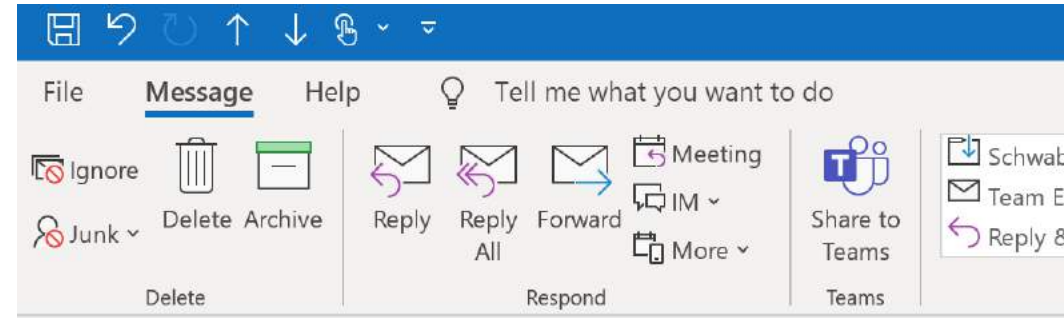


Step One: Signing Into Compass

1. Confirm you have received the email from the system administrator with your Username (your email) and your temporary password
2. Click the link to access Compass, the Prosper CO jobs mapping tool



Access to Prosper



**Link to
Compass,
Jobs
Mapping
Tool**

an
Granado

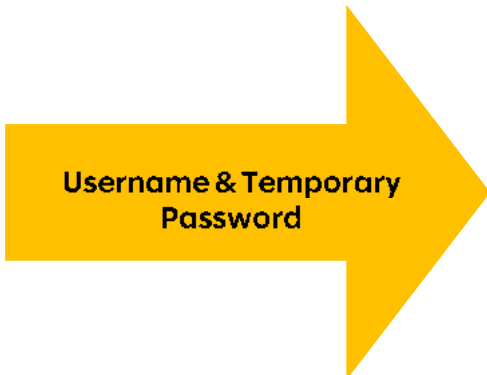
Wednesday, September 15, 2021. Due by Wednesday, September 15, 2021.

