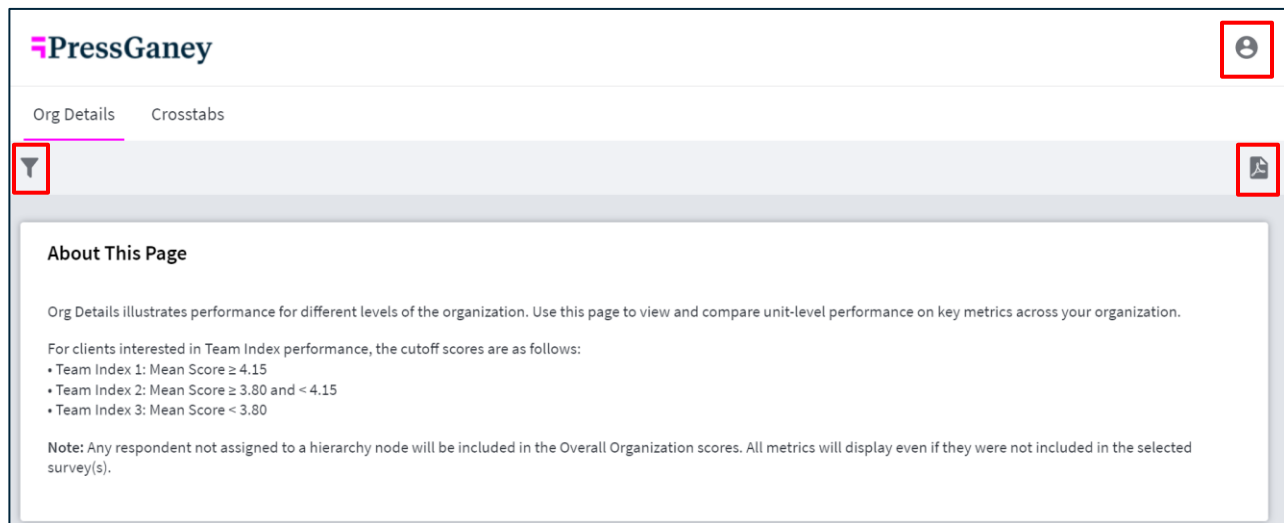


Micro Pulse – Advanced Reporting: Org Details

Org Details is the first page of Micro Pulse Advanced Reporting. The top section of the page shows a description of what data is included in Org Details along with other relevant information.



Filters

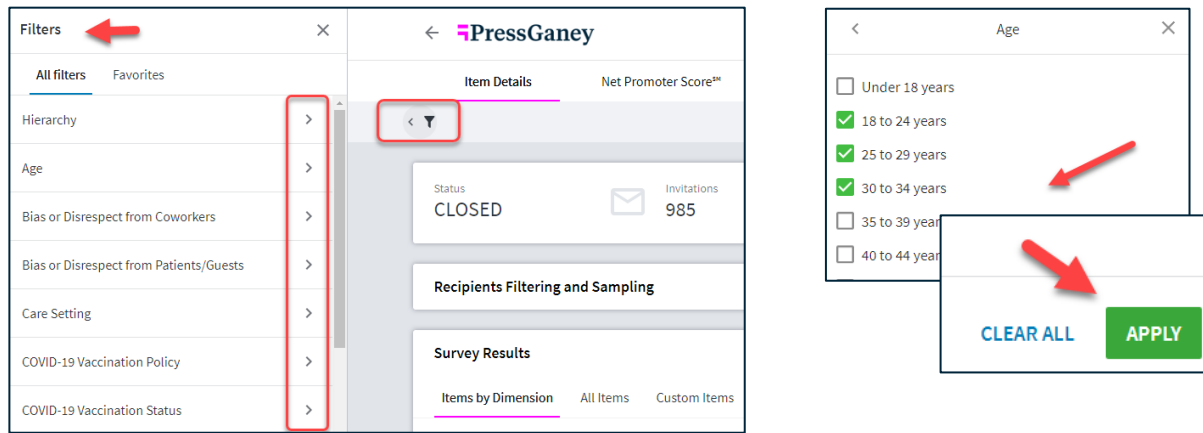


Filter Icon: use to narrow survey results.

