



Generating Aggregated Reports in Strong Bonds ANG

User Guide

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Strong Bonds

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Overview

About this Guide

This guide illustrates how to generate five different kinds of aggregated reports available in Strong Bonds ANG.

Who Should Use this Guide

This guide can be used by Wing PMs, ANG SBPM and ANG P&P Div Chief.

How this Guide Can Help

This guide provides step-by-step instructions on how to:

- Generating the Survey Results report.
- Generating the Survey Summary report.
- Generating the Event List report.
- Generating the Event Summary report.
- Generating the Aggregated AAR report.

Generating Aggregated Reports

Your account contains all your personal information that you have entered in the Strong Bonds ANG system. This includes your first and last name, your contact information such as email and telephone number, your user role, your com location, etc.

Filtering the Events

- To filter your events on the *Reports* page:

- After logging in as a Wing PM, click *Reports* in the Strong Bonds ANG menu bar.

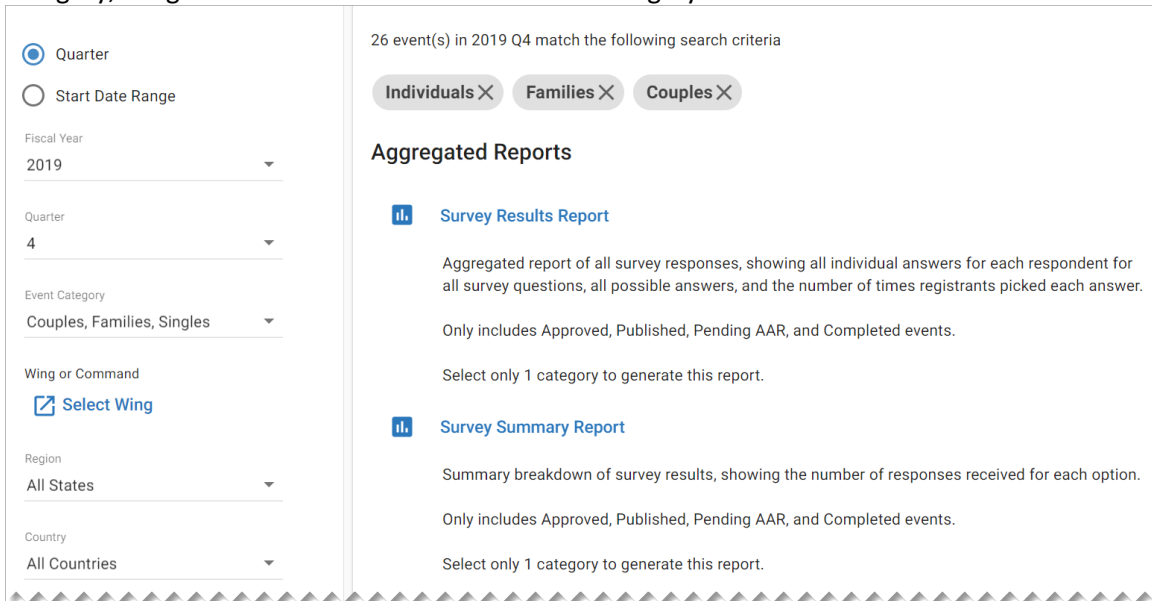


- In the left sidebar of the *Reports* page, use the fields to enter the following:

Field Name	Action/Input
Search by Event ID	Enter the ID number of the event you are searching for.
Quarter	Select this radio button if you want to search for events based on annual quarters. Selecting this radio button, will prompt you to complete the <i>Fiscal Year</i> and <i>Quarter</i> fields.
Start Date Range	Select this radio button if you want to search for events based on a date range. Selecting this radio button, will prompt you to select the <i>From</i> and <i>To</i> dates.
Event Category	Select the checkboxes next to the categories.
Wing or Command	Click <i>Select Wing/Command</i> to enter a wing or command.
State/Region	Select a state from the <i>State</i> drop-down.
Country	Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be autocompleted as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.

