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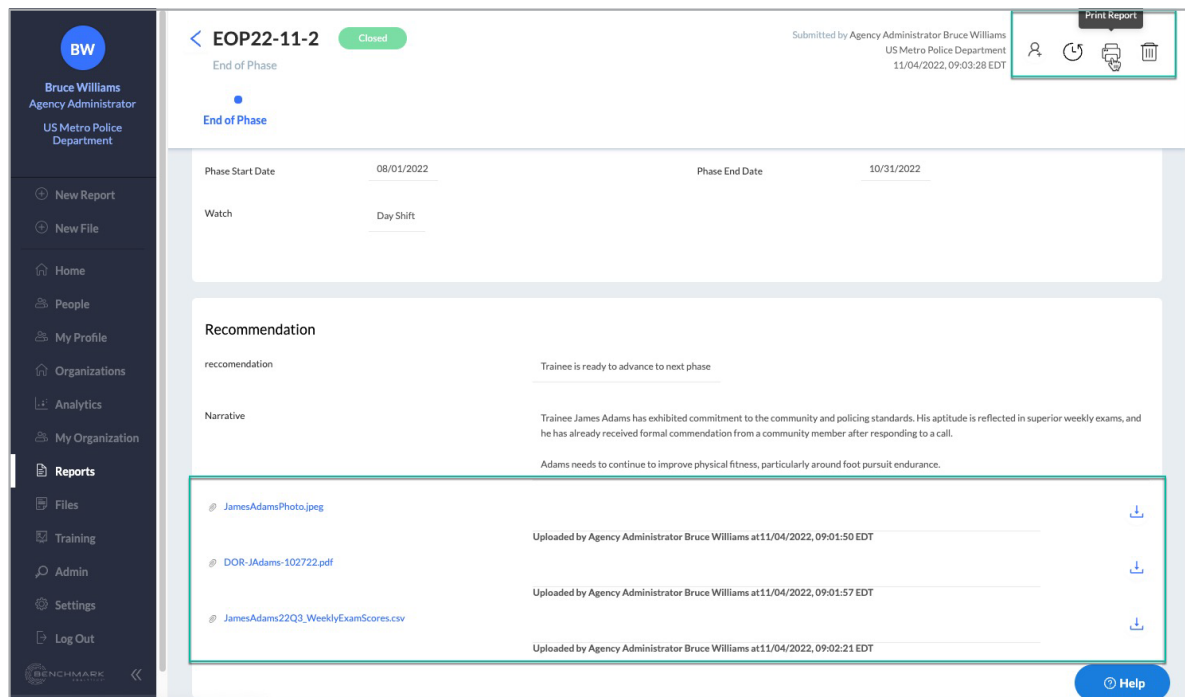
In a coming release we will automatically name the attachment file with the report to make saving PDF documents even easier.

BENCHMARK
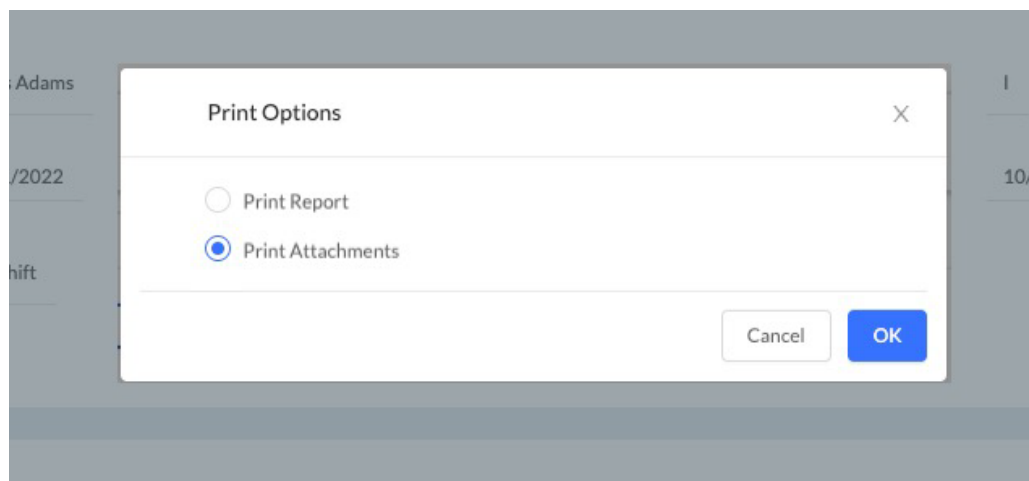ANALYTICS®

Printing Report Attachments

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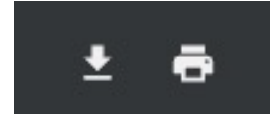
1. Click Print Report at the top of the screen:

