USER MANUAL – 2 STEP PIVOT TABLE
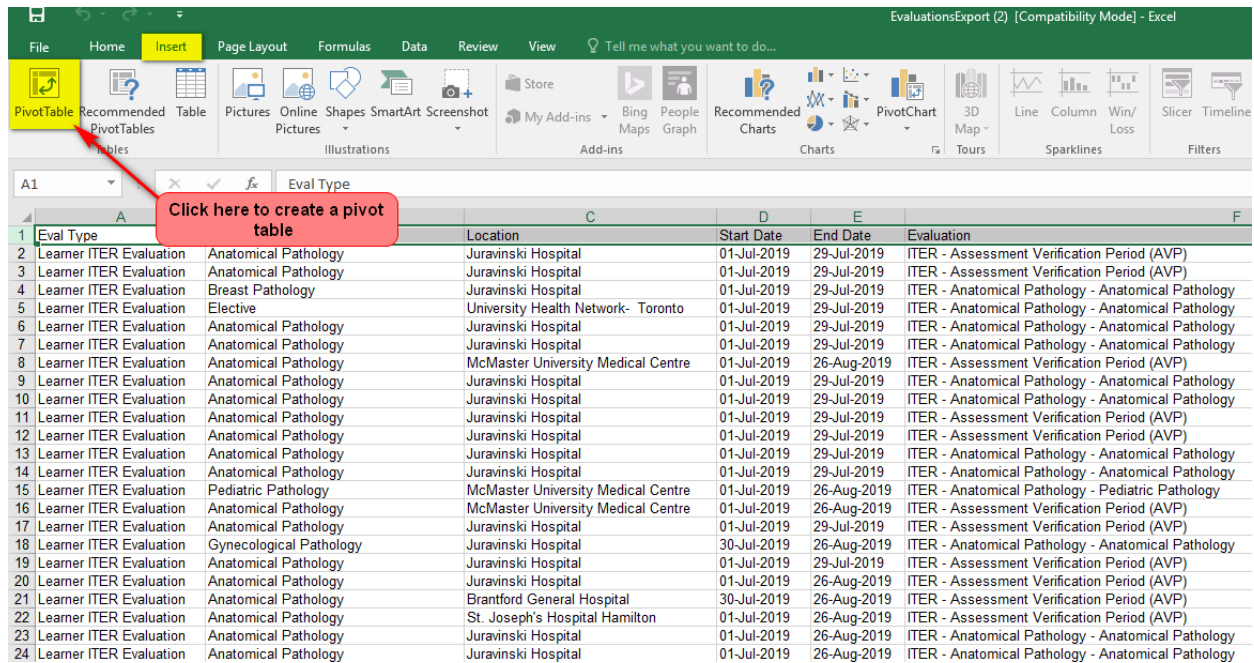
TARGET AUDIENCE: ADMINISTRATORS

Updated January 13, 2022

EVALUATION REPORTING – SUMMARY REPORT

To create a summary report of evaluations, create a pivot table from the data provided.

Once the export opens in excel, click on the insert button and choose "pivot table":

Click OK to create the pivot table:

Drag the desired fields to the appropriate areas.

- Drag 'Evaluation' under VALUES
- Drag 'Evaluator' under ROWS
- Drag 'Status' under COLUMNS