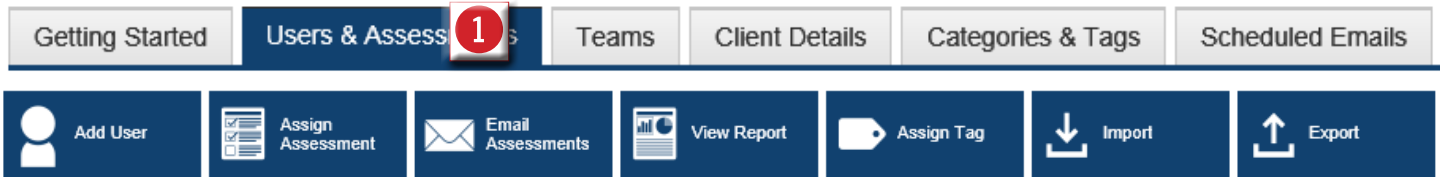


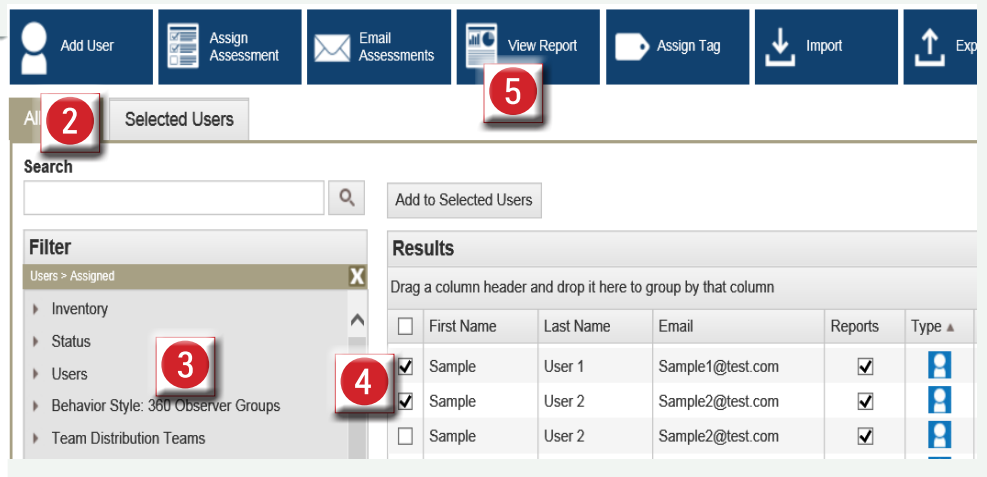
QUICK START GUIDE - Printing a Report

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

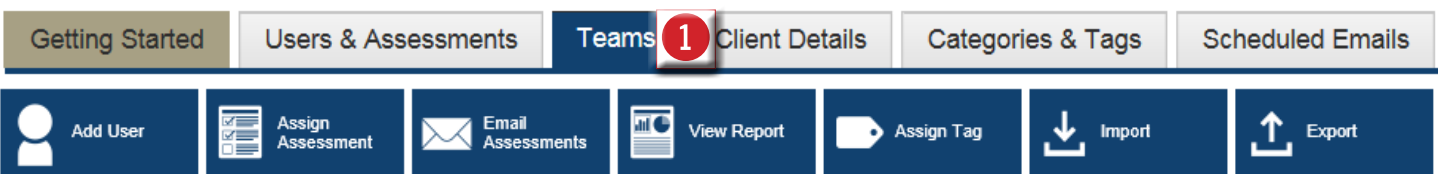


- 1 Click on Users & Assessments
- 2 Click on All Users
- 3 Find your users
- 4 Click the box next to each name
- 5 Click on View Report - a pop-up window will open

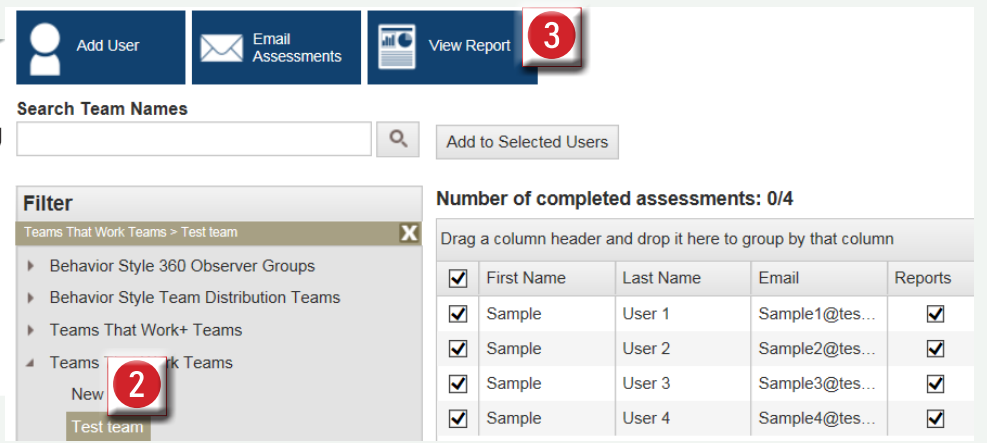


continue with *Print the Report* on the next page

PRINTING A TTW, TTW Plus OR DISTRIBUTION CHART



- 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



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 report(s) you want to print

3 Click on either Send Report to Me Via Email or View Report

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. Otherwise, select each person one at a time and click on View Report. The report will come up on your screen and you can print it or save it as a pdf.

The screenshot shows the 'View Report' window. At the top, it says 'Select a report type to filter by assessment type. Reports will be generated in PDF format (Adobe Reader Version 9.0 or higher required)'. Below this is a 'Report Type:' dropdown menu with 'Behavior Style Self' selected, marked with a red '1'. Underneath is a table with columns: Leader First Name, Leader Last Name, Passcode, Date Completed, # Completed, and % Completed. The table has four rows: 'User 1' (10/30/2014, 1/1, 100%), 'User 2' (0/1, 0%), 'Sample' (User 3, 0/1, 0%), and 'Sample' (User 4, 0/1, 0%). The 'User 2' row is highlighted and has a red '2' next to its checkbox. Below the table is a pagination bar with '10 items per page' and '1 items' shown. At the bottom, there are three buttons: 'Cancel', 'Send Reports to Me Via Email' (marked with a red '3'), and 'View Report'. An Adobe Reader icon is also visible.

<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%

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