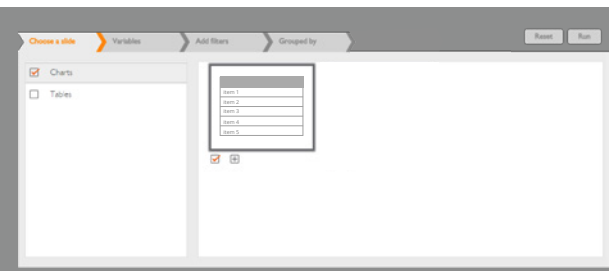


CREATE TABLES

This document provides an introduction to the features found in the portal and a brief description of how to use them.

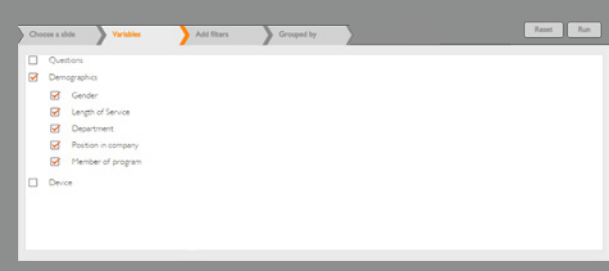
This fast and flexible reporting tool allows users to run topline results in chart format. Users can run customisable charts by selecting a chart type, defining variables, and applying filters. The charts can be downloaded and the result is a fully editable PowerPoint deck.

1 Select your slide



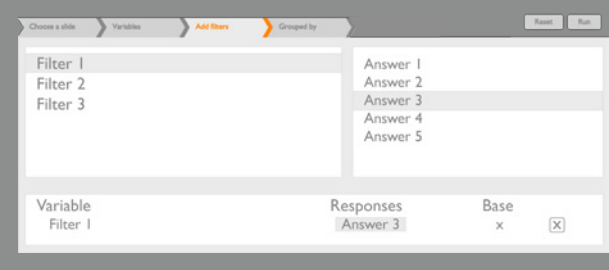
Select the slide/s you wish to run by clicking on the thumbnail/s. You can expand the thumbnail image using the + icon.

2 Select your variables




Select the variables you wish to run. For each variable selected, you will get one table in a separate tab.

3 Add your filters



Select the filters you wish to apply by clicking on the variable name and selecting the answer code/s. You can run the slide/s without filters which will show the total level.

4 Run



Click on the 'Run' button to start populating your tables, which will produce a notification in the bottom left of your screen. Once the tables have run, click on 'Download'.