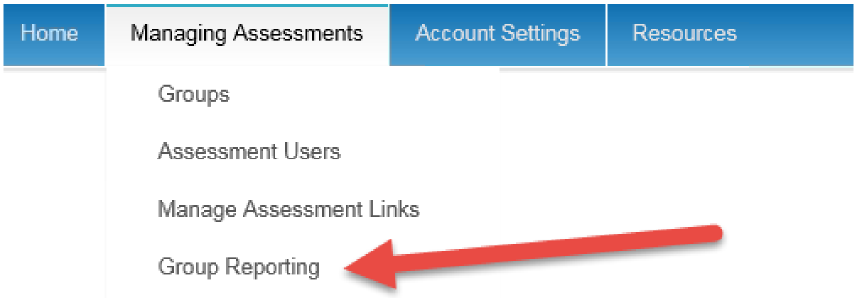
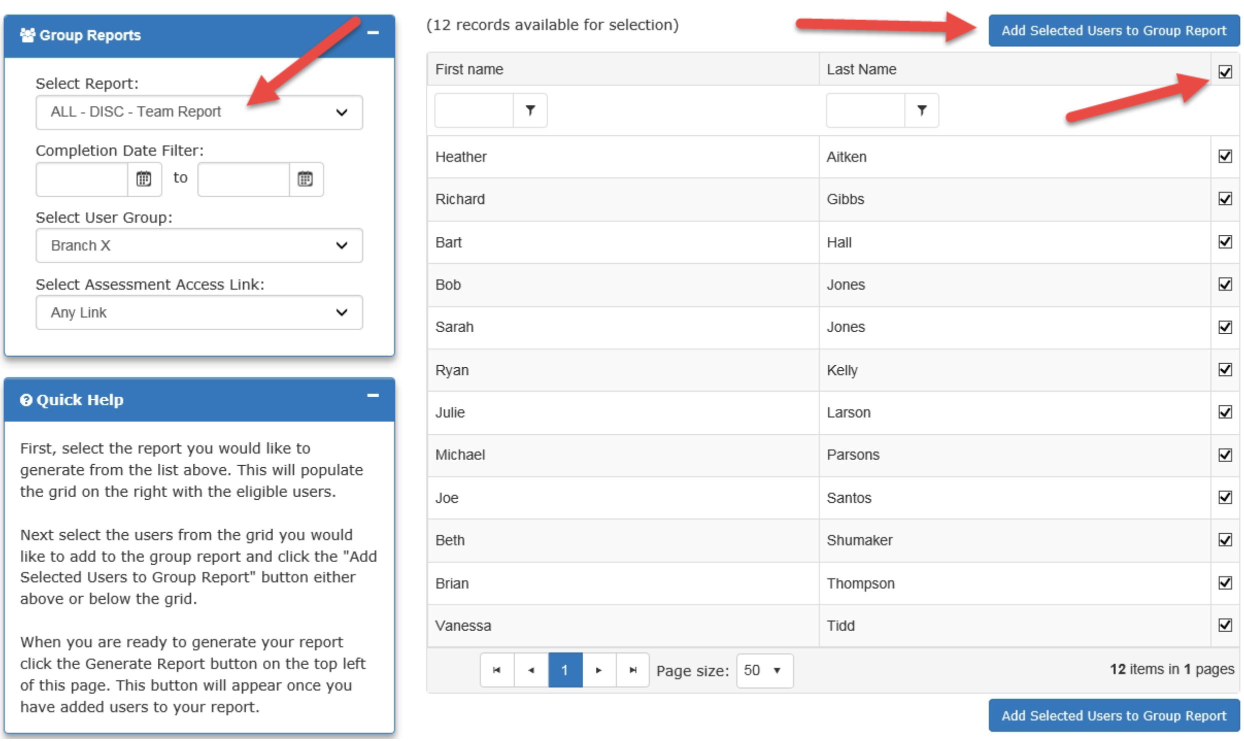
GROUP REPORTING

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.

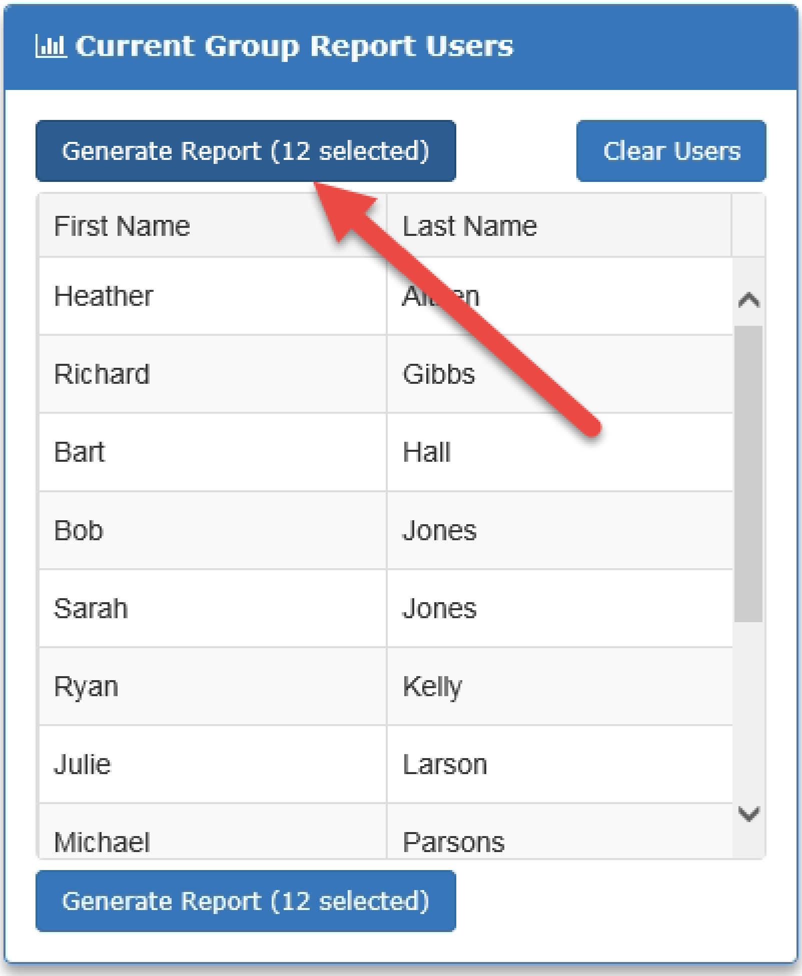


Below are the steps to run a group report.

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.



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.



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.