



Web-Based Compensation Survey System

Username:

Password:

[Request a New Account](#)
[Contact Us](#)

This system provides comparative salary and benefits information for 75 benchmark positions in more than 200 member communities across Massachusetts.

Home page help:

The Home page is your welcome page. It displays your open survey links and contains messages from the MMPA and/or the system administrators.

In the top right and bottom right corners of the page are four links:

1. Logout – click here to logout of the system
2. Account – click here to edit your account information (password, phone number, etc.)
3. Help – click here to see the Help pages
4. Contact – click here to contact an administrator via an email form

An **OPEN** survey is a survey ready for updating that has been created for the current fiscal year. It is pre-populated with data from the previous year reduce text input.

A **SUBMITTED** survey is a survey that has been saved and submitted to the administrators for approval. This is done when you have *finished your edits* of the OPEN survey and clicked on the **YELLOW Submit for Approval** button on the lower right corner of the survey screen. **Please do not click on this button until you feel the entire survey is COMPLETED.** SUBMITTED surveys are CLOSED and can no longer be edited, but do not yet display in searches. They require review & approval first.

An **APPROVED** survey is a survey that has been closed by you and submitted to the administrators for review. Once it is deemed free of errors or questionable data, it is then APPROVED and can now be searched for.

SUBMITTED and **APPROVED** surveys can be re-opened for editing *if necessary*.

Across the upper section of the page you will see a color-coded tab bar. Green for Benchmark Surveys, red for Fire Surveys, blue for Police Surveys, purple for Docs section, sage green for Reports and dark gray for Admin Section.



- The Benchmark Survey section is where you can fill out your benchmark survey, run searches on benchmark surveys, and view the benchmark survey search results in Survey View, Report view, and Sheet View.
- The Fire Survey section is where you can fill out your fire survey, run searches on fire surveys, and view the fire survey search results in Survey View, Report view, and Sheet View.
- The Police Survey section is where you can fill out your police survey, run searches on police surveys, and view the police survey search results in Survey View, Report view, and Sheet View.
- The Docs section is a storage place for documents. MMPA members can share documents in this section via upload and download. Many types of documents can be stored here including: Word, Excel, PDF, photos, text, etc. The Docs section is a good location for documents like Insurance Rate sheets.
- The Reports section contains 3 pre-configured reports, all of which can be exported either as PDFs or Excel files:
 - a listing of all of the Benchmark Standardized Job Titles and their definitions
 - a listing of all of the surveys completed including Last Updated information
 - a listing of all the contacts for the Municipalities/Organizations in the system.
- The Admin Section contains two links: My Municipality/Organization and My Account. Normally you will only see one entity in the My Municipality/Organization section. Admin-level users will see multiple Municipalities/Organizations.
 - The My Municipalities/Organizations link will display a listing of those associated to your account. In that listing you will see a column for Additional Contacts (click on names in column to edit), as well as Edit and Show links.
 - Additional Contacts page is where you can view and edit contact information for other staff that can be reached for questions about your survey.
 - The Show link will show you a summary of the demographics for your municipality or organization (Population, Budget, Tax Rate, etc.) and the additional contact info.
 - The Edit link will only be accessible if your permission level allows it. The administrators maintain the demographics.
 - The My Account link will display a page where you can edit some of the details of your account (this is the same as using the Account link at the top of all pages):
 - Name (primary account name, not editable)
 - Email address
 - Phone Number
 - Municipality (not editable)
 - Organization
 - Job Title
 - User Name (not editable)
 - New Password (if you want to change your password, enter it here)
 - Confirm Password (enter the new password again for confirmation)

Benchmark Tab help

The screenshot shows the Benchmark Tab interface. At the top, there are navigation tabs: Home, Benchmark (highlighted in green), Docs, Reports, and Admin. Below the tabs is a grey banner with a yellow warning icon and the text: "You have an open Benchmark survey: [TEST FY11 Benchmark Survey](#)". Below this banner is a white box containing several sections: "My Surveys" with links for "View / Edit Open Surveys" and "View Submitted Surveys"; "Saved Searches" with a "Select a Saved Search" dropdown and "Load Search" and "Delete Search" buttons; "Start a New Search" with a magnifying glass icon, a "Select a Fiscal Year" dropdown, a "Select Cities / Towns" button, an "Include Surrounding Cities/Towns" checkbox, a "Population" input field, a "Sort by Job Title" dropdown, and a "Select Job Titles" button; and a "Salary" section with a "Salary" label and two input fields separated by "to". At the bottom right of the search section are "Search", "Save this Search", and "Clear Search" buttons.

