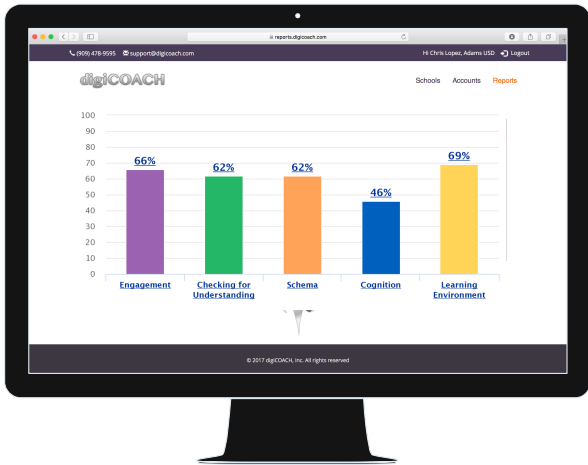


BEST PRACTICES USING digiCOACH REPORTS

10 ESSENTIAL Actions



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1

Access digiCOACH Reports

- Login at digiCOACH.com from any computer or tap the *Reports* button in your digiCOACH app.

2

Select a Report

- Ten prebuilt reports are available in green, empowering you to drive decisions with data.

3

Start Here: Focus Area Summary

- Start with the *Focus Area Summary* report to review all data collected by your organization.

4

Narrow Your Focus with Filters

- Use any combination of filters (orange buttons) to select your area of focus.

5

Run Report to Access Data

- After making filter selections, tap the *Run Report* button in the lower-right to access the data set.

6

Changing Filters

- After adjusting any filters, tap the *Run Report* button to update the data set.

7

Switching Between Reports

- Filters reset when switching between reports. Tap *Run Report* when adjusting filters again.

8

Sharing Report Printouts

- Tap the *printer* icon in the lower-right to print your data for sharing with staff.

9

Sharing Reports Digitally

- Tap the menu icon near the bar graph to download the report as an image for emailing.

10

Drive Discussions in PLCs and Staff Meetings using your digiCOACH Data.