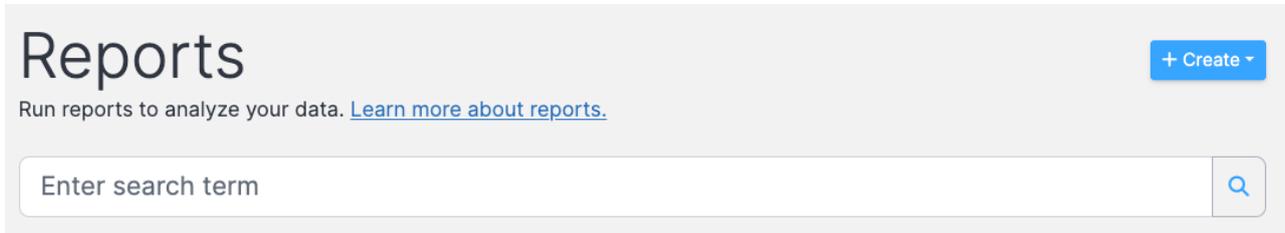


Creating a MultiTimeview report

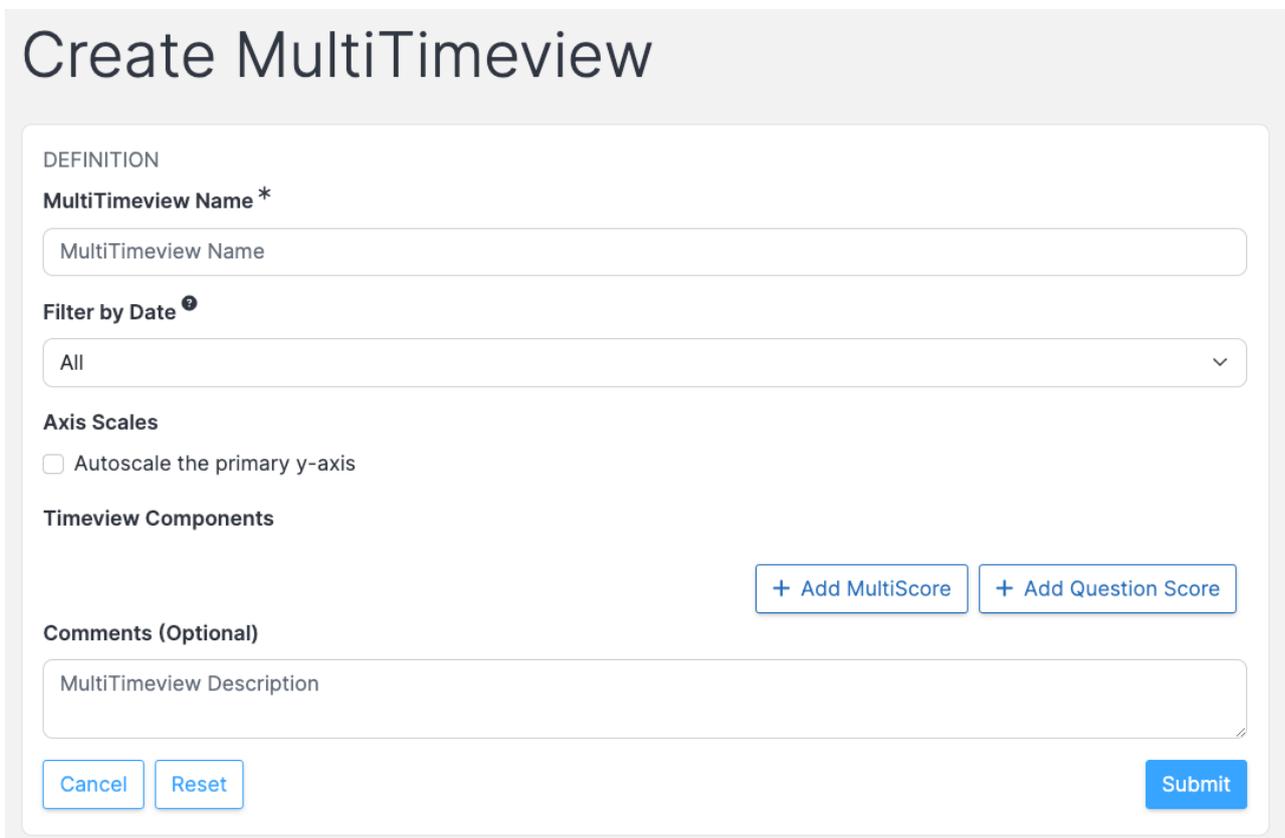
04/01/2025 4:39 pm EDT

To create a MultiTimeview report, click on the blue *Create* button and select *MultiTimeview*.