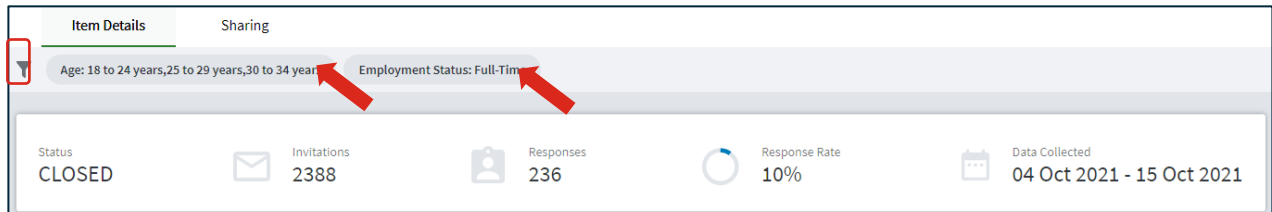
The standard hierarchy and demographic filters are available. In addition, there are two new filters that are unique to Advanced Reporting:

- 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.

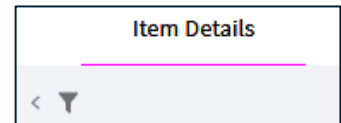
Select the Filter icon in the upper left corner, select the response option(s) you would like to view, and select Apply. You may select more than one Filter. To clear your Filters, select Clear All at the bottom of the Filter list.



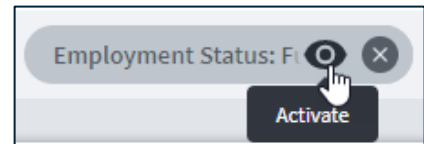
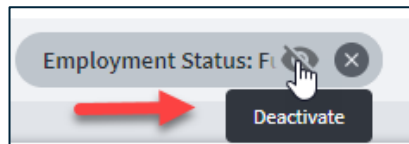
When Filters are applied, they will display above the response rate information.



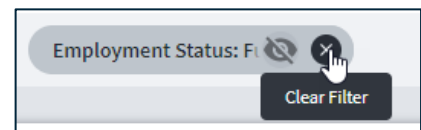
Active Filters are in darker type, deactivated Filters appear grayed out. In this example the arrow points to a deactivated Filter.



To deactivate a Filter, click on the Filter and it will be grayed out. Hover over the Filter again to reactivate it.

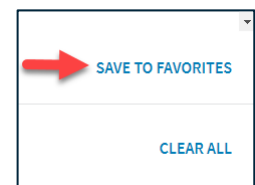


To remove the Filter, hover over the Filter and select the X.



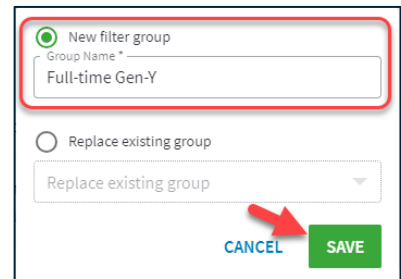
Saving Filters

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.



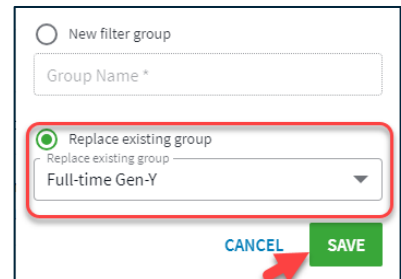
Creating a New Filter

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

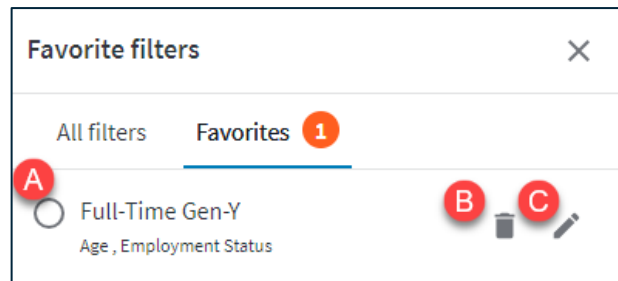
To replace an existing filter group, select the Replace existing group radio button and select an existing saved filter from the dropdown list and then select Save.



Saved Filters

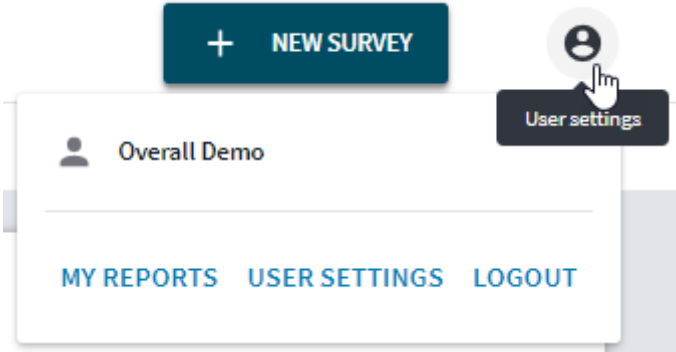
View your saved filters by clicking on the Favorites tab at the top of the filter panel. You can make the following actions from this tab:

- 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.

