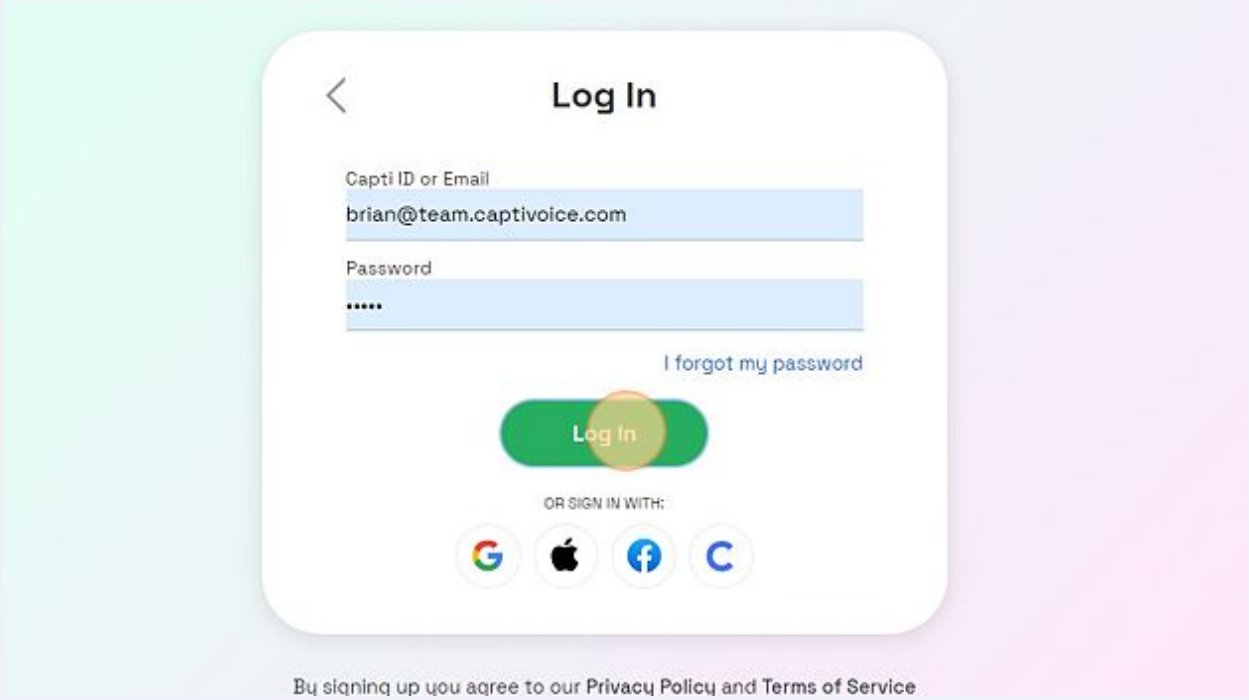
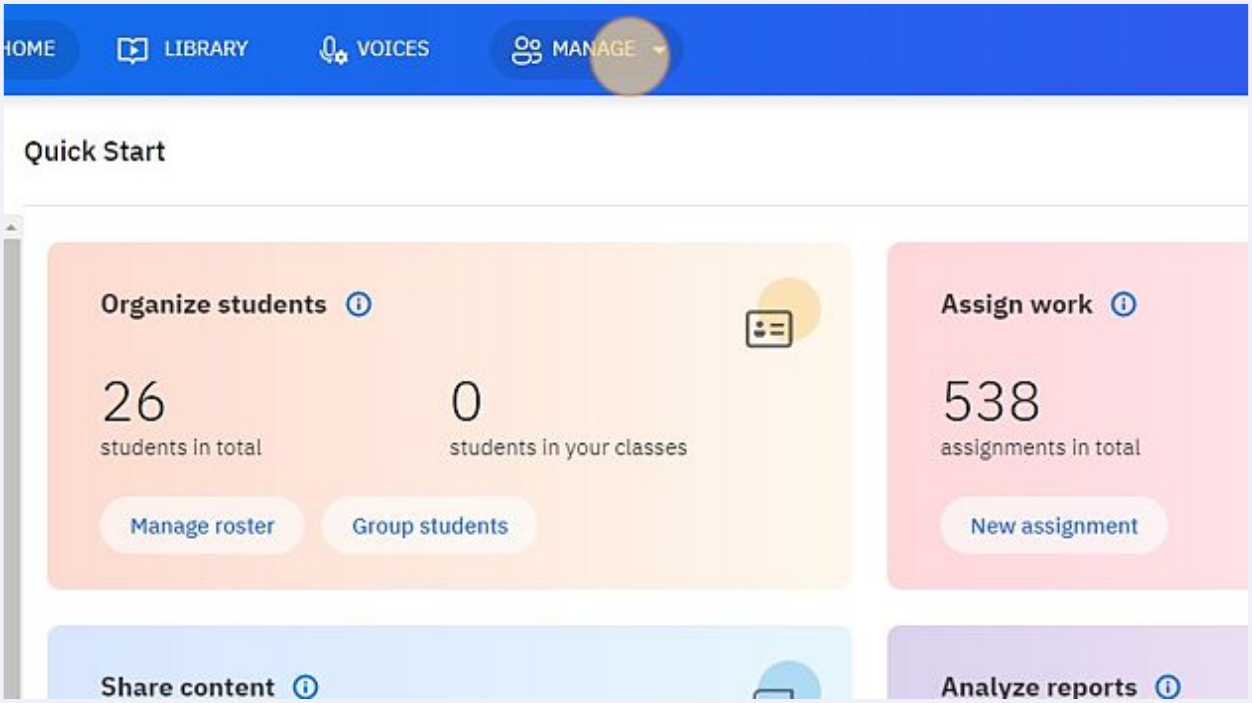
Changing RTI Tiers

This guide will show you how to change RTI Tiers in Capti.

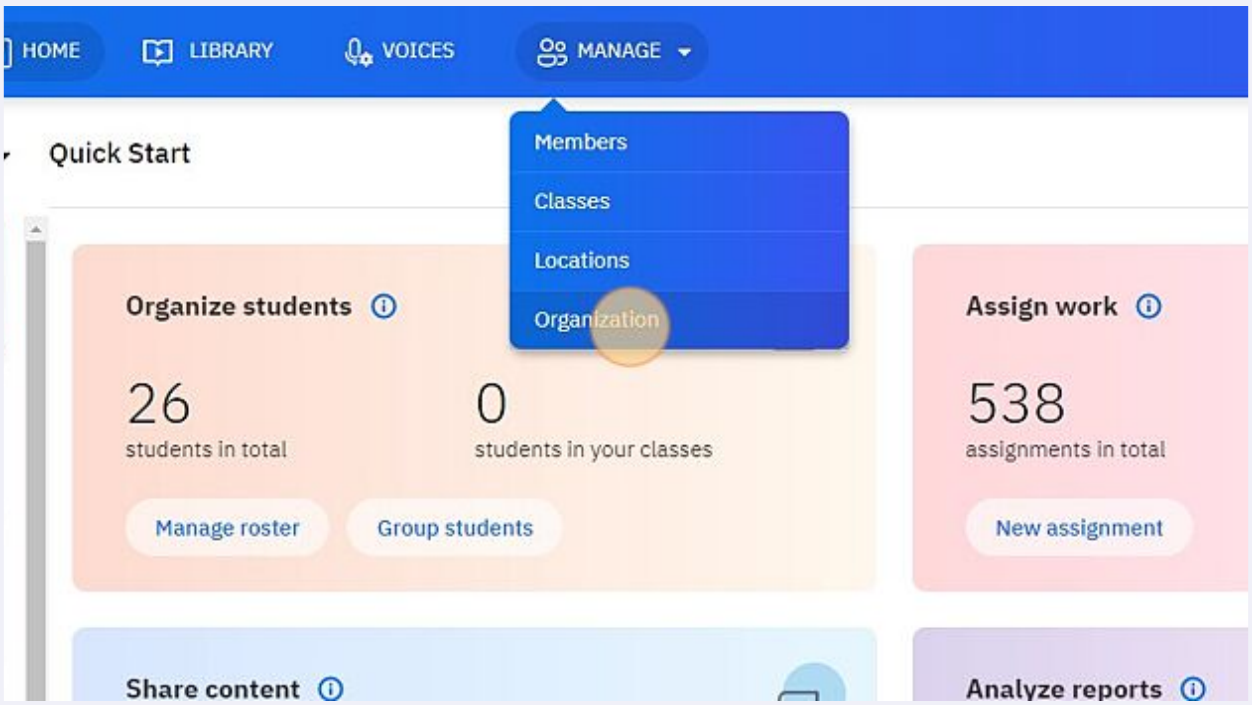
1 Log In to Capti as an administrator. You must be an administrator to change RTI tiers. This action will change RTI tiers for your entire Capti account (all locations).



