

EPIC: Creating a Poster

Posters are offered as an option for all facilitator reports. They are included in the EPIC credit cost of the report. Posters do not cost extra if you decide to create one after you've already run a facilitator report. Posters are simply PDFs of one DiSC circle with every team member's dot included.

Programs/websites needed: EPIC

If the Facilitator report has NOT been previously created:

1. Log into EPIC
2. Create a facilitator report. (See Creating a Facilitator Report.)
3. During the process, in the section that reads "Report Selection," you may choose between three options:
 - Everything DiSC Facilitator Report – This will give you ONLY the facilitator report.
 - Everything DiSC Group Poster – This will give you ONLY the group poster
 - Both – This will generate both the facilitator report AND the group poster
4. Select the one you want. Click NEXT.
5. The reports will generate, and you will have the option to "View," "Save," or "Email."
 - View allows you to simply view the PDF in your browser.
 - Save will save the PDF to your hard drive.
 - Email will bring up another box where you can email the PDF directly to someone.

If the Facilitator report HAS already been previously created:

1. Log into EPIC
2. Under "Manage Reports," select View/Print/Email completed reports
3. Search for the report using Product Family, Product, Folder, and sub-folder options.
4. Click SEARCH
5. Click SELECT on the left-hand side of the report you want.
6. In the section that reads "Report Selection," you may choose between three options:
 - Everything DiSC Facilitator Report – This will give you ONLY the facilitator report.
 - Everything DiSC Group Poster – This will give you ONLY the group poster
 - Both – This will give you both the facilitator report AND the group poster
7. Select the one you want. Click NEXT.
8. The reports will generate, and you will have the option to "View," "Save," or "Email."
 - View allows you to simply view the PDF in your browser.
 - Save will save the PDF to your hard drive.
 - Email will bring up another box where you can email the PDF directly to someone.