- Click *Apply Filters* in the filter sidebar once you to finalize your criteria.

The number of events that match your criteria will now be featured on the main section of the *Reports* page, along with all the fiscal year and quarter. Additionally, any criteria pertaining to category, wing or command and state will be listed in gray bubbles.



26 event(s) in 2019 Q4 match the following search criteria

Individuals X Families X Couples X

Aggregated Reports

Survey Results Report

Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.

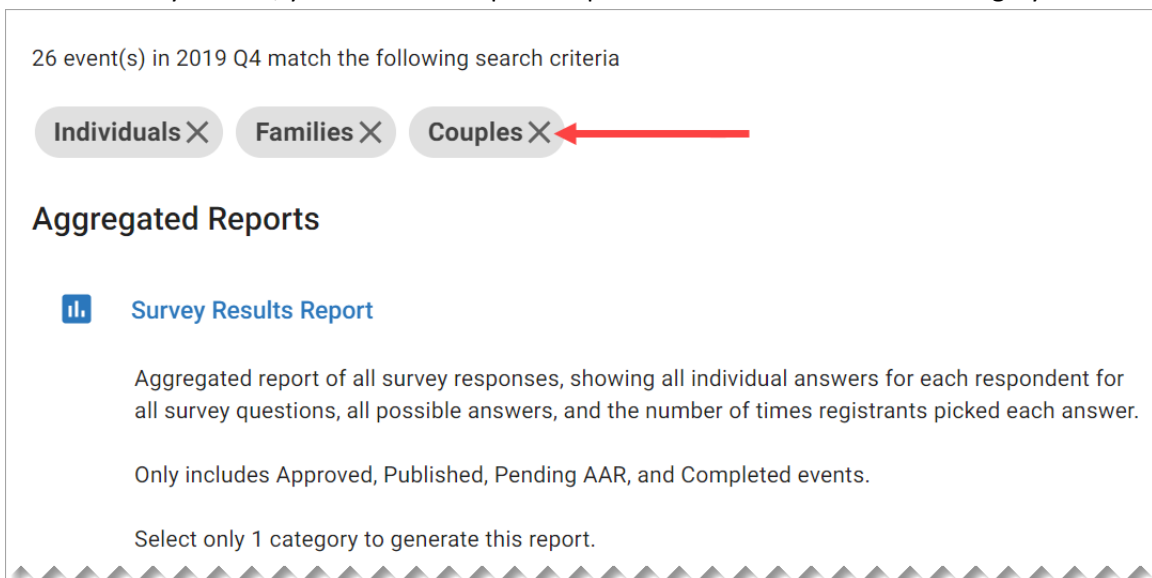
Survey Summary Report

Summary breakdown of survey results, showing the number of responses received for each option.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.

- To remove any criteria, you can either repeat step 2 of this section or click X in the gray bubbles.



26 event(s) in 2019 Q4 match the following search criteria

Individuals X Families X Couples X

Aggregated Reports

Survey Results Report

Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.

Note:

Removing a filter may cause the number of events to refresh again.

Generating the Survey Results Report

The *Strong Bonds Survey Results Report* provides a roll-up of all survey responses in one report. That is, the report will show all survey questions, all possible answers and the number of times registrants picked each answer.


The report includes the Pre-Event, Post-Event, Post 6 Month and Post 12 Month survey responses. Pre-event surveys are generated the moment a registration is approved for the event. These surveys can be completed at any time until the day of the event. Post-event surveys are generated when the event ends. These surveys can be completed up to 30 days after the event ends. Post 6 Month surveys are generated six months after the event's end. Lastly, Post 12 Month surveys are generated one year after the event's end date. For more information on Event Surveys, see the Strong Bonds ***Event Surveys Quick Start Guide***.

- To generate the Survey Results Report:
 1. Navigate to the *Reports* page.
 2. Filter your criteria, as shown in the ***Filtering the Events*** section.
 3. Click *Survey Results Report*.

8 event(s) in 2019 Q4 match the following search criteria

Couples X


Aggregated Reports

- 

Survey Results Report

Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.


Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- 


Survey Summary Report

Summary breakdown of survey results, showing the number of responses received for each option.

Only includes Approved, Published, Pending AAR, and Completed events.


Select only 1 category to generate this report.
- 

Event List Report

Aggregated report showing a list of events created in Strong Bonds based on the filter criteria selected.
- 

Event Summary Report

Statistical summary of event and financial data for events created in Strong Bonds based on the filter criteria selected.

Includes all event statuses EXCEPT Draft, and Rejected.
- 

Aggregated AAR

Aggregated report of Event Details summary and After Action Report data for events created in Strong Bonds based on the filter criteria selected.

Only includes Events with Submitted AARs.

- Click *Generate Now* in the pop-up notification.

Generate Survey Results Report

Depending on the type of report and amount of data included, the time it takes to generate the report may vary.

Click on Generate Now to download the Excel report.

Cancel
Generate Now

Your report will now be generated.

Event Survey Report		Complete Set	Pre-event survey	Post-event survey	Post 6 month survey	Post 12 month survey
Event ID	Response ID					
ANG-FY19-00310	1BA96730698E			X		
ANG-FY19-00310	1CDEB7629031		X	X		
ANG-FY19-00310	289E53353118			X		
ANG-FY19-00306	3C5314C612D3		X			
ANG-FY19-00310	49C924BB0DBF			X		
ANG-FY19-00310	56A9FE952E5B		X			
ANG-FY19-00310	718081C2CD26			X		
ANG-FY19-00310	8DD319D0A46		X			

Notes:

- You can make changes to the report by enabling the edit option in MS Excel.
- You can only generate this report for only the following event statuses: Approved, Published, Pending AAR and Completed.
- You cannot filter for more than one Event Category.

Generating the Survey Summary Report

The *Strong Bonds Survey Summary Report* provides a break-down of the survey questions and the number of times registrants picked an answer in all filtered events. This report provides totals for Demographics 1, Demographics 2, Pre-survey, Post-survey, Post 6 Month survey, and Post 12 Month survey.

- To generate the Survey Summary Report:

- Navigate to the *Reports* page.

2. Filter your criteria, as shown in the **Filtering the Events** section.
3. Click **Survey Summary Report**.

8 event(s) in 2019 Q4 match the following search criteria

Couples X

Aggregated Reports

- Survey Results Report**

Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- Survey Summary Report**

Summary breakdown of survey results, showing the number of responses received for each option.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- Event List Report**

Aggregated report showing a list of events created in Strong Bonds based on the filter criteria selected.
- Event Summary Report**

Statistical summary of event and financial data for events created in Strong Bonds based on the filter criteria selected.

Includes all event statuses EXCEPT Draft, and Rejected.
- Aggregated AAR**

Aggregated report of Event Details summary and After Action Report data for events created in Strong Bonds based on the filter criteria selected.

Only includes Events with Submitted AARs.

4. Click **Generate Now** in the pop-up notification.

Generate Survey Summary Report

Depending on the type of report and amount of data included, the time it takes to generate the report may vary.

Click on **Generate Now** to download the Excel report.

Cancel **Generate Now**

Your report will now be generated.

Notes:

- This report has six tabs: Demographic 1, Demographic 2, Pre-survey, Post-survey, Post 6 Month survey, and Post 12 Month survey.
- You can make changes to the report by enabling the edit option in MS Excel.
- You can only generate this report for only the following event statuses: Approved, Published, Pending AAR and Completed.
- You cannot filter for more than one Event Category.

Generating the Event List Report

The *Event List Report* provides a detailed breakdown of events (based on the filter criteria), such as the Component, Category, Start Date, End Date, Projected Budget etc.

- To generate the Survey Summary Report:
 1. Navigate to the *Reports* page.
 2. Filter your criteria as shown in the **Filtering the Events** section.
 3. Click *Event List Report*.

