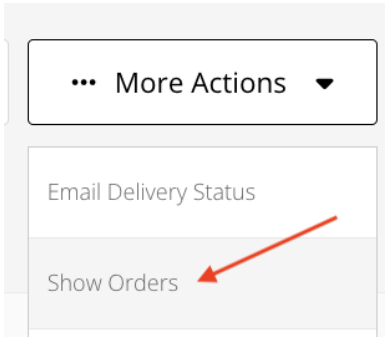


HOW TO ACCESS AND SHARE INTERACTIVE LCP REPORTS FOR PRACTITIONERS AND PROJECT MANAGERS

Practitioners and project managers access reports in the same way.

First, go to the project. On the project page, find “More Actions” and select “Show Orders.”



Next, click on the “Number” link to open the Order Details page.

Project's Orders

The orders created by a project.

NUMBER	NAME	STATUS	PARTICIPANTS	RUN REPORT DATE	CREATED AT
1000046610	Leaders	ordered	2	May 19	19 May 01:35 PM

On the Order Details page, locate the “Download Reports (ZIP)” button. Clicking this button will download the following:

- Legacy Coach Report
- Legacy Graph
- Legacy Participant Report
- Participant Report (from interactive report)

The screenshot shows the 'Order Details' page. At the top, there are several buttons: 'Download Reports (ZIP)', 'Download Profile Interpretation Manual (PDF)', 'Print Order Details (PDF)', 'Show Project', and 'Delete Order'. A red arrow points to the 'Download Reports (ZIP)' button. Below the buttons, the page title 'Order Details' is displayed, along with the order number '487807-1000046610-1'. A yellow banner indicates 'NS SYNC FAILED'. The page is divided into two columns. The left column contains report details: Report Name: Leaders, Report Type: individual, Company: Leaders, Product Type: LCP, and Processing Date: 19 May 2023. The right column contains billing contact information for Marilyn DeMond. Below this is a table with two columns: 'Included Participants' and 'Demographics'. The table lists report types and their quantities (e.g., 2 participants, 0 copies per participant) and completion dates. At the bottom, there is a 'List of Participants' section. A large blue button labeled 'Release Report to All Participants' is highlighted with a red arrow. Below it, two participants are listed: Mary Jones and Tom Smith. Each participant has two buttons: 'View Report' and 'Release Report to Participant', both of which are also highlighted with red arrows.

Now, find the List of Participants. You’ll see a button that reads “Make All Reports Available.” Clicking this button will make it possible for each participant to view their own report from their My Survey History page.

Next to each participant’s name are two buttons: “View Interactive Report” and “Make Report Available to Participant.” Selecting “View Interactive Report” will open the report for you. Selecting “Make Report Available to Participant” will make it possible for that participant to view their report from their My Survey History page.

Reports are not viewable to participants on their My Survey History pages until the “Make All Reports Available” button or “Make Report Available to Participant” button is clicked.

Participant's view of My Survey History page **before** their report is made available.

The screenshot shows a navigation bar with three tabs: "Surveys and Assessments", "History", and a third tab. The "History" tab is selected. Below the navigation bar, there is a heading: "This is your history of the past projects and now closed surveys you have participated." followed by a horizontal line. Underneath, the section "Your Leadership Circle" is displayed, with the subtext "You have completed one self-evaluation:". Below this, a table lists a self-survey:

Self-survey	Completed on
Leadership Circle Profile™	19 May 2023

Participant's view of My Survey History page after their report is made available. Note the "View Interactive Report" button.

This screenshot is identical to the previous one, but with an additional "View Report" button located to the right of the survey completion date. A red arrow points from the top right towards the "View Report" button.

Self-survey	Completed on	Action
Leadership Circle Profile™	19 May 2023	View Report

How to Access and Share Interactive LCP Reports for Practitioners and Project Managers

Once a report is made available to a participant, the button changes to “Undo ‘Make Report Available.’”

Did you make the report available by mistake? Did the date of your debrief change, and you don’t want the participant to have access to their report just yet? Click “Undo ‘Make Report Available.’” to reverse the action and make the report unavailable until you’re ready to release it.

Download Reports (ZIP) Download Profile Interpretation Manual (PDF) Print Order Details (PDF) Show Project Delete Order

Order Details

Order Number: 487807-1000046610-1

NO SYNC FAILED

Report Name: Leaders
Report Type: individual
Company: Leaders
Product Type: LCP
Processing Date: 19 May 2023

Billing Contact
Marilyn DeMond
marilyn.demond@leadershipcircle.com
419-266-1588
123 Main Street
Toledo
43609
United States
Ohio

Included Participants:	2 participants	Demographics:	Global Leaders/Global Leaders
Participant Report:	1 copies per participant	Planned Completion Date:	19 May 2023
Participant Graph:	1 copies per participant	Comment Questions:	long
Coaching Report:	1 copies	Profile Interpretation Manual:	PDF

List of Participants

Release Report to All Participants

Mary Jones View Report Unrelease Report

Tom Smith View Report Release Report to Participant

When a practitioner or project manager clicks the “View Interactive Report” button, the participant’s interactive LCP report will open.

1. To share the report link with the participant, click “Share.”
2. The Share Report window will open and display the report URL.
3. Click “Copy.”
4. The message “Report URL successfully copied” will appear.
5. Email the report URL to the participant.

Report URL successfully copied!

Back to Project Center

LEADERSHIP CIRCLE PROFILE

Mary Jones - English
2023-05-19

Share

Congratulations! You are participating in the most comprehensive leadership assessment system available. The Leadership Circle Profile is unique for two reasons. First, we all know that great leadership is a complex mix of competency and inner states of being. This is the first competency tool to measure both the inner and outer aspects of leadership. Second, your report is much more than just a list of behavioral competencies. It is organized into a very powerful system for understanding human behavior and development, as well as for making sense of the interrelationships between the many dimensions of your self that are being evaluated.

Only the participant, assigned coach and project manager will be able to access this report.

Report URL
https://tlc-st-frontend-staging.herokuapp.com/en-US

Copy

Download PDF Report Interpretation Manual Go to Your Results

When the participant clicks on the URL link within the email, they will be taken to Project Center to log in.

After the participant logs in, the interactive report will open.

If the report doesn’t open, the participant can click on the “History” tab then “View Report” button.