Workflow Drilldown

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Workflow Drilldown Highlights

- Quickly find responses to workflow questions so you know where to focus first
- Select multiple workflows for easy access to responses from all of your workflows
- Drilldown down to the user level to see responses from a particular user or subset of users
- See workflows related to the responses and click-through to see details

Under Reports, select “Workflow Drilldown”

Use the user list to see responses from specific users.

Select multiple workflows to review question-level responses.

See responses to individual questions and click-through for details.

Use the question list to quickly find what you’re looking for.

Expand to see workflow details for each response.
Drilldown by Workflow

Use the dropdown list to select which workflows you would like to see the responses to.

Selected workflows are displayed here and can be unselected to remove those from the list.

Customize the timeframe you are interesting in seeing.

**PRO TIP:** Selecting multiple workflows at once saves time and allows you to quickly see responses across your different workflows.
Drilldown by User

Select individual users or a subset of users to display responses given by those users.

Select “View Breakdown” to see the list of individual responses.

PRO TIP: Filtering by users is an ideal way for managers to review responses from the team they supervise. Selecting timeframe and an individual user is a great way to provide coaching and prepare for reviews.
View Breakdown

Select “Collapse Breakdown” to close the list of individual responses.

Sort the list to see the responses most important to you.

Selecting a name will open up the workflow details associated with that response.
Questions?
Email support@anvl.com

We welcome your feedback.
Email feedback@anvl.com