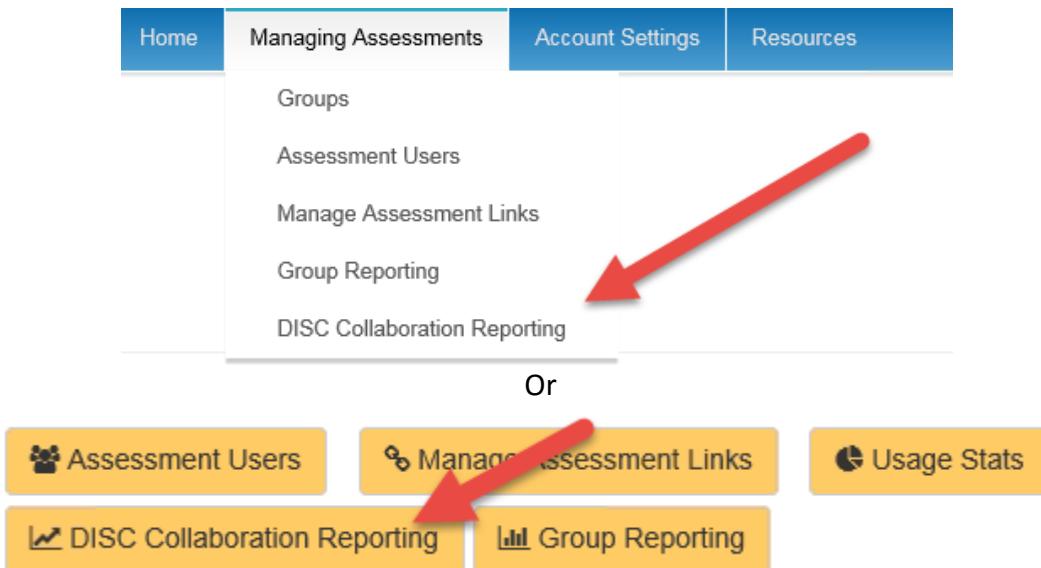


DISC Collaboration Reporting (if applicable)

The DISC Collaboration feature allows you to compare two individuals, side by side, in one report. There are also on screen percentages and team views when selecting more than two individuals.

You can access this page by either the top menu under “**Managing Assessments**” or the button on your home page.



You start by filtering using the Completion Date, Group and Assessment Access Link options. This will narrow down the list of assessments users as desired.

The image shows a "Filter Users" dialog box. It contains three main sections: "Completion Date:" with two date input fields and a "to" label; "Group:" with a dropdown menu set to "Branch X"; and "Assessment Access Link:" with a dropdown menu set to "Any Link". A red arrow points from the "Group:" dropdown towards the bottom right of the page.

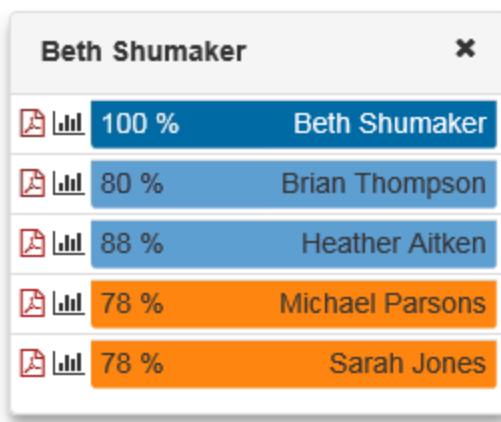
Directly below the filtering box, you will see a list of assessment users. You can click the checkboxes next to the names you want to include in your reporting.

You can select more than two if you want to see an entire team or department.

From there, you will be able to generate the individual DISC Collaboration Reports between Person A and Person B.

After completing your selections, click on the “**Add Selected Users to Report**” button.

On the right side of your screen, boxes will appear. In these boxes you will see the comparison for each of the selected assessment users. Each box is specific to one selected assessment user, with the additional names listed below.



