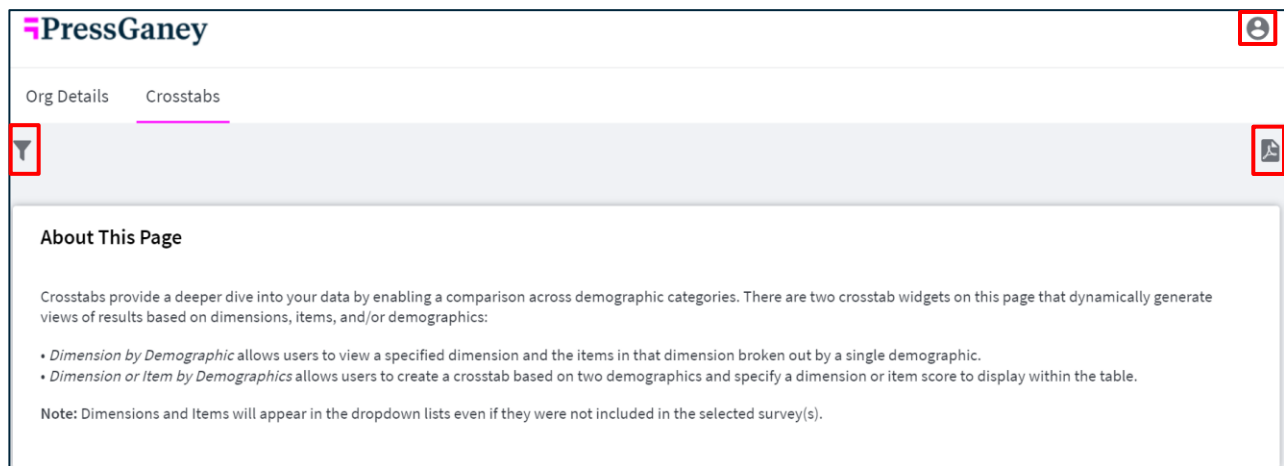# Micro Pulse – Advanced Reporting: Crosstabs

Crosstabs is the second page of Micro Pulse Advanced Reporting. Crosstabs provide a deeper dive into your data by enabling a comparison across demographic categories. The top section of the page shows a description of what data is included in Crosstabs along with other relevant information.
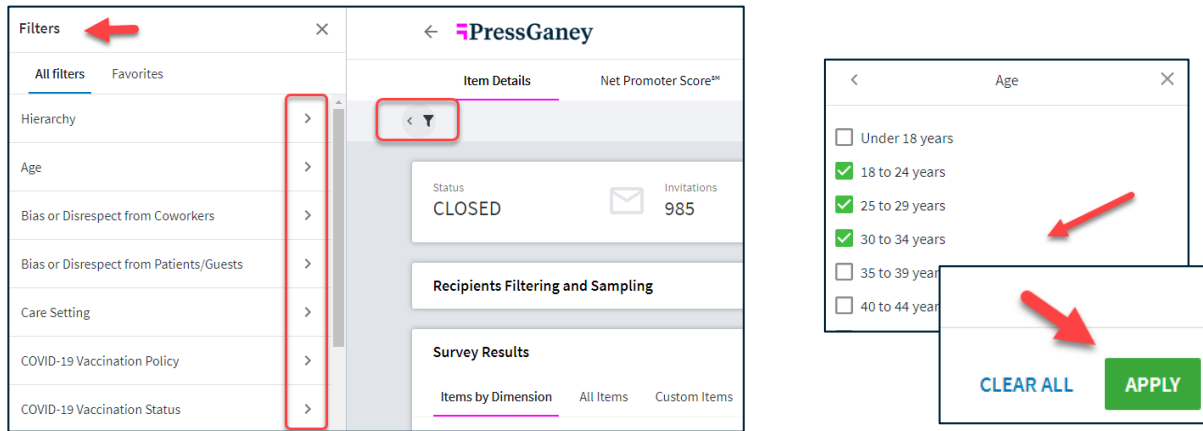

Filters

Filter Icon: use to narrow survey results.

The standard hierarchy and demographic filters are available. In addition, there are two new filters that are unique to Advanced Reporting:

- The **Survey** filter allows you to select which survey(s) you want to pull data from into the dashboard. More than one survey can be selected. The dashboard will display aggregated data for the survey(s) selected. If this filter is not used, the dashboard will default to aggregating all Micro Pulse surveys.

- The **Reporting Period** filter will narrow the results displaying in Advanced Reporting to those collected within a specified time. The date format for a custom date range is YYYY/MM/DD.

