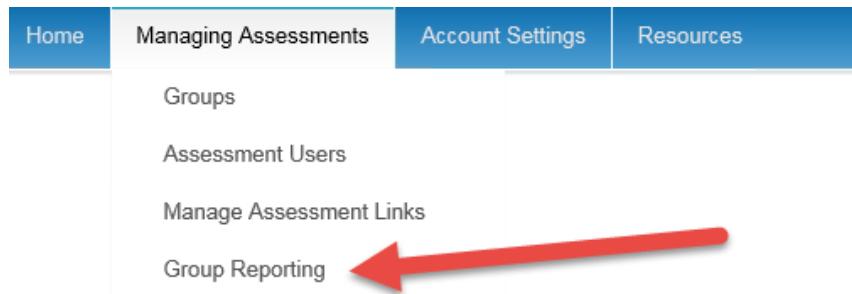


## GROUP REPORTING

Group reporting varies depending on what assessments you are using. In most cases the report will produce a graph or series of graphs that show collaborative data from a selected group of assessment users. Each assessment has a different group report. To generate a group report, click on “**Group Reporting**” on the top menu.



Below are the steps to run a group report.

1. Filter by completion date (if desired).
2. Select the report you wish to run. For example ALL – DISC – Team Report.
3. Select a group (if desired).
4. Select an Assessment Link name (if desired)
5. Your filtering will bring up a list of names to the right.
6. Via the checkboxes next to the names, choose which people you wish to include for the group report. Then click on the “**Add Selected Users to Group Report**” button.

The screenshot displays the 'Group Reports' interface. On the left, there's a 'Quick Help' panel with instructions for generating reports and adding users. The main area shows a grid of users with checkboxes for selection. Red arrows point to the 'Select Report' dropdown (containing 'ALL - DISC - Team Report') and the 'Add Selected Users to Group Report' button at the top right of the grid.

(12 records available for selection)		
First name	Last Name	
Heather	Aitken	<input checked="" type="checkbox"/>
Richard	Gibbs	<input checked="" type="checkbox"/>
Bart	Hall	<input checked="" type="checkbox"/>
Bob	Jones	<input checked="" type="checkbox"/>
Sarah	Jones	<input checked="" type="checkbox"/>
Ryan	Kelly	<input checked="" type="checkbox"/>
Julie	Larson	<input checked="" type="checkbox"/>
Michael	Parsons	<input checked="" type="checkbox"/>
Joe	Santos	<input checked="" type="checkbox"/>
Beth	Shumaker	<input checked="" type="checkbox"/>
Brian	Thompson	<input checked="" type="checkbox"/>
Vanessa	Tidd	<input checked="" type="checkbox"/>

**Quick Help**

First, select the report you would like to generate from the list above. This will populate the grid on the right with the eligible users.

Next select the users from the grid you would like to add to the group report and click the "Add Selected Users to Group Report" button either above or below the grid.

When you are ready to generate your report click the Generate Report button on the top left of this page. This button will appear once you have added users to your report.

Once you have selected the users, a grid will appear on the left of the screen showing your selected users. You can search for more users to add to the report, or if you are finished, click on “**Generate Report**” to view the group report.

The screenshot shows a user interface titled "Current Group Report Users". At the top, there are two buttons: "Generate Report (12 selected)" on the left and "Clear Users" on the right. Below these buttons is a table with two columns: "First Name" and "Last Name". The table contains eight rows of data:

First Name	Last Name
Heather	Aitken
Richard	Gibbs
Bart	Hall
Bob	Jones
Sarah	Jones
Ryan	Kelly
Julie	Larson
Michael	Parsons

Below the table is another "Generate Report (12 selected)" button. A large red arrow points from the text above to the "Generate Report (12 selected)" button at the top of the table area.

Please allow up to 30 seconds for the group report PDF to be created.

You can run as many group reports as you would like by repeating the above steps. To generate a new report, click on the “Clear Users” button and start again.

The screenshot shows the same user interface as the previous one, but with a red arrow pointing to the "Clear Users" button at the top right of the table area. The table data remains the same as in the first screenshot.