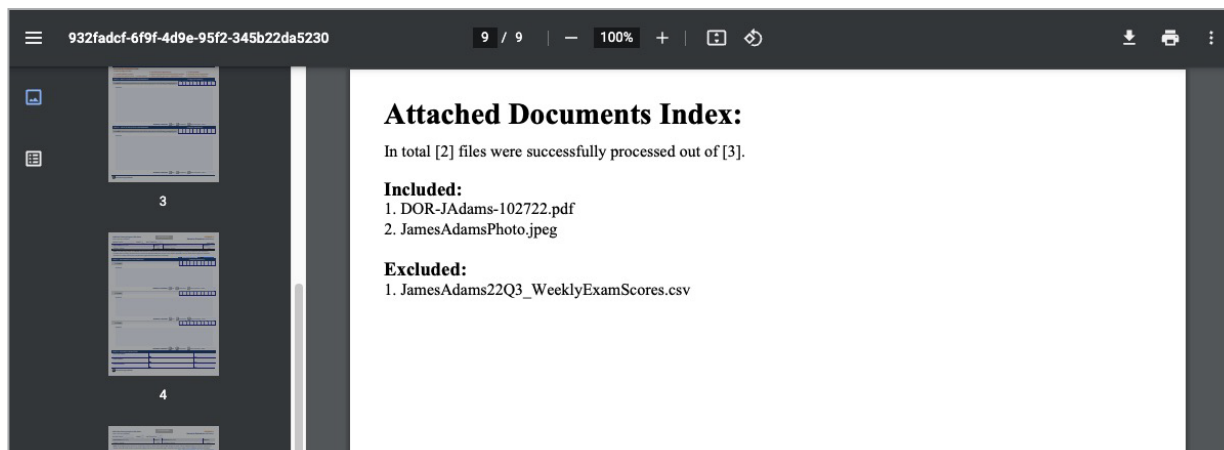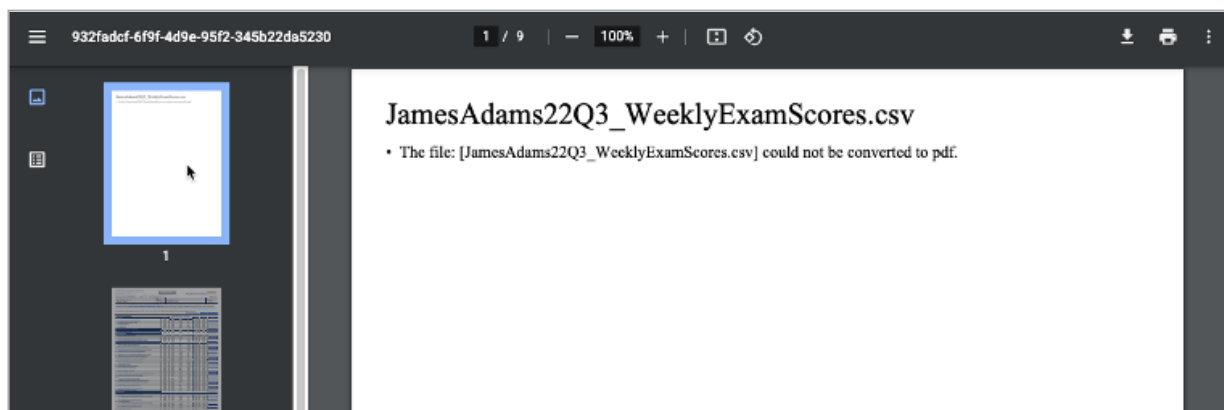2. The default setting is Print Report, but you can select Print Attachments and click OK:

BENCHMARK
ANALYTICS

Printing Report Attachments

3. 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.

BENCHMARK
ANALYTICS®

Printing Report Attachments

4. When printing, you can:

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

   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.

BENCHMARK
ANALYTICS