

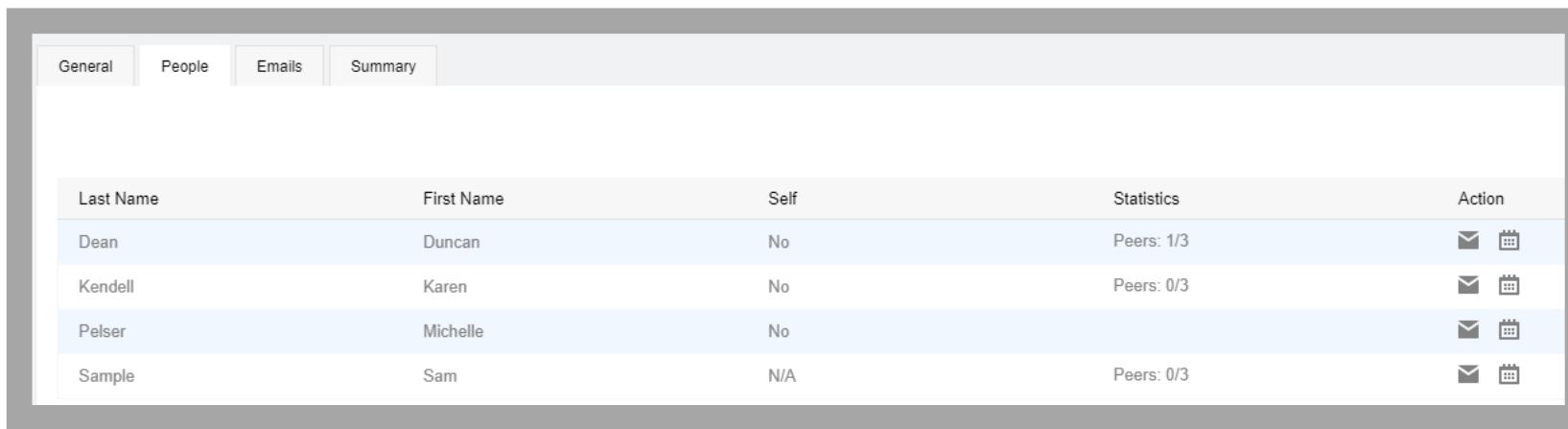
Open 360 | Reviewing Participant Answering Status

1. Reviewing participant answering status

If you would like to review how many participants have answered your Open 360 questionnaire to date:

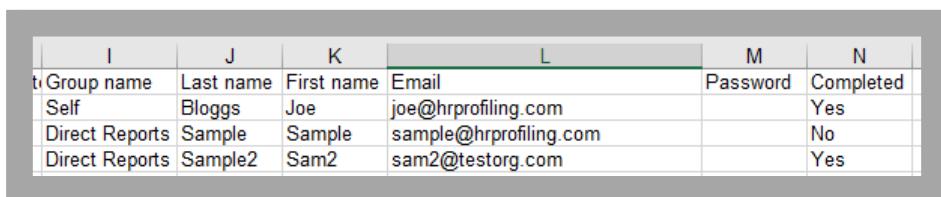
- Log into your FinxS account and select “Open 360” under the ‘Projects’ tab on your dashboard.
- Select the relevant Open 360 project in the column on the left.
- Click the **“People” tab** in the project.
- If this Open 360 project has more than one person being assessed:

Select **“All People”** from the column on the left and a summary page will appear.

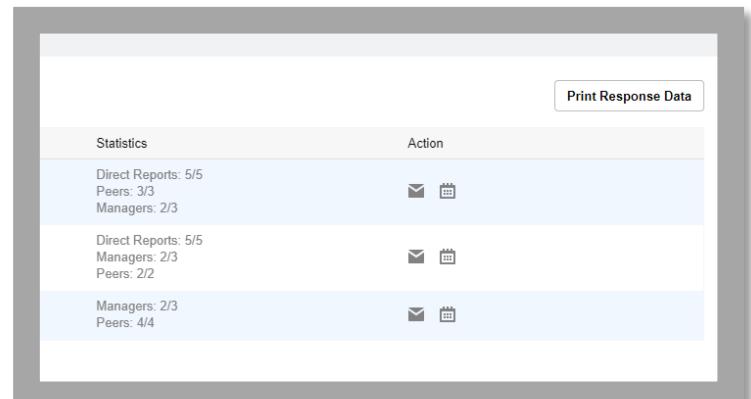


Last Name	First Name	Self	Statistics	Action
Dean	Duncan	No	Peers: 1/3	 
Kendell	Karen	No	Peers: 0/3	 
Pelser	Michelle	No		 
Sample	Sam	N/A	Peers: 0/3	 

- You can also click on “Print Response Data” on the top right-hand side and an excel sheet will download indicating “Yes” or “No” next to the person’s name.



I	J	K	L	M	N
Group name	Last name	First name	Email	Password	Completed
Self	Bloggs	Joe	joe@hrprofiling.com		Yes
Direct Reports	Sample	Sample	sample@hrprofiling.com		No
Direct Reports	Sample2	Sam2	sam2@testorg.com		Yes



Statistics	Action
Direct Reports: 5/5 Peers: 3/3 Managers: 2/3	 
Direct Reports: 5/5 Managers: 2/3 Peers: 2/2	 
Managers: 2/3 Peers: 4/4	 

- If you would like to view who has answered and who is yet to -
 - Select a name (one of the people being assessed) from the column on the left. A list of the people assessing them, as well as other information, will appear on screen.
- If there is an "X" next to a person's name in this list, under the heading "Completed", they have not completed the questionnaire. If there is a tick, the questionnaire has been completed by that person.

Completed	Group	Name	Email	Action
✓	Self	David Sample	example@hrprofiling.com	
✓	Managers	Kelly Fairhurst	kelly.fairhurst@hrprofiling.com	
✓	Managers	Alison Sherning	alison.sherning@hrprofiling.com	
✓	Peers	Clyde Colson	clyde.colson@hrprofiling.com	
✓	Peers	Courtney Hubbard	courtney.hubbard@hrprofiling.com	
✓	Peers	Jan Young	jan.young@hrprofiling.com	
✓	Peers	Sabrina Example	info@hrprofiling.com	
✗	Managers	Michelle Pelser	michelle.pelser@hrprofiling.com	 