



Benchmark Analytics

New Reports List Filters
Available!

FEATURE UPDATE

What's New

New Reports List Advanced Filters

Benchmark is excited to release three important filters to the Reports List Page:

- Mentioned User - find reports that reference another Benchmark user, such as all Field Training Reports for Officer Hannah Smith.
- Report Submitter - find reports more efficiently by filtering by the user that submitted the report.
- Internal Case Number - for those agencies that track reports by an internal case or reference number, this is now searchable as well. Type in a partial or exact case number to find the report you need.



Release Date: August 17, 2023

NEW REPORTS FILTERS

New Advanced Filters: Mentioned Users and Report Submitter

Find reports by a specific officer(s) or Benchmark users referenced in the report using the Mentioned Users selector. With the 'Mentioned Users' selector, you can choose multiple users, and any reports that include any of the selected users will be displayed.

If your agency is using the "Mentioned Users" report in Analytics, this functionality will automatically work and can be used as a quicker alternative to find specific reports.

Alternatively, you can filter reports based on a specific user that submitted the report. This functionality has been updated to improve both the efficiency and accuracy of searching for the user.

The screenshot shows the 'Advanced Filters' modal. It contains several filter fields: 'Report Type' (set to 'View All'), 'Report Status' (set to 'Status'), 'Event Date' (with 'Start date' and 'End date' inputs), and 'Submitted Date' (with 'Start date' and 'End date' inputs). Below these are two new filters: 'Mentioned Users' and 'Report Submitter', both with placeholder text. A yellow rectangular box highlights these two new filters. At the bottom of the modal are 'Reset' and 'Apply' buttons.

This close-up shows the 'Mentioned Users' filter field. The dropdown menu is open, displaying a list of user names: Maya Anderson, Cyrus Banister, Leo Berenstein, and Jake Boseman. The 'Reset' button is visible to the left of the dropdown.

NEW REPORTS FILTERS

Search by Case/Internal Reference Number

If your form has a case or internal reference number, you can now filter reports by this number in addition to the Benchmark reference. This search will work for both exact and partial matches.

In the example below, Case Number 152462 is returned when searching "152" or "2462."

The screenshot shows the 'Reports' section of the Benchmark Analytics interface. At the top, there is a search bar with the placeholder text 'Search by report name or case number'. Below this, a dropdown menu is set to 'Admin All'. The search bar contains the text '236'. To the right of the search bar, there is a magnifying glass icon. Below the search bar, there is a button labeled 'Advanced Filters'. The main content area shows a report titled 'Use of Force UOF23-6-19' with a case number '236586' highlighted. Below the title, it says 'Submitted by Olivia Person from Sunny Police Department at 06/01/2023, 16:44:07 CDT'. To the right, there is a button labeled 'Take Action'. At the bottom right, there is a pagination control showing '1' of 1 pages.

You can also search by case number when adding reports to a case file.

The screenshot shows the 'IAPS23-7-2' case file interface. The title is 'Investigation of Officer Thomas'. The description is 'Testing search by case number'. The type is 'Internal Affairs Police Standards'. The created on date is '07/31/2023'. The owner is 'Olivia Person'. Below the main form, there is a 'Related Reports' section. A modal window titled 'Related Reports' is open, showing a search bar with the text '236'. Below the search bar, there is a table with two columns: 'Report Number' and 'Report Type'. The table contains one row with the report number 'UOF23-6-19' and the report type 'Use of Force'. At the bottom of the modal, there are buttons for 'Cancel' and 'Save'. The background interface shows a 'Total number of records: 1' at the bottom left.

How to Access These New Filter and Search Capabilities

In most cases, your report templates are already set up for mentioned users, report submitter, and internal case numbers. This month, we will update the system to source the search criteria from historical reports. In the meantime, if you have questions please reach out to your implementation lead.