

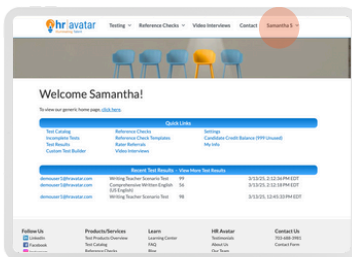
DISC: Creating a Group Report

- Group reports are a great way to get a snapshot of your team. It helps you spot communication gaps, align strengths to project needs, and build more strategic teams.
- You can test your entire team as a whole or individual groups. If you want to test individual groups (for example, only managers), you will want to **create a Multi-Administration Link BEFORE sending employees the DISC assessment**.

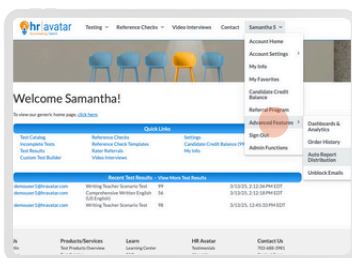
1. Visit www.hravatar.com and click 'Sign In' in the upper right corner.



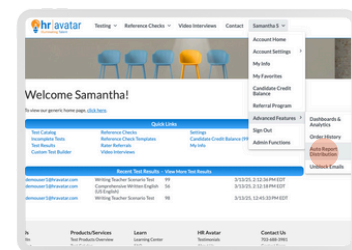
2. Click on Your Name in the upper right hand corner of the page.



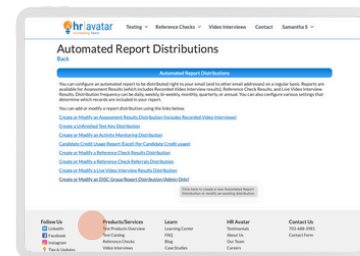
3. Select Advanced Features



4. Select Auto Report Distribution

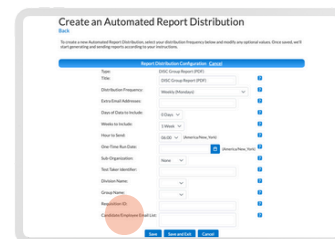


5. Select DISC Group Report (pdf).

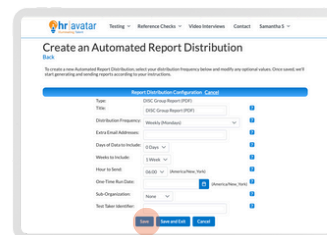


6. Edit "Report Distribution Configuration" as needed.

Distribution Frequency: If you are just wanting to run this one report, choose: "None (One Time or On Demand Only)"
Candidate-Employee Email List: If you are not using an entire Sub-Organization or Multi-Admin link, input the email addresses you want to include in the report.



7. Click "Save".



8. After you save, Click "Start a Run". You will receive an email with the report.

