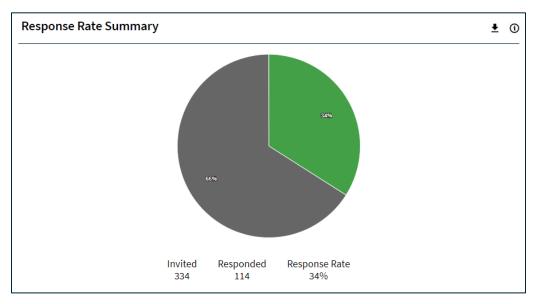
Lifecycle — Summary

The Summary page provides an overview of the response rates and performance trends.

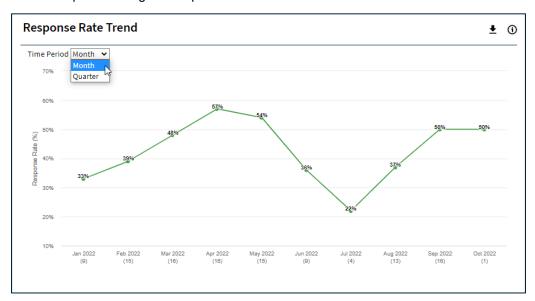
Overall Response Rate

This section shows the number of people who were invited, responded, and the response rate.



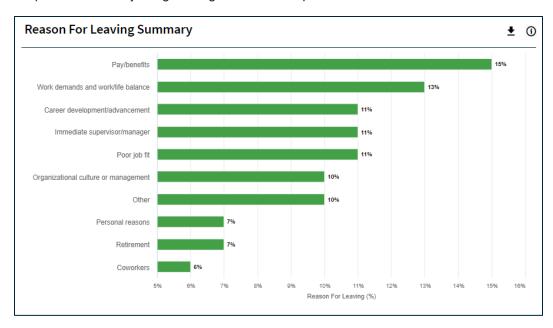
Response Rate Trend

This section trends the response rate over the last 12 months. You can break the response rates out by month or quarter using the dropdown menu.



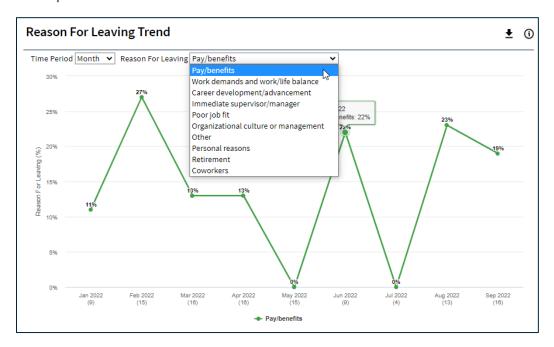
Reason for Joining/Leaving Summary (Entrance & Exit Survey)

This section shows an illustration of the frequency that each reason for joining/leaving has been chosen, displayed as a percentage. The reasons for joining/leaving are displayed in descending order with the most frequent reason for joining/leaving listed at the top of the chart.



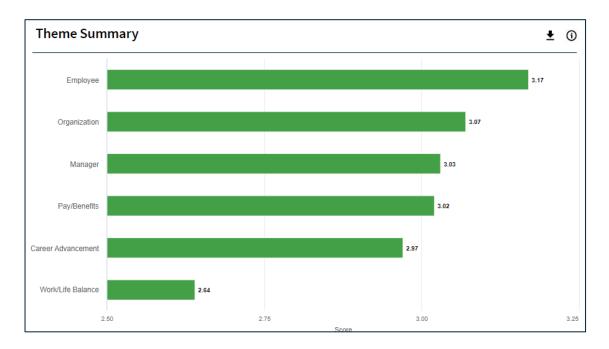
Reason for Joining/Leaving Trend (Entrance & Exit Survey)

This section provides an illustration of the reasons for joining/leaving over time, displayed as a percentage. View data by month quarter using the dropdown menu. A Reason for Joining/Leaving may be selected from the dropdown menu.



