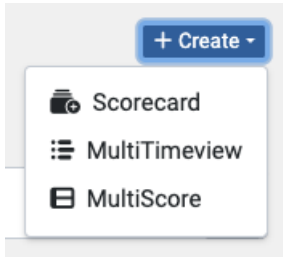


# Creating scorecards in IS2

02/06/2025 2:24 pm EST

## Creating a scorecard



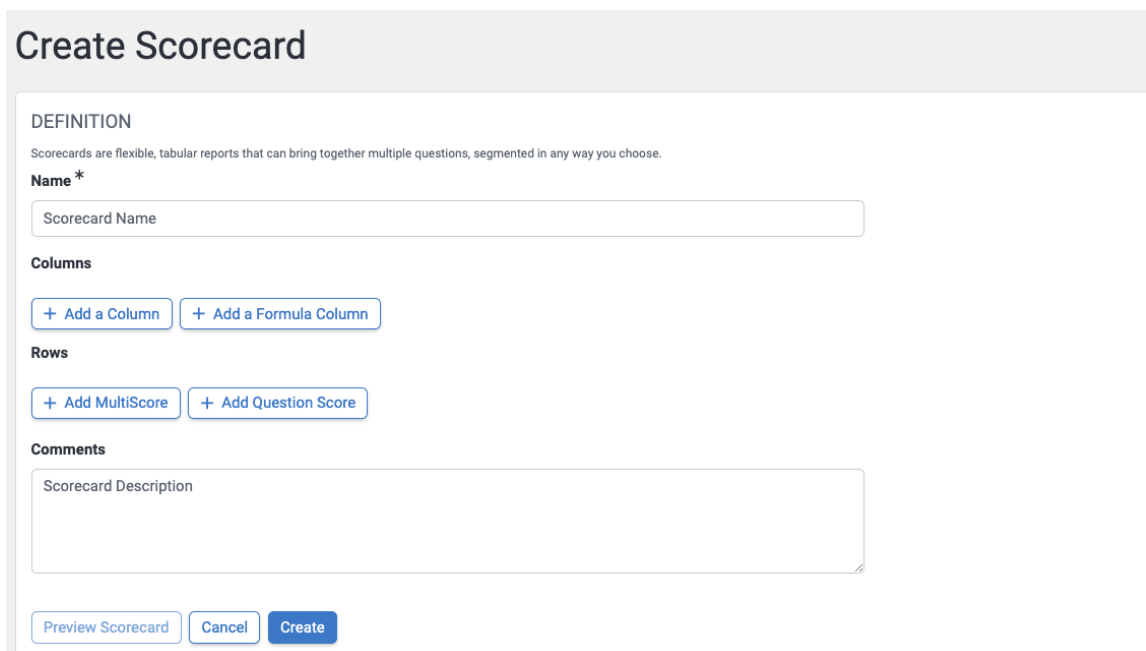
Scorecards are flexible, tabular reports that can combine multiple questions, segmented as you choose. In a scorecard table, the columns are segments (or other groups you choose). The rows are responses to specific questions (or other scores derived from question responses).

To create a new scorecard from scratch, navigate to the Reports section in the left navigation pane. Click the +Create button in the upper right corner and select Scorecard.

## Give it a name

Your first task is to give the scorecard a name. Keep three things in mind.

1. The scorecard's name is not connected to its function. It's just a name.
2. You might share the scorecard with your colleagues, so make sure its name is clear and descriptive.
3. There's also a comment field in which you can describe the scorecard at length should that be necessary.

A screenshot of the 'Create Scorecard' form. The form has a title 'Create Scorecard' and a section 'DEFINITION' with a sub-header 'Scorecards are flexible, tabular reports that can bring together multiple questions, segmented in any way you choose.' Below this is a 'Name \*' field with a text input containing 'Scorecard Name'. There are two sections for adding content: 'Columns' with buttons '+ Add a Column' and '+ Add a Formula Column', and 'Rows' with buttons '+ Add MultiScore' and '+ Add Question Score'. At the bottom is a 'Comments' section with a text area containing 'Scorecard Description'. At the very bottom are three buttons: 'Preview Scorecard', 'Cancel', and 'Create'.

After you've given the scorecard a name:

- [Add columns](#)
- [Add rows](#)
- [Finish the scorecard's creation](#)
- [View the scorecard's results](#)

Optionally, you can

- [Add the scorecard to a dashboard](#)
  - [Share the scorecard with your associates](#)
  - [Export the scorecard's data](#)
  - [Make a copy of the scorecard](#)
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