

Interview Report

Overview — Three Views of the Same Data

The Interview Report analyses your interview and focus group responses at three levels of detail, each in its own expandable section:

Section	Shows	Use it to
Detail Reports Based on Questions	Results question by question.	Find which specific questions produced concerning answers.
Summary Reports Based on Traits	Results rolled up to ISF Traits.	See the broad picture across the framework.
Summary Reports Based on Attributes	Results rolled up to ISF Attributes.	Locate the specific attributes driving a trait's score.

Open it from **Reports ? Interview Report**. Needs Reports read access.

PRO TIP Read them in the order **Traits ? Attributes ? Questions**. Start broad to find where the problem is, narrow to find which attribute, then drill into the questions for the evidence.

[image.png](#)

[image.png](#)

Set Point Controls

Each section has **High** and **Low** set points that flag scores above and below your chosen thresholds. Both must be 0 or greater, and the section's export is disabled while a value is invalid.

HEADS UP Set points are not saved with the activity, so two people running the report with different values see differently flagged results. Agree them across the team.

PRO TIP Use the same high and low values here as on the Survey Report. Comparing a survey flagged at one threshold with interviews flagged at another produces apparent differences that are entirely artefacts of your settings.

Finding a Question

The *Detail Reports Based on Questions* section has a search box — “Search questions (e.g. opening, closing)” — filtering the question list.

PRO TIP Use it when you already know what you are looking for. Once an interview has flagged a concern about a specific subject, searching for that question is faster than scrolling.

Exporting

Each of the three sections has its own **Download Excel** button, exporting that section's table.

image.png

image.png

The report also has an **Export PDF** button, producing a formatted PDF of the analysis. The dialog offers include themes, ratings, demographics, and additional traits; colour output; **Full** or **Summary** detail; a **None / Draft / Confidential** watermark; and an optional password.

image.png

GOOD TO KNOW The three Excel exports are separate — exporting the trait summary does not include question detail. The PDF covers the report as a whole.

PRO TIP For a report pack: PDF at **Summary** detail for the front of the pack, and all three Excel exports behind it. The PDF is what people read; the workbooks are what you turn to when someone challenges a figure in the meeting.

PRO TIP Turn **Include additional traits** on when the report is going to anyone reviewing framework coverage. Additional Traits are where interviewers recorded findings the question set did not ask about, and they are invisible in a summary that omits them.

HEADS UP A section's Download Excel is disabled while its set points are invalid. If the button will not respond, check the High and Low values in that section rather than the others.

When There Is Nothing to Report

Message	What it means
No Results available	The report as a whole returned nothing.
No Results available for this activity	Shown within a section that has no data.

HEADS UP A section can be empty while others have data. Trait and attribute summaries depend on questions being classified against the ISF — if those sections are empty but the question detail is not, the questions lack classification, which is a question-pool matter for an administrator.

What Feeds This Report

- The **rating** you gave each answer.
- The **themes** you tagged.
- Any **Additional Traits** you recorded on an interview answer.
- The **demographic fields** — department, level, site, employment type.

HEADS UP Interviews with blank demographic fields contribute to totals but appear in no breakdown. It cannot be fixed retrospectively without reopening every response.

PRO TIP The report is only as good as the response records behind it. An interview written up as *"some concerns raised"* with no rating and no themes is invisible here.

GOOD TO KNOW Focus group responses feed this report alongside interviews. Both are analysed together.

Common Problems

What you see	What it means
Reports group missing from the activity	You have no Reports read access.
No Results available	No interview or focus group responses recorded yet.
Trait or attribute section empty, questions populated	The questions are not classified against the ISF. Ask an administrator.
Download Excel disabled	That section's High or Low set point is invalid.
Your figures differ from a colleague's	Different set points. Agree and record them.

No departmental or site breakdown	Demographic fields were left blank on the responses.
An interview is missing from the report	Its response has not been submitted.
Additional Traits missing from the PDF	The Include additional traits option was not ticked.
Interview and survey results look inconsistent	Check you used the same set points on both reports.

Revision #2
Created 2026-08-18 20:26:36 UTC by Ashutosh Mody
Updated 2026-08-19 20:23:38 UTC by Ashutosh Mody