

How do I generate a personalised Benchmark report?

The screenshot shows the 'Towards Maturity Benchmarking Report' interface. At the top, there are four tabs: 'My review', 'My personalised report', 'My action plan', and 'My group'. Below the tabs, the title 'Towards Maturity Benchmarking Report' is displayed. A message states: 'My personalised report is Step 2 of the benchmark process. Here you can generate a benchmark report from your responses to the review. Your personalised report will help you compare your current performance and implementation activities with your peers.' A 'Further info' button is located to the right. Below this, a note says: 'You choose when to generate your report – it is not done automatically. We recommend that you complete Step 1, My review, as fully as you can before generating your report so that we can provide you with the best possible feedback.'

The main content area is highlighted in yellow and contains the following elements:

- A message: 'This is your report generated on the 18th May 2011 at 10:43 am'. Below it is a link: 'Download my report as a PDF'.
- A message: 'You can generate 1 further reports'. Below it is a green button: 'Generate a new report' (circled in red).
- A 'Request info' button and a text box: 'Get a more detailed analysis if your benchmark results, next step recommendations & additional resources through our free 10 day premium user trial for corporate users. Request information here.'
- A 'View a different report' section with a date dropdown menu (set to '18th May 2011 at 10:43 am'), a 'Show results for comparison' section with a 'Choose...' dropdown, and a 'Go' button.

Below the yellow box, a message states: 'As you scroll down this page, your personalised report will appear in 3 sections:' followed by a list of sections: 'Performance indicators', 'Benchmark', and 'Detailed report'. A note below says: 'In each section you will be able to compare your responses with average scores and the TM Benchmark. If your score is greater than the TM benchmark then you are in the top quartile for performance. We recommend that you print the full report for your records.'

At the bottom, a message states: 'Basic users who wish to review their detailed report can request a free 10 day premium user trial as indicated above.' Below this is a navigation bar with three tabs: 'Performance indicators', 'Benchmark', and 'Detailed report' (all three are circled in red). To the right of the tabs is a 'Print View' button with a printer icon.

Click on the Generate a new report Green Button to create your personalised Benchmark report.

You chose when to generate your report – it is not done automatically. We recommend that you complete My Review as fully as you can before generating your report so that we can provide you with the best possible feedback.

Then either scroll down the page to view your report on click on one of the tabs