How to generate a group report

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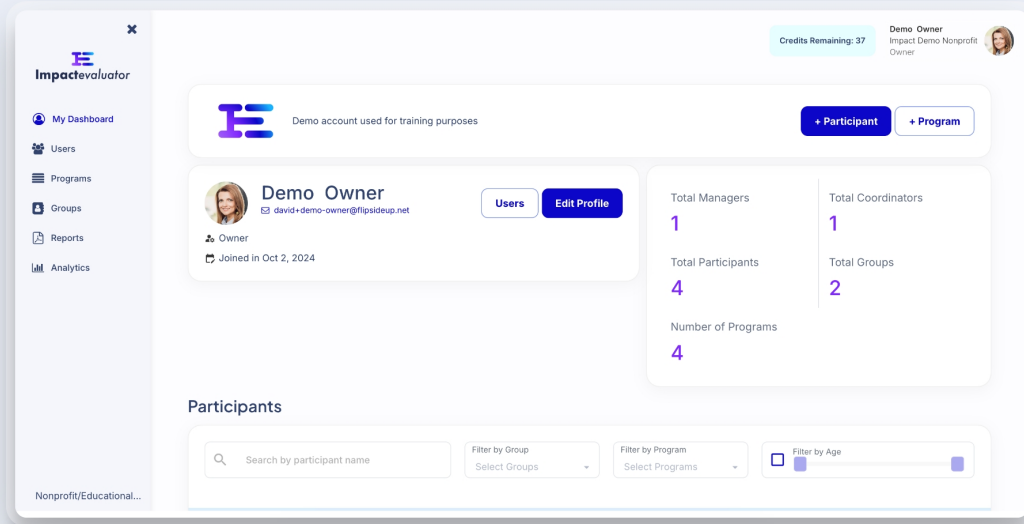

