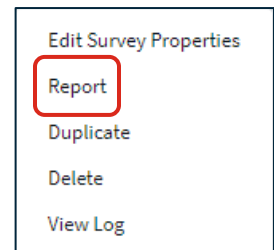
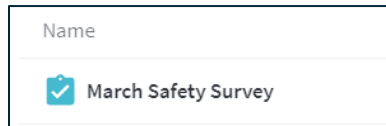


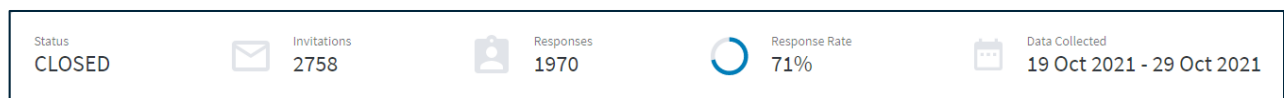
# Micro Pulse — Reports

Click on the survey name for a closed survey or select the Report option for a survey on the Survey List



The top section of the page shows a high-level overview of survey responses

- **Status:** will show as Closed (only Closed surveys have a report)
- **Invitations:** total number of email invitations sent for this survey
- **Responses:** total number of respondents who completed the survey
- **Response Rate:** number of survey responses divided by the number of invitations sent
- **Data collected:** timeframe during which the survey data was collected

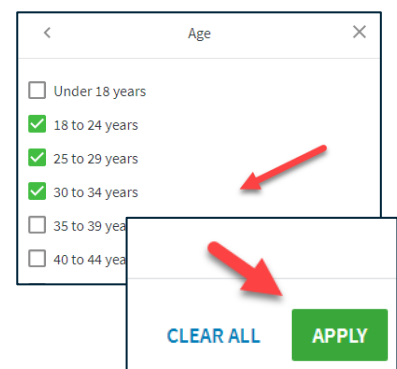
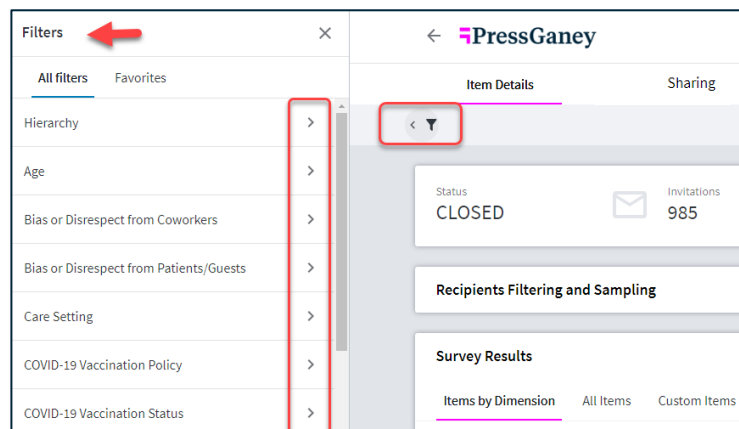


## Filters

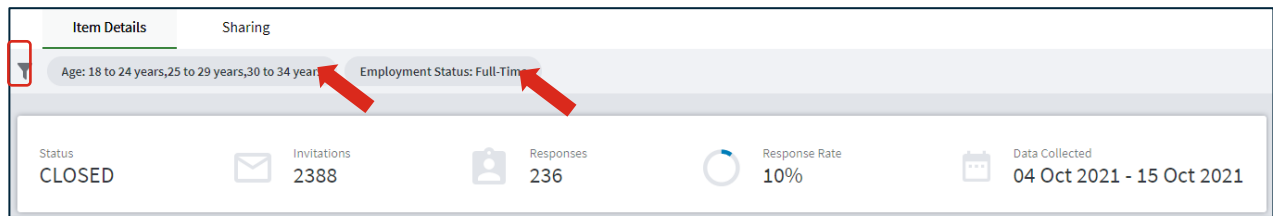


Filter Icon: use to narrow survey results by respondent demographics.

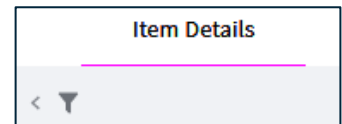
Select the Filter icon in the upper left corner to filter response information by the hierarchy or demographics listed and select Apply. You may select more than one Filter. To clear your Filters, select Clear All at the bottom of the Filter list.



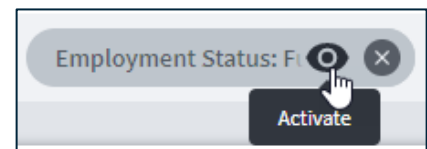
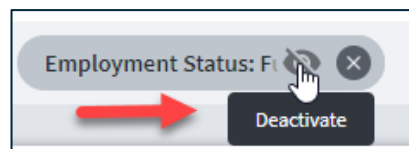
When Filters are applied, they will display above the response rate information.



