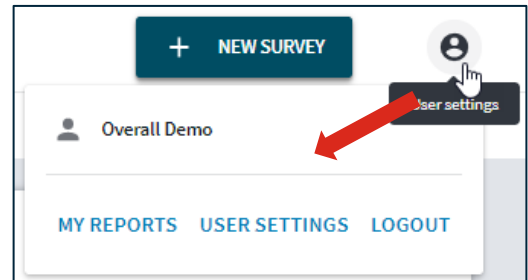


# Micro Pulse — Home Page

The User Settings icon will give you 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.



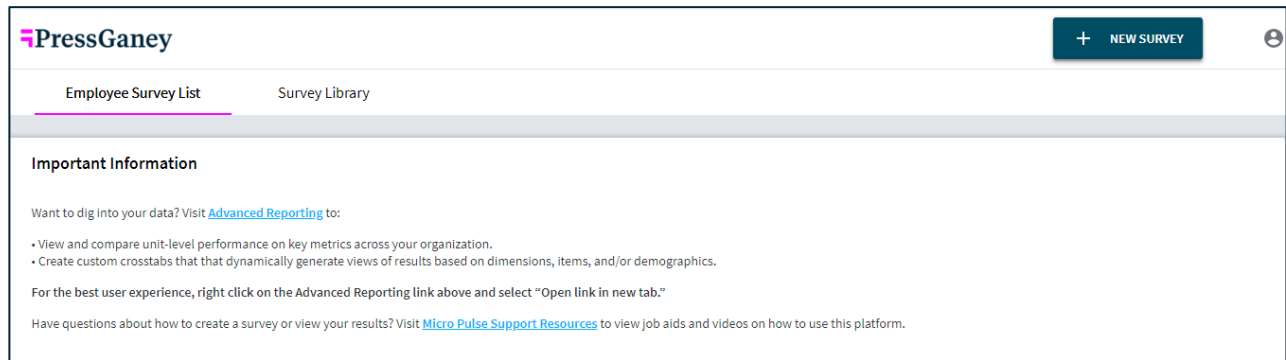
There are two options at the top of the page:

1. Survey List: overview of all surveys to which you have access. This is the default view.
2. Survey Library: overview of all standard survey templates and Press Ganey items.



## Survey List

### Important Information Widget



The Important Information widget provides access to **Advanced Reporting** for Micro Pulse where you can:

- View and compare unit-level performance on key metrics across your organization.
- Create custom crosstabs that dynamically generate views of results based on dimensions, items, and/or demographics.

To easily switch back and forth between this dashboard and Advanced Reporting, right click on the link and select “Open link in a new tab.”

Access job aids and videos on how to use the Micro Pulse platform by clicking on the “Micro Pulse Support Resources” link.

## Survey List Widget

Next, you can view the total number of surveys to which you have access (live, closed, and drafted) as well as the number of live and closed surveys.



The Survey List has 4 tabs which provide more in-depth information:

1. All: every survey to which you have access.
2. My Own: only the surveys you created.
3. Live: surveys to which you have access that are currently active.
4. With Reports: closed surveys to which you have access that have reports available.

You can also look for a specific survey by name by typing in the search box.



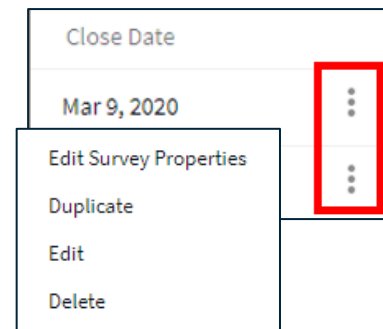
Each of the Survey List tabs shows:

- Name: survey name.
- Created By: name of the user who created the survey.
- Status: this will be Draft, Live, or Closed.
- Start Date: date the survey started or is scheduled to start.
- Close Date: date the survey is scheduled to close or was already closed.
- Click on any of these headers to sort in ascending or descending order.

Name	Created by	Status	↑ Start Date	Close Date
<input checked="" type="checkbox"/> December Pulse	Overall Demo	Draft	Jan 4, 2023	Jan 25, 2023
<input checked="" type="checkbox"/> Wellbeing	Overall Demo	Draft	Dec 5, 2022	Dec 19, 2022

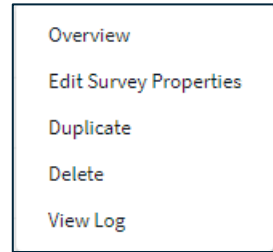
The three dots in the last column will show more options.

- Draft
  - Edit Survey Properties: edit the survey properties.
  - Duplicate: create of copy of the survey which can be edited.
  - Edit: select to edit the survey.
  - Delete: permanently removes the survey draft.



- Live

- Overview: directs you to a summary of the number of invitations sent, responses, and response rates as well as the Survey Timeline and Respondent Data. You will also be able to view data in real time once the reporting threshold has been met.
- Edit Survey Properties: edit the survey properties.
- Duplicate: create of copy of the survey which can be edited.
- Delete: permanently removes the survey (and any data associated with the survey).
- View Log: review actions completed for the survey.



- Closed

- Edit Survey Properties: edit the survey properties.
- Report: directs you to a report for Closed surveys.
- Duplicate: create of copy of the survey which can be edited.
- Delete: permanently removes the survey (and any data associated with the survey).
- View Log: review actions completed for the survey.

