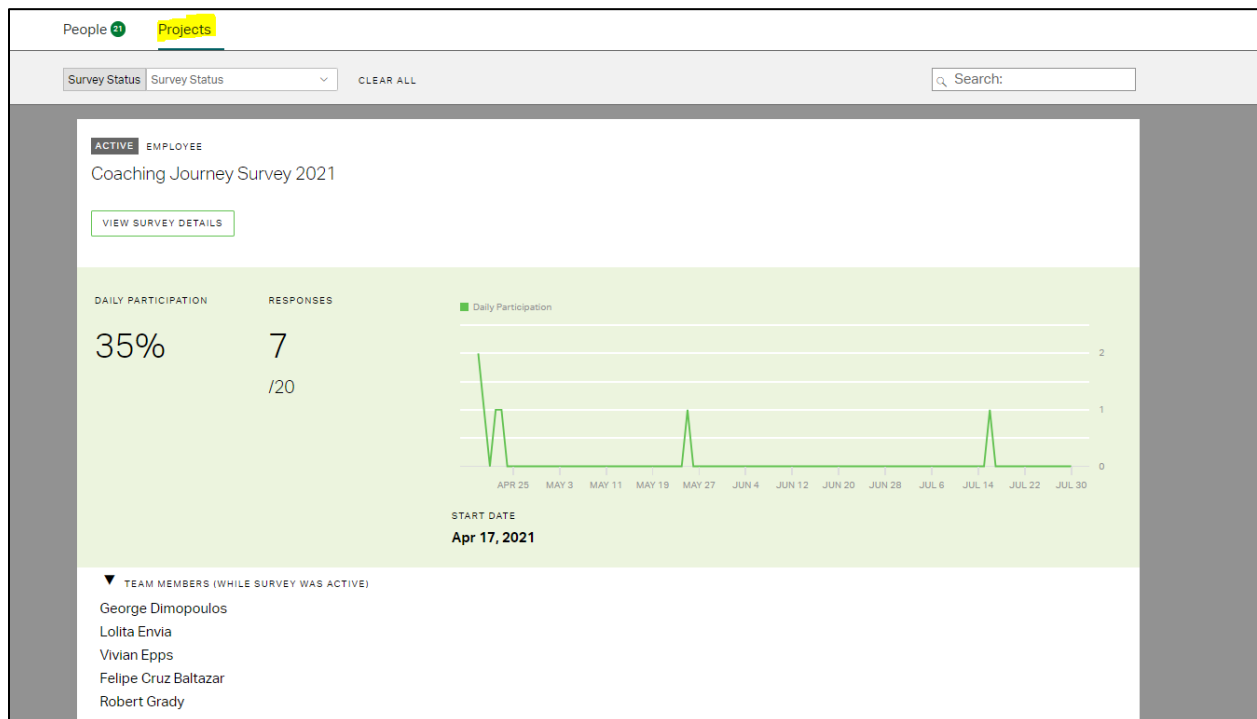


# Survey Participation Monitoring on Gallup Access

Log in to your Gallup Access Portal

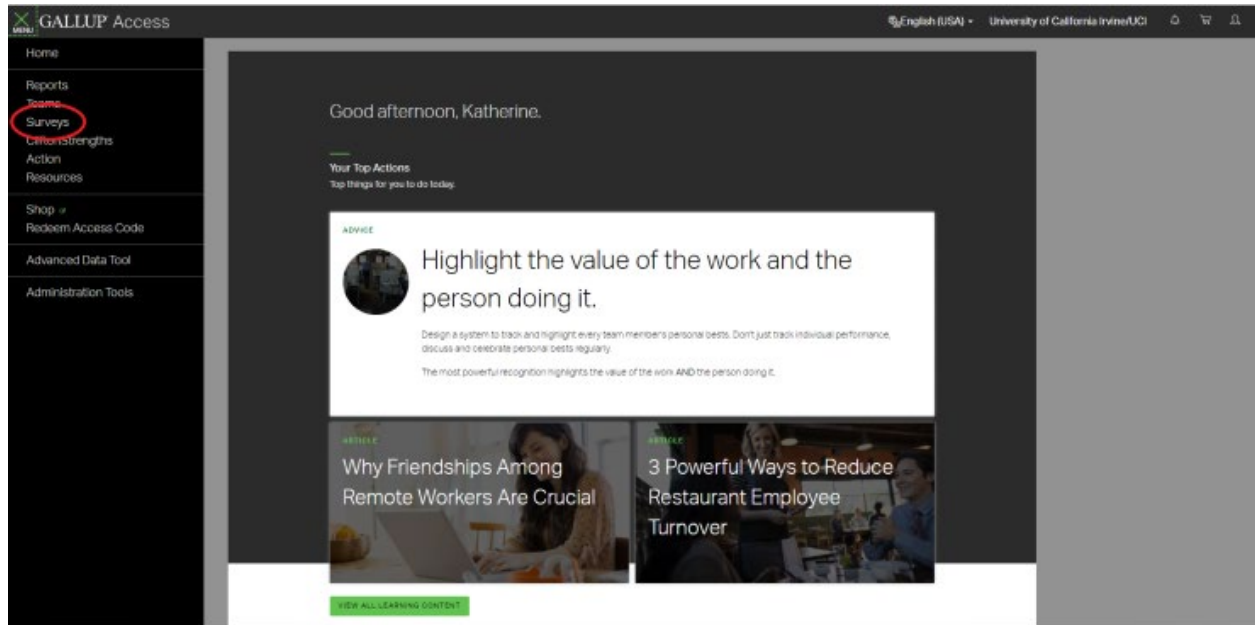
**Viewing Participation through the Teams Tool** (this is what managers/supervisors will have access to with the Team Reader role)

