have rearranged the "look" of **ERI's Platform Library** and [www.erieri.com](http://www.erieri.com).



## Industry Comparables

The browse feature of the **Executive Compensation Assessor** allows selection of the closest comparable publicly traded companies by industry, size, zip, and data date. Appraisers, CPAs, investment advisors, investors, and Corporate Boards of Directors utilize this feature to create performance norms.



Earlier this year, ERI was selected as an Affinity Program Provider of Research for the American Institute of Certified Public Accountants.

To better serve this group of subscribers, we are adding a new tab to **ERIXA's** | Proxy Analyses which, if a browser is active, searches SEC filings for the closest comparable companies (up to twenty), lists their data, and averages their financial norms.

## Geographic/Relocation Assessors

The limitation of city names of less than 17 characters (DOS) no longer exists. Cities may now be selected by zip codes and/or mileage radii, along with ERI's traditional selection menus. We added ~300 new city areas for July (based on our work with RCMP, Statistics Canada, air transport companies, several worldwide church organizations, and subscriber requests).

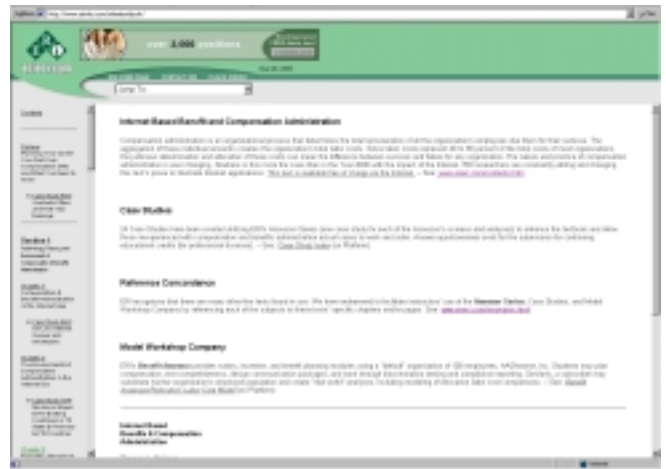
## Position Description Crosswalks

Concordances ("Xwalks") for both industry and positions can now be directly accessed from **ERI's Platform Library**. They provide the largest, non-copyrighted collection of position descriptions and titles (~40,000 and growing) in existence.

For past **Reference** or **Assessor** subscribers, a Year 2001 renewal offer accompanies this **ERI Update**. To conserve postage and packaging, ERI sends out the following year's subscription renewal offer with the last two quarterly releases of each year's subscription. All Year 2000 and 2001 **Assessor Series** and **References** subscribers receive an **H.R. Intranet Administrative Site** that supports research communications, complimentary retrievals from **SalariesReview.com**, and access to ERI's immigration data and proxy/10-K/appraisal norm libraries.

## ERI's New Internet Based Benefit and Compensation Textbook

Earlier this year, ERI acquired the rights to a textbook used in college classrooms since 1955. We are rewriting it to incorporate ERI analyses and Internet technology. **Internet Based Benefit and Compensation Administration**, along with **Assessor Case Studies**, can be viewed from the **Platform's** new [Tutorial] button. This text is free, with a focus of assisting in the training of new analysts.



We continue to work on gaining CPE accreditation for the 24 Case Studies. The concept for this text includes incorporation of Case Studies and a model organization, AAShowMe, Inc. with 100 U.S. employees and one 5 employee sales office. We are rewriting the DOS **Benefit Assessor** to provide a "real life" workshop company for the analyst/student. It will also allow the import of other (your) organization's data for even more "true to life" experiences.

## Access to ERI's Website Fileserver

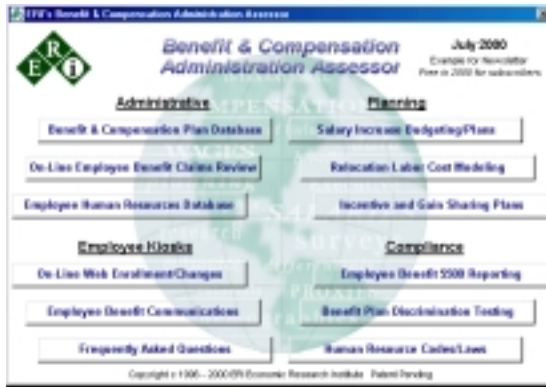
Each **Assessor Series** subscription allows free access to ERI's historical libraries, **SalariesReview.com**, and other large datasets. If any of the new **ERI's Platform Library's Assessor** buttons are "clear", this function is enabled.

# ASSESSOR SERIES NOTES

ERI's **Assessors** always include some "work in progress", usually a programming feature that we don't announce until it is fully tested.

## Benefit Assessor

The July edition contains our first effort in re-releasing the **Benefit Assessor**. For the last several years, ERI has experimented with on-line benefit data retrieval, benefits communications (*BenefitsReview.com*), and last month we activated our "U.S./Canada Internet Based Employee Benefits Surveys" via *SalariesReview.com*. **ERIBA** will contain several of the planning programs found in the discontinued **Consultant's Assessor** (DOS), as well as a new analysis that ties together our collection of HR tax codes, benefit data, cost data and salary data and analyses in the [Relocation Labor Cost Model]. This latter analysis illustrates the average labor costs for a manufacturing firm sales office of xxx employees. Our "work in process" goal is to allow subscribers to cost and compare facilities between any of the 7,400 **Assessor Series** cities.