<https://concise-smoke-321417.web.app/>

U: lauren.granado@slalom.com

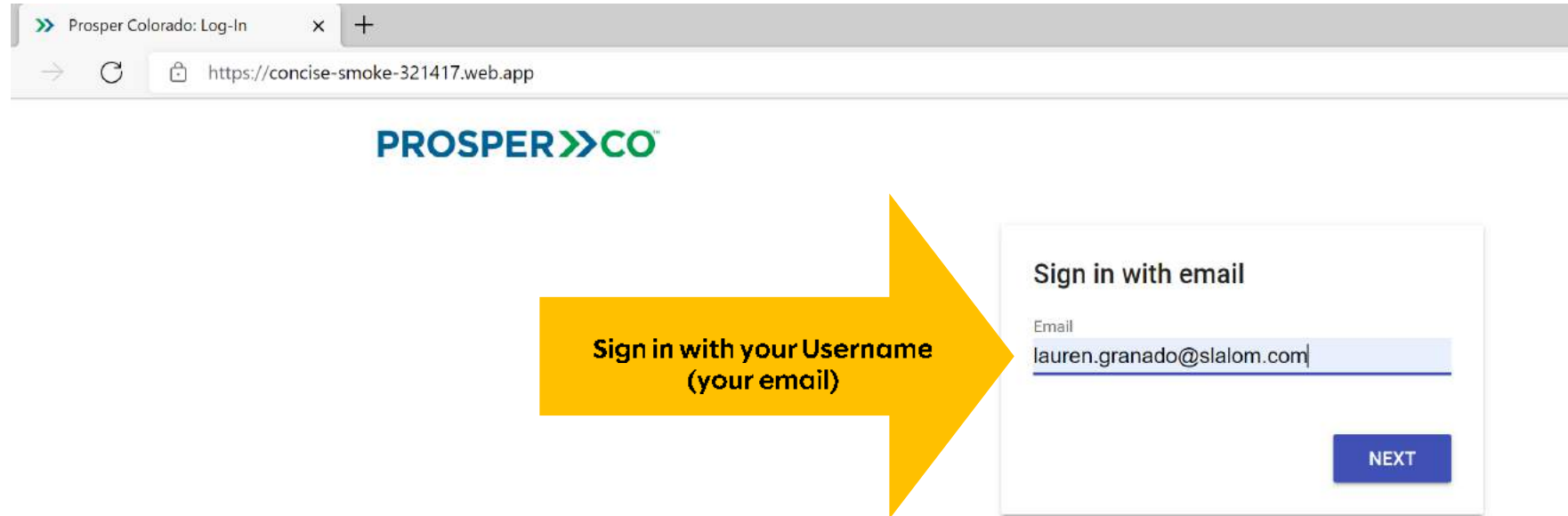
P: Y8rAfPqW70

Chad Serpan
Solution Principal



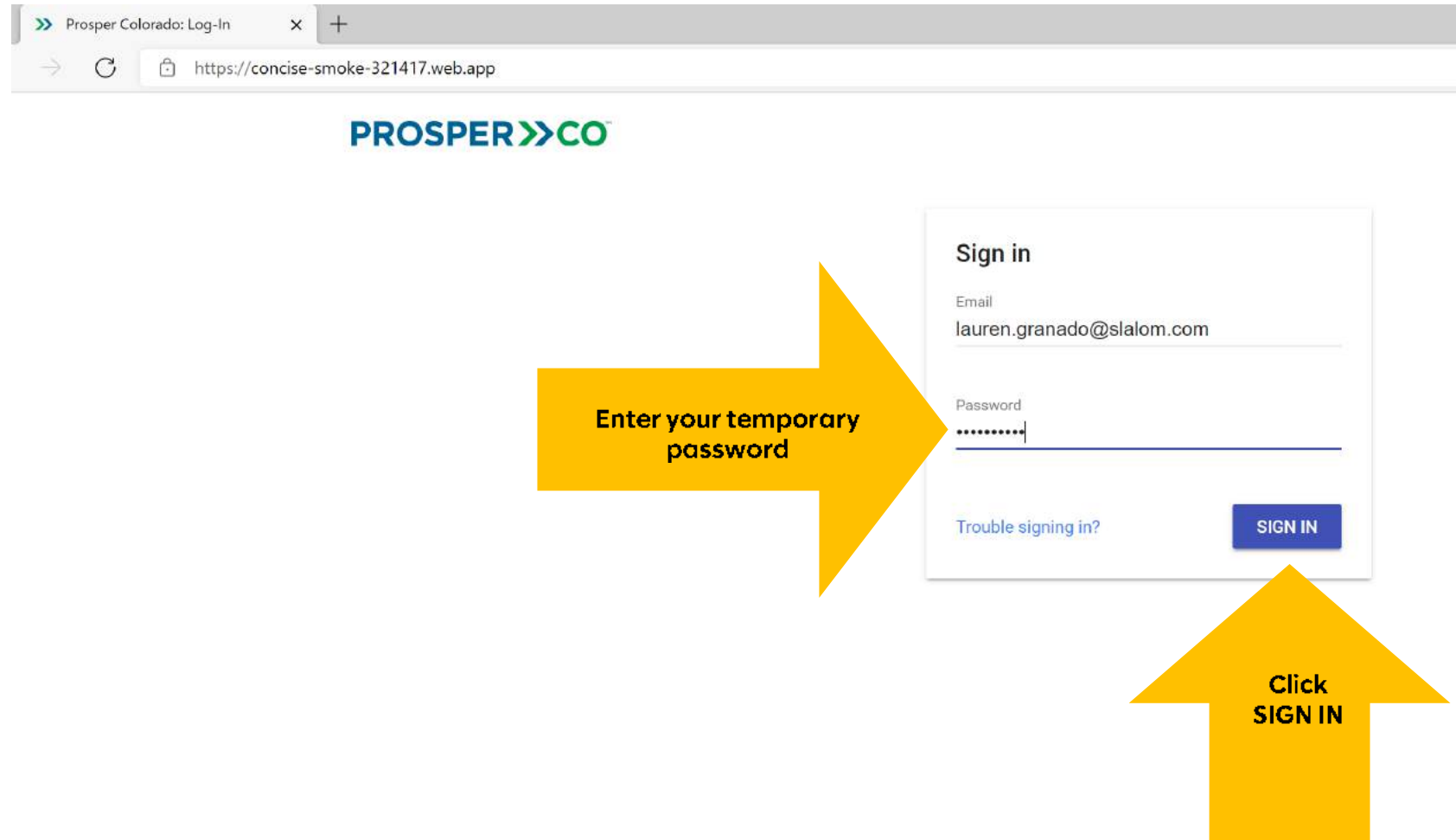
Step One: Signing Into Compass

1. Once you click the link, you will be taken to the Prosper CO sign in page
2. Sign in with your username from the email (this will be your email address)