Select the Filter icon in the upper left corner, select the response option(s) you would like to view, and select Apply. You may select more than one Filter. To clear your Filters, select Clear All at the bottom of the Filter list.
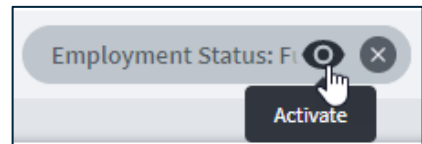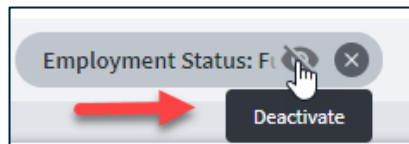

When Filters are applied, they will display above the response rate information.
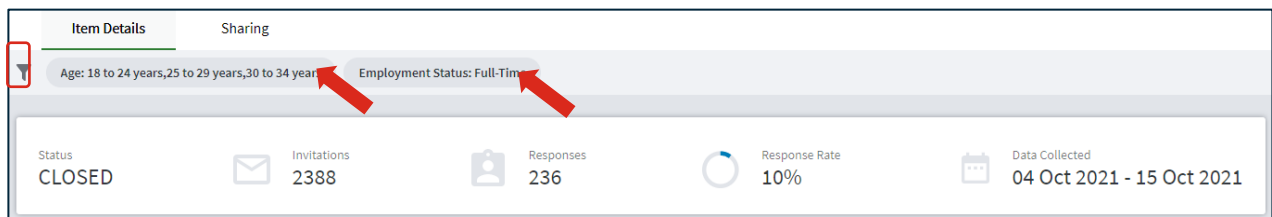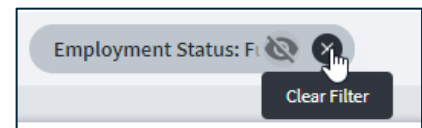

Active Filters are in darker type, deactivated Filters appear grayed out. In this example the arrow points to a deactivated Filter.
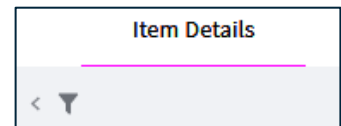
To deactivate a Filter, click on the Filter and it will be grayed out. Hover over the Filter again to reactivate it.
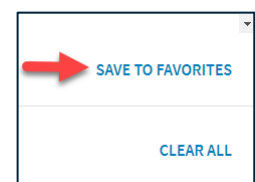

To remove the Filter, hover over the Filter and select the X.
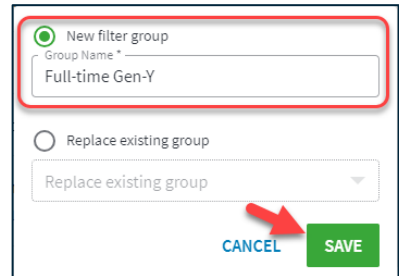

Saving Filters

To save filters, apply your filter selections and then select Save to Favorites at the bottom of the filter panel. You then have the option to create a new filter group or replace an existing group.

Creating a New Filter

To create a new filter, enter a Group Name for the filter and then select Save. The filter Group Name must be a unique name in your saved filters. If you already have a filter saved with that same name, a message will appear that says 'The name is already in use. Provide another one.'

## Replacing an Existing Filter Group

To replace an existing filter group, select the Replace existing group radio button and select an existing saved filter from the dropdown list and then select Save.
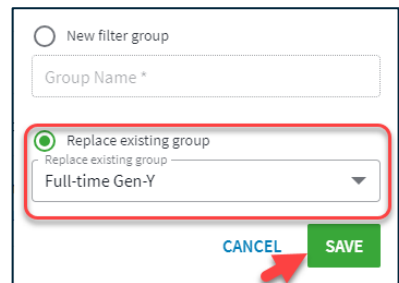

Saved Filters

View your saved filters by clicking on the Favorites tab at the top of the filter panel. You can make the following actions from this tab:

A. Apply the saved filter by selecting the radio button on the right and then Apply.

B. Delete the filter by selecting the trashcan icon.

C. Edit the filter by selecting the pencil icon. You can edit the filter title as well as the demographic categories that are included in it.
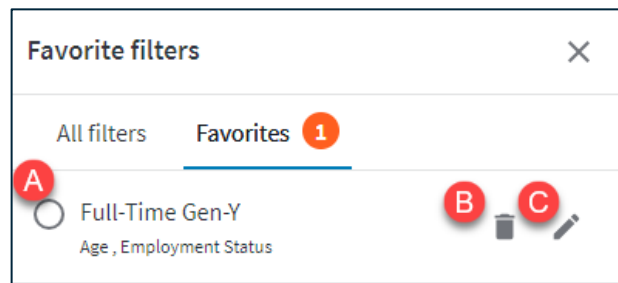
Please note: This feature uses Local Storage and therefore, if you log in using a different machine/browser from the one you used to save a Filter Group, that group will not be available.
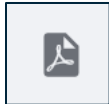
User Settings
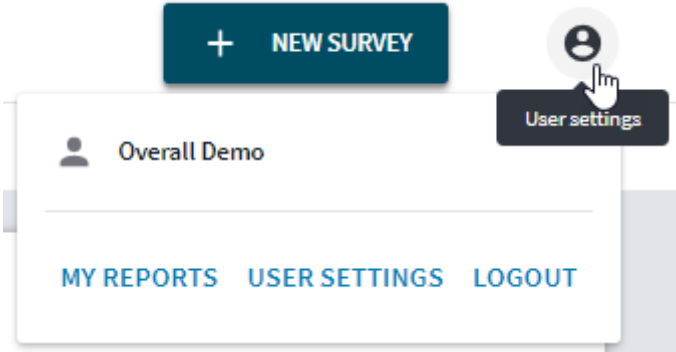
The **User Settings** icon provides three options:

1. My Reports: return to the landing page to access other Press Ganey results dashboards

2. User Settings: modify your settings

3. Logout: click here to leave the site

PDF Export

Users can export the current view of the page to PDF by selecting the PDF icon. They can then choose the export orientation and page size.

PDF Settings ✕

Orientation *

Portrait | Landscape

Page Size *

A4 ▾

CANCEL | DOWNLOAD
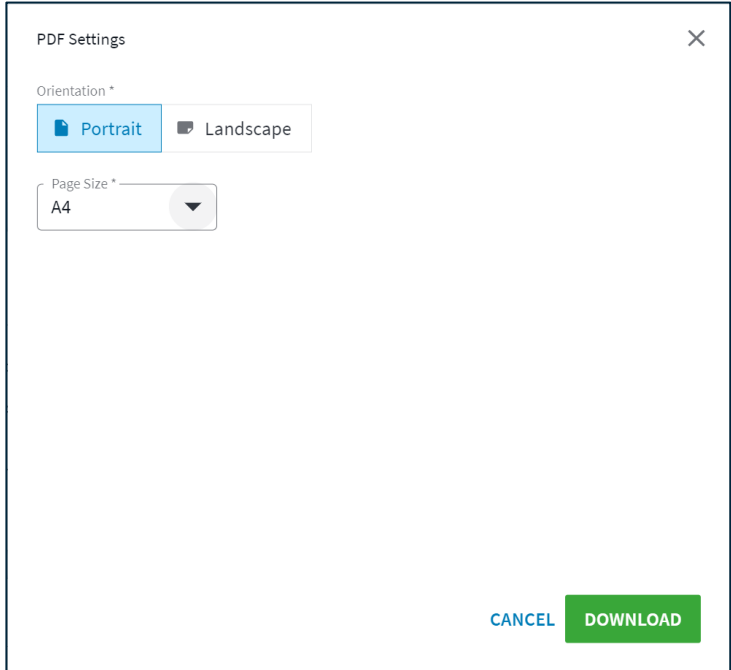
Response Rate

Three widgets display information regarding response rates for the selected survey(s).

- **Invited:** total number of invitations sent for the survey(s)
- **Responded:** total number of respondents who completed the survey(s)
- **Response Rate:** number of survey responses divided by the number of invitations sent

Invited	Responded	Response Rate
985	341	35%

Dimension by Demographic

The *Dimension by Demographic* widget allows users to view a specified dimension and the items in that dimension broken out by a single demographic.

Dimension by Demographic

Row: Engagement   Column: Sex

	Sex		Male		Female		Prefer not to answer	
	Score	Responses	Score	Responses	Score	Responses	Score	Responses
Engagement	2.98	11 820	3.00	2 148	2.98	9 660	2.58	12
I am proud to tell people I work for this organization.	3.01	1 970	3.11	358	2.99	1 610		
I would like to be working at this organization three years from now.	3.02	1 970	3.03	358	3.02	1 610		
I would recommend this organization as a good place to work.	2.97	1 970	3.02	358	2.96	1 610		
I would recommend this organization to family and friends who need care.	2.94	1 970	2.86	358	2.96	1 610		
I would stay with this organization if offered a similar position elsewhere.	2.99	1 970	3.05	358	2.98	1 610		
Overall, I am a satisfied employee.	2.95	1 970	2.91	358	2.96	1 610		

Select a dimension from the Row dropdown and a demographic from the Column dropdown to create a crosstab. Scores for the dimension (aggregate) as well as the individual items within the dimension will display. The far-left columns of data in the crosstab will display aggregate scores for all demographic response options. Data will not display if the reporting threshold is not met.

Dimension or Item by Demographics

The *Dimension or Item by Demographics* widget allows users to create a crosstab based on two demographics and specify a dimension or item score to display within the table.

Select a dimension from the Dimension dropdown. For the Items dropdown, you have the option to select either "All Items," which will provide an aggregated score of all items in the dimension, or a specific item. Then select a demographic from the Row dropdown and a demographic from the Column dropdown to generate the crosstab.

The top row and far-left column of data in the crosstab will display aggregate scores for each of the respective demographics. Data will not display if the reporting threshold is not met.

Excel Export

 Select the down arrow to download an Excel version of the data.