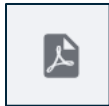
User Settings



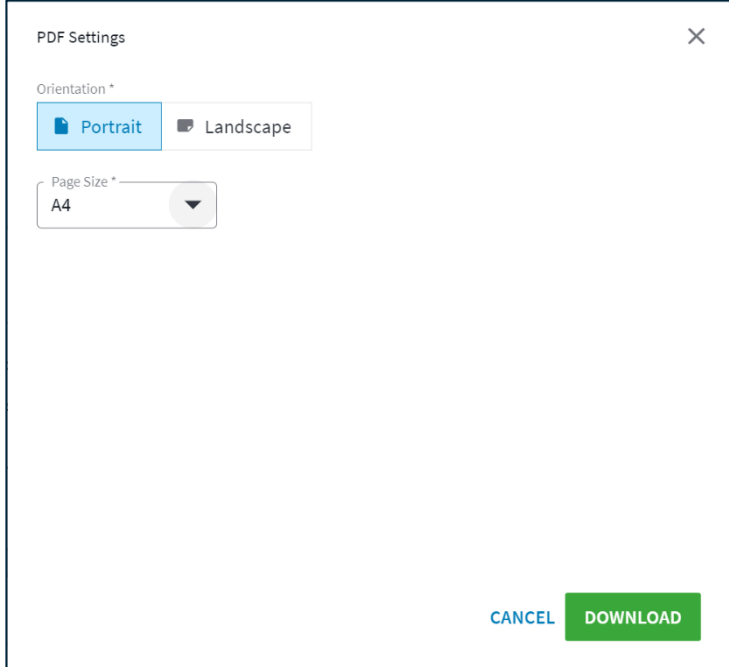
The **User Settings** icon provides three options:

- 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.



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 985	Responded 341	Response Rate 35%
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Org Details

The *Org Details* widget illustrates performance for different levels of the organization. View and compare unit-level performance on key metrics across your organization. Use the arrows to expand and navigate through your organizational hierarchy. Data will not display if the reporting threshold is not met.


The Respondents column represents the number of responses within a metric, not the number of respondents. If more than one item from a metric was included on the survey, a single respondent will have multiple responses for the metric.

The Total row and top row of the hierarchy will not match if the selected surveys include respondents who were sampled via email addresses. Email address responses are included in the Total row and not in the hierarchy, so any discrepancies are due to responses provided by respondents sampled via email address.

Org Details ⌵

	Respondents	Engagement	Team Index	Leader Index	Safety Culture	Resilience - Activation	Resilience - Decompression	Diversity - Equity	Well-Being
Total	20 733	3.41	3.21	3.14	3.42	3.41	3.39	3.27	3.32
PG Central Health System	20 733	3.41	3.21	3.14	3.42	3.41	3.39	3.27	3.32
Administration - Administration Office (Ariela Ries)	20 733	3.41	3.21	3.14	3.42	3.41	3.39	3.27	3.32
Administration - Administration Office (Dolli Elsinore)	15 823	3.40	3.21	3.14	3.42	3.41	3.39	3.29	3.33
Administration - Administration Office (Gilligan Bates)									
Administration - Administration Office (Julietta Kress)	1 755	3.46	3.22	3.18	3.40	3.38	3.40	3.22	3.36
Chief Medical Officer - Administration Office (Gilligan Bates)	245	3.50	3.05	3.11	3.49	3.55	3.54	3.23	3.18
Chief Nursing Officer - Administration Office (Dolli Elsinore)									
Finance Admin - Administration Office (Xytina Annice)	1 570	3.36	3.14	3.10	3.42	3.40	3.38	3.27	3.36
Foundations Administration - Administration Office (Averyl Emmaline)	78	3.19	3.21	3.35	3.16	4.25	3.25	3.05	3.28

Excel Export

 Select the down arrow to download an Excel version of the data. The hierarchy will automatically fully expand in the Excel Export. Rollup units/rows will be indicated by bold font.