The **Alert** area is denoted by this symbol:



It contains links to any surveys you have open. Open Surveys need to be updated in a timely manner, even if there are no changes. Below are examples:

- You have an open Benchmark Survey: Survey Name (click here to go to that survey for review or editing)
- You have an open Fire Survey: Survey Name (click here to go to that survey for review or editing)
- You have an open Police Survey: Survey Name (click here to go to that survey for review or editing)

My Surveys

- **View/Edit Open Surveys** – This will take you to a listing of all open Benchmark surveys for your account. Clicking on the link will display a page similar to the one below.

 You have an open Benchmark survey: [TEST FY11 Benchmark Survey](#)

Open Benchmark Surveys

City / Town: Alford	Budget: \$0	County:
Population: 0		Tax Rate: \$0
Contact: Debbie Blackwell	Selectmen's Office, Alford	alford@berkshire.net
		413-528-4536

Survey Name	City / Town	Fiscal Year	Created On	
TEST FY11 Benchmark Survey	Alford	2011	February 16, 2011	View and Edit

- **View Submitted Surveys** – This will take you to a listing of all submitted Benchmark surveys for your account. Submitted surveys are read only and are not editable. Clicking on the link will display a page similar to the one below:

Submitted Benchmark Surveys

City / Town: Alford	Budget: \$0	County:
Population: 0		Tax Rate: \$0
Contact: Debbie Blackwell	Selectmen's Office, Alford	alford@berkshire.net
		413-528-4536

Survey Name	City / Town	Fiscal Year	Submitted	Submitted By	Approved	Approved By	Status	
2010 Benchmark Survey	Alford	2010	February 3, 2011		February 3, 2011		approved	View

