SURVEY ANALYSIS AND REPORTS

Once a survey is complete, you can begin using the reports and analysis functions. Analysis functions allow you to quickly see status of programs and to search for specific answers to questions. Reports can be used to provide an immediate snapshot of one or more programs, manage your portfolio of programs or as a quick cut and paste for a presentation.

SURVEY ANALYSIS

1. **Login** to ASM.
2. Click on **Survey Analysis.**
3. Select **Acquisition Security** from the drop down next to Subscriber Account.
4. Select the applicable objective from the drop down menu.
5. Select the survey(s) to include in the analysis.
6. Click on **Continue to Analysis.**

Look at a specific question across Multiple Surveys

1. Select the **Survey Section** to view.
2. Select a **specific survey question** to view.
   a. Results show in the grid.
      i. The **Summary Tab** shows the **count** of the answers for the question.
      ii. The **Detail tab** shows all **answers by all** included surveys.

SURVEY REPORTS

There are different types of reports available for surveys. Reports show as buttons on the Survey Analysis page. You can run a report on a single survey or on multiple surveys.

MULTIPLE SURVEY REPORTS (can also be run on a single report)

1. **Login** to ASM.
2. Click on **Survey Analysis**.
3. Select **Acquisition Security** from the drop down next to Subscriber Account.
4. Select **the objective** from the drop down menu.
5. **Select the survey(s) to include** in the report.
   a. Use the filter boxes to help find a specific survey.
6. **Select the report** to generate.
   a. **Generate Report**
      i. The summary tab shows the count of how each question was answered and the detail tab shows the detail of how each program answered each question
   b. **Dashboard Report**
      i. An at-a-glance view of the status for selected programs including overall rating, rating by program and compliance.
   c. **Compliance Report**
      i. Side by side analysis of multiple surveys for all yes/no questions.
7. Click **Continue**.
8. **Open the Excel file** generated.