



Benchmark Analytics®

Printing Report Attachments

FEATURE UPDATE

What's New

[Print and Save Report Attachments with One Click](#)

We have expanded report printing functionality to give you the option to print all image and PDF report attachments in a single action, rather than selecting and printing one by one. You can also save all attachments as a single PDF document, for easier emailing.

If an attachment is unprintable (for example, a video or audio clip) the files are still identified in the attachment packet and in an index on the last page of the file.

This feature allows you to print only selected attachments by selecting the pages you wish to print in the print dialog box, and you can still print the report without all attachments.

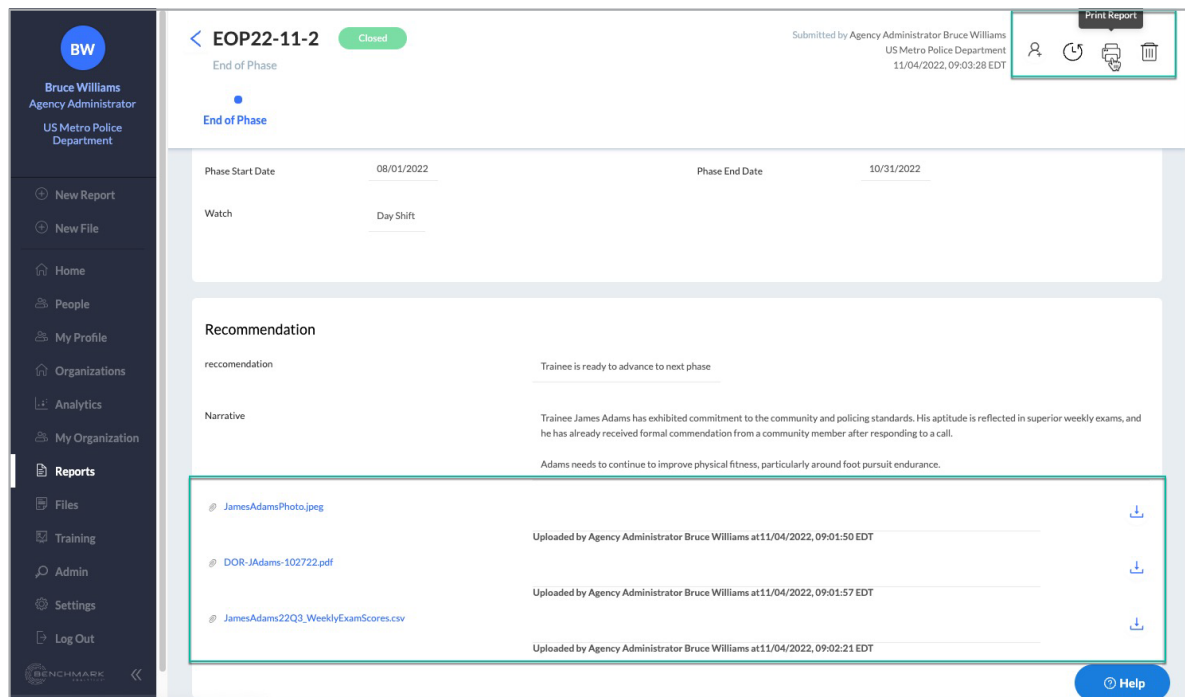
In a coming release we will automatically name the attachment file with the report to make saving PDF documents even easier.

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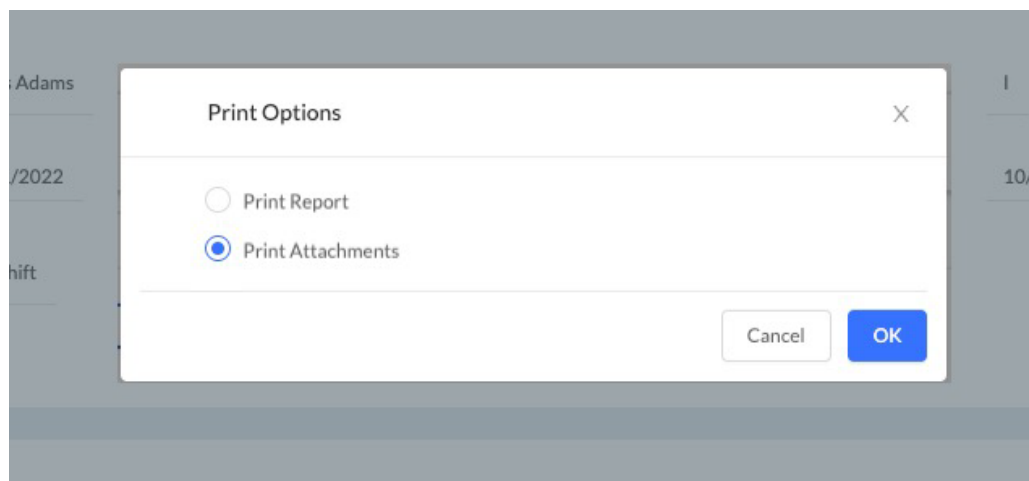
About This Feature