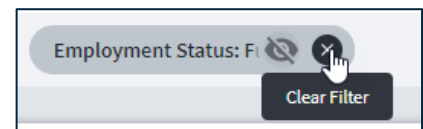
Active Filters are in darker type, deactivated Filters appear grayed out. In this example the arrow points to a deactivated Filter.



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

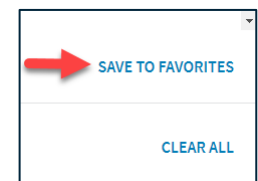


To remove the Filter, hover over the Filter and select the X.



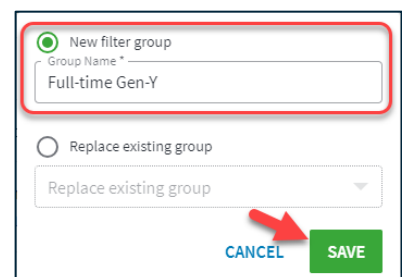
## Saving Filters

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.



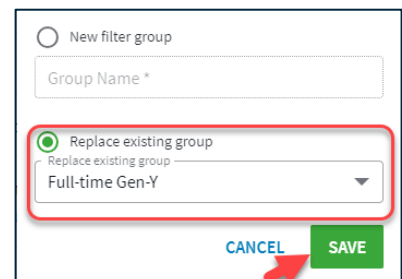
## Creating a New Filter

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

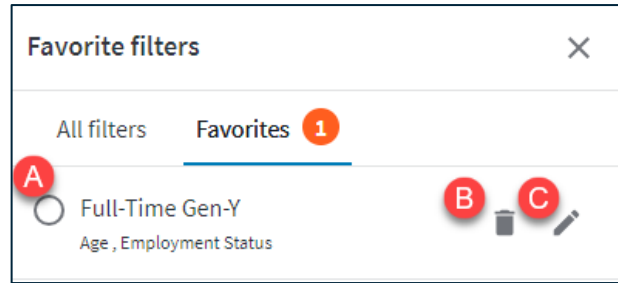
To replace an existing filter group, select the Replace existing group radio button and select an existing saved filter from the dropdown list and then select Save.



## 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.

## Sharing

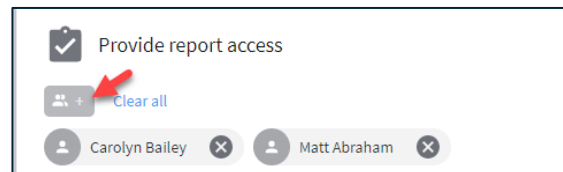
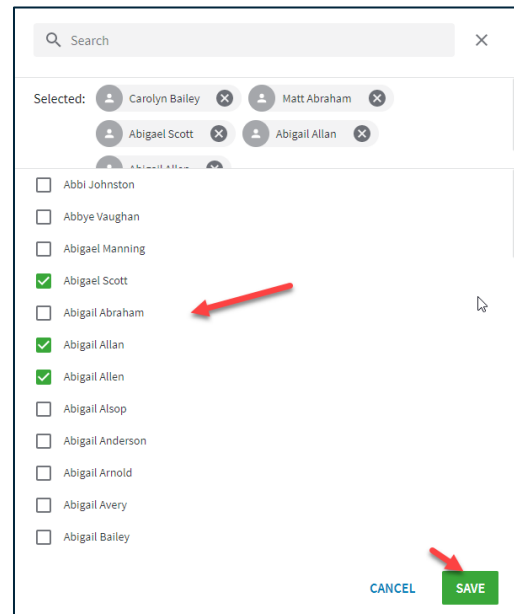
There are two types of end users in the Micro Pulse platform.

- 1. **HR Users** have access to view, edit, and delete all surveys in the Micro Pulse dashboard, regardless of the author.
- 2. **Manager Users** can view, edit, and delete any survey they create directly or can view surveys created by others once the survey closes.

The Sharing tab in Micro Pulse allows end users to share the results with another existing Micro Pulse user who otherwise does not have access to view the results of that survey (i.e., End User in a Manager Role).

**Note: The list of users includes everyone in your organization who has access to any Press Ganey Workforce dashboard; not all users on this list will have permission to access Micro Pulse.** The user(s) you select in the list here will see your survey results on their Survey List when they log into the Micro Pulse dashboard.

To share your survey results with another Micro Pulse end user, select the Add Users icon. Then you will be prompted to select the checkbox next to any user with whom you want to share. Click Save.