## Labor Cost Model

This new analysis was originally designed for use in the Year 2000 International Reference Report, a hardcopy composite summary of **Assessor Series** databases and *SalariesReview.com*'s on-line international surveys. As found in the Reference, this model consists of the following elements:

Labor Model Costs - U.S. National vs. Kabul, AFGHANISTAN				
Salaries	Employees	U.S. Nat	% U.S.	in U.S.\$ Local Annual
National Management	5	000000.	11.0 %	121000.
Supervisory Staff	5	000000.	11.0 %	121000.
Professional Staff	10	000000.	11.0 %	121000.
Technical Staff	10	000000.	11.0 %	121000.
Administrative Staff	10	000000.	11.0 %	121000.
Sales Personnel	10	000000.	11.0 %	121000.
Manufacturing Laborers	50	000000.	11.0 %	121000.
Employee Health Benefits		000000.	11.0 %	121000.
Other Insured Benefits		000000.	11.0 %	121000.
Retirement Plan Costs		000000.	11.0 %	121000.
Paid Time Off		000000.	11.0 %	121000.
Employment/Payroll Taxes		000000.	11.0 %	121000.
Injury/Unemployment Costs		000000.	11.0 %	121000.
Gainsharing/Incentive/Other		000000.	11.0 %	121000.
Close Down Accrual		000000.	11.0 %	121000.
<b>Total Labor Costs</b>	<b>100</b>	<b>000000.</b>	<b>11.0 %</b>	<b>121000.</b>
Sales Office	5	000000.	11.0 %	121000.

Like the **Benefit Assessor**, this research effort, programming, and data analyses are now "in process". Subscribers should expect each new Quarter's edition over the next two years to contain enhancements.

## Immigration Analyses

We are going to have to rename the site found at [www.eri.com/doltrends](http://www.eri.com/doltrends) under the "Immigration Wages Salaries - DOL", as Statistics Canada has licensed ERI the right to illustrate its data.



(Canada, as do most countries and unlike the U.S, copyrights its Census and postal codes.)

## College Graduate Survey

ERI's design focus for *SalariesReview.com* is the collection of data related to labor costs that are not otherwise surveyed. Because of subscriber suggestions, we have added a sixth survey to this internet based survey package (as graduate offer averages are not available in Canada and other countries).



## Geographic Reference Report

The Geographic Reference Report represents ERI's collection of data from over 2,500 surveys and sources, including summaries of key **Assessor** analyses, to present a single hardcopy volume from which base *wage/salary* and *cost-of-living* decisions might be derived. Its scheduled release date is mid October 2000. Its companion hardcopy report, ERI International Reference Report, is now scheduled for release in mid August 2000.

# ERI PRODUCT ORDER SHEET

**www.erieri.com**  
**(800) 627-3697**

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- Full Analyst's Series**® Single User License: \$1,767. \$ \_\_\_\_\_  
Annual subscription (four quarterly updates) to **ERIGA, ERISA, ERIRA, ERIPL**, an H.R. Intranet site, and the Geographic Reference Report 2000
- Complete Consultant's Series** Single User License: \$2,845. \$ \_\_\_\_\_  
Annual subscription (four quarterly updates) to all **Assessors** including **ERIXA, ERIPL**, an H.R. Intranet site, and all current year Reference Reports

**ASSESSOR SERIES**® (annual software subscriptions, updated quarterly)

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**SUBSCRIBER SUPPORT**

- ERI's Platform Library** **ERIPL** \$689. No charge to subscribers \$ \_\_\_\_\_

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# INSTALLATION GUIDELINES

## Installing Assessors

(See: INSTALLCD.TXT)

ERI's **Platform Library** will self-install programs and database updates (whenever a valid License code is found for the current subscription year). **Assessors** may be installed using Windows 95, 98 or NT. Keep the diskettes or CD-ROM as backup. If the CD-ROM does not self-install, double click on the **eri.exe** file. You may also refer to the **Technical Support FAQ** page at [www.eri.com](http://www.eri.com) or to the appropriate section below:

- Installation of ERI's **Assessors** from CD-ROM Using a License Code
- Update ERI's **Assessors** from CD-ROM
- Installation of **ERI's Platform Library**
- Running ERI's **Assessors**
- Running **ERI's Platform Library**

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### INSTALLATION OF ERI'S ASSESSORS FROM THE CD-ROM USING A LICENSE CODE

These are instructions for new subscribers and renewing subscribers who **HAVE NOT yet entered a valid license code for the current subscription year**. Note: If you are prompted to "update" **Assessors** at any time during the following procedure, please click **NO**.