When printing a report, you now have the option to print the report or to print the attachments as a single packet.

1. Click Print Report at the top of the screen:

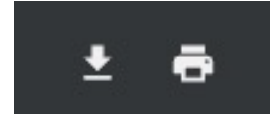


2. The default setting is Print Report, but you can select Print Attachments and click OK:

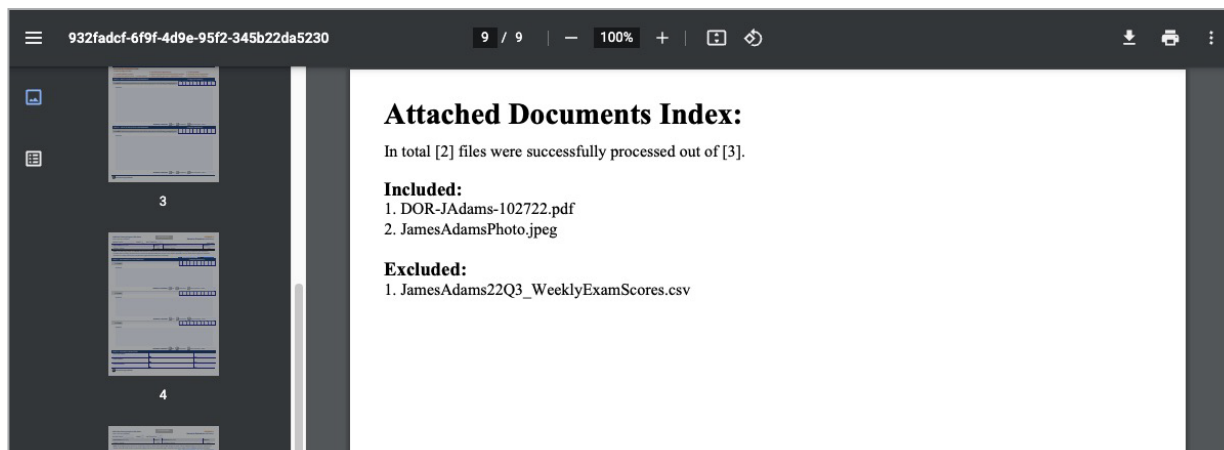


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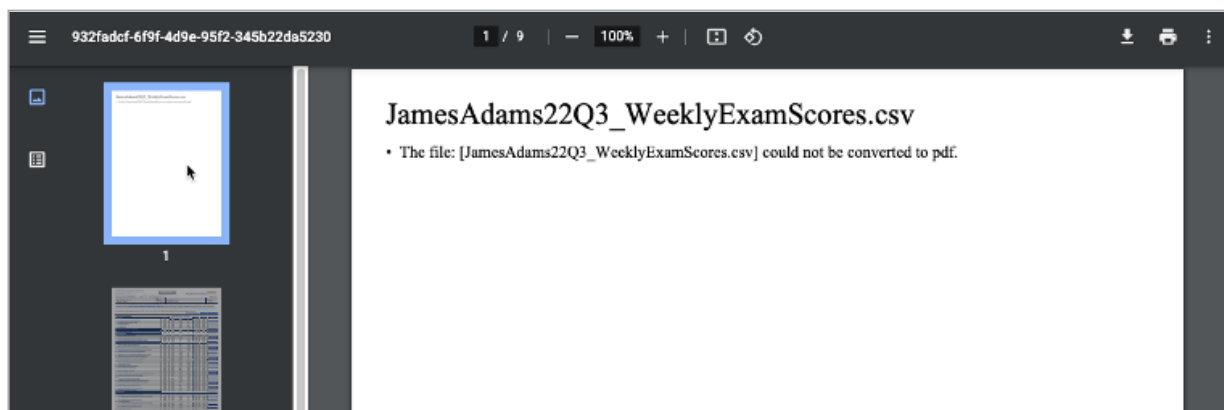
- A new tab will open in your browser, allowing you to preview the Report's attachments as a single PDF file. From here, you can select to either download or print the file by clicking the icons at the top, right corner:



The last page of the PDF provides an index that lists all files attached to the Report. This ensures you have a complete list of all original attachments. If an attachment cannot be printed*, it will be listed as "Excluded" in the index:



Unprintable attachments are also identified individually as dedicated pages:



*PDF and image files (png, jpg and jpeg) will be printed. Videos and audio recordings (.mov, .mp4) cannot be printed.

Editable documents such as Microsoft Word or Excel files are not yet supported. To ensure printability, convert them to PDF prior to attaching to reports.

Printing Report Attachments

POST Field Training Program (FTP) Guide

POST 2-238 (Rev 06/2013)

REPORT DATE: 10/28/2022

PHASE 1

SHIFT/WATCH 1

Daily Observation Report (NICS Scale)

APPENDIX 2

Page 1 of 1

Trainee Name (Last, First)

876

FTP Name (Last, First)

Williams, Bruce

217

INSTRUCTIONS: See Appendix 1, Standardized Evaluation Guidelines (SLE) for how to rate observable behaviors. A rating of C (Competent) is the minimum acceptable score within each category to meet the standard for solo patrol officer. Ratings of N/I (Needs Improvement) or S (Superior/Requires a Documented Situation (DS)), check DS and describe the related event in the accompanying Narrative Evaluation. Check N/D if behavior is Not Observed or NRT if trainee is Not Responding to Training. Enter Remedial Training Minutes (RT MIN) as minutes only (e.g., 1hr, 30 min = 30 min). A completed and signed Narrative Evaluation must be attached.

Narrative Evaluation: Pg. 1 Pg. 2

RATING BY CATEGORY

Scale Based on FTP Standards

	D/S	N/I	C	S	N/D	NRT	RT MIN
1. Acceptance of feedback/PTO/PTP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Attitude toward Police Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Integrity/Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Appearance/Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. General Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. With Citizens/Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. With Other Department Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Community Organizing and Problem-solving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Driving Skill: Normal Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Driving Skill: Moderate/High Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Use of Map Book/GPS: Orientation/Response Time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Routine forms: Accuracy/Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Report writing: Organization/Details/Use of Time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Report writing: Grammar/Spelling/Neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Field Performance: Non-stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Field Performance: Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Investigative Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Interview/Interrogation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Self-initiated Field Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Officer Safety: General	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Officer Safety: Suspicious Persons/Suspects/Prisoners	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Control of Conflict: Voice Command	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Control of Conflict: Physical Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Problem-solving Techniques/Decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Communications: Use of Code/Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Radio: Listens and comprehends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Radio: Articulation of Transmissions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Mobile Computer Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Department Policies and Procedures:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. A. Reflected by Verbal/Written/Simulated Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. B. Reflected in Field Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Criminal Statutes:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. A. Reflected by Verbal/Written/Simulated Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. B. Reflected in Field Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Criminal Procedure:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. A. Reflected by Verbal/Written/Simulated Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. B. Reflected in Field Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Agency Policies (check, provide GPS in FTP Manual)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Trainee Signature

TOTAL RT MINUTES TODAY: 0:00

(Identify specific remedial plan in Narrative Evaluation, if applicable.)

Destination

Brother HL-L2390DW

Pages

All

Copies

1

More settings

Open PDF in Preview

Cancel

Save

4. When printing, you can:

Change Destination to 'Save as PDF' to download the file, instead of printing a hard copy.

Print

2 sheets of paper

Destination

Pages

Copies

Brother HL-L2390DW

1

✓ Brother HL-L2390DW

Save as PDF

See more...

If you do not need the whole set of attachments, you can change the 'Pages' setting to Custom and then enter the page numbers you want to include.

Print

Destination

Pages

Copies

Brother HL-L2390DW

1

✓ All

Odd pages only

Even pages only

Custom