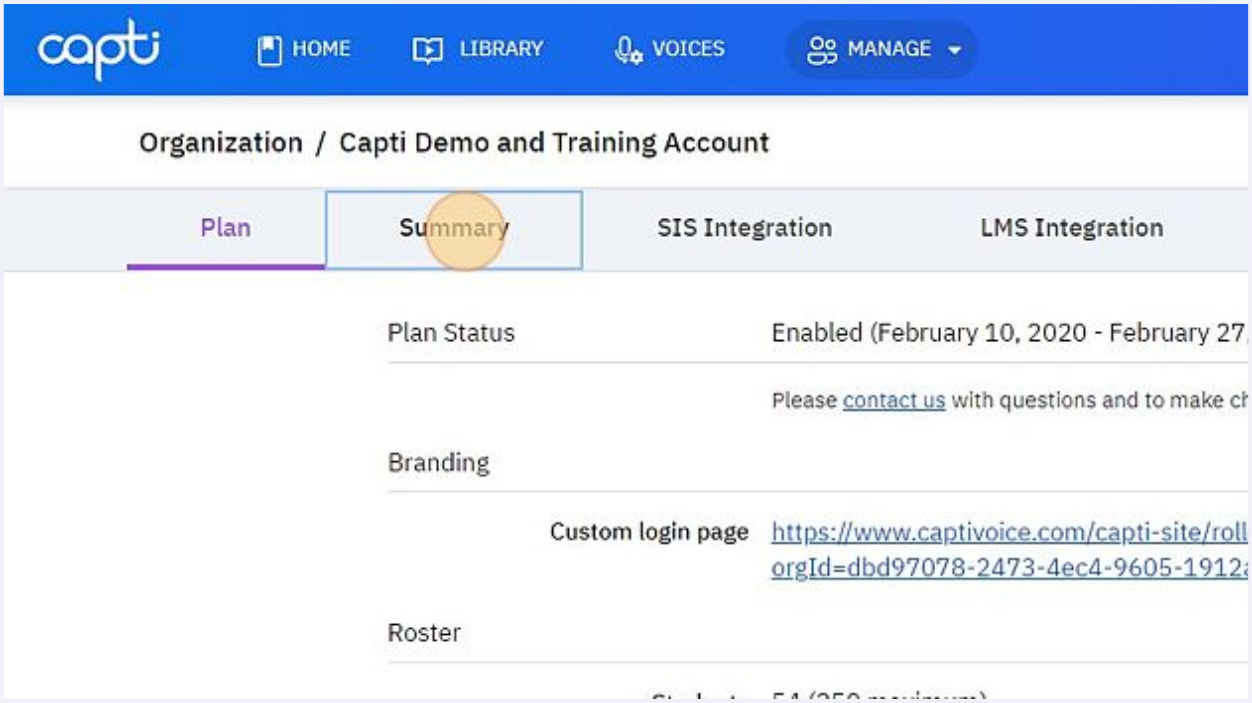
2 Click "MANAGE"



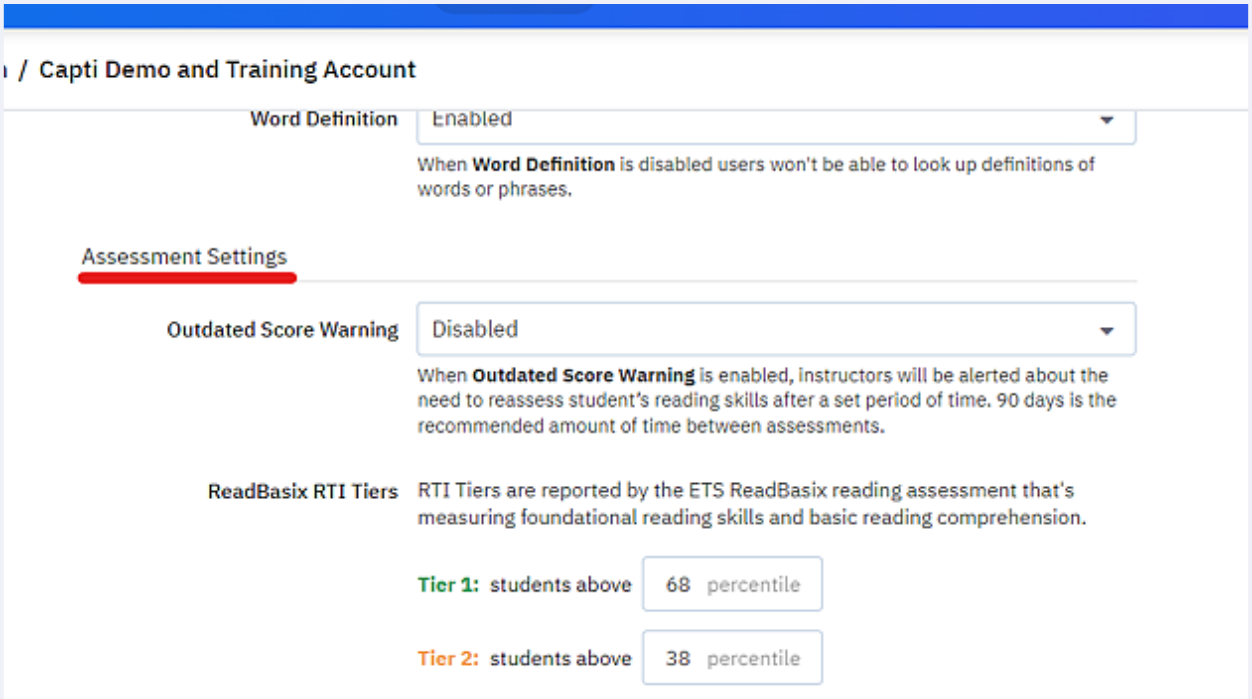
3 Click "Organization"