The main Search area help

Start a New Search

Select a Fiscal Year

Select Job Titles

Select Cities / Towns

Include Surrounding Cities/Towns

Population to

Sort by Job Title

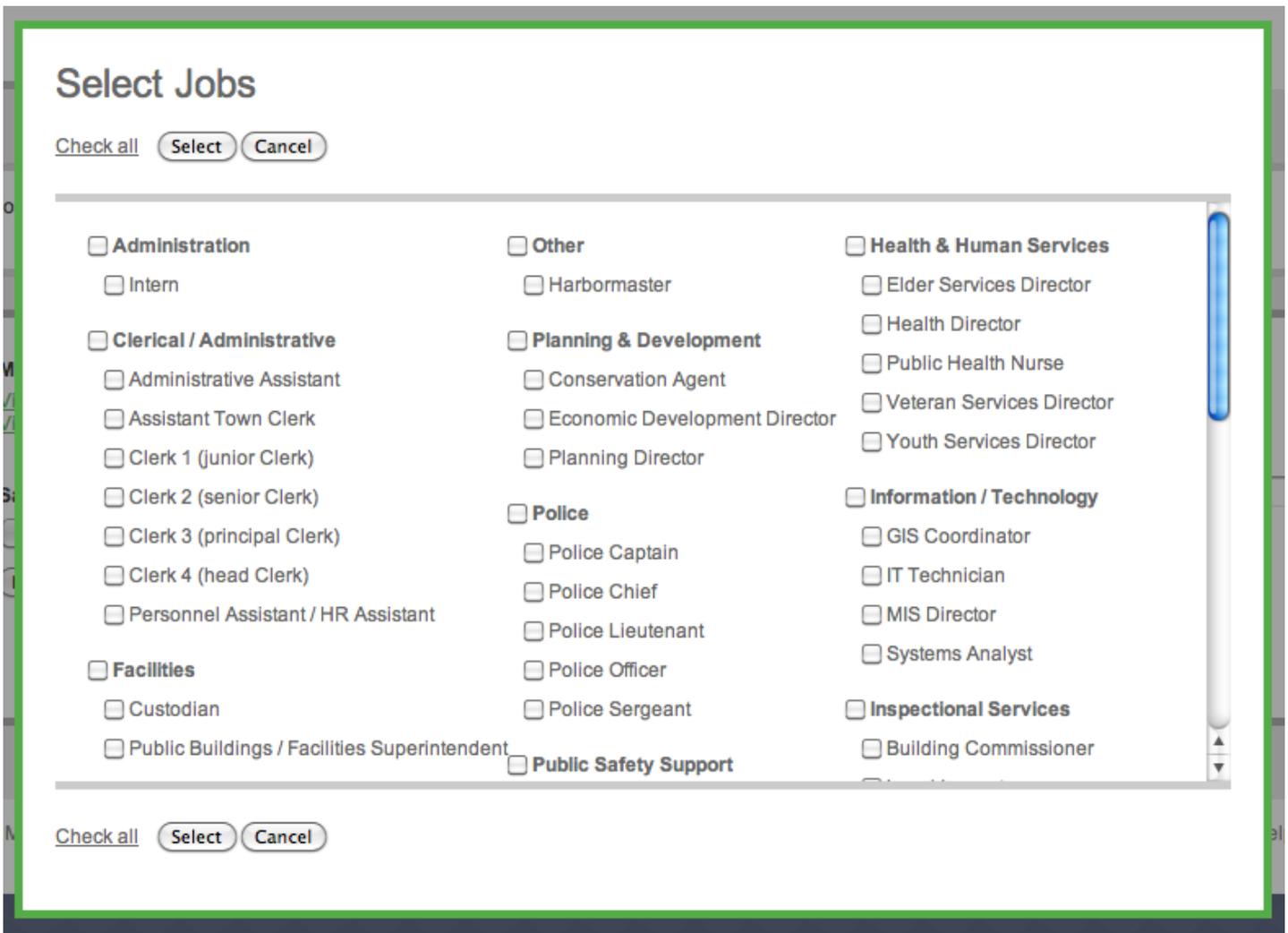
Salary to

- Under Start a New Search you will find the Fiscal Year drop down menu. Choose a fiscal year to search.
- Click on the Select Municipalities/Organizations button to choose municipalities or organizations to base your search on. A window will popup over the main page. You can select single, multiple or all Municipalities/Organizations. Use the Check all to select all entities. Once Municipalities/Organizations are selected, the Check All becomes an Uncheck All for your convenience. Use the Select button to save your selections. Use the Cancel button to cancel your selection and go back to the main page.

Select Cities / Towns

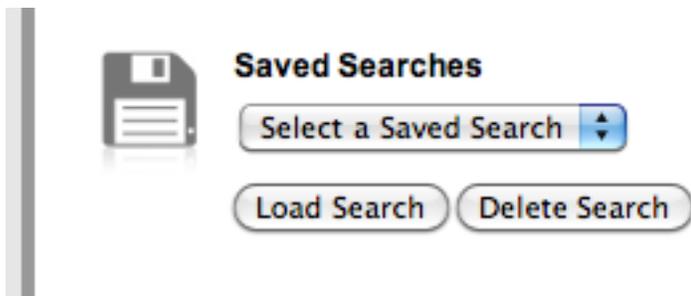
<input type="checkbox"/> Abington	<input type="checkbox"/> Granby	<input type="checkbox"/> Paxton
<input type="checkbox"/> Acton	<input type="checkbox"/> Great Barrington	<input type="checkbox"/> Peabody
<input type="checkbox"/> Acushnet	<input type="checkbox"/> Greenfield	<input type="checkbox"/> Pelham
<input type="checkbox"/> Agawam	<input type="checkbox"/> Groton	<input type="checkbox"/> Pembroke
<input type="checkbox"/> Alford	<input type="checkbox"/> Groveland	<input type="checkbox"/> Pepperell
<input type="checkbox"/> Amesbury	<input type="checkbox"/> Hadley	<input type="checkbox"/> Petersham
<input type="checkbox"/> Amherst	<input type="checkbox"/> Halifax	<input type="checkbox"/> Pittsfield
<input type="checkbox"/> Andover	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Plainville
<input type="checkbox"/> Aquinnah	<input type="checkbox"/> Hanover	<input type="checkbox"/> Plymouth
<input type="checkbox"/> Arlington	<input type="checkbox"/> Hanson	<input type="checkbox"/> Provincetown
<input type="checkbox"/> Ashburnham	<input type="checkbox"/> Hardwick	<input type="checkbox"/> Quincy
<input type="checkbox"/> Ashby	<input type="checkbox"/> Harvard	<input type="checkbox"/> Randolph
<input type="checkbox"/> Ashland	<input type="checkbox"/> Harwich	<input type="checkbox"/> Reading
<input type="checkbox"/> Athol	<input type="checkbox"/> Hatfield	<input type="checkbox"/> Rehoboth

- Checking the Include Surrounding Municipalities/Organizations will add to the search any bordering municipalities and organizations of those you have already selected in the popup window
- The Population fields allow you to search by population range
- Your results may be sorted by the Sort by Municipalities/Organizations drop down menu. Options are:
 - Sort by Municipality/Organization
 - Sort by Job Title
- The Select Job Titles button allows you to pick single, multiple, or all job titles to search for. A window will popup over the main page. Use the Check all to select all job titles. Once job titles are selected, the Check All becomes an Uncheck All for your convenience. Use the Select button to save your selections. Use the Cancel button to cancel your selection and go back to the main page.



