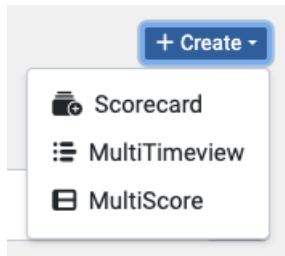


# Creating Scorecard reports in IS2

04/02/2025 7:02 am EDT

## Creating a scorecard report



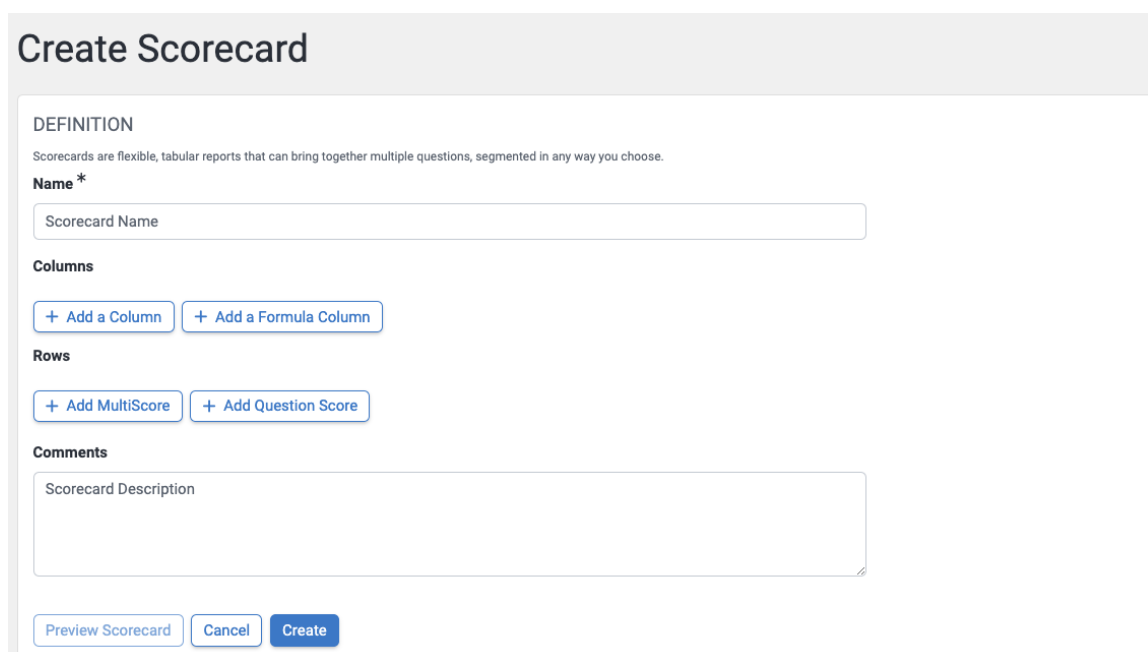
Scorecards are flexible, tabular reports that combine multiple questions, segmented as you choose. In a scorecard table, the columns are segments (or other groups you choose). The rows are responses to specific questions (or other scores derived from question responses).

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 where you can describe the scorecard at length, should that be necessary.

A screenshot of a web form titled 'Create Scorecard'. The form is divided into sections: 'DEFINITION' with a descriptive paragraph, 'Name \*' with a text input field containing 'Scorecard Name', 'Columns' with two buttons '+ Add a Column' and '+ Add a Formula Column', 'Rows' with two buttons '+ Add MultiScore' and '+ Add Question Score', and 'Comments' with a large text area containing 'Scorecard Description'. At the 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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