Add Selected Users to Report

(12 records available for selection)

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

Page size: 25

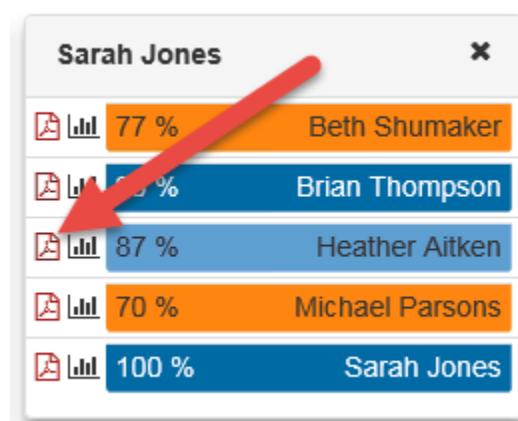
12 items in 1 pages

Add Selected Users to Report

There will be multiple boxes depending on how many assessment users you selected.

To generate the Collaboration Report, find the match you would like to see and click the PDF icon in that column. You can also click directly on the assessment user’s name. It takes about 30 seconds to generate the PDF. Once complete, you can repeat the process for additional matches and reports.

A full screen view of the Collaboration page is on the next page of this instruction guide.



Consultant Admin Account – DISC Collab Instruction Guide

Filter Users

Completion Date: to

Group: Branch X

Assessment Access Link: Any Link

Add Selected Users to Report

(7 records available for selection)

First Name	Last Name	<input type="checkbox"/>
Richard	Gibbs	<input type="checkbox"/>
Bart	Hall	<input type="checkbox"/>
Bob	Jones	<input type="checkbox"/>

DISC Collaboration Comparison

Filter Results

0% 100%

User	Completion %	Collaborator
Beth Shumaker	100 %	Beth Shumaker
Beth Shumaker	80 %	Brian Thompson
Beth Shumaker	88 %	Heather Aitken
Beth Shumaker	78 %	Michael Parsons
Beth Shumaker	78 %	Sarah Jones
Brian Thompson	80 %	Beth Shumaker
Brian Thompson	100 %	Brian Thompson
Brian Thompson	90 %	Heather Aitken
Brian Thompson	72 %	Michael Parsons
Brian Thompson	97 %	Sarah Jones
Heather Aitken	87 %	Beth Shumaker
Heather Aitken	88 %	Brian Thompson
Heather Aitken	100 %	Heather Aitken
Heather Aitken	77 %	Michael Parsons
Heather Aitken	93 %	Sarah Jones
Michael Parsons	72 %	Beth Shumaker
Michael Parsons	64 %	Brian Thompson
Michael Parsons	74 %	Heather Aitken
Michael Parsons	100 %	Michael Parsons
Michael Parsons	81 %	Sarah Jones
Sarah Jones	77 %	Beth Shumaker
Sarah Jones	90 %	Brian Thompson
Sarah Jones	87 %	Heather Aitken
Sarah Jones	70 %	Michael Parsons
Sarah Jones	100 %	Sarah Jones

An additional feature on this page is the 0% - 100% slider. You can move the points on this slider to show **only** matches desired in a particular range. In the below example, it is 0%-80%

Filter Results

0% 100%

User	Completion %	Collaborator
Beth Shumaker	100 %	Beth Shumaker
Beth Shumaker	80 %	Brian Thompson
Beth Shumaker	88 %	Heather Aitken
Beth Shumaker	78 %	Michael Parsons
Beth Shumaker	78 %	Sarah Jones
Brian Thompson	80 %	Beth Shumaker
Brian Thompson	100 %	Brian Thompson
Brian Thompson	90 %	Heather Aitken
Brian Thompson	72 %	Michael Parsons
Brian Thompson	97 %	Sarah Jones
Heather Aitken	87 %	Beth Shumaker
Heather Aitken	88 %	Brian Thompson
Heather Aitken	100 %	Heather Aitken
Heather Aitken	77 %	Michael Parsons
Heather Aitken	93 %	Sarah Jones