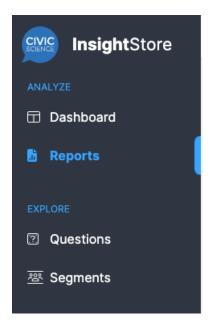
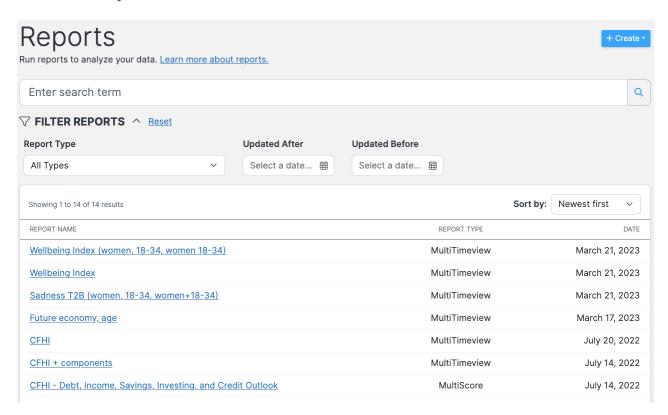
Introduction to reports

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To read, edit, or create a report, click on Reports in the left navigation pane.



You'll see the reports screen.



To find a report, enter your terms in the search field. Only the names of reports are indexed, so you won't be able to search for a term found only in the responses to questions included in a report. Searches with single-word criteria will discover precisely what you put in. Searching for age will find

reports with **Age** or **Ages** in the title and reports whose names include **manage**, **engagement**, or **outage**. If you use more than one search term or phrase, the system will search for them in the order you enter them. So, searching for **wellbeing index** would find two of the reports shown in the image above, but searching for **index wellbeing** would not find them.

You may also use the filters to narrow your search results. Filters include *Report Type*, *Updated After*, and *Updated Before*. You may also sort by *Newest first*, *Oldest first*, or *Name*.

Types of Reports

There are several types of reports included in InsightStore 2:

Deep profile reports help to gain deeper insights into a segment or group's behavior.

Multiscore reports are used to create scores across more than one question, to rebase responses from checkbox questions, or to create a row in a scorecard.

Multitimeview reports are used to view time trends across multiple questions or various demographics.

Crosstabs have replaced scorecard reports, but you can still view scorecards created in InsightStore 1.