- The Salary fields allow you to search by salary range
- The Search button performs the search
- The Save this Search button saves the search for future use in the Select a Saved Search drop down menu
- The Clear Search clears the settings of the current search. Saved Searches remain saved.

Saved Searches



Searches can be saved. Use the drop down menu to choose a previously Saved Search. Click on the Load Search to load the search parameters and perform the search. Use the Delete Search button to remove the search chosen in the drop down menu. This search will no longer be saved.

A Saved Search contains saved criteria for searches, but the data is searched live and therefore it will provide the most up to date information.

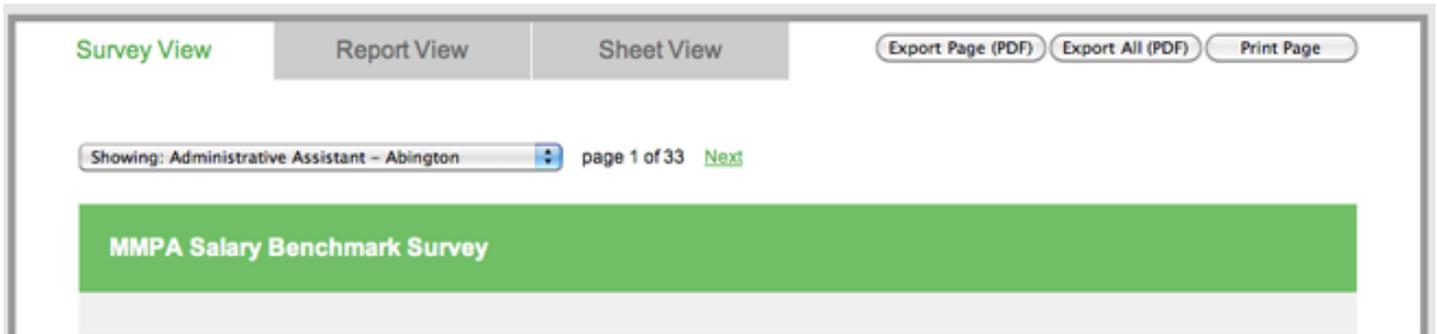
USER TIP: Creating and saving a Comparable Communities search enables you to run reports on job title(s) using the same comparable communities each time. To run reports on your comparables, load the saved comparables search, then go to the Select Job Titles and choose the titles you need for THIS one time search.

Example: Arlington might always compare to Brookline, Winchester, and Belmont.

1. In the Select Municipalities/Organizations the Arlington user would select those communities.
2. Click on the Save this Search button and give the search criteria a name: My Comparables.
3. Now when Arlington wants to search for a specific title within their comparable communities they:
 - a. Choose the Saved Search in the drop down menu
 - b. Click on Load Search
 - c. Choose a job title in the Select Job Titles
 - d. Choose a Fiscal Year in the Fiscal Year drop down menu
 - e. Click on the Search button.

This will use the Saved Search criteria plus the selected Job Titles and the selected Fiscal Year.

Search Results



Search results display below the search area. In this area you will see three tabs:

1. **Survey View** - The standard survey questionnaire view where surveys can be:
 - a. Exported as PDFs: Export Page (PDF) {single page you are viewing}, Export All (PDF) {all pages in the survey}
 - b. Printed (single page you are viewing)
2. **Report View** - A consolidated tabular report of salary, incumbents, and hours data for each job title where reports can be:
 - a. Exported as PDFs: Export Page (PDF) {single page you are viewing}, Export All (PDF) {all pages in the survey}
 - b. Printed (single page you are viewing)
3. **Sheet View** - A spreadsheet view of the key data fields where sheets can be:
 - a. Exported as Excel documents for manipulation in Excel: Export Page (XLS) {single page you are viewing}, Export All (XLS) {all pages in the survey}
 - b. Printed (single page you are viewing)

Survey View:

When the Survey tab is selected you will be presented with the survey questionnaire view.

Below the tabs is a drop down menu consisting of the Job Titles found in the search. You may jump to any title by choosing from the menu. You may also use the Skip button to skip forward to the next title.

In the green and gray box you will find:

- Survey name
- Municipality or Organization
- County
- Fiscal Year
- Population
- Budget
- Tax Rate
- Contact
- Contact title
- Contact email
- Contact phone number
- Effective date for rates
- Total amount of non-union pay increases
- Total amount of union pay increases

This information repeats on all the pages of the survey.

