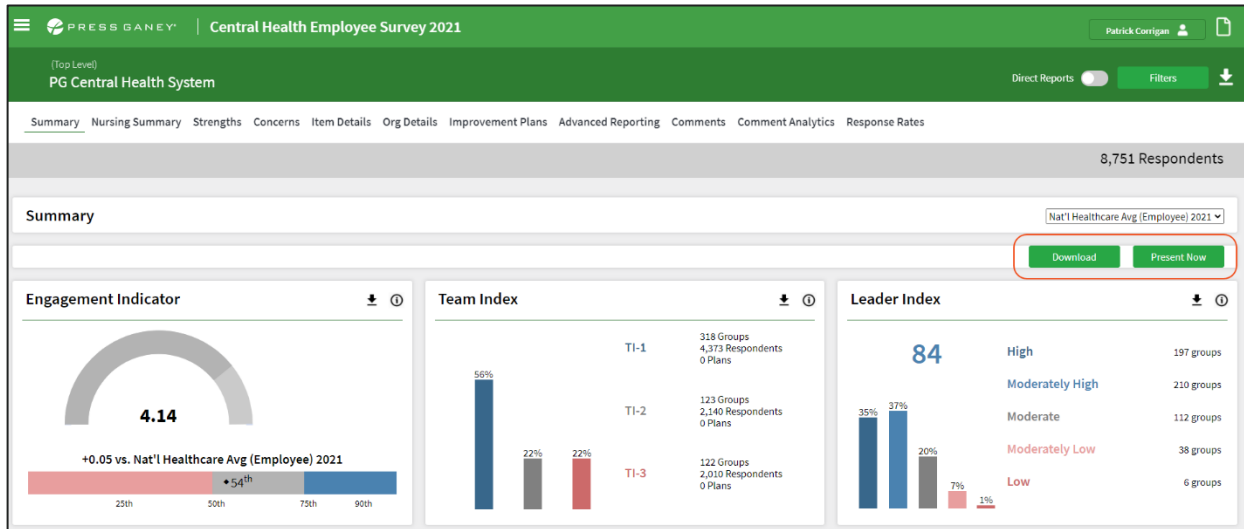


EMPLOYEE ENGAGEMENT EXPORT FEATURES

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.

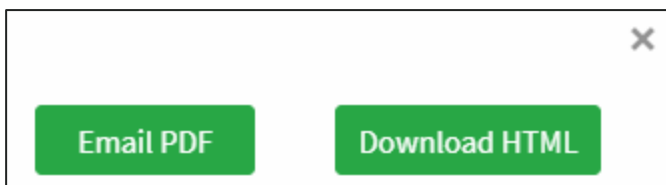


From the Summary page, you can select Download or Present Now.



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.

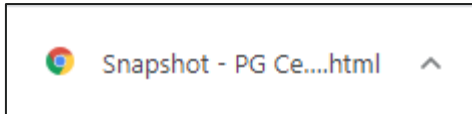
DOWNLOAD HTML

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.

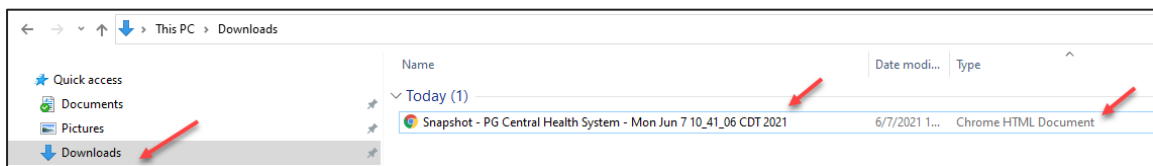
Retrieve and Save the HTML File

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.



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



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.