# Recipients Filtering and Sampling

This section displays the filters selected for the survey and the sampling.

**Recipients Filtering and Sampling**

Hierarchy *All employees*

Location  
No filters applied

Position  
No filters applied

Shift  
No filters applied

Exclude Recipients of Other Surveys *none*

**Direct Patient Care**

✓ Yes, I spend at least 50% of my time in direct patient care (438)

**Randomized Sample**

8%: Percentage of sample to receive survey

# Survey Results

Items by Dimension view presents Press Ganey standard close-ended (scaled) items organized by Dimension in a collapsible list.

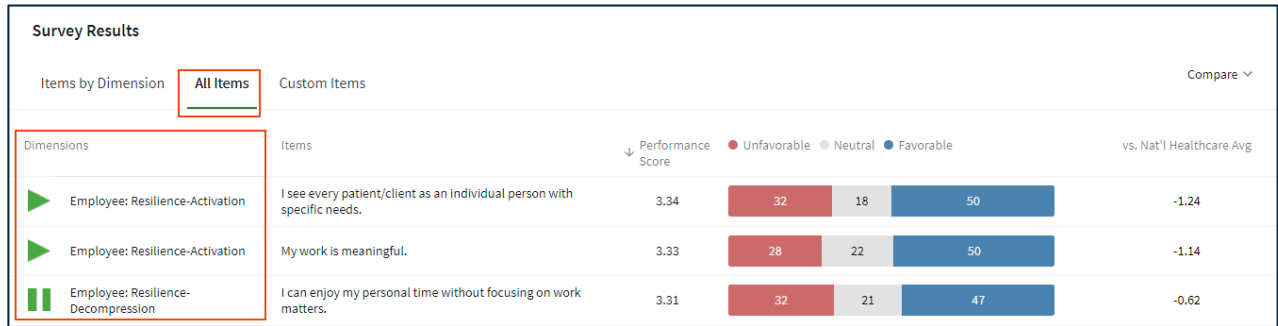
**Survey Results**

Items by Dimension | All Items | Custom Items

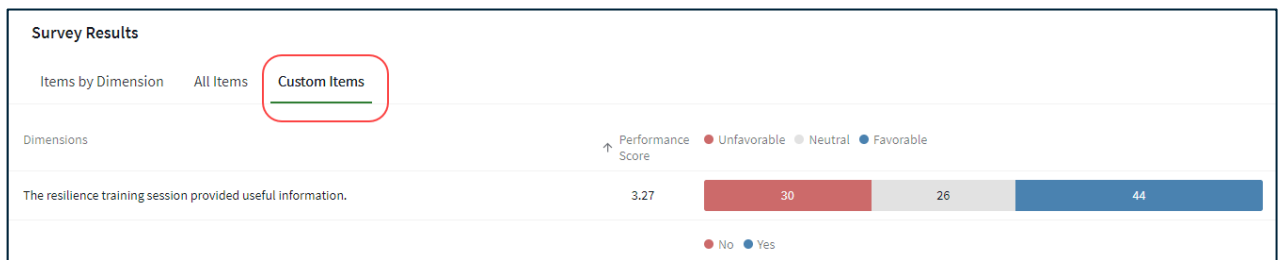
vs. Nat'l Healthcar... ▾

Dimensions	Performance Score	Legend	vs. Nat'l Healthcare Avg
Employee: Leader Index	2.98	Unfavorable (41)   Neutral (20)   Favorable (40)	-1.14
Employee: Team Index	2.97	Unfavorable (41)   Neutral (20)   Favorable (40)	-1.12
Employee: Accountability		No (50)   Yes (50)	N/A
Has your supervisor shared with you the most recent engagement survey results?		Unfavorable (49)   Favorable (51)	N/A
Were you involved in improvement planning as a result of the most recent survey?		Unfavorable (51)   Favorable (49)	N/A

All Items view presents Press Ganey standard close-ended (scaled) items in a single list, noting the Dimension to which they belong.

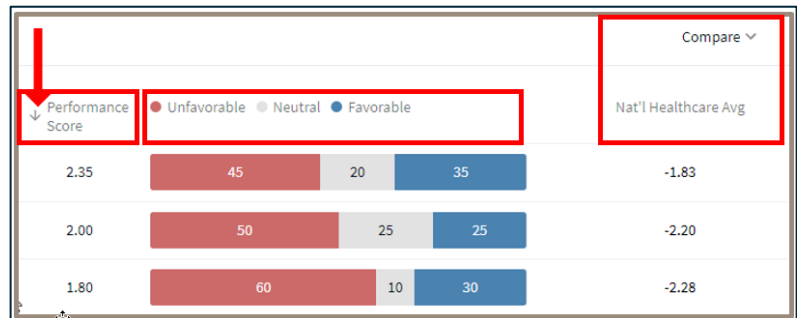


Custom Items view presents custom close-ended (scaled) items.



