

EPIC: Creating Comparison Reports for Teams

Comparison reports compare two people's working styles into two reports. For teams, you can compare every team member to every other team member, for up to 20 team members at a time. This can be done with any DiSC assessment and for Five Behaviors. Comparison reports are 0 EPIC credits each.

Programs/websites needed: EPIC

Assigning Codes in EPIC:

1. Log into EPIC
2. On the left-hand side, drop down the arrow for "Manage Reports."
3. Under "Batch Functions," click "Create/Generate Comparison Reports."
4. Select the type of report you're wanting to compare: Everything DiSC or Five Behaviors Comparison Report.
5. The Product will be either Everything DiSC Comparison Report or Five Behaviors Comparison Report.
6. Click NEXT.
7. Select the folder and sub-folder you want the reports to be stored in. Create new if necessary.
8. Under "Report Creation Options," select "Compare one individual with one or more members of a group" or "Compare all members of the group to each other." Normally, we do the second one.
9. Click SEARCH
10. Use the Search Criteria box to search. If all members are in a folder/sub-folder, it's quickest to search by that.
11. Click SEARCH
12. Select the people you want to compare, or click SELECT ALL.
13. Review the participants. Click the X beside their email to delete. Click SEARCH to add more.
14. Once you have all participants, click NEXT.
15. The next screen will give you an overview of who is being compared with whom. Click NEXT.
16. It may take a few moments to generate the reports.
17. Once done, click NEXT.
18. Create a file name. For example, MCLI Comparison Reports 2018.
19. Click NEXT
20. On the next screen, click GENERATE BATCH.
21. Depending on the number of reports, this may take several minutes.
22. Click on the link "Batch Download Page."
23. Once completed, click on the file to download.