EPIC: Creating a DiSC Comparison Report

Comparison reports compare two people's working styles into two reports. 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. Click "Create New Report/Issue Access Codes."
4. In the box under Product Family, select "Everything DiSC."
5. In the box under Product, select "Everything DiSC Comparison Report."
6. The language box will automatically change to English.
7. Click NEXT.
8. Under Report Details, select the correct folder or create a new one. (See EPIC: Assigning and Creating Folders and Sub-Folders.)
9. Select also the correct sub-folder or create a new one. If it makes sense to skip the sub-folder, then skip it.
10. Add participants by clicking on the "Add" button.
11. This will bring up a search criteria page. You can search individually by name or by group using folders and sub-folders. If this is an intact team, use folders and sub-folders.
12. Click SEARCH
13. Check the box of the person you want to include in the report.
14. Click NEXT
15. Repeat steps 10 & 14. You can only have two participants.
16. Review your selections
17. Click NEXT.
18. A pop-up box will appear to confirm the number of credits being deducted from your account. Click OK.
19. Generating the report may take a minute or two.
20. A green box will appear at the top stating that the action you requested has been completed.
21. Click VIEW REPORT at the bottom of the page.
22. The next page gives you three options:
    - Person 1 working with Person 2
    - Person 2 working with Person 1
    - Both
23. Most often, you will click "Both."
24. Click NEXT.
25. The next page gives you three options: View, Save, and Email.
    - View Report: This simply allows you to view the report online.
    - Save Report: This will open the report and save a PDF copy to your hard drive.

- Email Report: This will give you the option to email the report directly to someone.

26. Use the one that best fits your needs. (Usually either "Save" or "Email.")
27. If you save it to your hard drive, delete all extra letters and numbers at the end of the file.
28. Put report into correct client folder.
29. Also see "Sending DiSC Reports."