

User Guide

Generating a Basic Report

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This user guide shows the steps for generating an All Responses report. You can also follow this guide to generate Frequencies and Percentages reports.

Report Descriptions

All Responses: This report lists all responses to the selected questions. The data is listed by the response identifier (this will be the respondent or location). This report is formatted to export data to Excel for additional analysis.

Frequencies: This report allows you to see the number of times each response occurred for the questions selected.

Percentages: This report allows you to see the number of times each response occurred and the percentage that each response represents.

- Place your cursor over the **Evaluation** link.
- Place your cursor over **Reporting** link.
- Click the **New Report** link.

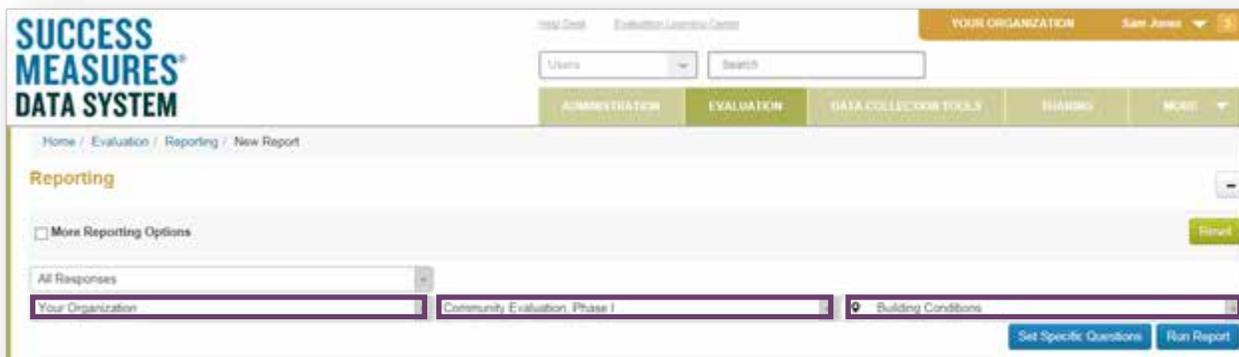


All Responses is the default report type. To run a Frequencies or Percentages report, use the drop-down to change the report type.



Populate the drop-downs from left to right.

- Select the **Evaluation** from the Select Evaluation drop-down menu.
- Select the **Tool** from the Select Tool drop-down menu.
- Click the **Set Specific Questions** button.

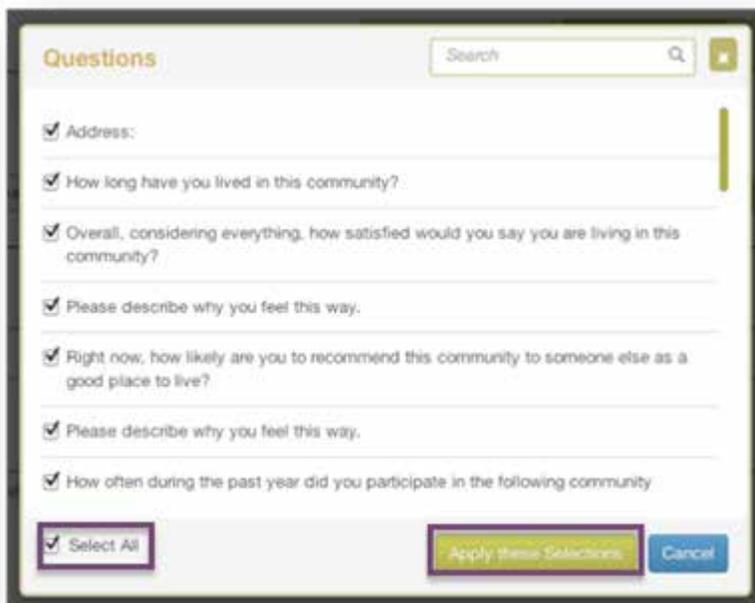


The **Questions** dialogue box will appear.

- Check the **Select All** checkbox to gather all questions.

Here, you can also select questions from the list. If you only want certain questions in the report, select the checkbox for the desired question.

- Click the **Apply These Selections** button.



A list of selected questions will populate the screen.



You can delete questions from the report at any time.

- Click the **X (with circle)** icon next to a question.
- Click the **Run Report** button to update the report.

The selected questions and the collected data will display.



This report is formatted to export data to Excel for additional analysis. From the Export drop down menu, you can export the data to an Excel, Word or Word document on to your local computer.