The screenshot shows a web interface for a survey. At the top, there are three tabs: "Survey View" (highlighted in green), "Report View", and "Sheet View". To the right of these tabs are three buttons: "Export Page (PDF)", "Export All (PDF)", and "Print Page". Below the tabs is a dropdown menu showing "Administrative Assistant - Abington" and "page 1 of 33" with a "Next" link. A green header bar contains the text "MMPA Salary Benchmark Survey". Below this is a "Community Profile" section with the following information:

Survey Name: 2010 Benchmark Survey	County:		
City / Town: Abington	Budget: \$0	Tax Rate: \$0	
Fiscal Year: 2010	Population: 0		
Contact: Dori Jamieson	Assistant Town Manager, Abington	djamieson@abingtonmass.com	781-982-2100

Effective date for rates:
COLA for non-union employees:
COLA for union employees:

Job Title

Benchmark Title:	Administrative Assistant
Category:	Clerical / Administrative

Below the gray area is the actual Benchmark survey results, in survey questionnaire format.

Job Title

Benchmark Title: Administrative Assistant

Category: Clerical / Administrative

Description: Under general supervision of department head, serves as lead staff member (office manager) coordinating clerical and administrative functions of three or more office personnel.

Local title for job:

Compensation Range

The Minimum salary range for this job: \$0

The Maximum salary range for this job: \$0

The date the current salary ranges took effect:

The number of people currently holding the position: 0

The standard number of hours this job works per year – basis for salary figure: 0

Job Responsibilities

Number of people the person in this job is responsible for, whether they directly report to the person in this job or not: 0

Number of people the person in this job directly supervises: 0

Title of the job to which the person in this job reports:

Are the responsibilities of this job greater than (>), less than (<), or equal to (=) the responsibilities of the benchmark job described in the MMPA position description for this title?: Equal (=)

Job Type

Is this a union or collective bargaining position? No

What union does this position belong to?

Is this position an flsa exempt position? No

Is this a civil service position? No

Are funds allocated to salaries for this position based on career progression or position allocation? Position Allocation

Are people in this position eligible for pay for performance? Yes

Contact form help

Use this form to contact the system administrator. The admin will answer all your technical questions and will forward your survey or MMPA-specific questions to an MMA staff person, who will then respond to you as soon as possible.

Please fill out the form completely.

Account link help

On this page the user can change their password, phone number, municipality/organization, and title.

Reports help

On this page you will find three links:

1. **Jobs and Descriptions:** This link will take you to a listing of all the Benchmark Job Titles and descriptions

Home	Benchmark	Docs	Reports	Admin
Export Page (PDF) Export Page (XLS) Print Page				
Jobs and Descriptions				
Category	Title	Description		
Finance	Accountant	Performs working level professional accounting duties; develops and implements new accounting techniques and systems or modifies and modernizes existing methods and procedures. Maintains and balances accounts against other accounting records. Makes final accounting of cash funds, vouchers, and encumbrances. Prepares balance sheets. Conducts internal audits. Compares expenditures with budget appropriations. Assist in the preparation of reports which serve as a basis for budget requests. Minimum Qualifications may include graduation from a college or university with a bachelor's degree in accounting or a related field and two to four (2-4) year of related experience, or an equivalent combination of education and experience.		
Clerical / Administrative	Administrative Assistant	Under general supervision of department head, serves as lead staff member (office manager) coordinating clerical and administrative functions of three or more office personnel.		
Public Safety Support	Animal Control Officer	Patrols streets for stray domestic or wild animals. Captures and confines stray animals. Responds to public complaints regarding animals. Issues citation and impounds animals. Issues licenses for animals. Picks up injured animals. Investigates theft or slaughter cases. Transports animals to shelter. Minimum Qualifications may include graduation from High School and one (1) year of experience performing above or related duties or an equivalent combination of education and experience.		
Finance	Appraiser / Assessor	Performs complex administrative, supervisory, and professional work in appraising and assessing real and personal property, in planning, managing and directing the activities of the Assessing Division, and in assisting the Board of Assessors with all municipal tax assessment		

2. **City/Town Surveys:** This link will take you to a listing of all approved surveys sorted alphabetically

[Home](#)

[Benchmark](#)

[Docs](#)

[Reports](#)

[Admin](#)

[Export Page \(PDF\)](#)

[Export Page \(XLS\)](#)

[Print Page](#)

