



New Feature:
Ad-Hoc Reports

Agenda

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- Navigating to the Ad-Hoc Report
- Interacting with the Ad-Hoc Report
- Downloading Ad-Hoc Report
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Ad-Hoc Reports Feature

- Benchmark Analytics is excited to announce that your agency will now be able to use the new Ad-Hoc Reports feature.
- This includes the ability to generate reports and filter by various parameters.
- Users can also export reports into a PDF or CSV file.
- The updates are available to any user that has access to Benchmark's Analytics page.
- This new self-service feature will enable users to more easily access data within the Analytics Module under 'Ad-Hoc Reports'.

Navigating to the Ad-Hoc Report

1 Navigate to 'Analytics' from the side bar navigation

2 Select 'Ad-hoc Report' Menu

3 Click on 'Ad-hoc Report'

4 Click on the 'Data Type' drop down menu and select the data type of choice

The interface shows a side bar with options: New Report, Home, People, My Profile, **Analytics**, Reports, Internal Affairs, Admin, Settings, and Log Out. The top navigation bar includes Reports, Officers, and **Ad Hoc Report**. The Ad Hoc Report sub-menu lists: Ad Hoc Report (Self-service customizable reporting). The Data Type dropdown menu lists: Reports / UOF Subject Actions Led to Force, Reports / UOF Subject Resistance, Reports / UOF Officer Force Applied, Reports / Vehicle Pursuit, Incidents / UOF Subject Actions Led to Force, Incidents / UOF Subject Resistance, and Incidents / UOF Officer Force Applied. The Time Period section includes Year, Quarter, Month, and 2021.