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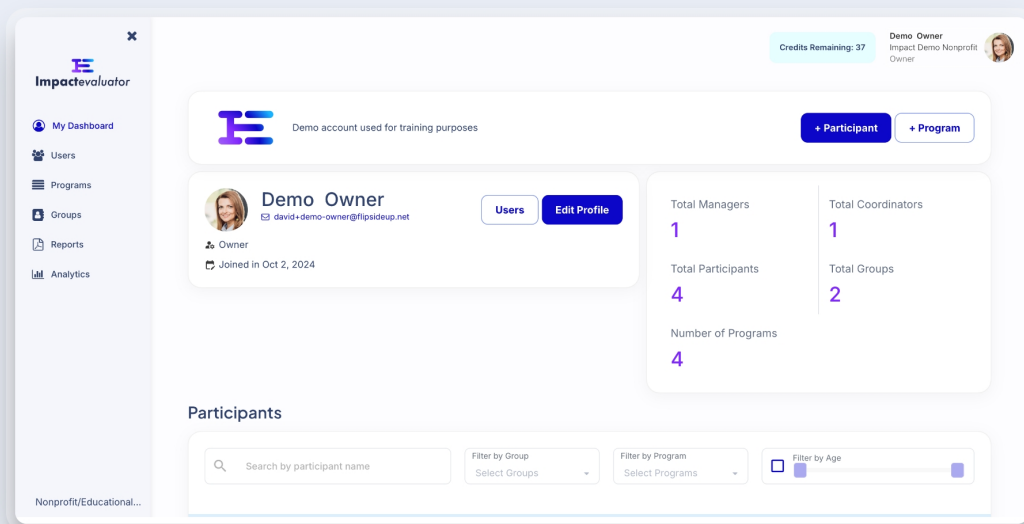
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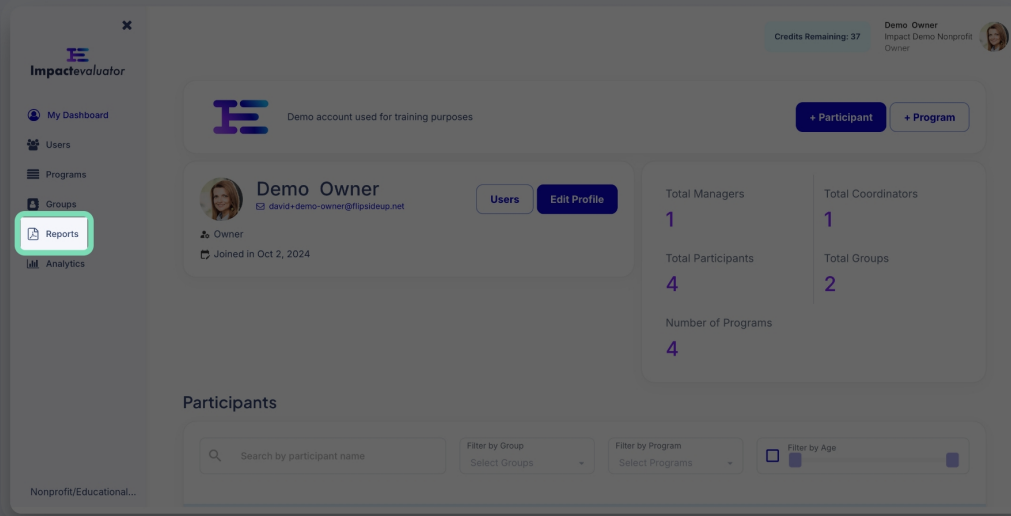
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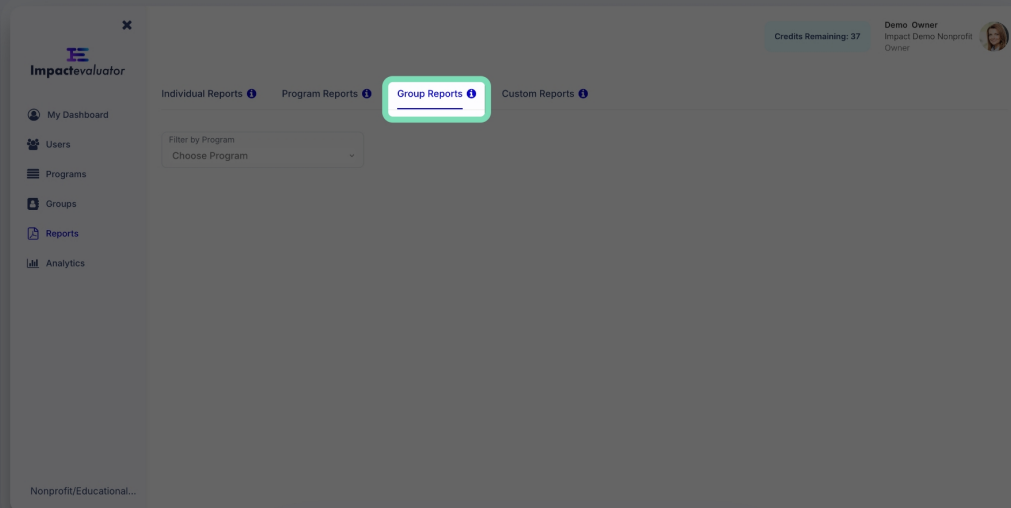
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6 Next, navigate to the 'Group Reports' tab. Here, you'll find any Group Reports you've previously generated under the Individual or Program Reports tabs. You can also create a new Group Report right from this page.
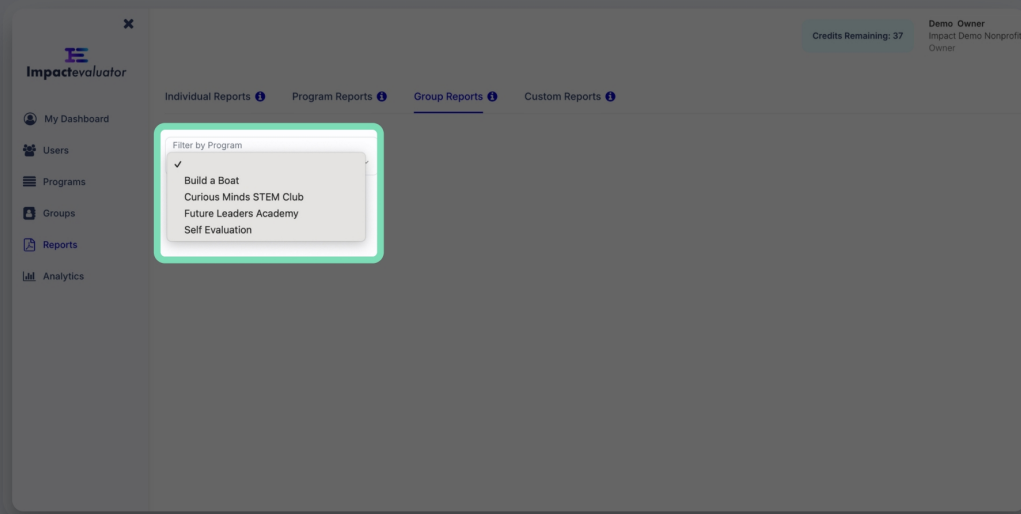

