**ActionPro® “Tips Sheet”**

**ActionPro® website:** [http://actionpro.hrsolutionsinc.com](http://actionpro.hrsolutionsinc.com)

If you forgot your username or password, click on the “Forgot Password” on the login screen and instructions will be sent to you via email.

**REPORTING:** Click on the Reporting Tab to select from a list of reports. Each report will present the survey results in a different format.

Use the **Profile Reports** to get detailed results including percentage of Favorable, Neutral or Unfavorable responses.

Use the **Engagement Report** to view the percentage of respondents in a workgroup that are Engaged, Partially Engaged or Actively Disengaged.

If you have multiple workgroups reporting to you, use the **Parameter Report by Item** to rank all workgroups from lowest to highest based on the workgroup score to easily identify workgroups that may need additional attention on a particular item.

Use the **Data Results Sheet by Item** for an abbreviated view of a workgroup’s scores.

**ACTION PLANNING:** Click on the Action Planning Tab to create and update action plans as well as review action plans for leaders that report to you. All communication regarding action plans is done via email through ActionPro.

Create action plans for your workgroup under **Create Action Plans**. Click on the Create Plan button to select individual survey items to action plan. For each plan:

- Write an Outcome Statement which will be the end result of your action plan.
- Select specific action items to achieve the desired outcome. Use the pre-populated recommendations, Recommendations from Other Users, or write your own.
- Assign the individual(s) responsible for each action item.
- Enter the implementation date.

Use **Action Plan Reports** to monitor and track the progress of action plans. Reports can be organized in various ways including by manager, workgroup, item or action plan status.

Use the **Manage Action Plans button** to mark each action item as complete or add comments to update the progress of your action plan.

Review action plans submitted by leaders that report to you under the **Approve Action Plans** button. Action plans can be approved or sent back to the creator for revisions. Comments can also be added where needed.

View action plans created by the Senior Leadership team for the overall organization under **Organizational Action Plans**.