**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 the applicable objective from the drop down menu.
   1. (Program Protection Plan PPP or SCRM Survey)
4. Select the survey(s) to include in the analysis by clicking the box to the left.
5. 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.
   1. Results show in the grid.
      1. The **Summary Tab** shows the **count** of the answers for the question.
      2. The **Detail tab** shows how each survey answered the question.

**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 **the applicable objective** from the drop down menu. **Select the survey(s) to include** in the report by clicking the box to the left.
   1. Use the white filter boxes above each column o help find a specific survey.
4. Select **Continue to Analysis**
5. **Select the** **report** to generate.
   1. **Analysis Report**
      1. 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
   2. **Dashboard Report**
      1. An at-a-glance view of the status for selected programs including overall rating, rating by program and compliance.
   3. **Compliance Report**
      1. Side by side analysis of multiple surveys for all yes/no questions.
6. Click **Continue**.
7. **Open the Excel file** generated.