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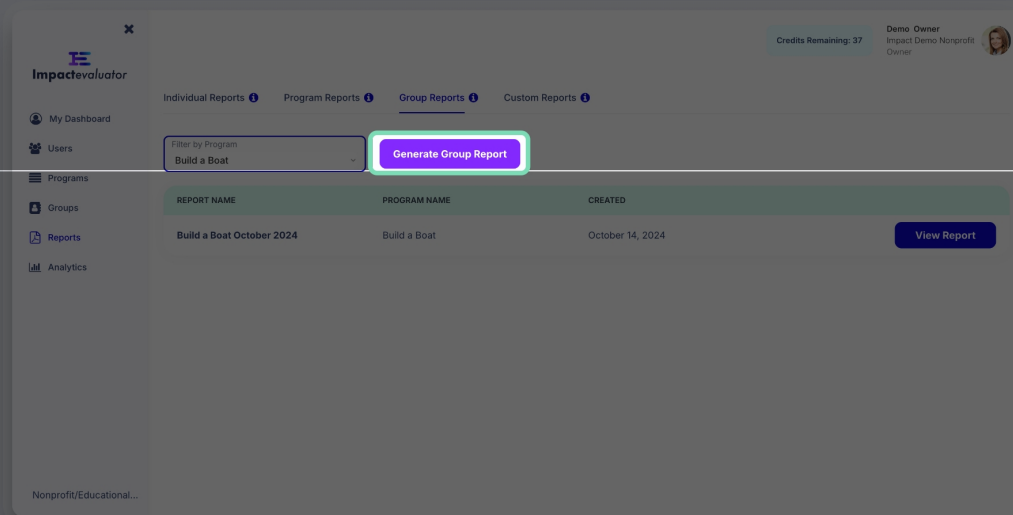
7 To create a new report, select a program from the dropdown—this could be either an individual evaluation program or a program series.

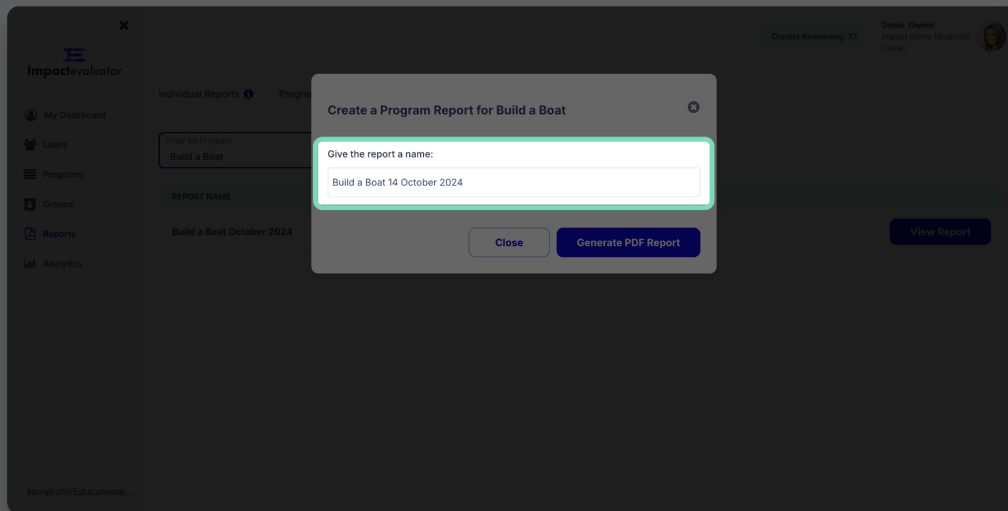**8** Once you've selected your program, click the Generate Group Report button.