The screenshot shows the 'Reports' section of a software interface. At the top left is the word 'Reports' in a large font. To its right is a blue button with a white plus sign and the text '+ Create'. Below this is a sub-header 'Run reports to analyze your data.' followed by a blue link 'Learn more about reports.'. A search bar with the placeholder text 'Enter search term' and a magnifying glass icon is positioned below the sub-header.

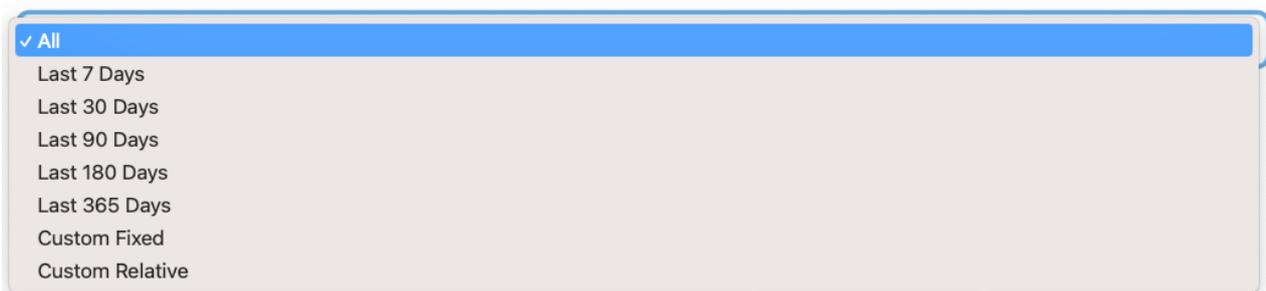
The *MultiTimeview Name* is required. Provide a name that will be meaningful to all members of your organization's account.



The screenshot displays the 'Create MultiTimeview' form. The title 'Create MultiTimeview' is at the top. The form is divided into several sections: 'DEFINITION' with a required 'MultiTimeview Name *' field; 'Filter by Date' with a dropdown menu currently set to 'All'; 'Axis Scales' with an unchecked checkbox for 'Autoscale the primary y-axis'; 'Timeview Components' with two buttons: '+ Add MultiScore' and '+ Add Question Score'; 'Comments (Optional)' with a text area for 'MultiTimeview Description'; and a bottom row with 'Cancel', 'Reset', and 'Submit' buttons.

If you do not select a date filter, the setting defaults to *All* dates. You may choose from five relative date settings and two custom settings.

Filter by Date



The screenshot shows a dropdown menu for the 'Filter by Date' field. The menu is open, showing a list of options. The first option, 'All', is highlighted with a blue background and a checkmark. The other options are: 'Last 7 Days', 'Last 30 Days', 'Last 90 Days', 'Last 180 Days', 'Last 365 Days', 'Custom Fixed', and 'Custom Relative'.

Axis Scales

Autoscale the primary y-axis

Check the *Autoscale the primary y-axis* box if you don't need the graph to go all the way to 100. Doing so can eliminate excess blank space on your graph. This setting may be changed later if you aren't happy with the scale of the graph.

At least one *Timeview Component* is required. You may select multiple [MultiScore reports](#) and/or [question scores](#), too.

Timeview Components

+ Add MultiScore

+ Add Question Score

Comments are optional, but we suggest that you use them to describe the purpose of your report. The comments aren't shown on the report itself but may be viewed in its settings.

Comments (Optional)

MultiTimeview Description

If you change your mind about creating the report, use the *Cancel* button. If you want to clear the *Create MultiTimeview* form and start fresh, use the *Reset* button. Then, use the blue *Submit* button to create your report.

Cancel

Reset

Submit

After the report is created, you will be taken to the report's *Settings > Definition* page. Here you may change any setting if you wish to do so. If you make any changes, use the blue *Update* button to have them take effect.

The six dots to the left of the *Timeview Component* label can be used to reposition the component, as can the up and down arrows to the right of the *Edit* button.

Timeview Components

☰ CFHI - Debt, Income, Savings, Investing, and Credit Outlook Edit ↑ ↓ ×

All Respondents in my account unweighted.

☰ Wellbeing Index Edit ↑ ↓ ×

All Respondents in my account unweighted.

[+ Add MultiScore](#)

[+ Add Question Score](#)

Comments (Optional)

[Delete](#)

[Reset](#)

[Clone](#)

[Update](#)

Use the *Edit* button to filter a component or apply a weighting scheme. You can also choose to put this particular score on its own *Separate Axis*, which is useful when including a *Total Response Count* with a score. If *Separate Axis* is selected, you can also *Autoscale* the separate axis to eliminate excess blank space on your graph.

EDIT COMPONENT



Separate Axis Autoscale Axis

Select a Network

My Account



Filter by Segment

Select Segment



Filter by Target

Select Target



Weight by

Select Weighting Scheme



Filter by Date [?]

All



Cancel

Submit

To see your report, go to the *Results* tab.



Use the *Add to Dashboard* link in the lower right corner to add the report to a dashboard.

