**How to Order a Group Report**

*NB: To add Participants to a group report they must have at least one complete evaluator and their self-survey must be completed.*

* Login to the Project Centre
* Go to **My Clients**, find the client you want to create a group report for and click **Create Group Report.**
* Select Consulting Company
* Select Consultant
* Select Product
* Client name should have auto filled. You can add additional client company names.
* Click Next
* On the “Select Participants” screen, all projects should be listed. Select the participants that you want to include in the group report.
* Finish creating the group report order.
* Report runs automatically.

OR

* Go to your Project Screen: click **More Actions**, and select **Create Group Report**
* Make your selections.
* You can enter multiple clients in the “Client’ field.
* You can Select the specific participants from these selected Client’s Projects on the “Select Participants” via each of the drop-down arrows to the left of the Product ID name on this screen
* The report will run automatically as part of this order process, and will be available to download on the “Thank you for your order” screen.