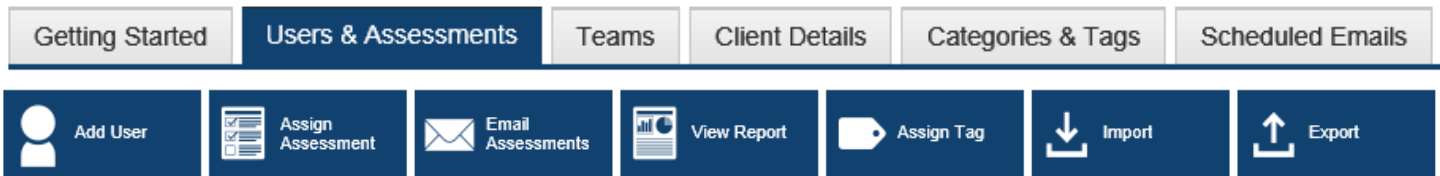


QUICK START GUIDE - Behavior Style Team Distribution Chart

This guide assumes that you have purchased the BSTDC functionality, have logged on to your console, and have clicked on Users and Assessments. For more information about any of these, contact us at EIOne@effectivenessinstitute.com or 425-641-7620



CHOOSE THE USERS

- 1 Select the users/assessments you want to see in the BSTD Chart
- 2 You can only include Self and 360 assessments
- 3 Click on Assign Assessment

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 type="checkbox"/>

ASSIGN THE ASSESSMENT/NAME THE TEAM

- 4 Click the radio button next to Behavior Style Team Distribution Chart.
- 5 In the pop-up window, name the team (this will appear on the cover of the report).
- 6 Verify the list of names. If you un-check the box next to a user's name, they will not be included in the team. Click on Next

Select the assessment type you would like to assign:
Number of users currently selected: 4

- Behavior Style: SELF
- Behavior Style: 360
- Behavior Style: 360 Upgrade
- Behavior Style: Team Distribution
- Behavioral Work
- Teams That Work
- Teams That Work Plus

Team Name (must be unique):

Select users to assign Behavior Style: Team Distribution inventory t

Inventory remaining: Unlimited
Number of users selected: 4

First Name	Last Name	Email
<input checked="" type="checkbox"/>	Sample	User 1
<input checked="" type="checkbox"/>	Sample	User 2
<input checked="" type="checkbox"/>	Sample	User 3
<input checked="" type="checkbox"/>	Sample	User 4

FIND THE REPORT

- 7 Find the team under Team Distribution Teams
- 8 In the Results pane, click the box next to at least one team member
- 9 Click on View Report

The screenshot shows the 'All Users' interface. At the top, there are navigation buttons: 'Add User', 'Assign Assessment', 'Email Assessments', 'View Report' (highlighted with a red 9), 'Assign Tag', and 'Import'. Below these are tabs for 'All Users' and 'Selected Users'. A search bar is present. On the left, a 'Filter' pane shows a tree view with 'Team Distribution Teams' expanded and 'Sample Team Report' selected (highlighted with a red 7). On the right, the 'Results' pane shows a table with columns: First Name, Last Name, and Email. The first row is selected (highlighted with a red 8).

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

PRINT THE REPORT

- 9 In the View Report window, select Behavior Style Team Distribution from the Report Type drop-down box.
- 10 All the BSTDC teams you have set up will appear. Choose the report you want to run and click on View Report. The report will come up on your screen for you to print or save.

The screenshot shows the 'View Report' window. It has a title bar with 'View Report' and a red 9. Below the title bar, there is a text prompt: 'Select a report type to filter by assessment type. Reports will be generated'. Underneath, the 'Report Type:' dropdown is set to 'Behavior Style: Team Distribution'. Below that, there is a table with columns: Team Tag, Passcode, and an unlabeled column. The first row is selected (highlighted with a red 10).

	Team Tag	Passcode
<input checked="" type="checkbox"/>	Sample Team Report	

DELETE SOMEONE FROM THE REPORT

- 11 Click on Teams
- 12 Find the correct team
- 13 Click the X to delete a member

The screenshot shows the 'Teams' interface. At the top, there are navigation tabs: 'Getting Started', 'Users & Asses', 'Teams' (highlighted with a red 11), 'Client Details', and 'Categories & Tags'. Below these are buttons: 'Add User', 'Email Assessments', and 'View Report'. A search bar is present. On the left, a 'Filter' pane shows a tree view with 'Team Distribution Teams' expanded and 'Sample Team Report' selected (highlighted with a red 12). On the right, there is a table with columns: First Name, Last Name, Email, Passcode, Type, Invited, Completed, and Delete. The first row is selected (highlighted with a red 13).

	First Name	Last Name	Email	Passcode	Type	Invited	Completed	Delete
<input checked="" type="checkbox"/>	Sample	User 1	Sample1@te...	AWBUAGMA		10/09/2014		
<input checked="" type="checkbox"/>	Sample	User 2	Sample2@te...	EGBMAFGAAG			09/25/2013	

NOTE - you can only delete someone from the team, not add another member. To add a member, you need to create a new team.