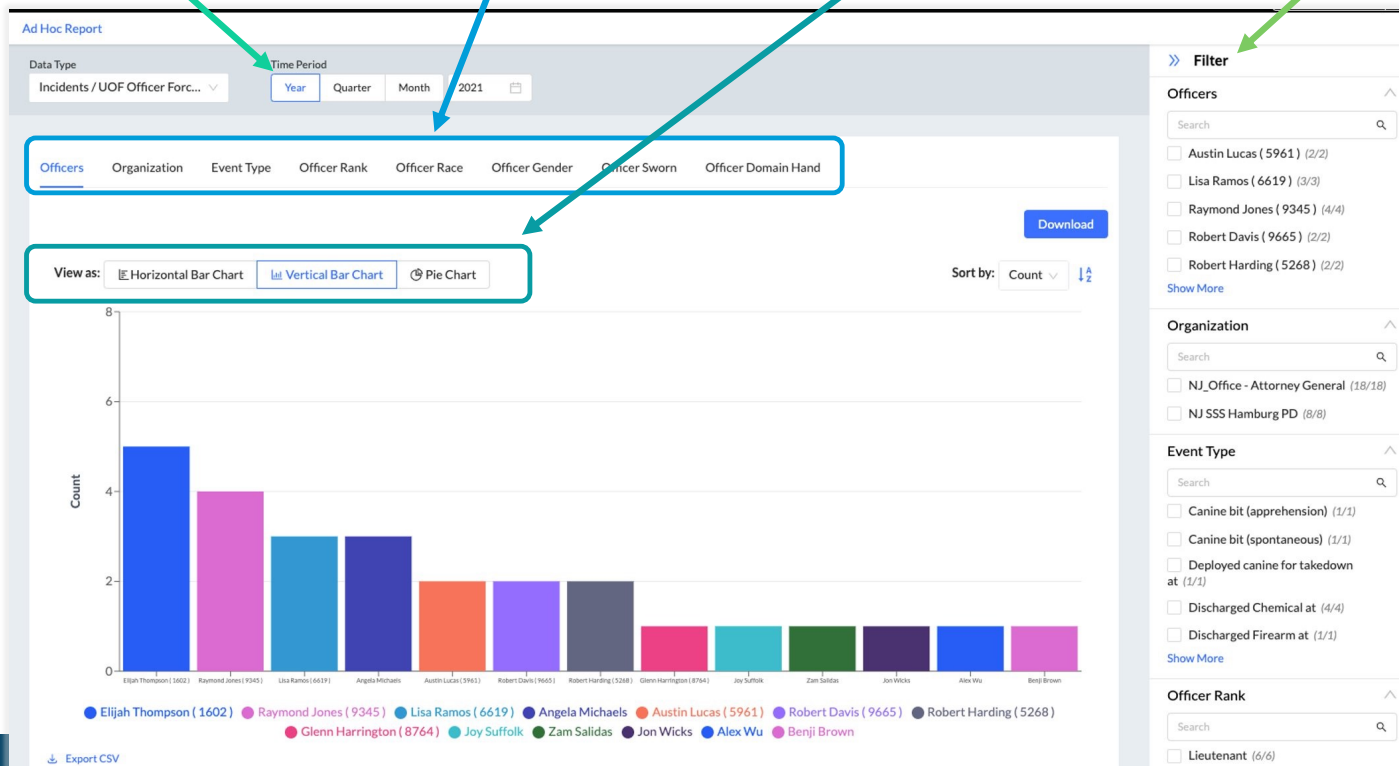
Interacting with the Ad-Hoc Report

Filter by
'Time Period'