Step One: Signing Into Compass

1. Enter your temporary password from the email you received from the system administrator
2. Once you've entered your username and temporary password, click SIGN IN



Step Two: Setting Up the Profile

1. You will be taken to the Profile page
2. Enter your information for name, company, and phone number
3. To choose your industry code, click the blue hyperlink to select an industry code from the IRS document

The screenshot shows a web browser window with the URL <https://concise-smoke-321417.web.app/profile/>. The page title is "Profile" and it includes navigation links for "Report" and "Data Uploader".

Enter your information

Click the blue hyperlink for your industry code

Personal

Name

Company Name

Phone Number

Industry Code [Select from valid industry codes](#)

Change Password

Current Password

New Password

Confirm Password

Privacy

Transparency Level:

- 1. My company is willing to input my data and receive my comparison report, but I do not want it shared or stored
- 2. My company is willing to share my data and through the assignment of a random code, my company will remain anonymous but I will be able to compare year over year how my data changes
- 3. My company is willing to identify related to an industry sector, but not share our name
- 4. My company is willing to share the name of my company as a completer and have my data aggregated as part of larger report, but DO NOT want my data associated directly with my company
- 5. My company believes in transparency and accountability and is willing to lead by associating our brand with the data and the movement to inspire change

Step Two: Setting Up the Profile

1. You will see a new tab pop up with all the IRS industry codes listed
2. Select your industry from the list
 1. I highlighted consulting as an example



Prosper Colorado: Profile | 2019 Short Form Annual Return | x | +

https://www.pbgc.gov/sites/default/files/principal-business-activity-codes.pdf

Contents 3 of 3

541380 Testing Laboratories	Remediation Services	Institutions	812310 Coin-Operated Laundries & Drycleaners
Specialized Design Services	Educational Services	712100 Museums, Historical Sites, & Similar Institutions	812320 Drycleaning & Laundry Services (except Coin-Operated)
541400 Specialized Design Services (including interior, industrial, graphic, & fashion design)	611000 Educational Services (including schools, colleges, & universities)	Amusements, Gambling, and Recreation Industries	812330 Linen & Uniform Supply Services
Computer Systems Design and Related Services	Health Care and Social Assistance	713100 Amusement Parks & Arcades	812910 Pet Care (except Veterinary Services)
541511 Custom Computer Programming Services	Offices of Physicians and Dentists	713200 Gambling Industries	812920 Photofinishing
541512 Computer Systems Design Services	621111 Offices of Physicians (except mental health specialists)	713900 Other Amusement & Recreation Industries (including golf courses, skiing facilities, marinas, fitness centers, & bowling centers)	812930 Parking Lots & Garages
541513 Computer Facilities Management Services	621112 Offices of Physicians, Mental Health Specialists	Accommodation and Food Services	812990 All Other Personal Services
541519 Other Computer Related Services	621210 Offices of Dentists	Accommodation	Religious, Grantmaking, Civic, Professional, and Similar Organizations
Other Professional, Scientific, and Technical Services	Offices of Other Health Practitioners	721110 Hotels (except Casino Hotels) & Motels	813000 Religious, Grantmaking, Civic, Professional, & Similar Organizations (including condominium and homeowners associations)
541600 Management, Scientific, & Technical Consulting Services	621310 Offices of Chiropractors	721120 Casino Hotels	813930 Labor Unions and Similar Labor Organizations
541700 Scientific Research & Development Services	621320 Offices of Optometrists	721191 Bed & Breakfast Inns	
541800 Advertising & Related Services	621330 Offices of Mental Health Practitioners (except Physicians)	721199 All other Traveler Accommodation	921000 Governmental Instrumentality or Agency
541910 Marketing Research & Public Opinion Polling	621340 Offices of Physical, Occupational & Speech Therapists, & Audiologists	721210 RV (Recreational Vehicle) Parks & Recreational Camps	
541920 Photographic Services	621391 Offices of Podiatrists	Rooming and Boarding Houses, Dormitories, and Workers' Camps	
541930 Translation & Interpretation Services	621399 Offices of all Other Miscellaneous Health Practitioners	Food Services and Drinking Places	
541940 Veterinary Services	Outpatient Care Centers	722300 Special Food Services (including food service contractors & caterers)	
541990 All Other Professional, Scientific, & Technical Services	621410 Family Planning Centers	722410 Drinking Places (Alcoholic Beverages)	
Management of Companies (Holding Companies)	621420 Outpatient Mental Health & Substance Abuse Centers	722511 Full-Service Restaurants	
551111 Offices of Bank Holding Companies	621491 HMO Medical Centers	722513 Limited-Service Restaurants	
551112 Offices of Other Holding Companies	621492 Kidney Dialysis Centers	722514 Cafeterias and Buffets	
	621493 Freestanding Ambulatory Surgical & Emergency Centers	722515 Snack and Non-alcoholic Beverage Bars	
	621498 All Other Outpatient Care Centers		

