

GALLUP ONLINE QUICK REFERENCE GUIDE FOR UMD'S THRIVING WORKPLACE INITIATIVE REPORTING SITE

How to Log In to Gallup Online

1. From your Web Browser go to <http://www.galluponline.com/>
2. On the **Login** page, type your user ID in the **USER ID** from the Gallup Online email you received from Gallup. If you do not have your user ID, click on **Need help with your user ID or password?** Follow the instructions on the site to retrieve your user ID.

3. Type your password in the **PASSWORD** field. Passwords are case-sensitive. If you do not have a password or you have forgotten it, click **Need help with your user ID or password?** Follow the instructions on the site to create your password or reset an existing password.
4. Click **Login** to display the Gallup Online home page. This is known as the **My Gallup** page.

How to Get Your Results

1. Once logged into Gallup Online, you can access your results in the Our Workplace section by clicking on the **Q12 Reports** link.

Our Workplace	
Description: Gallup has published research proving that employee engagement links powerfully to business outcomes such as retention, productivity, profitability, customer engagement, and safety....More	Deliverables: Q12 Reports Q12 Impact Plans Q12 Best Practices Dynamic Reports Batch Export Q12 Library

2. You will automatically be directed to a **Summary View** of your work group's results. If you have access to multiple reports, multiple summary cards will display here.
3. To see results for each question, select the **View Report** icon above the summary card or click on the name in the blue box. You will be directed to the detailed report.

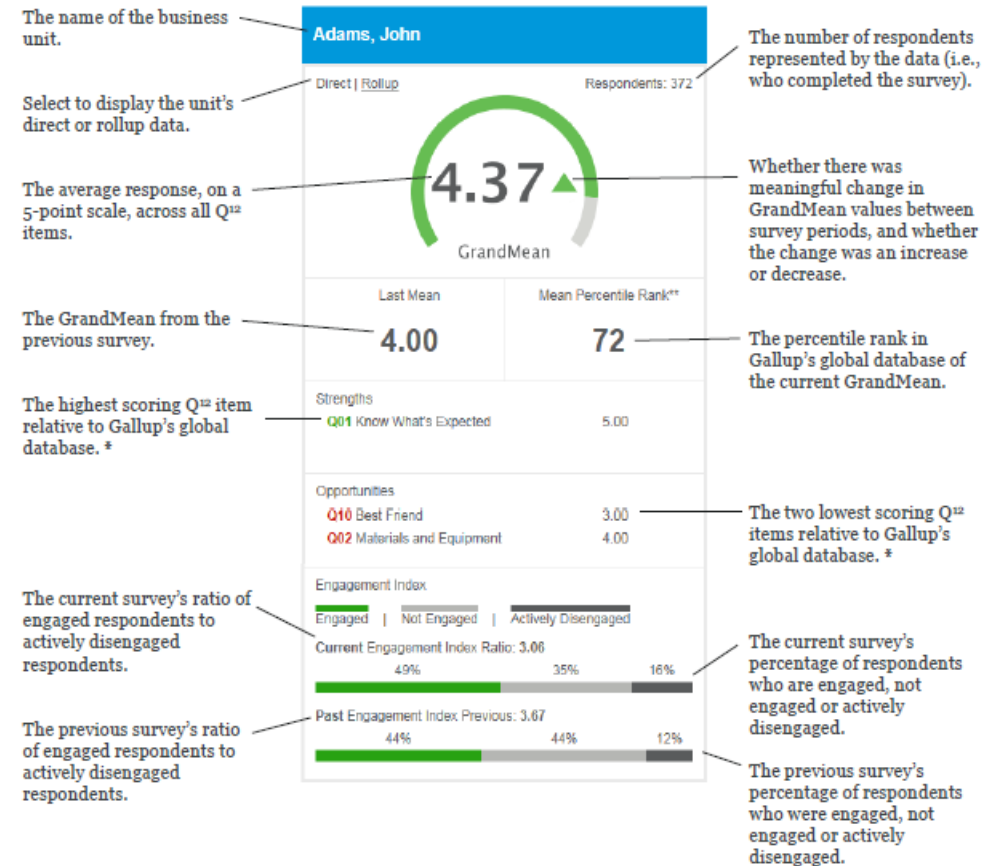
4. If you received a message indicating data is not available, your workgroup may not have met Gallup's confidentiality threshold of a minimum of 5 respondents. However, you may view additional data from your area by clicking on your name in the blue box.

