Generate a Birkman Report

Purpose:

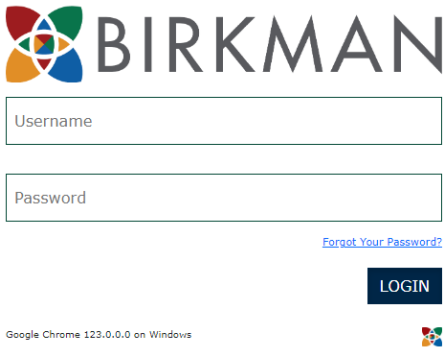
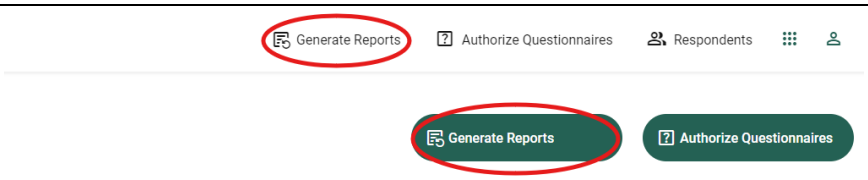
Use these steps to generate an individual or group report. Review list of reports available in each Birkman Package here.

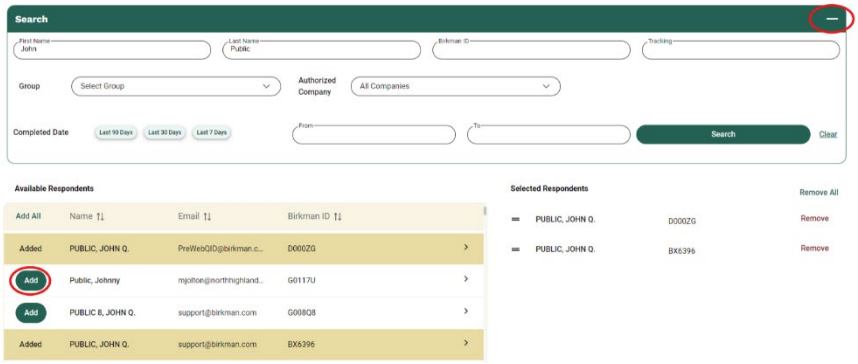
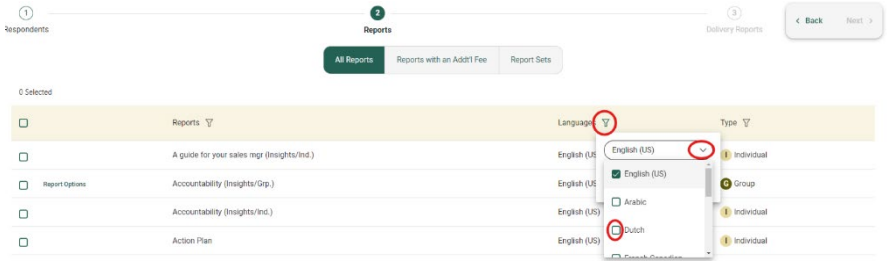
Types of reports include:

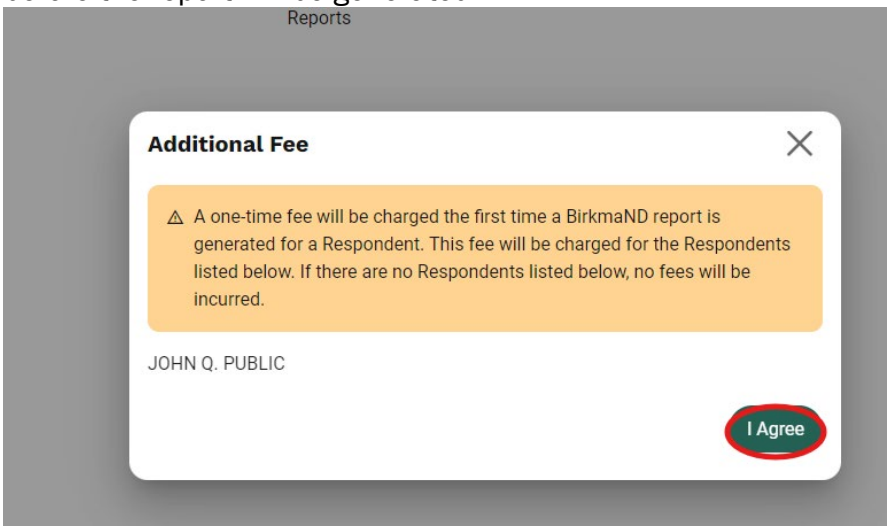
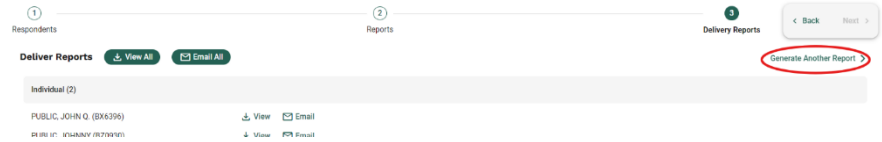
- **Individual:** Report with one respondent's data.
- **Group:** Report with multiple respondents' data.
- **Comparative:** Report that compares two respondents' data.
- **BirkmanND Report** is available for an Additional Fee. Learn more about this report here.

Need help?

- For technical assistance with BirkmanDirect or MyBirkman - support@birkman.com
- For strategy and implementation assistance – your Birkman Account Manager.

Step	Action	Result
1	Log in to BirkmanDirect direct.birkman.com. Note: To reset your password, click **Forgot Your Password?**	
2	Click **Generate Reports** along the top of the Home screen or the green button.	
3	Search for the Respondent or Respondents.	• Click the **+** in the green Search box to open more search fields • Your search results will appear in **Available Respondents**

Step	Action	Result
4	Click **Add** to move the respondent into **Selected Respondents**. **Note:** There is no limit to how many you add.	 **Note:** If you add someone in error, click **Remove** next to the name under Selected Respondents.
5	Click **Next.**	
6	The Report list will show reports available in English (US). To change the language, click the **filter icon** next to **Languages** and select the languages you prefer. **Note:** All reports are not available in all languages.	
7	Select Reports.	Click the **check box** next to report name. **Tips:** • Some reports have **Report Options** available that will allow you to modify the report. You will need to update these options prior to moving to the next page. • When you click **Report Options** a side bar will appear to allow you to make your choices. When done click **X** to return to the Report screen. • **Type** indicates the following categories of reports: ▪ **Individual:** Report with one respondent's data ▪ **Group:** Report with multiple respondents' data. Requires you select multiple respondents on Respondents page. ▪ **Comparative:** Report that compares two respondents' data. Requires you select two respondents on Respondents page.

Step	Action	Result
8	Click **Reports with an Addl' Fee** to generate the BirkmanND Report.	 Note: When you select this report, a message will pop up notifying you of the additional charge. You must click **I Agree** before the report will be generated. 
9	Click **Generate Another Report** for more reports.