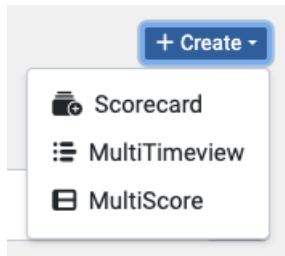# Creating Scorecard reports in IS2

04/02/2025 7:02 am EDT

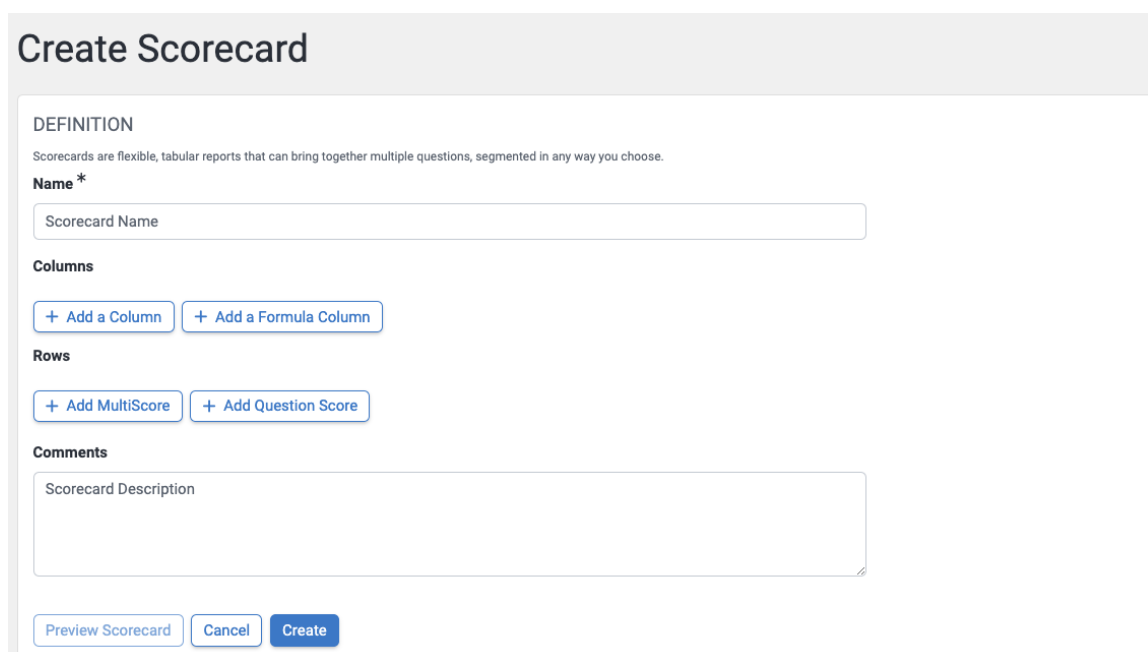## Creating a scorecard report

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.

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