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.
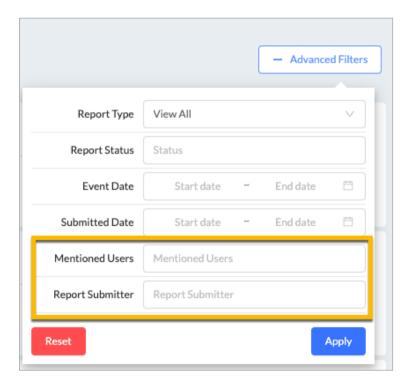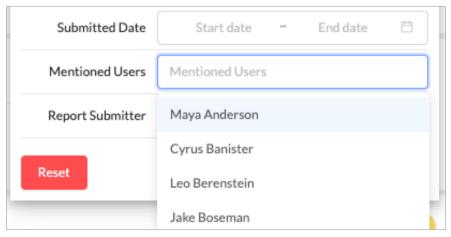
BENCHMARK ANALYTICS

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.
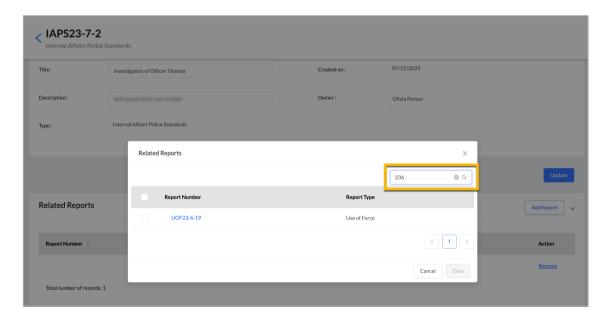
Search by Case/Internal Reference Number

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."

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

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.

BENCHMARK
A N A L Y T I C S