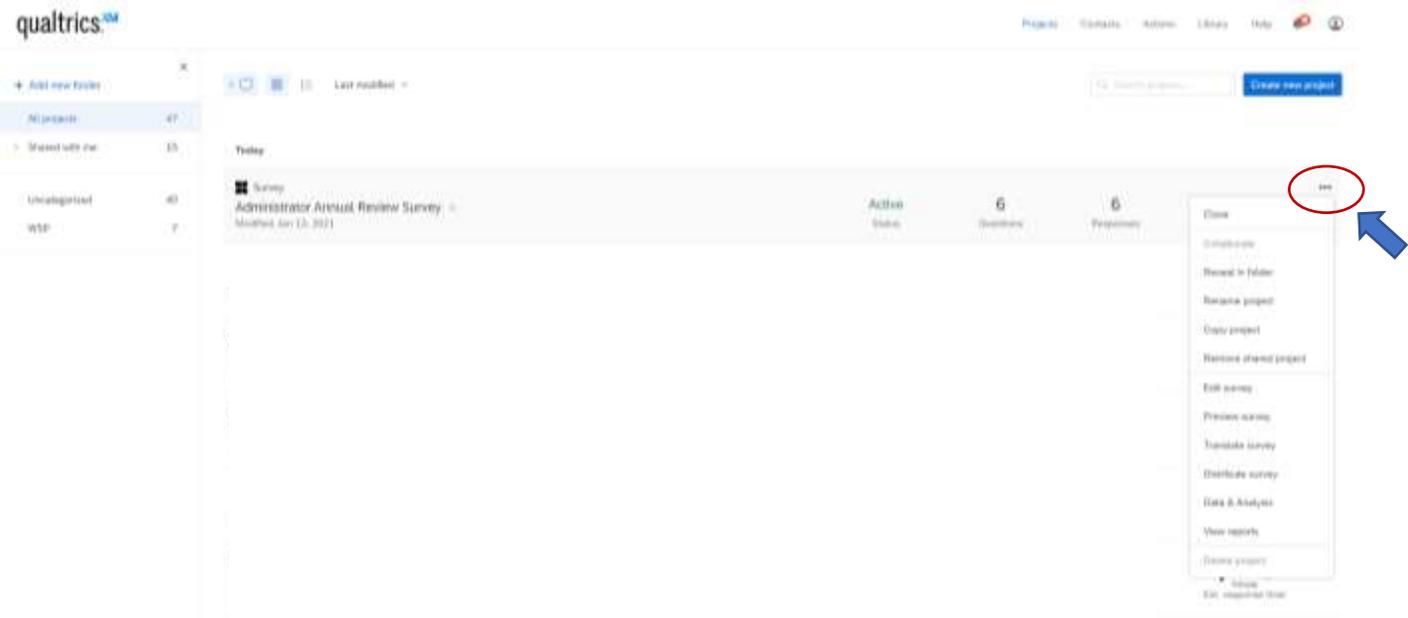
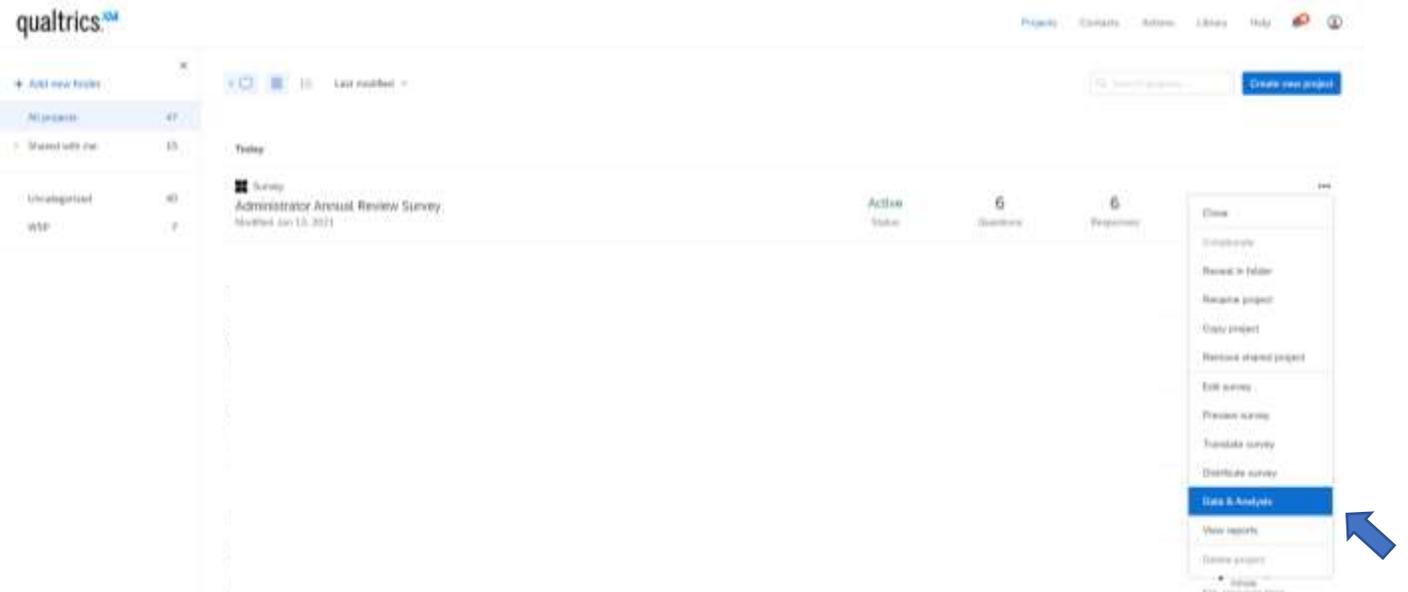