Step Two: Setting Up the Profile

1. Enter your industry code once you've identified it on the IRS document
2. Next, update your password by entering your temporary password into CURRENT PASSWORD and entering your new password into NEW PASSWORD and CONFIRM PASSWORD
3. Once you've updated your password, review the 5 Transparency Levels
4. Select your desired level of transparency
5. Click SUBMIT

The screenshot shows a web browser window with the URL `--smoke-321417.web.app/profile/`. The page title is "Profile" and it includes navigation links for "Report" and "Data Uploader".

Personal Information:

- Name: Lauren Granado
- Company Name: Slalom
- Phone Number: (720) 955-5357
- Industry Code: 541600 (with a link to "Select from valid industry codes")

Change Password:

- Current Password: [Redacted]
- New Password: [Redacted]
- Confirm Password: [Redacted]

Privacy - Transparency Level:

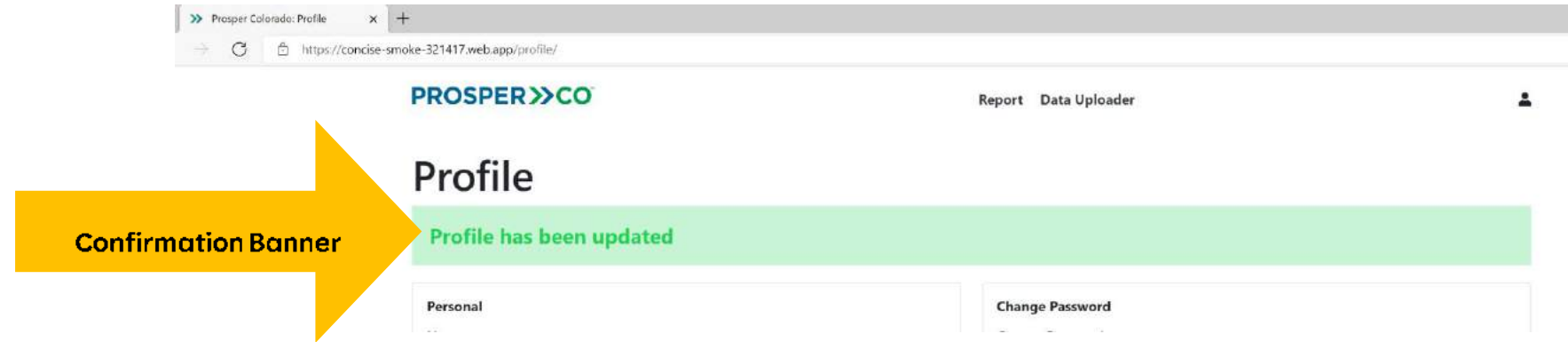
- 1. My company is willing to input my data and receive my comparison report, but I do not want it shared or stored
- 2. My company is willing to share my data and through the assignment of a random code, my company will remain anonymous but I will be able to compare year over year how my data changes
- 3. My company is willing to identify related to an industry sector, but not share our name
- 4. My company is willing to share the name of my company as a completer and have my data aggregated as part of larger report, but DO NOT want my data associated directly with my company
- 5. My company believes in transparency and accountability and is willing to lead by associating our brand with the data and the movement to inspire change

Callouts:

- A yellow arrow labeled "Enter industry code" points to the industry code input field.
- A yellow arrow labeled "Choose transparency level" points to the radio button options.
- A yellow arrow labeled "Click SUBMIT" points to the "Submit" button.
- A yellow arrow labeled "Update your password" points to the password change section.