1. Run ERI's Platform Library from the latest quarterly CD-ROM. (See Running ERI's Platform Library.)
2. Select **To Install | Install Assessors Using License Code**.
3. In the License Code field, type the license code found on the invoice or instruction sheet mailed with the latest quarterly update.
4. In the **Company** or **User Name** field, type the name of your organization or your name.
5. Click the **Apply** button.
6. Click the **OK** button.
7. Follow the instructions on the installation screens that follow.

If you have a LAN subscription for multiple **Assessors**, and the quantity of subscriptions for each **Assessor** is not the same—i.e., you have eight (8) **Salary Assessor** subscriptions, but only one (1) **Relocation Assessor** subscription—you will have multiple license codes. First type in one of the license codes, then repeat steps 2-7 using the other code.

A license code must be activated within 8 weeks after the day it is created. If you have waited for more than a month after receiving your license code to install your **Assessors**, your code may no longer be valid. If your license code is no longer valid, please contact ERI.

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### UPDATE ERI'S ASSESSORS FROM THE CD-ROM

These are instructions for subscribers who **HAVE entered a valid license code for the current subscription year**.

1. Run **ERI's Platform Library** from the latest quarterly CD-ROM. (See "Running ERI's Platform Library" at the right.)
2. A dialogue box should appear asking if you want to update **Assessors** already installed on your PC. (If you are not prompted to update your **Assessors**, select **To Install | Update Assessors already installed on your computer**.) Click **YES**.

Once **Assessors** for the current year are found, they will be automatically updated. If **Assessors** for the current year are not found in the default directories, you will be prompted to direct the software to the drive where the **Assessors** are installed. Follow the instructions on the screen. After updating the **Assessors**, you will automatically be prompted to install the **Platform Library**. The **Platform Library** and the additional databases can be run from the CD-ROM and do not have to be installed. If you do not want to install the **Platform Library**, click the Cancel button, then click the Yes button to abort the installation. If you do want to install the **Platform Library**, follow the instructions on the installation screens.

There are several different ways that an **Assessor** may be run (see "Running ERI's Assessors" at the right). If running the **Assessors** via an installed **Platform Library**, then you must also update **ERI's Platform Library**. **Assessors** may not be run via **ERI's Platform Library** when the CD-ROM is from a previous quarter. Example, if you update **Assessors** with a data date of 7/1/2000 and an expiration date of 12/31/2000, you may only run them from **ERI's Platform Library** dated July 2000.

### INSTALLATION OF ERI'S PLATFORM LIBRARY

Although ERI's **Assessors** must be installed/updated each quarter, **ERI's Platform Library** does not have to be installed. You may run the latest **Platform Library** (including the shortcut screen and the non-copyrighted databases) directly from the CD-ROM. The CD-ROM may be located in your PC's CD-ROM drive or a CD-ROM tower linked to your network. To Install **ERI's Platform Library**:

1. Run **ERI's Platform Library** from the latest CD-ROM. (See "Running ERI's Platform Library" below.)
2. Select **To Install | Copy All Programs and Data from CD to a hard drive/disk**.
3. Follow the screens' instructions. You will be given the option of whether or not to install the maps, as well as where to install the **Platform Library**. If you must change the destination directory, be sure to retain the \Platform folder at the end of the selected path.

You will also be informed as to how much disk space is required and how much you will have left after installation. If a message appears saying you do not have enough disk space, but you have a previous version of the **Platform Library** installed and you have directed the software to install over the old **Platform Library**, then chances are you will have enough space. Click the Ignore button. The software does not take into account that you will be copying over the old **Platform Library**.

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### RUNNING ERI'S ASSESSORS

#### To Execute an Assessor from ERI's Platform Library

Click on the icon of the **Assessor** or Select **File | Run a Program** and the **Assessor** name. To Execute an **Assessor** from the Windows Start Menu Select **Start | Programs | Economic Research Institute and the Assessor** name. To Execute an **Assessor** from a Windows Desktop Shortcut Icon:

1. Create a shortcut icon for the **Assessor**. (See Windows Help files for instructions about creating shortcuts.)
2. Click on the icon to run the **Assessor**.

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### RUNNING ERI'S PLATFORM LIBRARY

#### To Run ERI's Platform Library from the Latest CD-ROM

1. Check the date printed on the front of the CD-ROM to make sure that it is for the most recent quarter.
2. Place the CD-ROM in your CD-ROM drive and shut the drive door.
3. If after 30 seconds the CD-ROM does not auto-run, check your drive or the device drivers (as they may not be running correctly).

In the mean time try this alternative:

1. Click the Windows Start button.
2. Click Run.
3. Type d:\eri.exe (assuming that D:\ is your CD-ROM drive).
4. Click the OK button.

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### RUNNING ERI'S PLATFORM LIBRARY

#### To Run ERI's Platform Library from the Installed Files

If **ERI's Platform Library** is installed to your PC, you have several options for running the installed **Library**: 1) Use the shortcut created on your Programs List (**Start | Programs | Economic Research Institute | Platform**); or 2) Run the executable file. (In Windows Explorer, double-click platform\eri.exe.); or 3) Use a shortcut icon on your Windows Desktop (if one was created). For LAN Users, the first option may not be available if the **Platform Library** was installed to a network drive.

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