9

A popup will appear, prompting you to give the report a descriptive name. I recommend using the program name and the date to make it easier to find later.
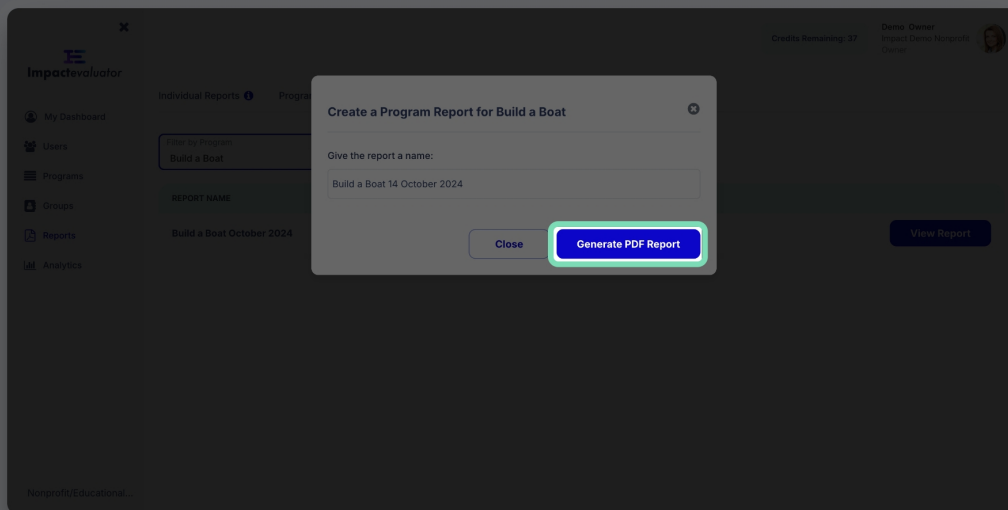

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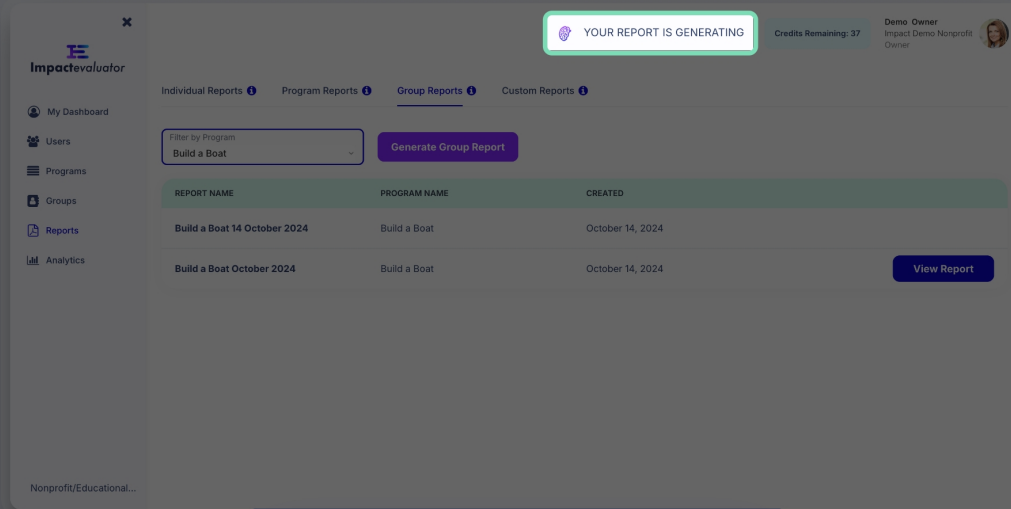
10