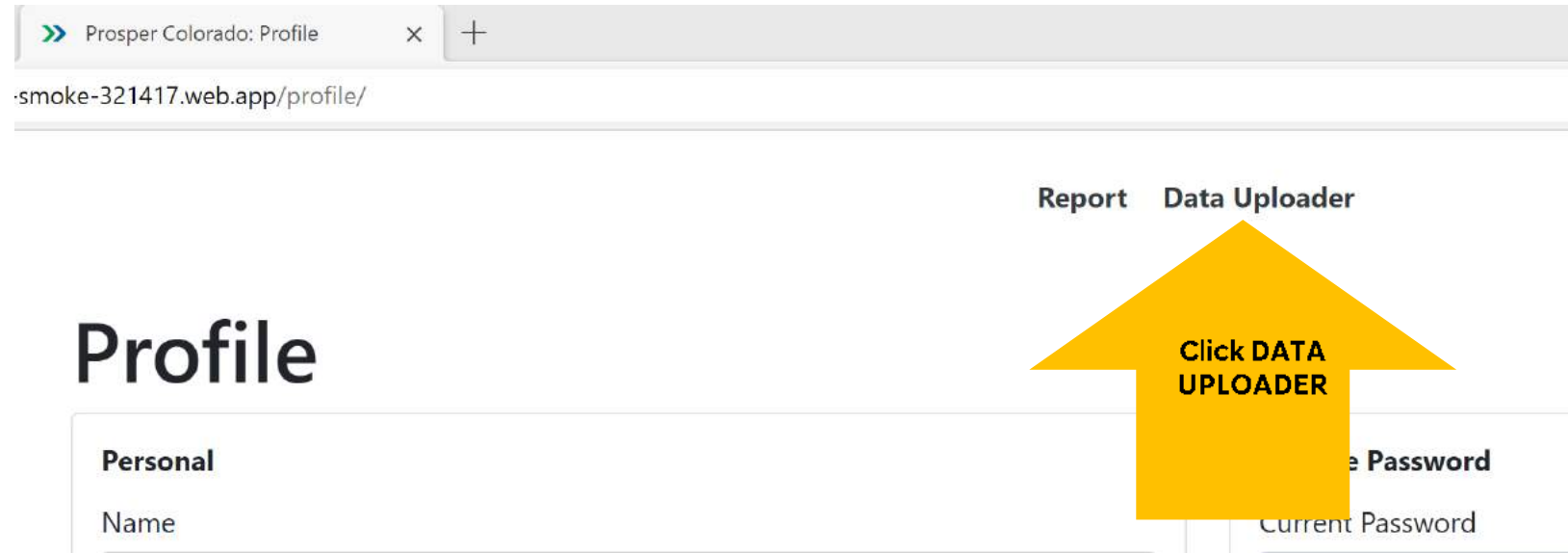
Step Two: Setting Up the Profile

1. Once you click SUBMIT, you will see a GREEN banner at the top of the profile confirming you have successfully updated your profile



Step Three: Uploading Data

1. Once your profile is complete, click DATA UPLOADER at the top of your screen to get started with uploading or entering your data



Step Three: Uploading Data

1. If you've already completed a report with the required parameters: job category, gender, ethnicity, and number of employees, you can drag and drop your CSV file to the uploader
2. If you need to build your report, click **DOWNLOAD CSV TEMPLATE**