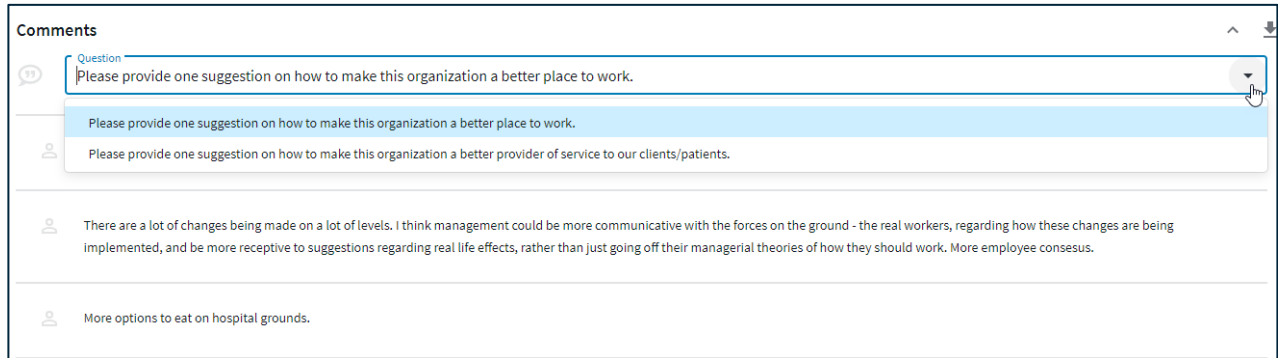
## Data

- Performance Score: score for the item.
  - Use the arrow on the column header to sort scores in ascending or descending order
- Response Distribution: shows the percentage of each type of response according to the scale and color coding listed.
  - Use the Compare dropdown to select the group to which you want to compare. The comparison group average score is shown for all items with comparative data available.
- Use the arrow on the column header to sort scores in ascending or descending order.



## Comments

Access the Comments under the data display. The data Filters selected above are applied to the comments shown. Use the dropdown menu.

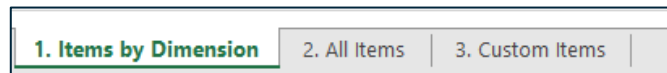


## Download

Select the pdf icon to download the data and comments to pdf and print or email. Select the down arrow to download an Excel version of the data or comments. Within Item Details, the Excel file generated will



contain three tabs, one for each: Items by Dimension, All Items, and Custom Items.

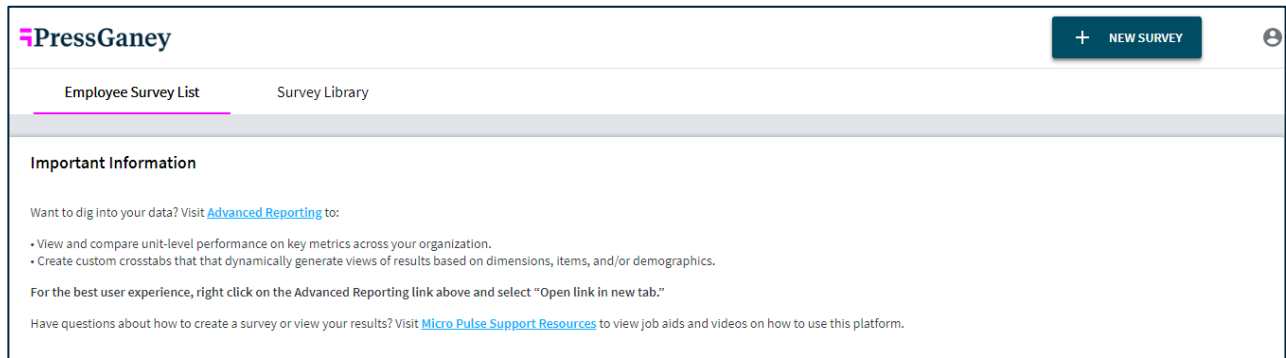


## Advanced Reporting



Micro Pulse Advanced Reporting is a separate reporting dashboard that allows you to dig more deeply into your data. Within Advanced Reporting, you will be able to:

- Aggregate data from different Micro Pulse surveys into one dashboard for further analysis.
- View and compare unit-level performance on key metrics across the organizations.
- Compare performance across multiple demographic categories in one view.



To access Advanced Reporting, go to the Micro Pulse home page. Within the Important Information widget, there is a link to access Advanced Reporting. 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.”