How to Navigate your Report Features

1. SUMMARY VIEW

The summary view provides an overview of employee engagement data and reports for select teams.

You can also choose to view a detailed report online by clicking the **View Report** icon or by clicking on the name in the blue box. You may also choose to view and print a detailed PDF report by clicking **PDF Report** icon.



2. SCORECARD VIEW

The Scorecard View provides detailed information about your employee engagement data. The **top section** of the Scorecard View consists of the high level data metrics and remains at the top of the screen as you navigate through the Scorecard Views. Navigation features are also available at the top of the page, allowing you to Jump to different Gallup Online products, Report Types or Reports. **To view additional data from your area**, click on the names in the gray box next to the 'select report' box at the top of the page.

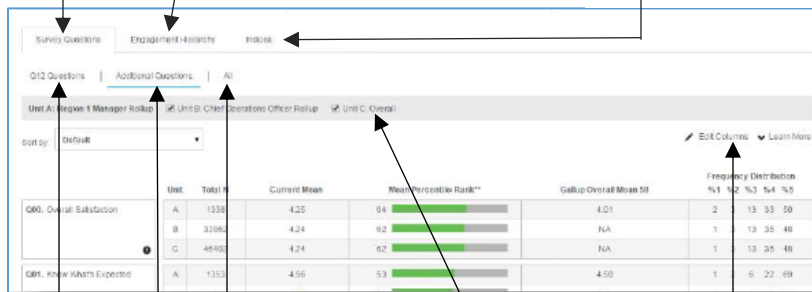


The **bottom section** of the Scorecard View consists of three tabs: **Survey Questions, Engagement Hierarchy and Indices**.

The **Survey Questions** tab offers a collective view of all the questions included on the survey and the results for each question.

The **Engagement Hierarchy** tab contains information pertaining to the Gallup Engagement Hierarchy. This hierarchy represents the stages an employee goes through on the path to complete engagement.

The **Indices** tab lists available indices and their respective scores. Each index can **expand** or **collapse** to view the index overall results or each question within it.



Q12 Questions
View data for all of the Q12 items and the Overall Satisfaction item.

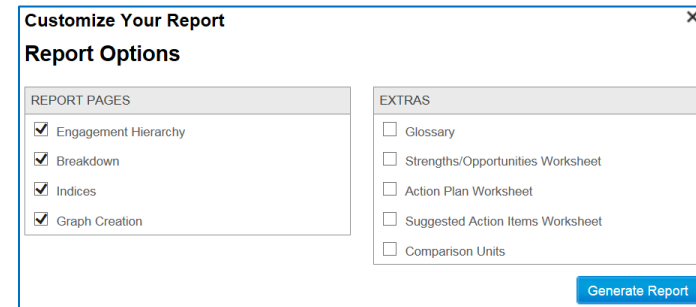
All
View data for all questions included on the survey.

Comparison Units
At the top of the page, you can also choose to view other business units' employee engagement data, allowing you to compare their data against that of the unit you are currently viewing. Select the boxes of the units you want to view as an internal comparison.

Edit Columns
You can also choose which data metrics appear in your view by clicking **Edit Columns** on the upper-right corner of the tab. You will be provided a list of metrics you can add or remove from the main view.

How to Print your Report

1. You can print your PDF report from the Summary View or the Scorecard View. Within the summary view, click the **Print Report icon**. After you click the **Print Report Icon**, a menu appears and provides you with optional pages to include in the PDF report.
2. Within the **Report Options** pop-up window, a menu of optional pages is provided to select and include within the PDF export. Check all boxes under **Report Pages** and **Extras** that are desired for the PDF report.



If you want internal comparison units to display on the report, make sure **Comparison Units** is selected. If not selected, only the first unit of data will display. Your menu may have fewer options depending on your company's desired report set-up.

3. Save report. The PDF report is now available to view online or to save as a file.