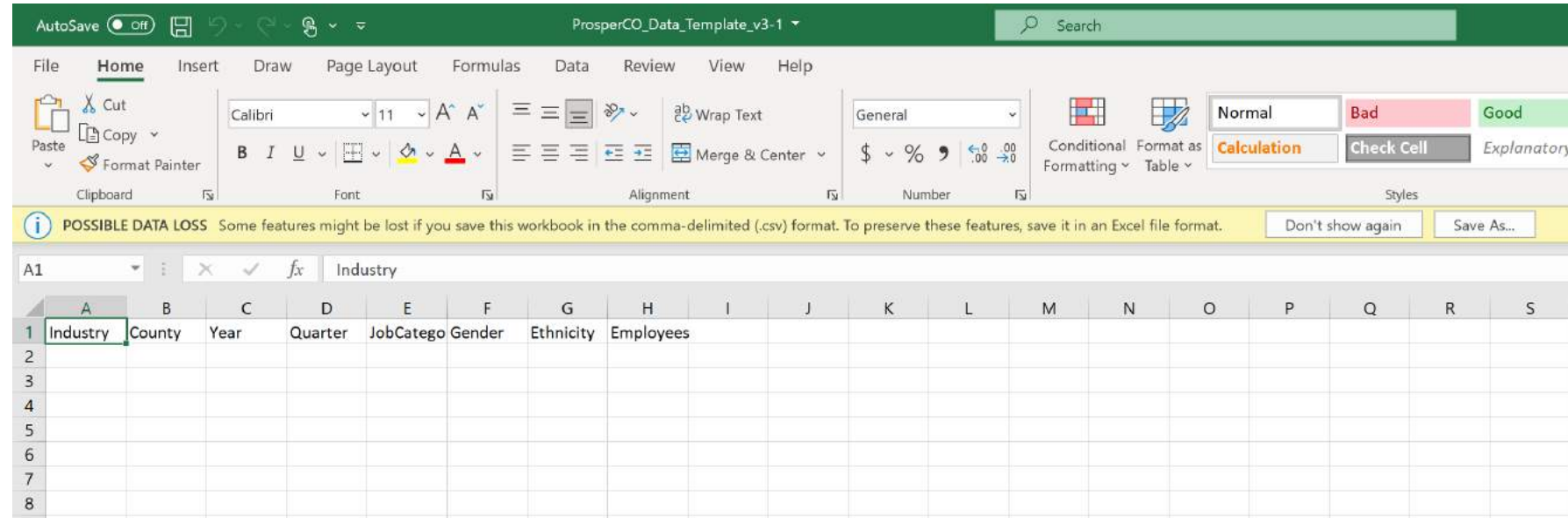
The screenshot shows a web browser window with the URL 'https://con...er/'. The page title is 'Prosper Colorado: Uploader'. The main content area is titled 'Data Uploader' and contains two sections: 'Data Upload Instructions' and 'File Uploader'. The 'Data Upload Instructions' section lists 9 steps for building a report, including downloading a CSV template, selecting industry codes, and specifying parameters like Job Category, Gender, Ethnicity, and Number of Employees. The 'File Uploader' section features a dashed box for dropping files and a blue 'Select file' button. A yellow arrow points from the 'DOWNLOAD CSV TEMPLATE' text to the 'Data Upload Instructions' section. Another yellow arrow points from the 'SELECT FILE' text to the 'Select file' button.

To build your report click **DOWNLOAD CSV TEMPLATE**

If your CSV report is ready for upload, drag and drop over **SELECT FILE**

Step Three: Uploading Data

1. Open the downloaded CSV template and save as a file
2. Remember to keep the file in CSV format!



Step Three: Uploading Data

1. When building your report, open the Data Upload Instructions and the CSV file side by side
2. Click each parameter from the Data Upload Instructions to “copy to the clipboard”
3. Paste into each category on your CSV report

