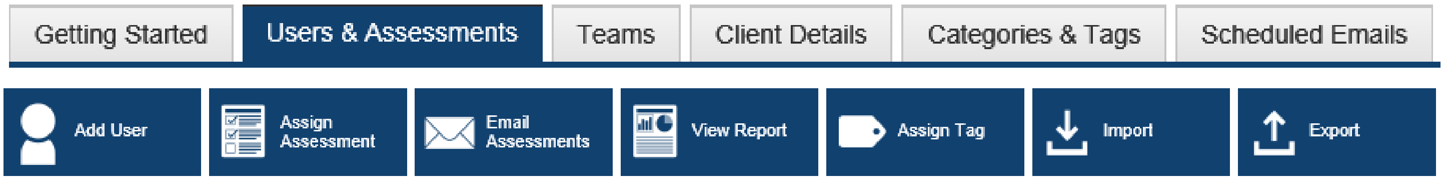
QUICK START GUIDE - Behavior Style Team Distribution Chart

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 EIOnline@ effectivenessinstitute.com or 425-641-7620

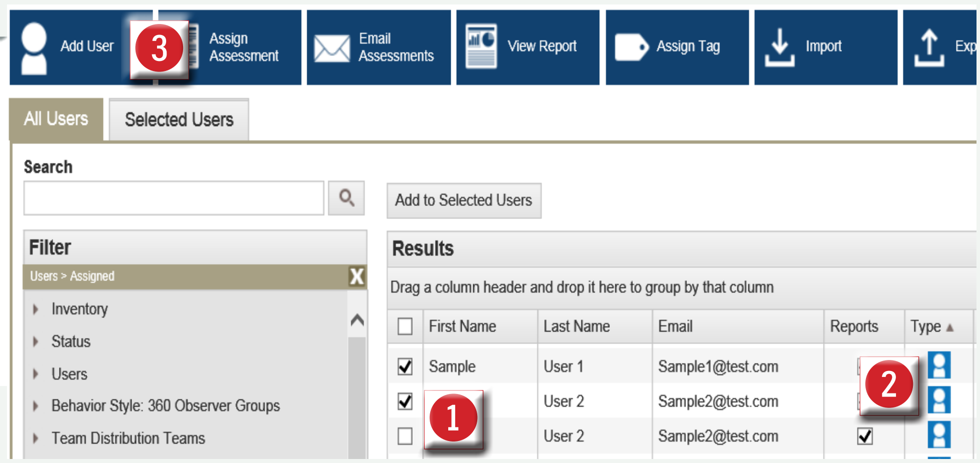


CHOOSE THE USERS

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

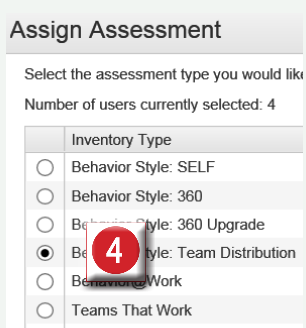


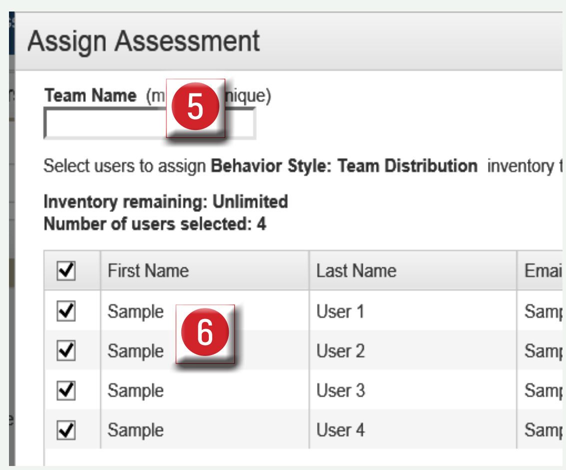
ASSIGN THE ASSESSMENT/NAME THE TEAM

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



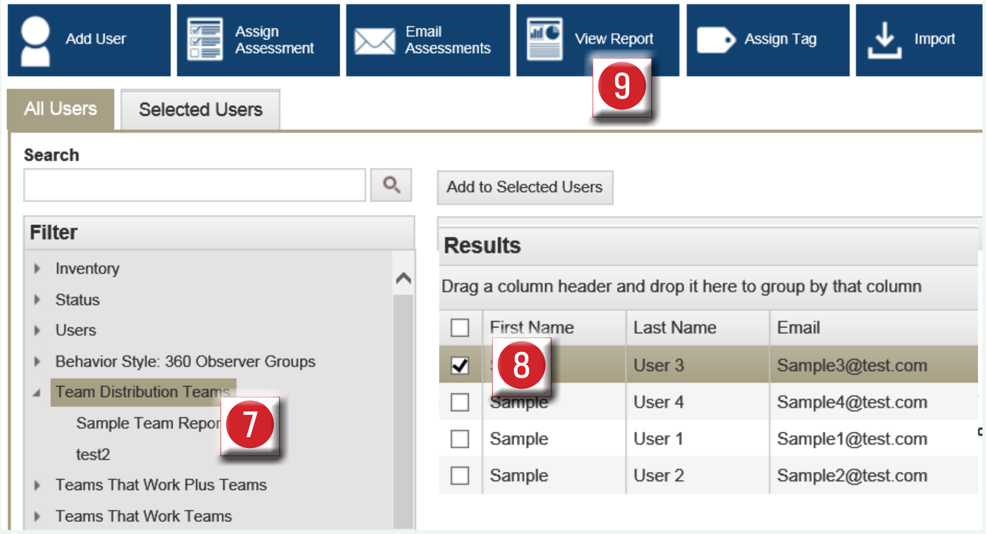


FIND THE REPORT

7 Find the team under Team Distribution Teams

8 In the Results pane, click the box next to at least one team member

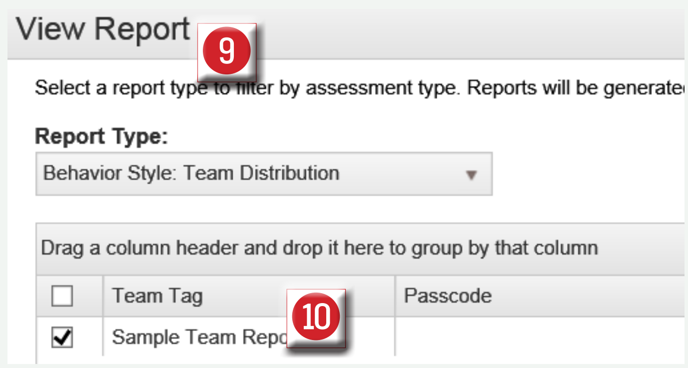
9 Click on View Report



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.



DELETE SOMEONE FROM THE REPORT

11 Click on Teams

12 Find the correct team

13 Click the X to delete a member

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