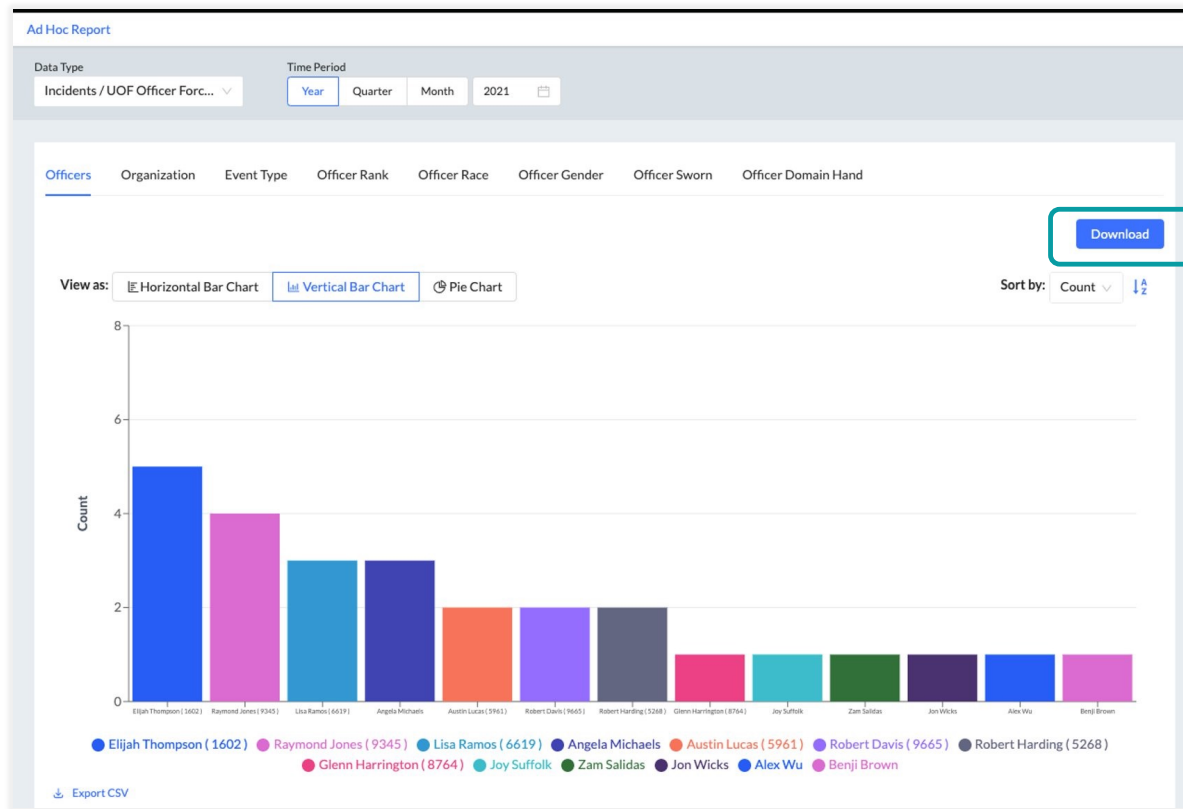
View counts by different
parameters

Choose the type of
chart for the visual

'Filter' the visual
by different parameters



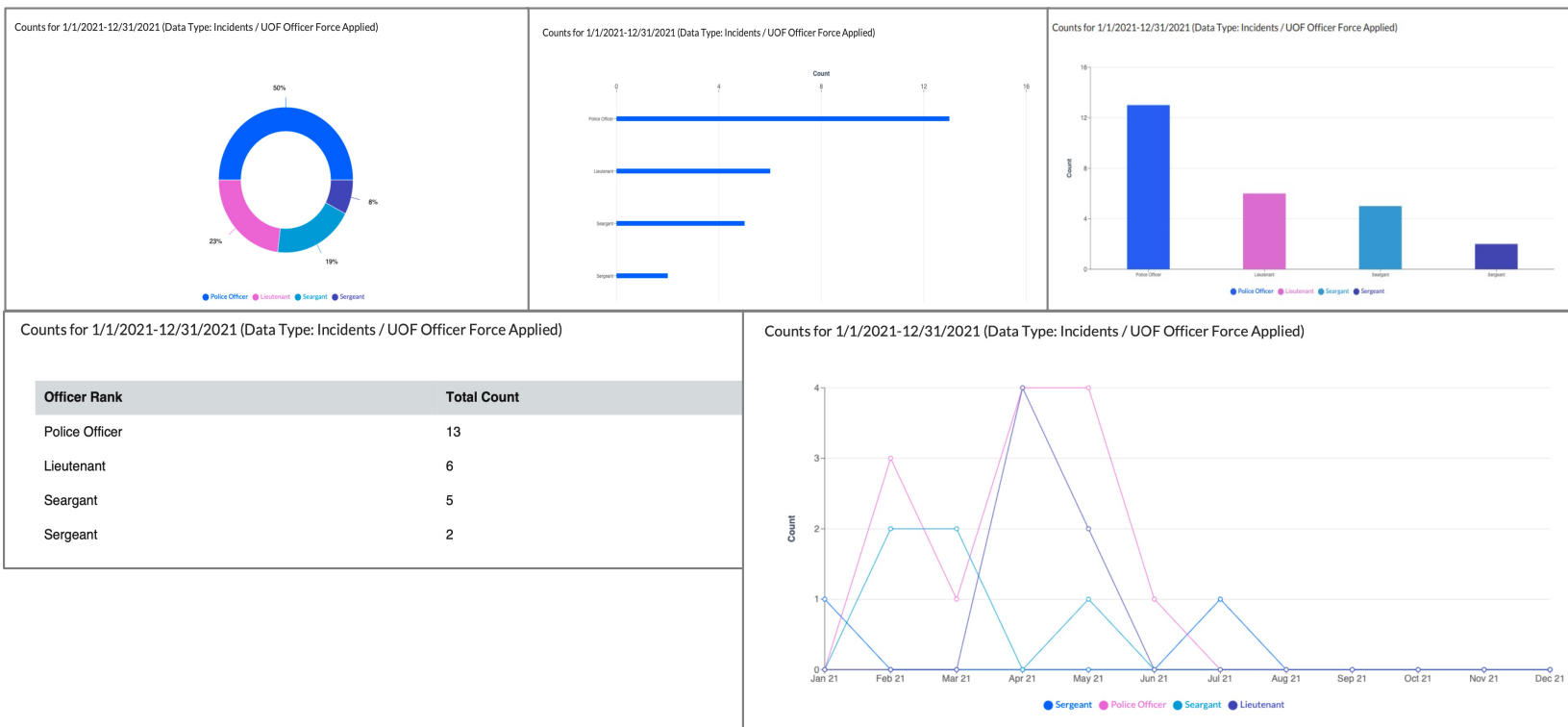
Downloading Ad-Hoc Report



'Download' the report to view all charts

Upon clicking 'Download' the user will receive a compiled PDF of all the visualizations and tables.

Ad-Hoc Report Download Sample





Thank You!