City / Town Approved Surveys

City / Town	Approved Benchmark Survey Year	Approved Benchmark Survey Updated	Approved Benchmark Survey Jobs	Approved Fire Survey Year	Approved Fire Survey Updated	Approved Police Survey Year	Approved Police Survey Updated	Approved Insurance Survey Year	Approved Insurance Survey Updated
Abington	2010	4 Feb	33	-	-	-	-	2010	7 Feb
Acton	2010	4 Feb	58	-	-	-	-	2010	7 Feb
Acushnet	2010	4 Feb	23	-	-	-	-	2010	7 Feb
Agawam	2010	4 Feb	0	-	-	-	-	2010	7 Feb
Alford	2010	4 Feb	0	-	-	-	-	2010	7 Feb
Amesbury	2010	4 Feb	31	-	-	-	-	2010	7 Feb
Amherst	2010	4 Feb	52	-	-	-	-	2010	7 Feb

3. **City/Town Contacts:** This link will take you to a listing of the cities and towns and the contact information for each.

Home Benchmark Docs **Reports** Admin

Export Page (PDF) Export Page (XLS) Print Page

City / Town Approved Surveys

City / Town	Name	Phone	Email	Organization	Job Title
Abington	Dori Jamieson	781-982-2100	djamieson@abingtonmass.com	Abington	Assistant Town Manager
Abington	JOE TESTER	781-982-2100	JOETESTER@abingtonmass.com		
Acton	John Murray, III	978-264-9612	jmurray@acton-ma.gov	Acton	Assistant Town Manager
Agawam	Coleen Hebert	413-786-0400 x213	chebert@agawam.ma.us	Agawam	Personnel Director
Alford	Debbie Blackwell	413-528-4536	alford@berkshire.net	Alford	Selectmen's Office
Amesbury	Allison Heartquist	508-388-8121	heartquista@amesburyma.gov		
Amherst	Eunice Torres	413-259-3079	torrese@amherstma.gov	Amherst	Human Resources Director
Andover	Candace Hall	978-623-8530	chall@andoverma.gov	Andover	Director of Human Resources

Docs Page

In this section you will find the same search function as on the Benchmark Page. The Docs page is a storage area for many types of documents that members can share with each other. Examples are:

bargaining agreements, compensation plans, insurance rate sheets & plan summaries, and job descriptions.

The screenshot shows the 'Docs' page interface. At the top, there are navigation tabs: Home, Benchmark, Docs (highlighted in purple), Reports, and Admin. Below the tabs is a grey box containing the text: "In this section you can share documents related to compensation that others may wish to view. For example, we encourage you to download collective bargaining agreements, compensation plans, insurance rate sheets & plan summaries, and job descriptions." Below this is a white box with several sections: "My Documents" with an "Upload New Document" link; "Saved Searches" with a "Select a Saved Search" dropdown and "Load Search" and "Delete Search" buttons; "Start a New Search" with a magnifying glass icon, a "Select Cities / Towns" button, an "Include Surrounding Cities/Towns" checkbox, a "Population" range input, a "Sort by City / Town" dropdown, and a "Select Job Titles" button; and a right-hand column with "Select a File Category" and "Select a File Type" dropdowns, and "Search", "Save this Search", and "Clear Search" buttons.

On the upper left is an Upload New Document link. Click on this link to start the upload process.

If you already have documents of your own uploaded, you will also see a My Documents link. Click on this link to view a list of all of your documents. You can manage your documents on the My Documents page.

Just like on the Benchmark page, you can search based on city(s) or town(s) (including surrounding cities or towns if you choose), Population range, Job Titles and/or Job Categories, File Category, or File Type. You can also save your searches for future recall as well.

File Categories so far include: Collective Bargaining Agreements, Position Description, Contracts, Rate Sheets, and Other.

File Types are DOC (Microsoft Word), PDF (Adobe Portable Document Format), or XLS (Microsoft Excel).

Search results are much like the Benchmark search results. The Survey view shows a single document and information about the document. If more than one document results, then there is a pull down menu to switch between results, as well as a next button. The Search result can be exported as a PDF. The document on the page can be downloaded via the Download link.

Home Benchmark **Docs** Reports Admin

In this section you can share documents related to compensation that others may wish to view. For example, we encourage you to download collective bargaining agreements, compensation plans, insurance rate sheets & plan summaries, and job descriptions.

