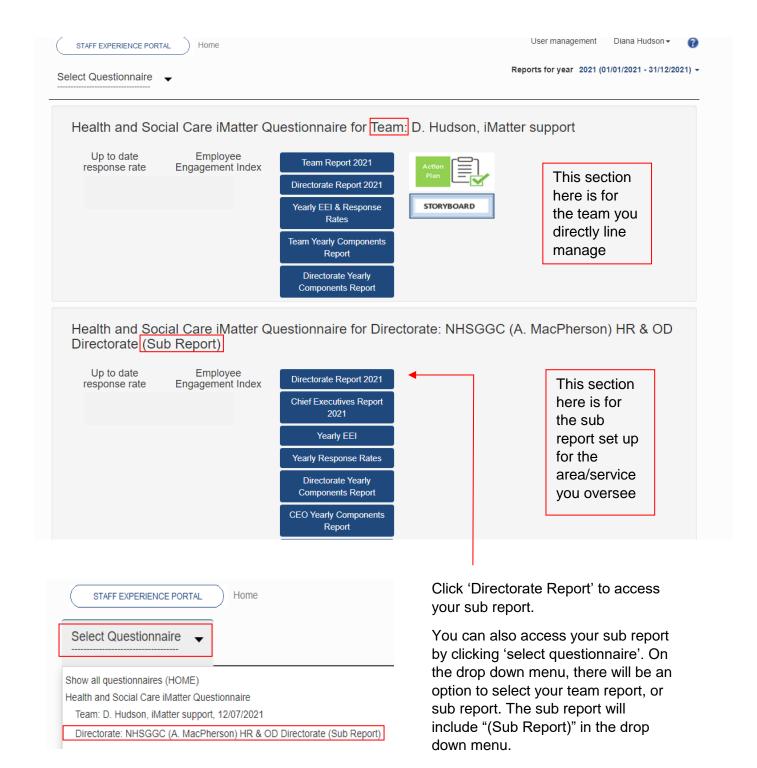


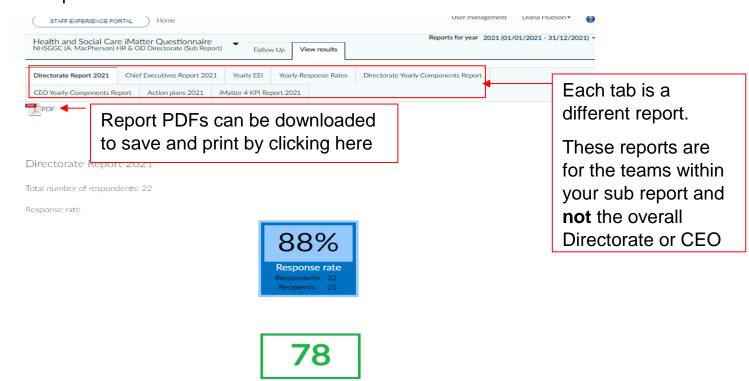


iMatter Sub Reporting Guide

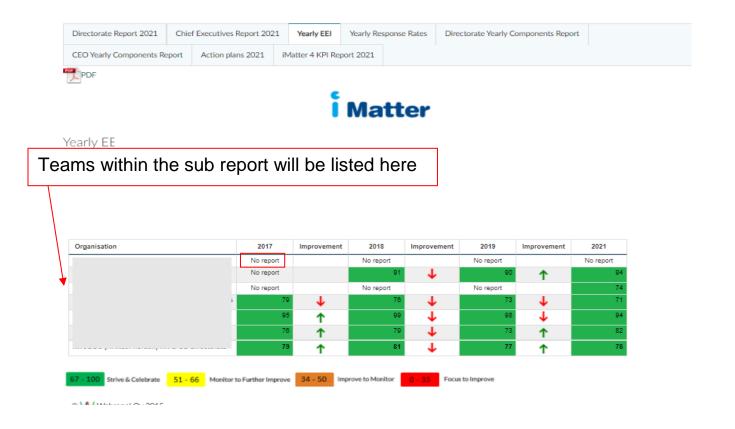
Managers with a sub report set up on the system will be able to access the report from the portal on their iMatter account. Log in to your account https://nhsscotland-sep.webropol.com/Account/Login where the portal page below will appear -