8 event(s) in 2019 Q4 match the following search criteria

Couples X

Aggregated Reports

- Survey Results Report**
 Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.
 Only includes Approved, Published, Pending AAR, and Completed events.
 Select only 1 category to generate this report.
- Survey Summary Report**
 Summary breakdown of survey results, showing the number of responses received for each option.
 Only includes Approved, Published, Pending AAR, and Completed events.
 Select only 1 category to generate this report.
- Event List Report**
 Aggregated report showing a list of events created in Strong Bonds based on the filter criteria selected.
- Event Summary Report**
 Statistical summary of event and financial data for events created in Strong Bonds based on the filter criteria selected.
 Includes all event statuses EXCEPT Draft, and Rejected.
- Aggregated AAR**
 Aggregated report of Event Details summary and After Action Report data for events created in Strong Bonds based on the filter criteria selected.
 Only includes Events with Submitted AARs.

- Click *Generate Now* in the pop-up notification.

Generate Event List Report

Depending on the type of report and amount of data included, the time it takes to generate the report may vary.

Click on Generate Now to download the Excel report.

Cancel
Generate Now

Your report will now be generated.

Event ID	Command 1	Command 2	Command 3	Command 4	Command 5	Category	Type	Curriculum	StartDate
ANG-FY19-00145	AK					Families		7 Habits of Highly Effective Military Families	2019-10-25
ANG-FY19-00146	AK					Families		7 Habits of Highly Effective Military Families	2019-10-25
ANG-FY19-00147	AK					Families		Speed of Trust for Families	2019-10-25
ANG-FY19-00148	AK					Families		5 Love Languages (teens, children's edition)	2019-10-25
ANG-FY19-00149	AK					Families		7 Habits of Highly Effective Military Families	2019-10-25
ANG-FY19-00150	AK					Families		7 Habits of Highly Effective Military Families	2019-10-25
ANG-FY19-00151	AK					Families		Speed of Trust for Families	2019-10-25
ANG-FY19-00152	AK					Families		7 Habits of Highly Effective Military Families	2019-10-25

Notes:

- This report includes all event statuses except Draft.
- You can make changes to the report by enabling the edit option in MS Excel.
- You can filter for more than one Event Category.

Generating the Event Summary Report

The *Event Summary Report* is a two-part report that breaks down the statistics for a series of events (based on the search criteria).

The *Training Report* section provides a summary of the events by component, as well as the breakdown summary of Attendance, Curriculum and the Survey results from the Pre, Post, Post 6-month, and Post 12-month surveys.

The *Financial Report* section provides a summary of the quarterly funding statuses, a breakdown of the program costs, and a breakdown of the invoice reconciliations for an event.

- To generate the Survey Summary Report:
 - Navigate to the *Reports* page.
 - Filter your criteria as shown in the ***Filtering the Events*** section.

3. Click *Event Summary Report*.

8 event(s) in 2019 Q4 match the following search criteria

Couples X

Aggregated Reports

- ii. Survey Results Report**

Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- ii. Survey Summary Report**

Summary breakdown of survey results, showing the number of responses received for each option.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- ii. Event List Report**

Aggregated report showing a list of events created in Strong Bonds based on the filter criteria selected.
- ii. Event Summary Report**

Statistical summary of event and financial data for events created in Strong Bonds based on the filter criteria selected.

Includes all event statuses EXCEPT Draft, and Rejected.
- ii. Aggregated AAR**

Aggregated report of Event Details summary and After Action Report data for events created in Strong Bonds based on the filter criteria selected.

Only includes Events with Submitted AARs.

4. Click *Generate Now* in the pop-up notification.

Generate Event Summary Report

Depending on the type of report and amount of data included, the time it takes to generate the report may vary.

Click on Generate Now to download the Excel report.

Cancel **Generate Now**

Your report will now be generated.

Notes:

- This report includes all event statuses except Draft and Rejected.
- You can make changes to the report by enabling the edit option in MS Excel.
- You can filter for more than one Event Category.

Generating the Aggregated AAR

The *AAR Report* provides a summary of the Event Details, the Logistics Report data and the Event Staff Report data entered in the *AAR* page for all selected events (based on the filter criteria).