My Documents
[Upload New Document](#)

Saved Searches
Select a Saved Search

Start a New Search

Include Surrounding Cities/Towns

Population to

Survey View Report View Sheet View

Showing: Massachusetts Municipal Personnel Associat page 1 of 8

Uploaded Document

The title of the document:	TEST EXCEL UPLOAD
The type of the document:	Other
Download the file:	Download
The city or town to which the document pertains:	Massachusetts Municipal Personnel Association
The job, if any, to which the document pertains:	-
Additional information about the document:	

The Report view will display the Search results in a columnar view, with each page representing the set of documents related to each city or town. The pull down menu will take you to the next City or Town, as will the next button. Results can be exported to PDF and actual documents can be downloaded via the Download links.

Home Benchmark **Docs** Reports Admin

In this section you can share documents related to compensation that others may wish to view. For example, we encourage you to download collective bargaining agreements, compensation plans, insurance rate sheets & plan summaries, and job descriptions.

My Documents
[Upload New Document](#)

Saved Searches
Select a Saved Search ▾
Load Search Delete Search

Start a New Search

Multiple Cities / Towns Selected

Include Surrounding Cities/Towns

Population: _____ to _____

Sort by City / Town ▾

Select Job Titles

Select a File Category ▾

Select a File Type ▾

Search Save this Search Clear Search

Survey View **Report View** Sheet View Export Page (PDF) Print Page

Showing: Massachusetts Municipal Personnel Associat ▾ page 1 of 4 Next

MMPA Uploaded Documents

City / Town: Massachusetts Municipal Personnel Association County: _____
 Population: 0 Budget: \$0.00 Tax Rate: \$0.00

Contact: Ellen Stoolmacher Member Services Coordinator, Massachusetts municipal personnel association estoolmacher@mma.org 617-426-7272

	Title	Category	Job	File Type	Size	Updated At	Download
Massachusetts Municipal Personnel Association	TEST EXCEL UPLOAD	Other	-	XLS	13 KB	May 2, 2011	Download
Massachusetts Municipal Personnel Association	TEST PDF UPLOAD	Other	-	PDF	186 KB	May 2, 2011	Download

The Sheet view will display the Search results in a columnar view, with each page representing the set of documents related to each city or town. The pull down menu will take you to the next City or Town, as will the next button. Results can be exported to XLS and actual documents can be downloaded via the Download links.

Home
Benchmark
Docs
Reports
Admin

In this section you can share documents related to compensation that others may wish to view. For example, we encourage you to download collective bargaining agreements, compensation plans, insurance rate sheets & plan summaries, and job descriptions.

My Documents
[Upload New Document](#)

Saved Searches

Start a New Search

Include Surrounding Cities/Towns

Population: to

Survey View
Report View
Sheet View

Showing: page 1 of 4

MMPA Salary Benchmark Survey

City / Town: Massachusetts Municipal Personnel Association	County:	
Population: 0	Budget: \$0.00	Tax Rate: \$0.00
Contact: Ellen Stoolmacher	Member Services Coordinator, Massachusetts municipal personnel association	estoolmacher@mmpa.org
		617-426-7272

	Title	Category	Job	File Type	Size	User	Updated At	Download
Massachusetts Municipal Personnel Association	TEST EXCEL UPLOAD	Other	-	XLS	13 KB	Lucas Meyer	2 May	Download
Massachusetts Municipal Personnel Association	TEST PDF UPLOAD	Other	-	PDF	186 KB	Lucas Meyer	2 May	Download

Upload New Document

On this page you enter the details of the document you want to upload.

1. Enter the Title of the Document. Make this a clear and easy to understand title. It does not have to be the same as the actual name of the document.
2. Select a Type of document (Rate Sheet, Collective Bargaining Agreement, Contract, Position Description, or Other).
3. Click on the Browse button to select the file you want to upload from your hard drive.
4. Select a job title if any pertains to the document you are uploading.
5. Enter any additional information about the documents in the text box.
6. Click on the Save Button to upload the document. Click on Cancel to cancel uploading.

Home Benchmark **Docs** Reports Admin

Upload a New Document

The title of the document:

The type of the document:

The file to upload: no file selected

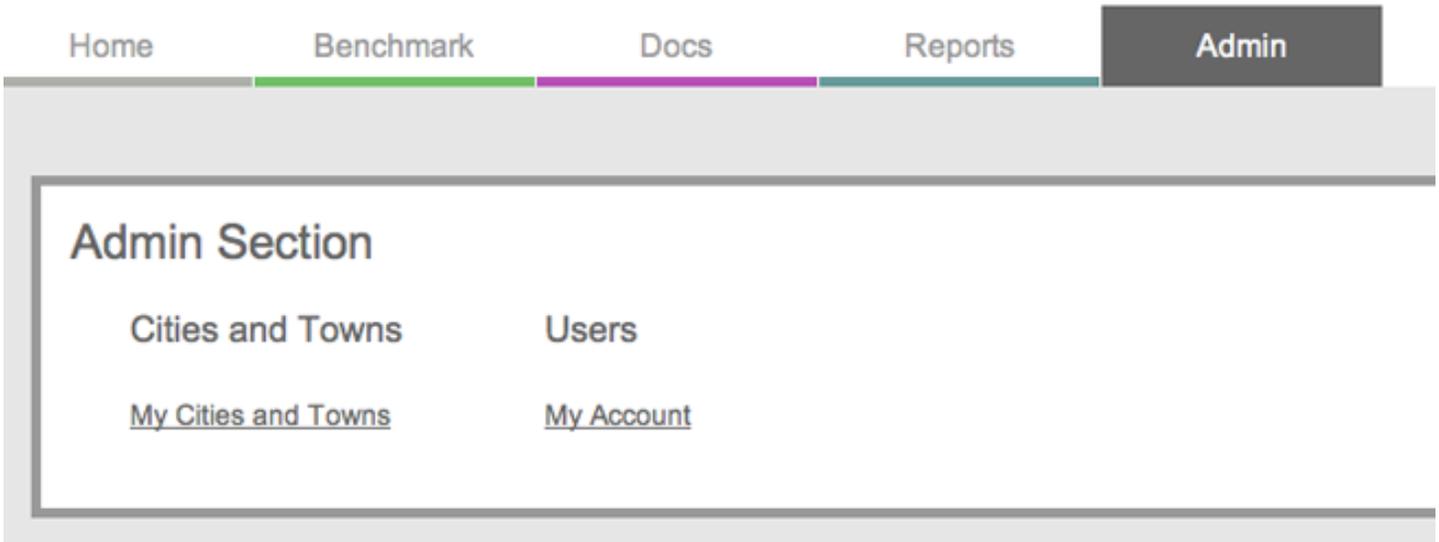
The city or town to which the document pertains:

The job, if any, to which the document pertains:

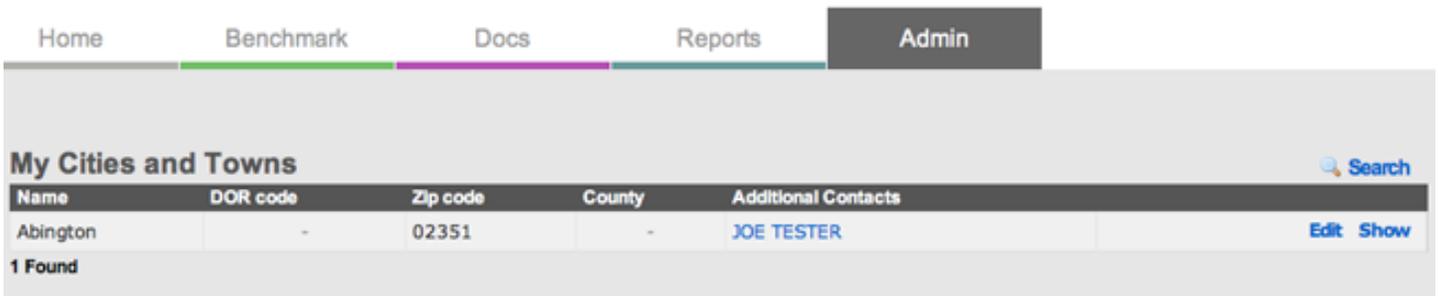
Additional information about the document:

Admin

In the Admin section you will find two links: My Cities and Towns and My Account.



Click on My Cities and Towns to see a listing of your cities or towns.



Click on the Addition Contact name to view the Additional Contact info.



Here you can edit or delete this contact. Click on the Edit link to edit the contact.

Home Benchmark Docs Reports **Admin**

My Cities and Towns Search

Name	DOR code	Zip code	County	Additional Contacts	
Abington	-	02351	-	JOE TESTER	Edit Show

Contacts for Abington Search Create New X

Name	Email	Organization	Job title	Enabled
Update JOE TESTER X				
First name	<input type="text" value="JOE"/>			
Last name	<input type="text" value="TESTER"/>			
Email	<input type="text" value="JOETESTER@abingtonmass.com"/>			
Phone	<input type="text" value="781-982-2100"/>			
Job title	<input type="text"/>			
Organization	<input type="text"/>			
Enabled	<input type="checkbox"/>			

1 Found

1 Found

Fill the new data and click on Update or click on Cancel to return to the listing.

The My Account link will take you to the same page as the Account link at the top and bottom of all pages. Help for that page can be found on that pages Help link.