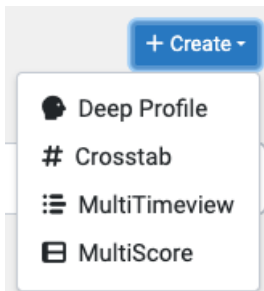# Creating a deep profile report

02/01/2024 8:47 am EST

To create a new deep profile report, use the *Reports* link in the left navigation pane, then click on the blue *Create* button. Select *Deep Profile* from the dropdown menu.

On the next page, give your report a descriptive name. Choose a *Baseline Label* and select a *Network*. Decide whether you're going to *Filter by Segment* and/or *Filter by Target*. Select a *Weighting Scheme.* Then, you can choose to add up to five groups. Keep in mind that the recommended sample size of a segment is at least 1,000.

On the *Group Creation* card, each group needs a unique *Label*. Select the *Network*, then *Filter by Segment*, and (if desired), *Filter by Target*. Click *Add Group.*

GROUP CREATION ✕

Select the settings for the group to include in your DeepProfile.

Label

Label

Network ❓

My Account ⌄

Filter by Segment

No Segment Filter Set. Search... ⌄

Filter by Target

No Target Filter Set. Search... ⌄

Add Group

After setting up your groups, you can edit a group if necessary by using the blue *Edit* link. If you want to delete a group, click the *X* at the end of the line.

When everything is set up as desired, click *Compute.*

Groups

Add at least one and up to five groups to compare in this DeepProfile. Optionally provide your own custom labels for the groups.

Testing 1: All respondents in segment Canonical - Gender - Female in My Account   Edit✕

➕ Add Group

Delete   Reset   Clone   Compute   Update

You'll see this message:

✓ Succesfully initiated deep profile computation. You should receieve an email when complete.

When you receive the email, it will come from noreply@civicscience.com and the subject line will be *CivicScience – Your DeepProfile Is Ready – (title) – (date)(time)*. It will look like this.

Hello,

Your DeepProfile report for Manual Example is ready to view.

Download your report.

Thanks,

The CivicScience Team

The InsightStore™ by CivicScience is the leading platform for intelligent polling and deep CivicScience.com for more information, and follow us on Twitter @CivicScience.

Questions? Contact us by emailing contact@civicscience.com.

Follow the *Download your report* link and click the *Download* link. You'll get a PowerPoint file containing the data you requested.

DEEP PROFILE RESULTS DOWNLOAD

Time Computed	Status	Link
November 6, 2023	Ready to download	Download

If your PowerPoint file opens showing a template instead of the expected slides, there's a button at the right end of the ribbon labeled "Close Master." Use it, and you will see the proper slides.