

# EMPLOYEE ENGAGEMENT EXPORT FEATURES

This resource explains the Present Now and Download features of the Summary page. Present Now allows you to create a presentation-ready format of the Summary page in HTML format and Download the same file as a pdf.

If system filters are applied, the cover page of the file will indicate data is filtered and a list of the filters can be found on the last page.

😑 🤣 PRESS GANEY   Central Health Employee Surve	y 2021		Patrick Corrigan 💄 🗋
(Top Level) PG Central Health System			Direct Reports 🌕 Filters 生
Summary Nursing Summary Strengths Concerns Item Details Org De	tails Improvement Plans Advanced Reporting	Comments Comment Analytics Response Rates	
			8,751 Respondents
Summary			Nat'l Healthcare Avg (Employee) 2021 🗸
			Download Present Now
Engagement Indicator ± ①	Team Index	🛨 🕕 Leader Inde	× ± 0
	TI-1	318 Groups 4,373 Respondents 0 Plans	High 197 groups
4.14	TI-2	123 Groups 2,140 Respondents 35% 0 Plans	Moderately High 210 groups Moderate 112 groups
+0.05 vs. Nat'l Healthcare Avg (Employee) 2021	22% 22% TI-3	122 Groups 2,010 Respondents 0 Plans	Moderately Low 38 groups 795 Low 6 groups 196

From the Summary page, you can select Download or Present Now.



## Download

When you select Download you will have two options



### **EMAIL PDF**

This option allows you to email yourself a PDF copy of the Summary page presentation-ready format.



### **DOWNLOAD HTML**

HTML is a digital format designed to display as a webpage. This format makes information easy to present and view. The presentation-ready slide set of the information on the Summary page is produced according to the filters you have applied.

#### **Retrieve and Save the HTML File**

To retrieve the file you two options:

1. If you have a pop-up notification at the bottom of your screen, select the file and it will open.



2. Access a copy from the Downloads folder of your computer.

← → ~ ↑ 🕹 > This PC > Downloads			
	Name V Today (1)	Date modi	Туре
E Pictures	Snapshot - PG Central Health System - Mon Jun 7 10_41_06 CDT 2021	6/7/2021 1	Chrome HTML Document
🕂 Downloads 🖌	A		

To Save to HTML file to a location of your choice, right click on the slides to Save As.

Central Health Employee Survey 2021 <sup>PG Central Health System</sup>		Back Forward Reload Save as	Alt-Left Arrow Alt-Right Arrow Ctrl+R Ctrl+S
espondents	8,751	Print Cast Translate to English	Ctrl+P
Response Rate	72%	Get image descriptions from View page source Inspect	n Google  Ctrl+U Ctrl+Shift+I
ork Groups	844		
eport Date	Jun 7, 2021		
	Integrated solutions that ena	ble health care enterpr	ise transformation



### **Present Now**

Opens the HTML file immediately so you can begin viewing the presentation-ready Summary page information. To return to the Summary page, select the red X in the upper right corner.

