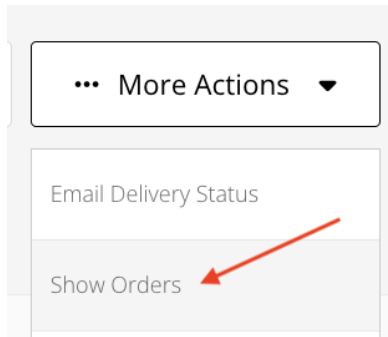


HOW TO ACCESS AND SHARE INTERACTIVE LCP REPORTS FOR PRACTITIONERS AND PROJECT MANAGERS

Practitioners and project managers access reports in the same way.

First, go to the project. On the project page, find “More Actions” and select “Show Orders.”



Next, click on the “Number” link to open the Order Details page.

Project's Orders

The orders created by a project.

NUMBER	NAME	STATUS	PARTICIPANTS	RUN REPORT DATE	CREATED AT
1000060699	Prod iLCP Nelson Test - Coach	Finished	1	Sep 06	06 Jun 10:10 PM

On the Order Details page, locate the “Download Reports (ZIP)” button. Clicking this button will download the following:

- Legacy Coach Report
- Legacy Graph
- Legacy Participant Report
- Participant Report (from interactive report)

The screenshot shows the 'Order Details' page. At the top, there are several buttons: 'Download Reports (ZIP)', 'Download Profile Interpretation Manual (PDF)', 'Print Order Details (PDF)', 'Show Project', and 'Delete Order'. A red arrow points to the 'Download Reports (ZIP)' button. Below the buttons, the page title 'Order Details' is displayed, along with the 'Order Number: 536595-1000060699-11'. A yellow banner indicates 'NS SYNC FAILED'. The page is divided into sections for report information and billing contact. The report information includes: Report Name: Prod iLCP Nelson Test - Coach, Report Type: individual, Company: Prod iLCP Nelson Test - Coach, Product Type: LCP, and Processing Date: 06 September 2023. The billing contact information includes: Nelson Test, test@test.com, 801-123-1234, 132 14075 S, Draper, 84020, United States, Utah. Below this is a table with participant and report details:

Included Participants:	1 participant	Demographics:	Global Leaders/Global Leaders
Participant Report:	0 copies per participant	Planned Completion Date:	06 September 2023
Participant Graph:	0 copies per participant	Comment Questions:	long
Coaching Report:	0 copies	Profile Interpretation Manual:	PDF

Below the table is a section titled 'List of Participants' with a blue button 'Make All Reports Available' and a search bar. A red arrow points to the 'Make All Reports Available' button. Below the search bar are sorting options: 'Sort by Participant Name' and 'Sort by Participant Email'. A table lists participants with two buttons for each:

Participant Name	Participant Email	View Interactive Report	Make Report Available to Participant
Jenny Doe	domingoaltamirano+participant01-prodc@gmail.com	View Interactive Report	Make Report Available to Participant

Red arrows point to the 'View Interactive Report' and 'Make Report Available to Participant' buttons for the participant Jenny Doe.

Now, find the List of Participants. You’ll see a button that reads “Make All Reports Available.” Clicking this button will make it possible for each participant to view their own report from their My Survey History page.

Next to each participant’s name are two buttons: “View Interactive Report” and “Make Report Available to Participant.” Selecting “View Interactive Report” will open the report for you. Selecting “Make Report Available to Participant” will make it possible for that participant to view their report from their My Survey History page.

Reports are not viewable to participants on their My Survey History pages until the “Make All Reports Available” button or “Make Report Available to Participant” button is clicked.

Participant's view of My Survey History page **before** their report is made available.

The screenshot shows a navigation bar with 'Surveys and Assessments' and 'History' tabs. Below the navigation bar, there is a heading: 'This is your history of the past projects and now closed surveys you have participated.' Underneath, there is a section titled 'Your Leadership Circle' with the subtext 'You have completed one self-evaluation:'. A table lists a 'Self-survey' titled 'Leadership Circle Profile™' with a 'Completed on' date of 'July 07, 2023' and a 'Report Date' of 'September 06, 2023'. Below the table, a message states '11 of 11 evaluations completed' and 'You must invite at least 5 evaluators in order to take the Survey.'