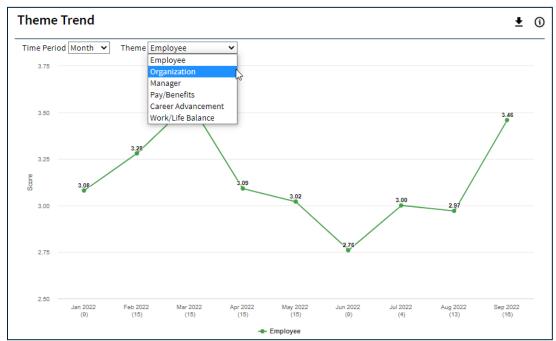
Theme Summary

This section provides an illustration of the theme scores. The themes are displayed in descending order with the highest scoring theme listed at the top of the chart.



Theme Trend

This section provides an illustration of theme scores over time. View data by month quarter using the dropdown menu. A theme may be selected from the dropdown menu.



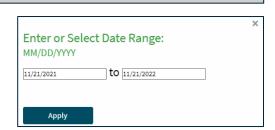
Page Settings

Date Range

To change the timeframe of the survey results, select Date Range and apply your changes.

Onboarding and Entrance surveys are based on the employee's position effective date.

The **Exit** survey is based on the employee's termination date.



Date Range » 11/21/2021 to 11/21/2022

Total Filters: 0

Direct Reports

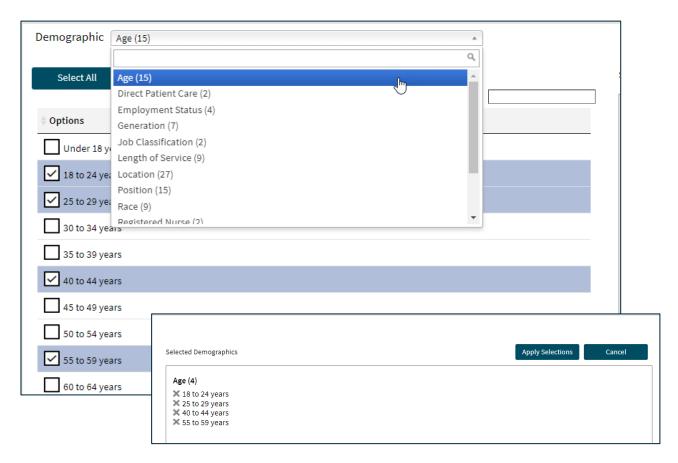
Use this toggle to see all respondents or just direct reports.



Demographics

Use the demographic filters to narrow the results shown.





Termination Date Range

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.

From the Summary page, you can select Download or Present Now for a presentation-ready slide set of the information on the Summary page according to the filters you have applied.

Email

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



Download

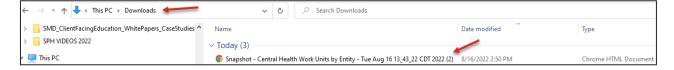
When you select Download you will have two options:

1. Download HTML: HTML is a digital format designed to display as a webpage. This format makes information easy to present and view.

Retrieve and Save the HTML File. To retrieve the file, you have two options:

If you have a pop-up notification at the bottom of your screen, select the file and it will open. Access a copy from the Downloads folder of your computer.



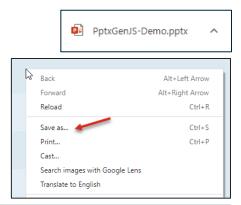


To save the HTML file to a location of your choice, right click on the slides to Save As.

2. Download PowerPoint:

To retrieve the file, you two options:

If you have a pop-up notification at the bottom of your screen, select the file and it will open. Access a copy from the Downloads folder of your computer. Save the PowerPoint file to the location of your choice.





Present Now

Selecting Present Now opens the HTML file immediately so you can begin viewing the presentation-ready Summary page information. To advance to the next page, use the arrow in the lower right corner. To return to the Summary page, select the red X in the upper right corner.

