

QUICK START GUIDE - Printing a Report

This guide assumes that you have logged on to your console and that your users have completed their assessments. For more information about any of these, contact us at EIOnline@effectivenessinstitute.com or 425-641-7620

PRINTING A SELF, 360 OR BEHAVIOR PATTERN REPORT

Getting Started | **Users & Assessments** | Teams | Client Details | Categories & Tags | Scheduled Emails

Add User | Assign Assessment | Email Assessments | View Report | Assign Tag | Import | Export

- 1 Click on Users & Assessments
- 2 Click on All Users
- 3 Find your users
- 4 Click the box next to each name
- 5 Click on View Report - a pop-up window will open

Selected Users

Search

Filter

Users > Assigned

- Inventory
- Status
- Users
- Behavior Style: 360 Observer Groups
- Team Distribution Teams

Results

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	First Name	Last Name	Email	Reports	Type
<input checked="" type="checkbox"/>	Sample	User 1	Sample1@test.com	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sample	User 2	Sample2@test.com	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Sample	User 2	Sample2@test.com	<input checked="" type="checkbox"/>	

continue with *Print the Report* on the next page

PRINTING A TTW, TTW Plus OR DISTRIBUTION CHART

Getting Started | Users & Assessments | **Teams** | Client Details | Categories & Tags | Scheduled Emails

Add User | Assign Assessment | Email Assessments | View Report | Assign Tag | Import | Export

- 1 Click on Teams
- 2 Find your group by clicking on the triangle next to the team types. Click on the team name
- 3 Click on View Report - a pop-up window will open

Search Team Names

Filter

Teams That Work Teams > Test team

- Behavior Style 360 Observer Groups
- Behavior Style Team Distribution Teams
- Teams That Work+ Teams
- Teams That Work Teams
 - New Test team

Number of completed assessments: 0/4

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	First Name	Last Name	Email	Reports
<input checked="" type="checkbox"/>	Sample	User 1	Sample1@tes...	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sample	User 2	Sample2@tes...	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sample	User 3	Sample3@tes...	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sample	User 4	Sample4@tes...	<input checked="" type="checkbox"/>

continue with *Print the Report* on the next page

PRINT THE REPORT

- 1 Choose the report type in the drop-down menu
- 2 Check the box next to the name of the person with the report you want to print
- 3 Click on View Report. The report should open in a new window (make sure your browser is not blocking pop-ups!)

View Report ×

Select a report type to filter by assessment type. Reports will be generated in PDF format (Adobe Reader Version 9.0 or higher required)

Report Type:
Behavior Style Self 1

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Leader First Name	Leader Last Name	Passcode	Date Completed	# Completed	% Completed
<input checked="" type="checkbox"/>		User 1	UAAJAAKK	10/30/2014	1/1	100%
<input checked="" type="checkbox"/>		User 2	RAAHAGMA		0/1	0%
<input type="checkbox"/>	Sample	User 3	NWBQAFMAJA		0/1	0%
<input type="checkbox"/>	Sample	User 4	DQBVACYA		0/1	0%

1/1 items ↻

note If you choose more than one name/report (i.e., you're printing all the SELF reports for a group), you must choose Send Report to Me Via Email. The reports will be sent to the email listed under Client Details. **Please be aware that the emails sent using this option are often blocked**, so if you don't receive the email, you will need to print each report individually as per the above instructions.

tip A Teams That Work Plus or Behavior Style 360 will not print if the leader has not completed their assessment.