360 Annual Review Survey Report Guidelines

1. Click on the three dots on the upper right corner of the survey options.



2. Select "Data & Analysis".



3. Select the surveys that from where you collected data as shown below and then select “Crosstabs”.

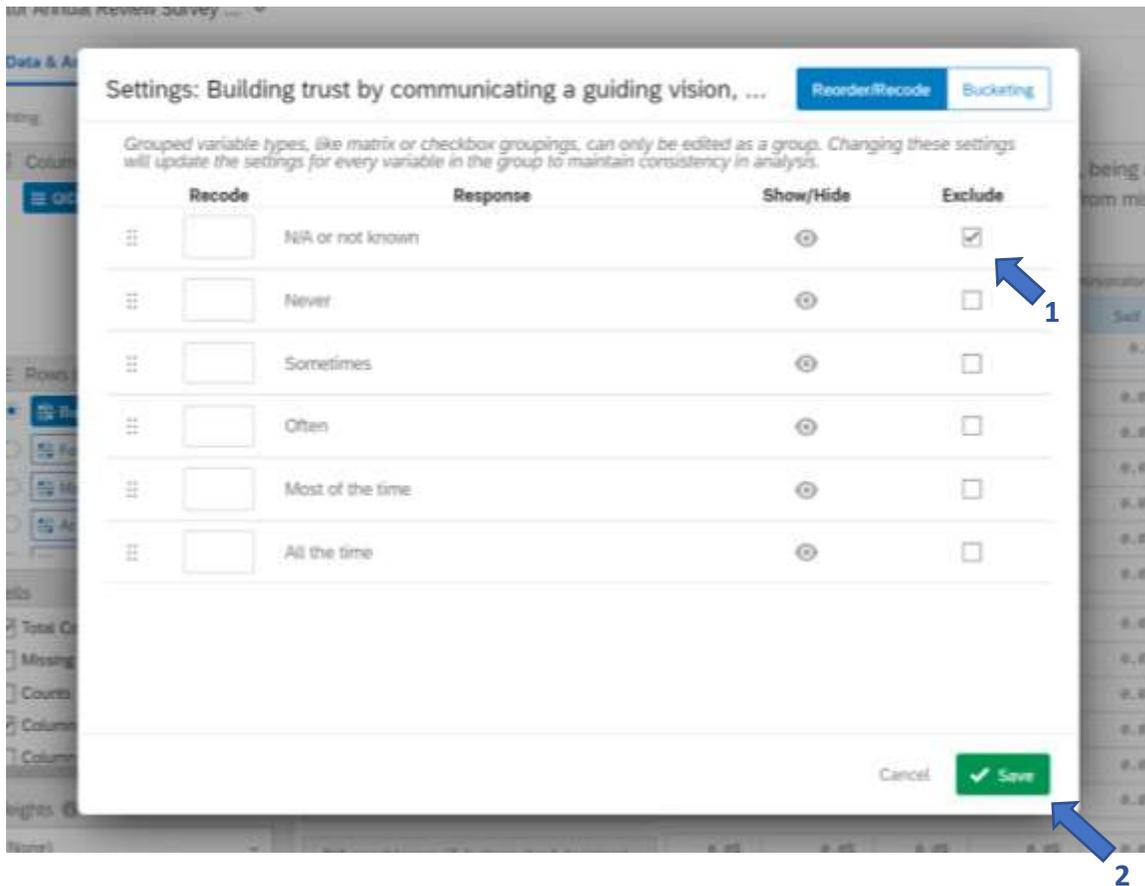
The screenshot shows the XM Administrator Annual Review Survey - Test interface. The 'Data & Analysis' tab is selected. The 'Data' sub-tab is active, and the 'Add Filter' button is circled in red and labeled '1'. A blue arrow labeled '2' points to the 'Crosstabs' tab. Below the tabs, a table lists survey data with columns for 'Recorded Date', 'Q7: Please indicate your role in relation to the administrator', and 'Action'. The table contains five rows of data.

Recorded Date	Q7: Please indicate your role in relation to the administrator	Action
Jan 13, 2023 11:30:19	Peer	-
Jan 13, 2023 11:31:19	Peer	-
Jan 13, 2023 11:31:19	Supervisor	-
Jan 13, 2023 11:31:19	Supervisor	-

4. Drag Q: “Please indicate your role in relation to the administrator” to the “Columns (Banner)” square.

The screenshot shows the XM Administrator Annual Review Survey - Test interface with the 'Crosstabs' configuration window open. The 'Variables' list on the left includes 'Q7: Please indicate your role in relation to the administrator'. A blue arrow points from this variable to the 'Columns (Banner)' area, which is currently empty. The 'Rows (Stub)' area is also empty. A 'No crosstab created' message is displayed on the right, along with a 'Create your Crosstab' button.

7. Select “Exclude” for the “N/A or not known” response and then click “Save”.



8. Select “All Variables Below” and then click “Save & Apply to Selected”.

