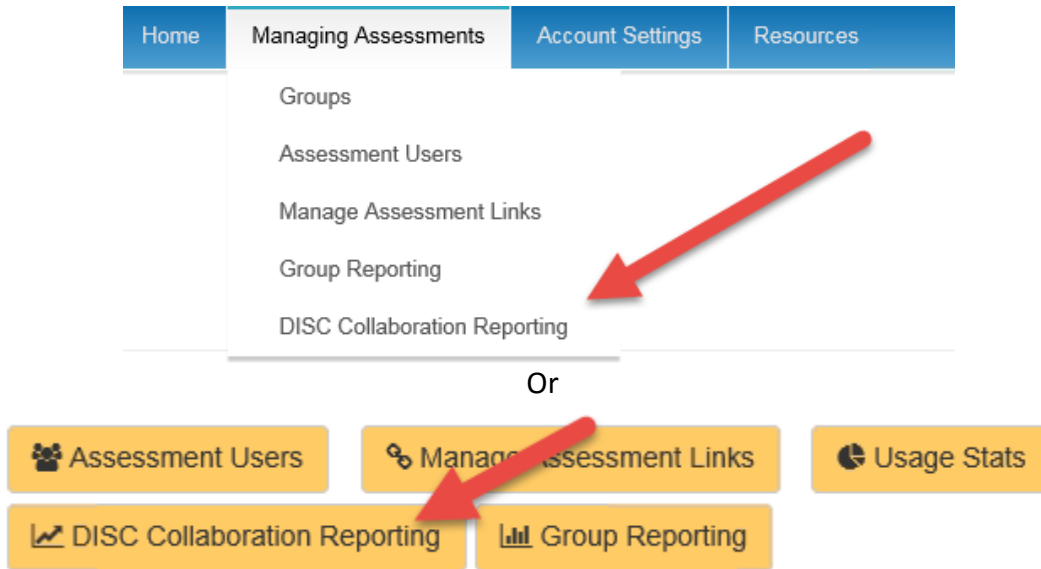


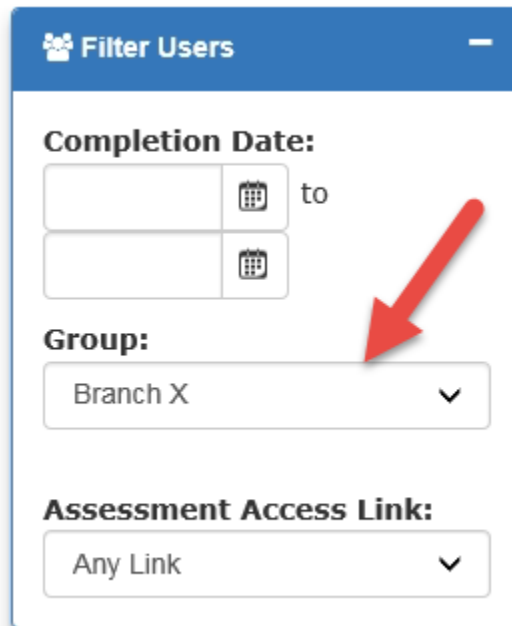
## DISC Collaboration Reporting (if applicable)

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.



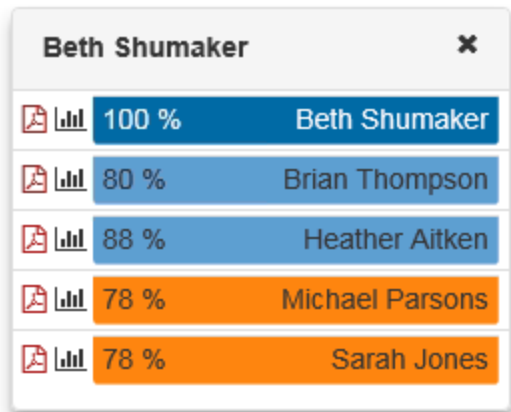
Directly below the filtering box, you will see a list of assessment users. You can click the checkboxes next to the names you want to include in your reporting.

**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	
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

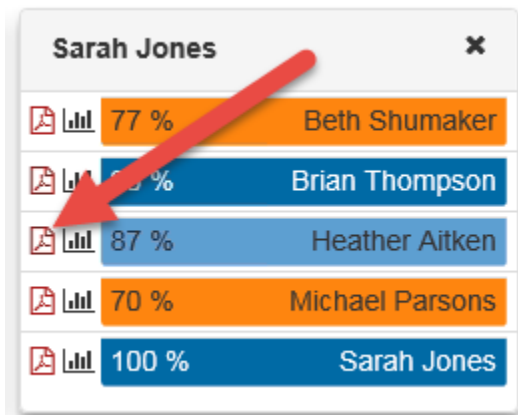
12 items in 1 pages

**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.**



### 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"/>
<input type="text"/>	<input type="text"/>	<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%

#### Beth Shumaker

100 %	Beth Shumaker
80 %	Brian Thompson
88 %	Heather Aitken
78 %	Michael Parsons
78 %	Sarah Jones

#### Brian Thompson

80 %	Beth Shumaker
100 %	Brian Thompson
90 %	Heather Aitken
72 %	Michael Parsons
97 %	Sarah Jones

#### Heather Aitken

87 %	Beth Shumaker
88 %	Brian Thompson
100 %	Heather Aitken
77 %	Michael Parsons
93 %	Sarah Jones

#### Michael Parsons

72 %	Beth Shumaker
64 %	Brian Thompson
74 %	Heather Aitken
100 %	Michael Parsons
81 %	Sarah Jones

#### Sarah Jones

77 %	Beth Shumaker
90 %	Brian Thompson
87 %	Heather Aitken
70 %	Michael Parsons
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%

#### Beth Shumaker

100 %	Beth Shumaker
80 %	Brian Thompson
88 %	Heather Aitken
78 %	Michael Parsons
78 %	Sarah Jones

#### Brian Thompson

80 %	Beth Shumaker
100 %	Brian Thompson
90 %	Heather Aitken
72 %	Michael Parsons
97 %	Sarah Jones

#### Heather Aitken

87 %	Beth Shumaker
88 %	Brian Thompson
100 %	Heather Aitken
77 %	Michael Parsons
93 %	Sarah Jones