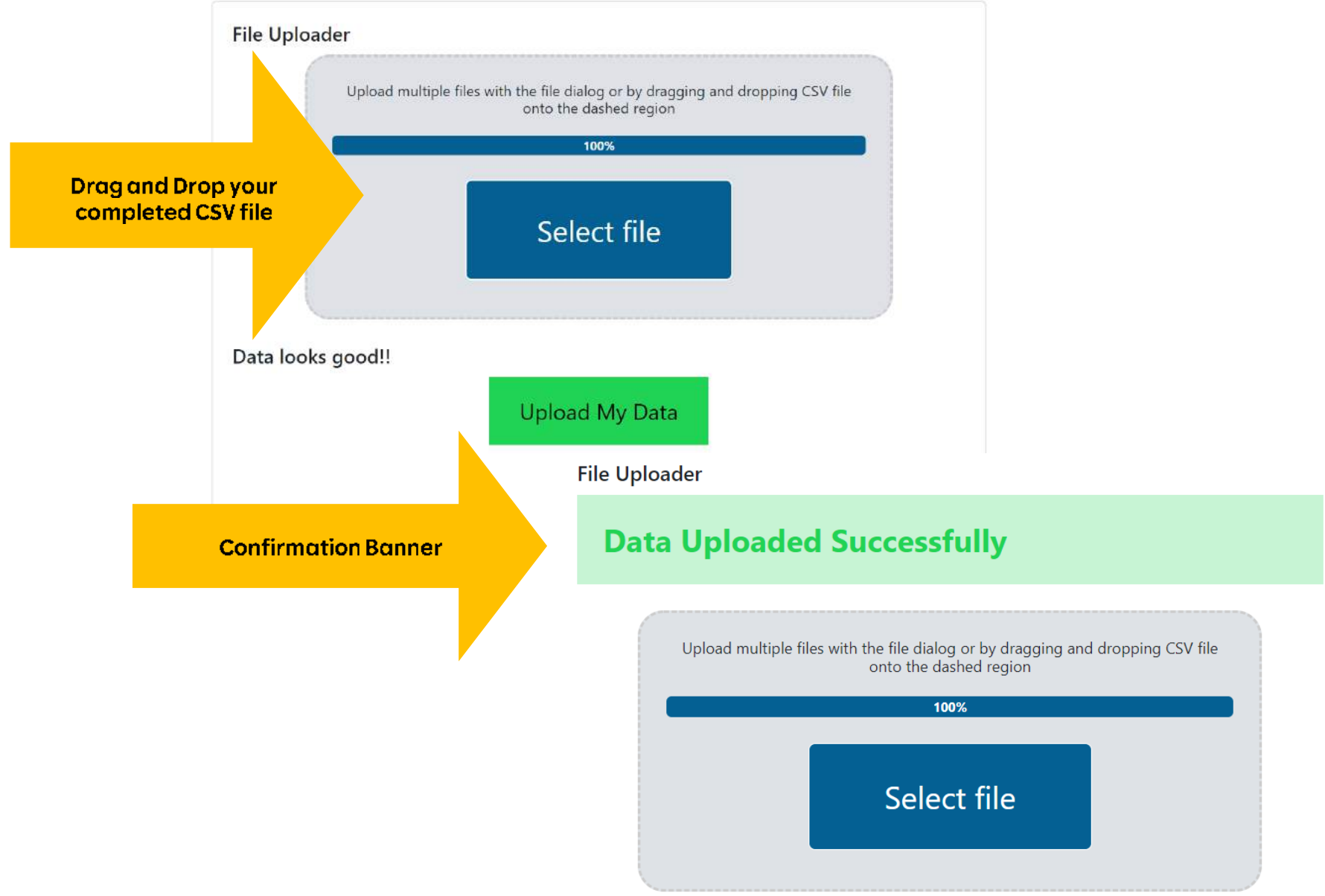
The screenshot shows the Prosper Colorado Data Uploader interface on the left and an Excel spreadsheet on the right. The interface includes 'Data Upload Instructions' and a 'File Uploader' section. The Excel spreadsheet has columns for Industry, County, Year, Quarter, JobCategory, Gender, Ethnicity, and Employees. Yellow arrows point from the instructions to the spreadsheet cells, with text: 'Copy parameters for your report', 'Paste parameters to CSV file', and 'Enter # of employees for each parameter'.

1	Industry	County	Year	Quarter	JobCategory	Gender	Ethnicity	Employees
2	541600	Denver	2021	1	Right Now	Male	White / Caucasian	23
3	541600	Denver	2021	1	Right Now	Female	White / Caucasian	28
4	541600	Denver	2021	1	Right Now	Non-Binary / Non-Conforming	White / Caucasian	0
5	541600	Denver	2021	1	Right Now	Prefer Not To Say	White / Caucasian	0
6	541600	Denver	2021	1	Pathway	Male	White / Caucasian	35
7	541600	Denver	2021	1	Pathway	Female	White / Caucasian	33
8	541600	Denver	2021	1	Pathway	Non-Binary / Non-Conforming	White / Caucasian	0
9	541600	Denver	2021	1	Pathway	Prefer Not To Say	White / Caucasian	1
10	541600	Denver	2021	1	Opportunity	Male	White / Caucasian	51
11	541600	Denver	2021	1	Opportunity	Female	White / Caucasian	41
12	541600	Denver	2021	1	Opportunity	Non-Binary / Non-Conforming	White / Caucasian	0
13	541600	Denver	2021	1	Opportunity	Prefer Not To Say	White / Caucasian	0
14	541600	Denver	2021	1	Right Now	Male	Black or African American	12
15	541600	Denver	2021	1	Right Now	Female	Black or African American	17
16	541600	Denver	2021	1	Right Now	Non-Binary / Non-Conforming	Black or African American	0
17	541600	Denver	2021	1	Right Now	Prefer Not To Say	Black or African American	0
18	541600	Denver	2021	1	Pathway	Male	Black or African American	3
19	541600	Denver	2021	1	Pathway	Female	Black or African American	6
20	541600	Denver	2021	1	Pathway	Non-Binary / Non-Conforming	Black or African American	0
21	541600	Denver	2021	1	Pathway	Prefer Not To Say	Black or African American	0
22	541600	Denver	2021	1	Opportunity	Male	Black or African American	4
23	541600	Denver	2021	1	Opportunity	Female	Black or African American	9
24	541600	Denver	2021	1	Opportunity	Non-Binary / Non-Conforming	Black or African American	1
25	541600	Denver	2021	1	Opportunity	Prefer Not To Say	Black or African American	0