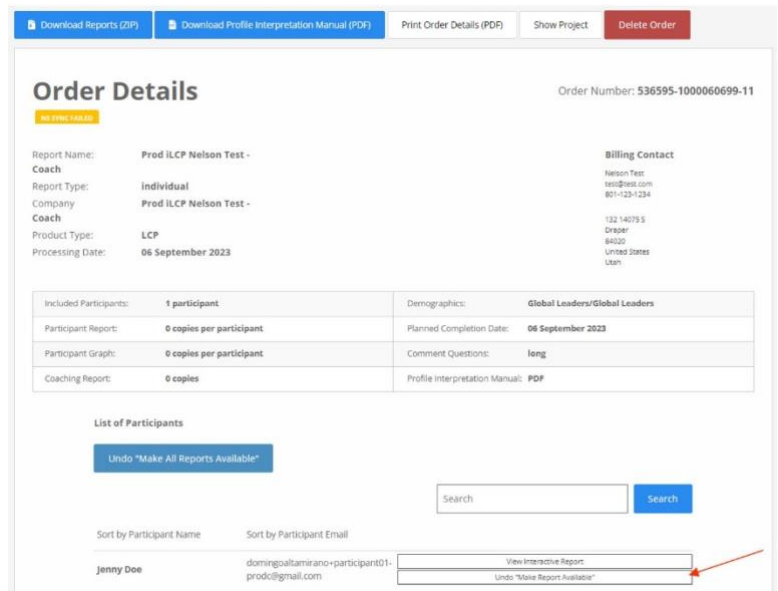
Participant's view of My Survey History page after their report is made available. Note the "View Interactive Report" button.

This screenshot is identical to the previous one but includes two buttons on the right side of the table row: 'View Interactive Report' and 'Download Reports'. A red arrow points to the 'View Interactive Report' button.

How to Access and Share Interactive LCP Reports for Practitioners and Project Managers

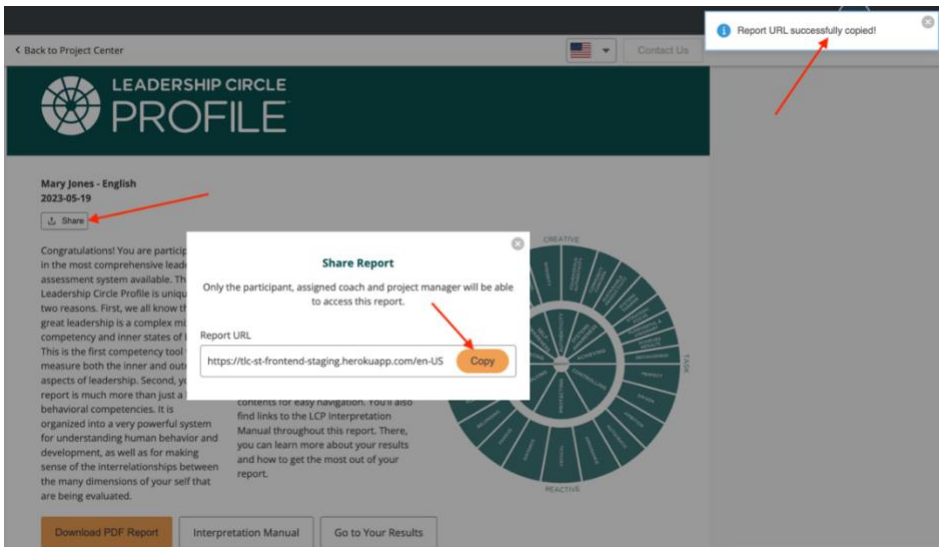
Once a report is made available to a participant, the button changes to “Undo ‘Make Report Available.’”

Did you make the report available by mistake? Did the date of your debrief change, and you don’t want the participant to have access to their report just yet? Click “Undo ‘Make Report Available.’” to reverse the action and make the report unavailable until you’re ready to release it.



When a practitioner or project manager clicks the “View Interactive Report” button, the participant’s interactive LCP report will open.

1. To share the report link with the participant, click “Share.”
2. The Share Report window will open and display the report URL.
3. Click “Copy.”
4. The message “Report URL successfully copied” will appear.
5. Email the report URL to the participant.



When the participant clicks on the URL link within the email, they will be taken to Project Center to log in.

After the participant logs in, the interactive report will open.

If the report doesn’t open, the participant can click on the “History” tab then “View Report” button.