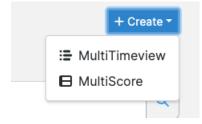
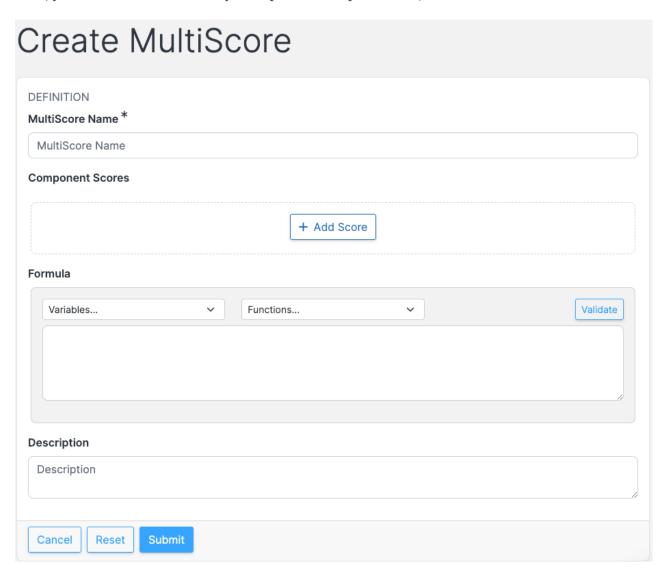
Creating a MultiScore report

04/01/2025 4:13 pm EDT

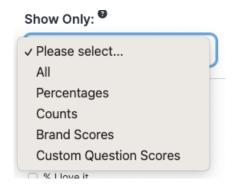
To create a MultiScore report, go to the *Reports* page and use the blue *Create* button. Select *MultiScore* from the dropdown menu.



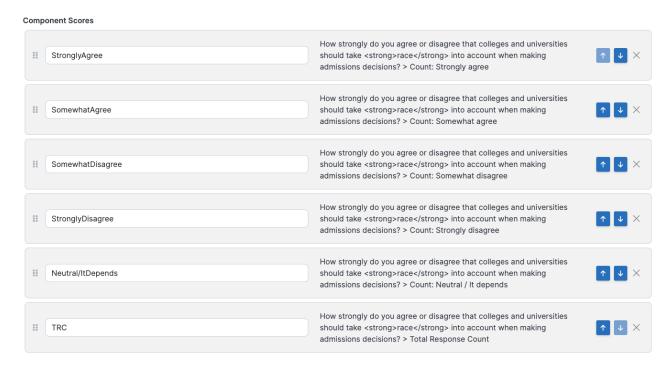
Next, you will see this form. Give your report a descriptive name, then click Add Score.



Next, you'll see the same search interface found on the questions search page, but with an added field labeled *Show Only:* where you can select the items you want to see.

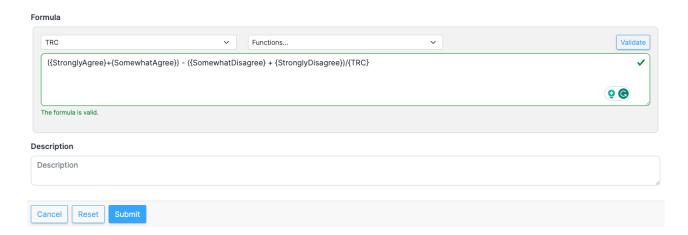


Choose at least two items and hit the *Add Question Scores* button. You'll be taken back to the *Create MultiScore* screen.



Here you can provide alternate label names for each item and reorder the items. You may also add more scores by using the *Add Score* button again.

Next, create your formula and validate it. You must validate the formula before moving forward.



Provide a description for your MultiScore report in the *Description* field, then hit *Submit* to save your