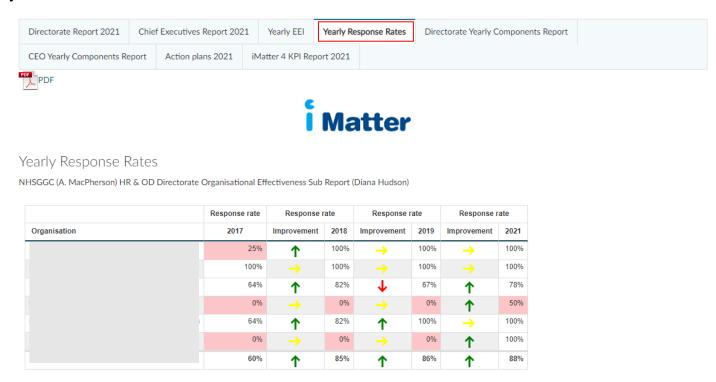
Once you have clicked in to the sub report, this will appear as below, showing an aggregated report of responses from recipients across all the teams included in your sub report -



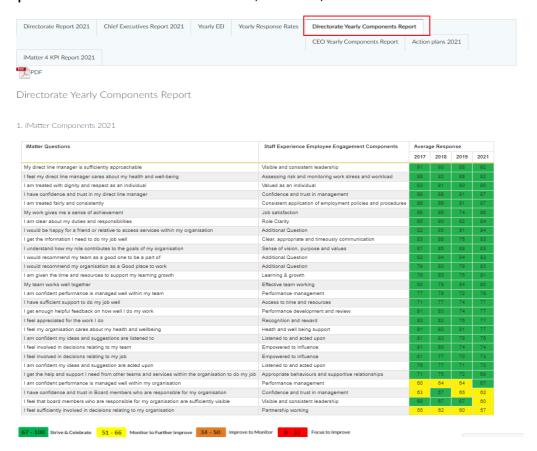
The yearly EEI report as shown below will list each team within your sub report and if the EEI has improved from the previous year. Where 'no report' is shown, this means that the team either did not exist previously, or there was no team report achieved.



The Yearly Response Rates tab will allow you to analyse if the response rates of the teams within your sub report have improved, decreased, or stayed the same year on year.

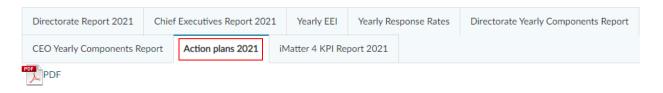


The Yearly Components Report will show the average response score for each question and shown in Green, Yellow, Amber or Red.



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The action plan tab will show which teams within your sub report have completed their action plans within 8 weeks (the timescale associated with the iMatter Action Planning Key Performance Indicator (KPI)). If the action plan was uploaded within 8 weeks, it will show as 100%, and if the report was not uploaded within the 8 weeks, it will show as 0%.



Action plans 2021

Actions plans completed within 8 weeks

Organisation	Action plan	Action plan		Action plan		Action plan	
	2017	Improvement	2018	Improvement	2019	Improvement	2021
	0%	\rightarrow	0%	\rightarrow	0%	\rightarrow	0%
	0%	↑	100%	\rightarrow	100%	1	0%
	0%	→	0%	\rightarrow	0%	↑	100%
	0%	\rightarrow	0%	↑	100%	1	0%
	100%	\rightarrow	100%	\rightarrow	100%	\rightarrow	100%
	0%	↑	100%	\rightarrow	100%	1	0%

The iMatter 4 KPI Report will show the response rates, EEI score, if a team report has been generated, and if an action plan has been uploaded for each of the teams in your sub report. Where 'no report' is shown, the team did not achieve the required response rate in order for a team report to generate, therefore no EEI score is available.

100%

100%

100%

100%

0%

100%

100%

0%



100%

100%

100%

100%

Should you have support mailbox -	any questions about iMatter@ggc.scot.	ut your sub repor nhs.uk.	rt, please contac	t the iMatter
• •				