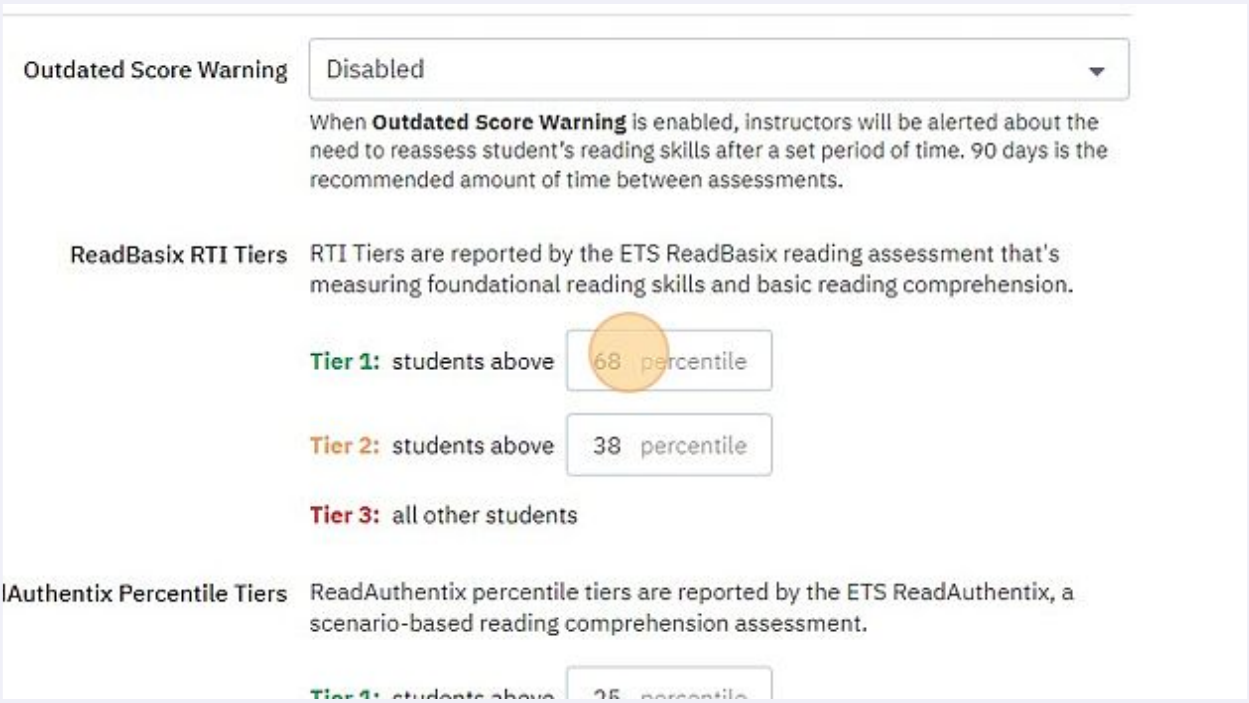
4 Click "Summary"



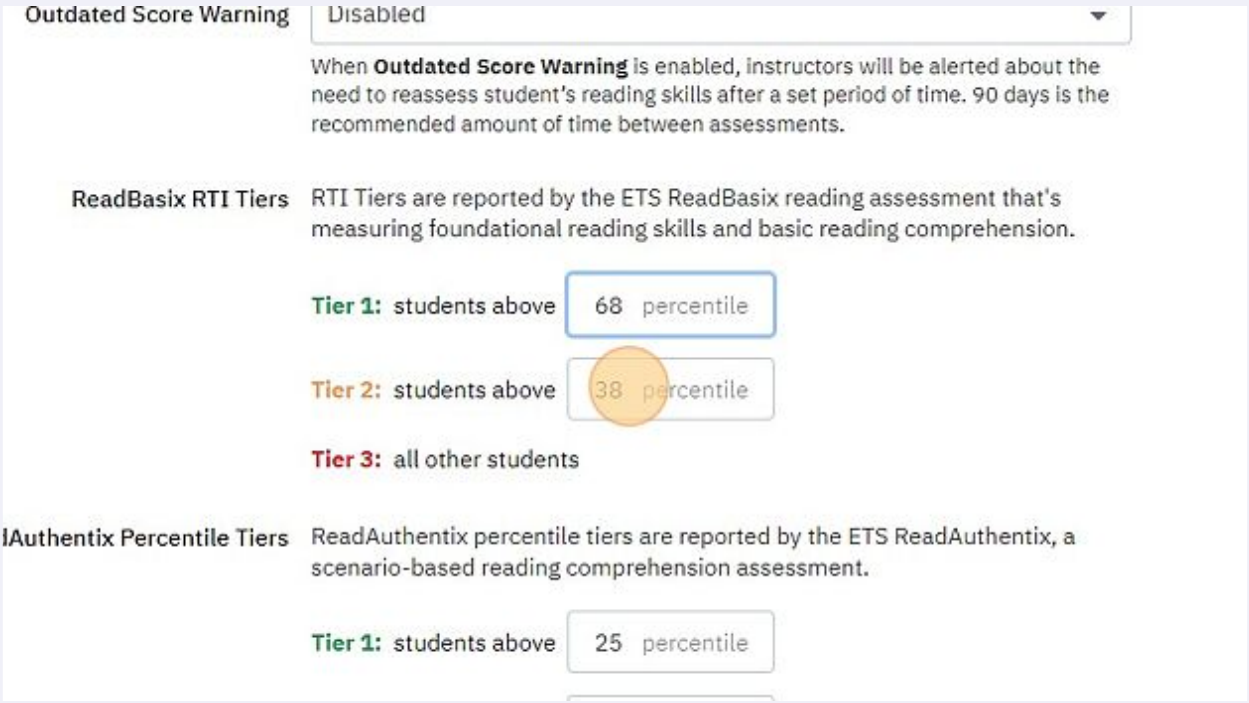
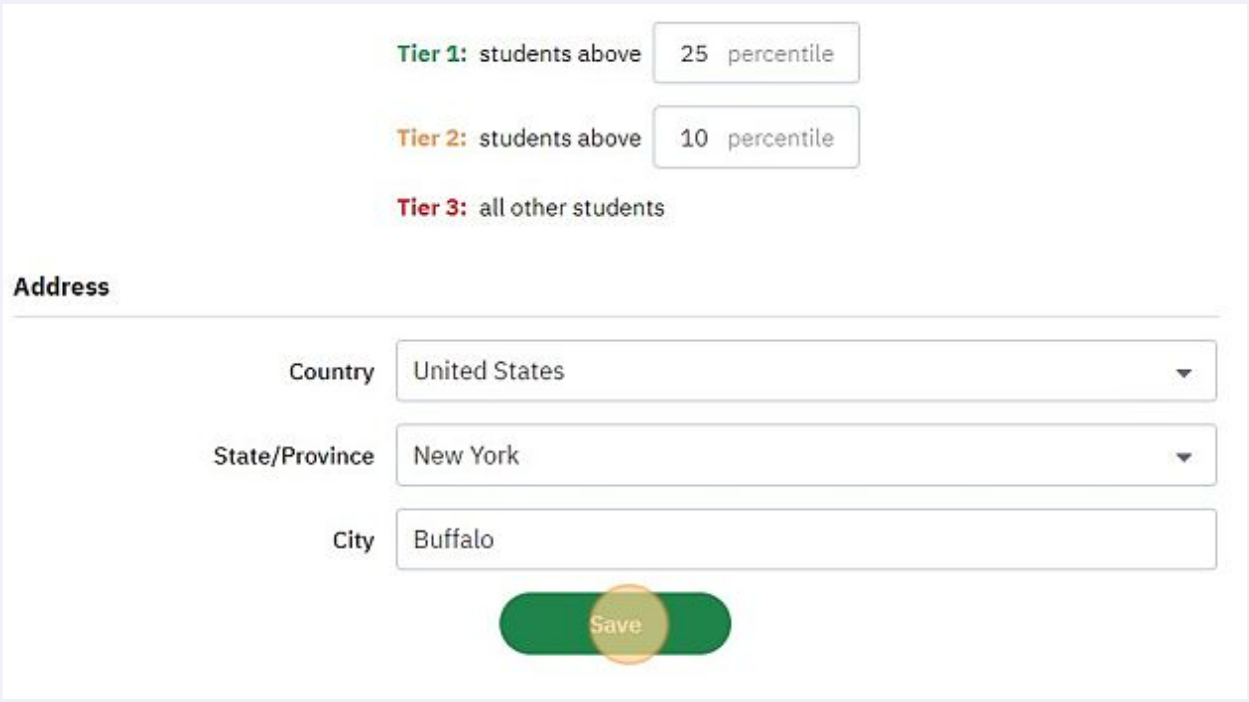
5 Scroll down the Summary tab until you see "Assessment Settings"



6 Click this text field. Change your Tier 1 cutoff to the desired percentile.



7 Click this text field. Change your Tier 2 cutoff to the desired percentile.



8 Scroll down to the bottom of the page. Click "Save"