- To generate the Survey Summary Report:
 1. Navigate to the *Reports* page.
 2. Filter your criteria as shown in the ***Filtering the Events*** section.
 3. Click ***Aggregated AAR***.

8 event(s) in 2019 Q4 match the following search criteria

Couples X

Aggregated Reports

- il.** **Survey Results Report**

Aggregated report of all survey responses, showing all individual answers for each respondent for all survey questions, all possible answers, and the number of times registrants picked each answer.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- il.** **Survey Summary Report**

Summary breakdown of survey results, showing the number of responses received for each option.

Only includes Approved, Published, Pending AAR, and Completed events.

Select only 1 category to generate this report.
- il.** **Event List Report**

Aggregated report showing a list of events created in Strong Bonds based on the filter criteria selected.
- il.** **Event Summary Report**

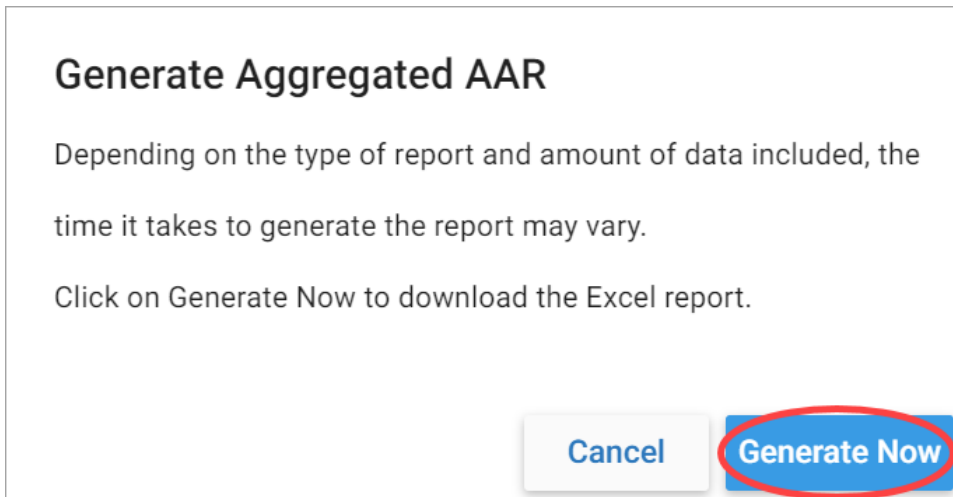
Statistical summary of event and financial data for events created in Strong Bonds based on the filter criteria selected.

Includes all event statuses EXCEPT Draft, and Rejected.
- il.** **Aggregated AAR**

Aggregated report of Event Details summary and After Action Report data for events created in Strong Bonds based on the filter criteria selected.

Only includes Events with Submitted AARs.