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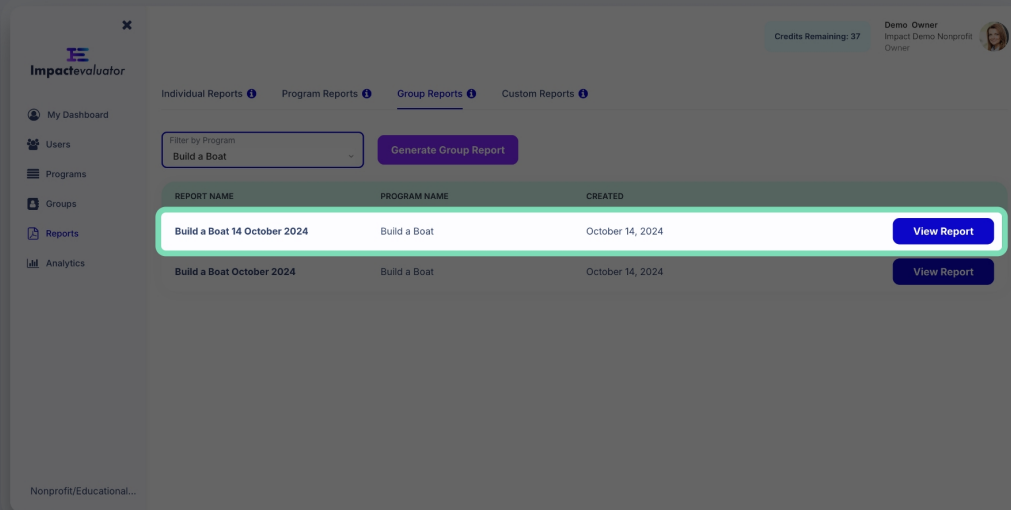

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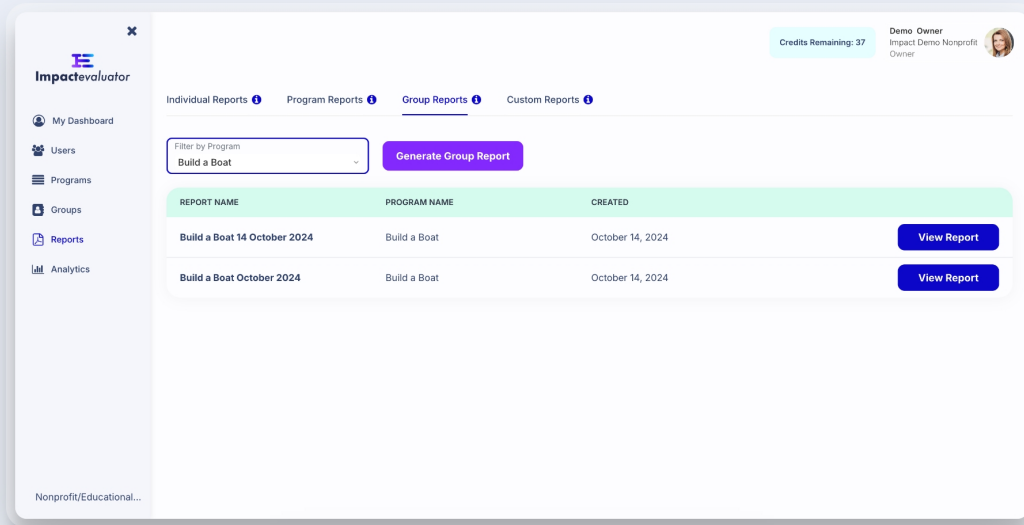
12 And that's it! You can now view your new group report by clicking on the View Report Button.

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