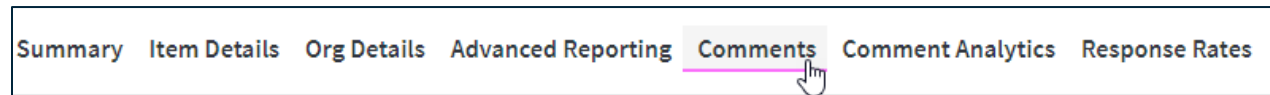


Lifecycle Dual Onboarding Reporting — Comments

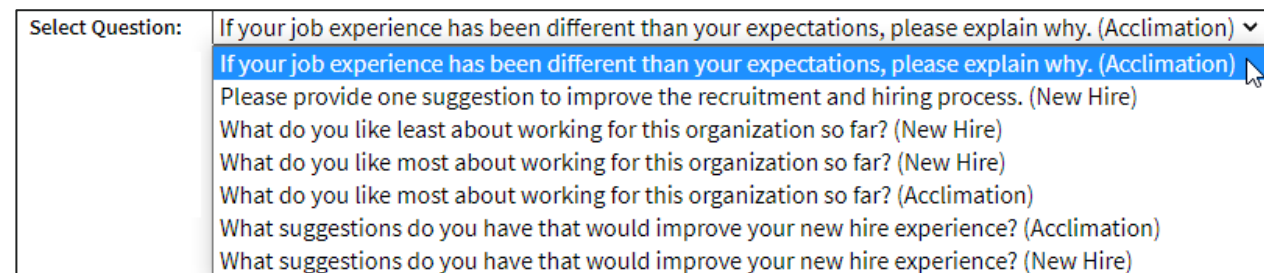
Dual Reporting refers to the co-reporting of data from the New Hire and Acclimation surveys.

The Comments page shows verbatim comments for all the open-ended items you asked on the survey.



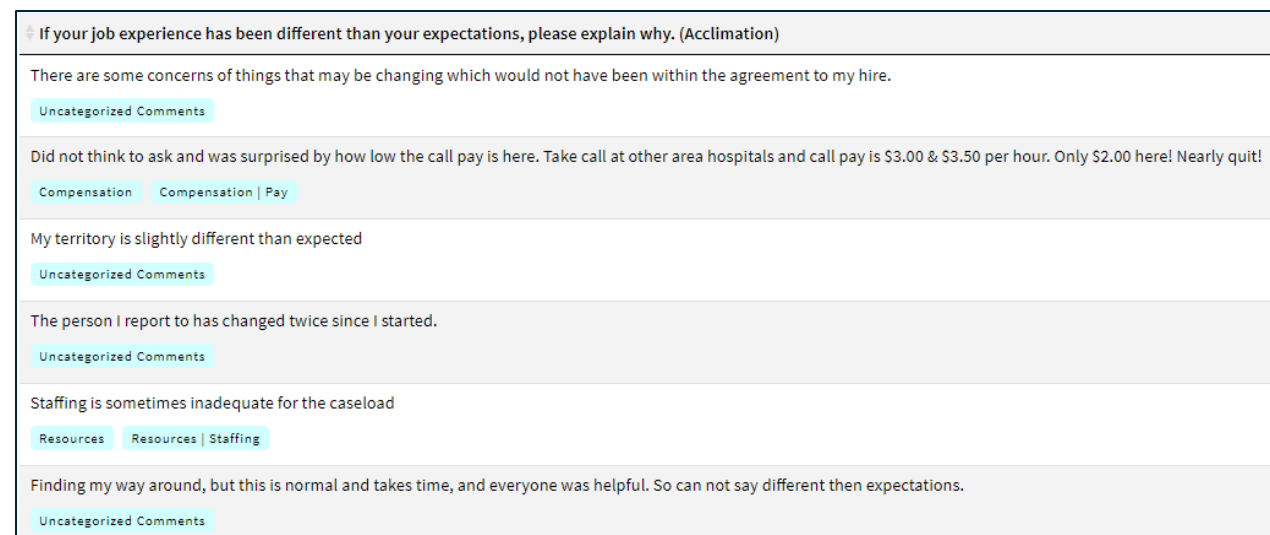
Selecting Items to View

To view an item, select it from the Select Question dropdown menu. You can see if the question is part of the New Hire or Acclimation survey in parentheses.



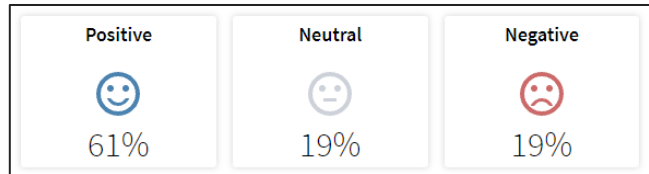
Viewing Comments

The middle of the screen will show all available comments with applicable themes and focuses tagged underneath.



Sentiment

The breakdown of the comments by sentiment according to the percent negative, positive, and neutral is shown in the lower right corner.



Page Settings and Features

Date Range

To edit the date range, click on the Date Range button.

Dates are based on the employee's position effective date.

On the left side of the bar along the top of the page the Effective Date Range applied to the page is displayed. Select Effective Date Range to change the date parameters.

Effective Date Range Total Filters: 0
Date Range » 12/16/2021 to 12/16/2022

Enter or Select Date Range:
MM/DD/YYYY

12/16/2021 to 12/16/2022

Apply

Respondents

The number of respondents for the New Hire and Acclimation surveys are displayed on the right.

Respondents: New Hire: 90 Acclimation: 103

Searching

The Search feature can be used to search the page for keywords. Simply type any words you want to find into the search field.

Search:

Number of Search Entries to Show: In your search, you can choose to show 25, 50, 100, or 200 comments on a page at a time.

Show 25 entries

- 25
- 50
- 100
- 200

Exporting to CSV

The entire page can be exported to CSV by clicking the Export to CSV.

Export To CSV