4. Click *Generate Now* in the pop-up notification.



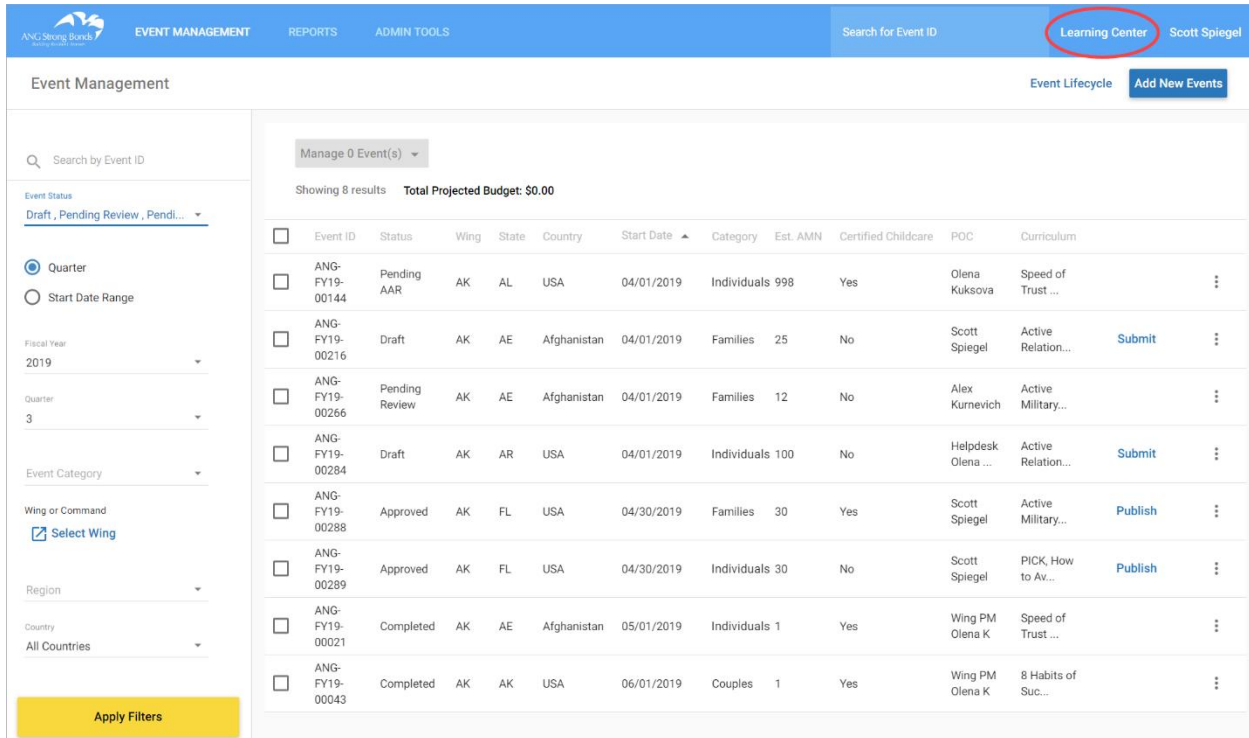
Your report will now be generated.

Notes:

- This report only includes events where the After Action Report (AAR) has been submitted. For more information on AARs, see the ***Submitting the After Action Reports in Strong Bonds ANG*** user guide.
- You can make changes to the report by enabling the edit option in MS Excel.
- You can filter for more than one Event Category.

Next Steps

Congratulations! You have completed the Strong Bonds **Generating the Aggregate Reports in Strong Bonds ANG User Guide**. For more information, please visit the Strong Bonds ANG Learning Center.



Event ID	Status	Wing	State	Country	Start Date	Category	Est. AMN	Certified Childcare	POC	Curriculum
ANG-FY19-00144	Pending AAR	AK	AL	USA	04/01/2019	Individuals 998		Yes	Olena Kuksova	Speed of Trust ...
ANG-FY19-00216	Draft	AK	AE	Afghanistan	04/01/2019	Families 25		No	Scott Spiegel	Active Relation... Submit
ANG-FY19-00266	Pending Review	AK	AE	Afghanistan	04/01/2019	Families 12		No	Alex Kurnevich	Active Military... Submit
ANG-FY19-00284	Draft	AK	AR	USA	04/01/2019	Individuals 100		No	Helpdesk Olena ...	Active Relation... Submit
ANG-FY19-00288	Approved	AK	FL	USA	04/30/2019	Families 30		Yes	Scott Spiegel	Active Military... Publish
ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals 30		No	Scott Spiegel	PICK, How to Av... Publish
ANG-FY19-00021	Completed	AK	AE	Afghanistan	05/01/2019	Individuals 1		Yes	Wing PM Olena K	Speed of Trust ... Submit
ANG-FY19-00043	Completed	AK	AK	USA	06/01/2019	Couples 1		Yes	Wing PM Olena K	8 Habits of Suc... Submit

Contact Us

Your feedback is important to us. If you have any questions or comments related to this guide, please contact the Strong Bonds Helpdesk available at via email at feedback@ANGStrongBonds.org or via telephone at 1-888-577-8003.

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