



To enter data into CSIA's Pulse program:

1. Login to ilumen [Control System Integrators Association - Talent Retention Toolbox - PULSE - EZStats \(ilumen.net\)](https://ilumen.net)
2. If you are accessing multiple companies, select a company from the upper right "Search for Clients" box
3. From the left panel select "Submit Data"
4. From the middle panel select the period you want to enter data for. It will have the word "Qtr" in the name and the circle will be red with an X if you have not entered data to the period already
5. The right panel will now have two sections. In the first section select the button labeled "Generate the Survey"
6. This will bring up a dialog box that says it is creating the report followed by one saying "Report Generated" you will also get an email indicating the report is available for downloading.
7. Close the dialog box
8. From the left panel select "Client Reports"
9. This will bring up a new middle and right panel. The right panel contains a hyperlink to the report you just created (this will be the same place you get any other reports you run)
10. Select the hyperlink and you will get the Pulse workbook downloaded...open it
11. Press the enable editing button at the top of the workbook if it shows up
12. Change to the "Inputs" tab and scroll to the right until you reach the quarter you want to change (it will be highlighted yellow if you have not previously entered data for the quarter)
13. Enter the data in the highlighted fields. You can enter notes in the rightmost column to remind you where you got the data from. If you have a spreadsheet that you keep independent of the workbook to collect the data in, copy from that spreadsheet and paste (values only) into the Pulse workbook.
14. You can enter multiple quarters of data if you want to revise prior numbers
15. Save this workbook locally
16. Return to the ilumen site and select "Submit Data" from the left panel again (if the right panel has changed you can simply select the quarter again and it will bring it back)
17. This time scroll down to the second section of the right panel and press the "Start Upload" button
18. This will bring up a dialog box that allows you to select your saved Pulse Workbook (you will need to be out of the workbook)
19. With the workbook file selected press the "Complete Upload" button
20. The system will give you an error message if the Pulse workbook is damaged or you selected the wrong file. If this happens go back to the "Client Reports" and download the Pules workbook again
21. You can now run the reports from the "Client Reports" page for immediate use
22. Benchmarking will take time before all companies have updated the data so check back occasionally to make sure you have a good sample to compare with

The system keeps your notes in the workbook for the next time you upload information, so it is best to follow this procedure instead of using your local copy of the workbook. That way if there are any changes behind the scenes you will have the right version of the workbook.