1. Navigate to the **Menu** button on the top left and Select **Teams**
2. Click the name of the team you want to view
3. On the team’s page, select the **Projects** tab to view the team’s survey projects.
  - a. Below the participation bar chart, you can view a dropdown of all the team members that represent the total direct team population
    - i. *Note: Participation chart will only populate once minimum threshold of n=4 is met*

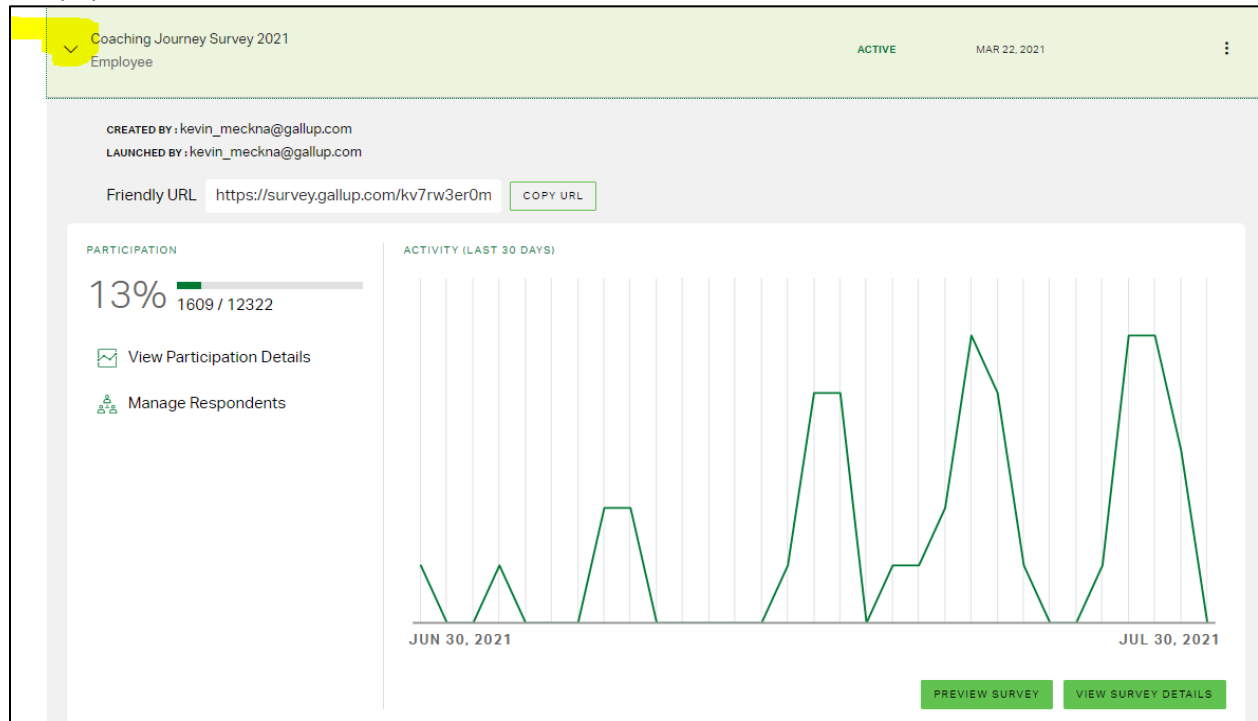


## Viewing Participation through the Survey Tool (anyone with Survey Reader role)

1. Navigate to the **Menu** button on the top left and Select **Surveys**



2. Click the survey you want to view and expand the details. A live daily participation graph will populate.



3. Then, to view detailed participation, click **View Participation Details**.
4. To view participation by all teams/managers, click on **All Teams**. This view allows you to see participation for both direct and rollup associates (if applicable) organized in alphabetical order by manager last name. If you would like to export these teams/managers to excel, click the green **Export Data** button on the top right.
5. You will also be able to view participation by other reporting groups (i.e. Department). Once you click on a variable, you will be able to export data as well.
  - a. Please note, you are only able to export reports for one variable at a time. For example, you cannot export a Team by Department.
6. If you choose to export, the export will be sent through email, which you will then be able to download and work in.
  - a. As a reminder, in the export files, **# Survey Completes** shows how many individuals *responded* in the survey, and **# Respondents** is the *total number* of survey eligible individuals (population).