4. Build your report with data from your organization in each category (**You must use the exact data points listed on the Data Uploader page**)
5. If there is a category that is not tracked at your organization, choose DO NOT TRACK to populate your report for each parameter

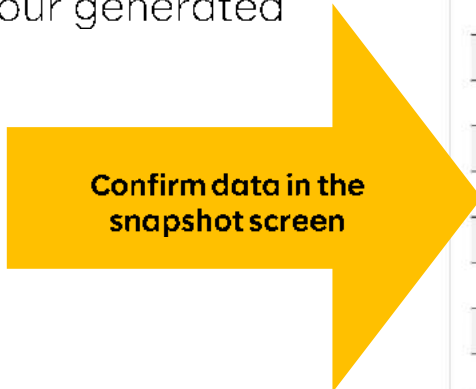
Step Three: Uploading Data

1. Once your report is complete, save as a CSV file and drag and drop on the data uploader page
2. You will receive a confirmation banner once your report is successfully uploaded



Step Four: Confirm Data

1. Once you've uploaded your CSV report successfully, you will see an editable snapshot of your data at the bottom of the data uploader screen
2. Confirm your data before reviewing your generated reports



Show entries

Industry	County	Year	Quarter	JobCategory	Gender	Ethnicity	Employees
541600	Denver	2021	1	Right Now	Male	White / Caucasian	23
541600	Denver	2021	1	Right Now	Female	White / Caucasian	28
541600	Denver	2021	1	Right Now	Non-Binary / Non-Conforming	White / Caucasian	0
541600	Denver	2021	1	Right Now	Prefer Not To Say	White / Caucasian	0
541600	Denver	2021	1	Pathway	Male	White / Caucasian	35
541600	Denver	2021	1	Pathway	Female	White / Caucasian	33
541600	Denver	2021	1	Pathway	Non-Binary / Non-Conforming	White / Caucasian	0
541600	Denver	2021	1	Pathway	Prefer Not To Say	White / Caucasian	1
541600	Denver	2021	1	Opportunity	Male	White / Caucasian	51
541600	Denver	2021	1	Opportunity	Female	White / Caucasian	41
541600	Denver	2021	1	Opportunity	Non-Binary / Non-Conforming	White / Caucasian	0
541600	Denver	2021	1	Opportunity	Prefer Not To Say	White / Caucasian	0
541600	Denver	2021	1	Right Now	Male	Black or African American	12
541600	Denver	2021	1	Right Now	Female	Black or African American	17

Showing 1 to 36 of 36 entries

Previous Next

Step Five: View Reports

1. Once you've confirmed your data, click REPORT at the top of your screen
2. You will be directed to the reporting page, where you can set filters to view your data and compare your standings to similar organizations and industries

Click REPORT

Industry ▼ Gender ▼ Year ▼ Quarter ▼

Gender Ethnicity Industry

Set your filters to view different reports

My Company

Gender	Right Now	Pathway	Opportunity
Male	0%	0%	0%
Female	0%	0%	0%

Region Workforce

Gender	Right Now	Pathway	Opportunity
Male	19%	13%	22%
Female	24%	11%	12%

Job Category
■ Right Now ■ Pathway ■ Opportunity

Step Five: View Reports

1. Mix and match filters to view your organization's data in different reports based on the Prosper CO parameters

