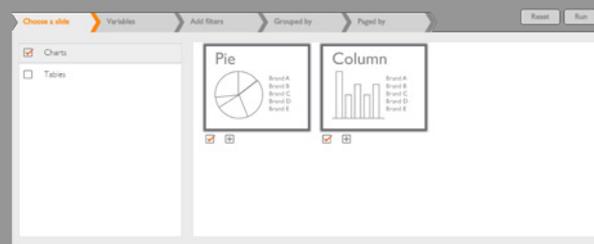


This document provides an introduction to the features found in the portal and a brief description of how to use them.

TOP LINE REPORTER

Top Line Reporter is a fast and flexible reporting tool that allows you to run customisable charts by selecting chart types, apply variables and filters – All downloadable in a fully editable PowerPoint deck.

1 Select your slide



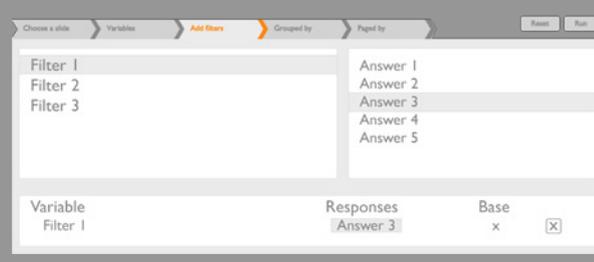
Select the slide/s you wish to run by clicking on the thumbnail/s. You can expand the thumbnail image using the + icon.

2 Select your variables



Select the variables you wish to run the chart on. For each variable selected, you will get one chart, per chart type.

3 Add your filters



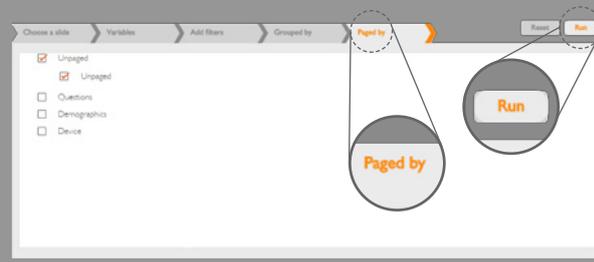
Select the filters you wish to apply by clicking on the variable name and selecting the answer code/s. You can run the slide/s without filters which will show the total level.

4 Add your crossbreak



Select the variables you wish to apply as cross-breaks. For each variable selected, you will get one chart, per chart type.

5 Page by and Run



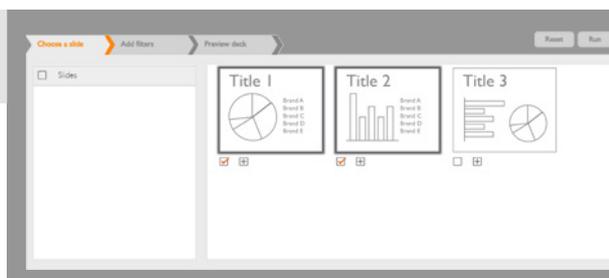
Select the variables you wish to page by, which will run a slide per answer code, acting as an additional filter. Click 'Run' to start populating your slides, and it will notify you once done.

DECK CREATOR

Deck Creator is a flexible reporting tool that allows you to select pre-built PowerPoint slides to create and download a slide deck. You can first preview the slides, then assemble them into a complete reporting deck. In addition, you have the ability to apply filters to your data before downloading your slide deck, in the 'Add filters' section of Deck Creator.

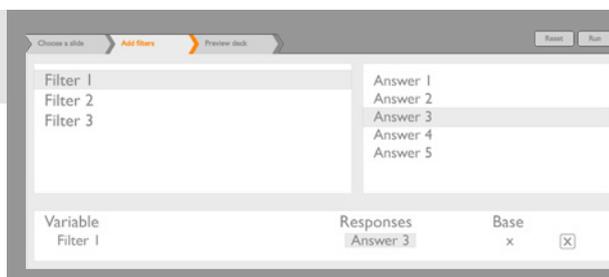
The end result is a fully editable PowerPoint deck, that allows you flexibility and control to fine-tune your slide decks for any reporting purpose.

1 Select your slide



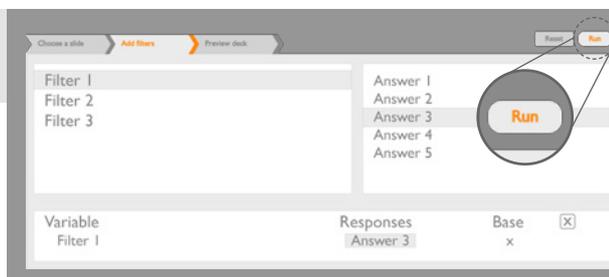
Select the slide/s you wish to run by clicking on the thumbnail/s. You can expand the thumbnail image using the + icon.

2 Add your filters



Select the filters you wish to apply by clicking on the variable name and selecting the answer code/s. You can run the slide/s without filters which will output the total scores.

3 Run your slide



Click on the 'Run' button to start populating your slides. This will then take you to the 'Preview Deck' tab where you will see your slides loading.

4 Download your slide



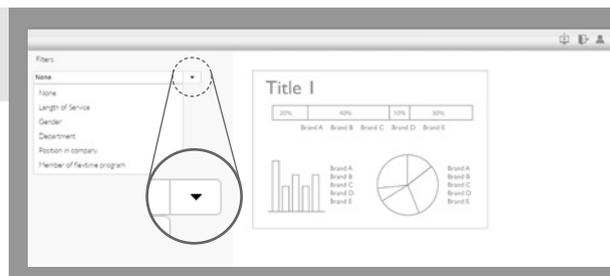
Click on 'Download' to export the slides into a PowerPoint deck. This will take a couple of minutes and it will notify you once done.

DASHBOARDS AND TABLES

The dashboard and table reports can be accessed by hovering over the title in the main menu items. You can first preview the report and then apply filters, if required, before downloading the report into a PowerPoint slide.

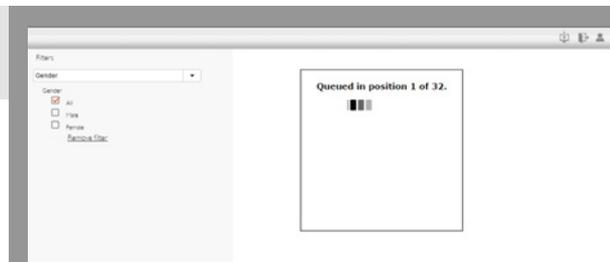
The end result is a fully editable PowerPoint, that allows you flexibility and control to fine-tune your slide decks for any reporting purpose.

1 Add your filters



Select the filters you wish to apply using the drop-down list on the left hand side. Once selected this will display the answer codes available.

2 Run your slide



Select the answer codes you wish to apply. You can apply multiple filters, which acts as an 'AND' function.

3 Download your slide



Click on 'Download' to export the slides into a PowerPoint deck. This will take a couple of minutes and it will notify you once done.