

# How do I download and print out my report?

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "My review", "My personalised report", "My action plan", and "My group". Below the navigation bar is a header section with a user icon and the text "Towards Maturity Benchmarking Report".

The main content area contains the following elements:

- A paragraph explaining that the personalised report is Step 2 of the benchmark process and that users can generate a report from their responses to the review. A "Further info" link is provided.
- A paragraph stating that users choose when to generate their report and recommending they complete Step 1, "My review", before generating their report.
- A yellow box containing:
  - Text: "This is your report generated on the 18th August 2011 at 4:17 pm".
  - A button labeled "Download my report as a PDF" which is circled in red.
  - Text: "You can generate 0 further reports".
  - 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 dropdown menu showing "18th August 2011 at 4:17 pm".
- A "Show results for comparison" section with a dropdown menu showing "Choose...".
- A "Go" button.

Below the yellow box, there is a section titled "As you scroll down this page, your personalised report will appear in 3 sections:" followed by a bulleted list:

- [Performance indicators](#)
- [Benchmark](#)
- [Detailed report](#)

At the bottom, there is a paragraph: "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."

The footer of the page contains a navigation bar with four buttons: "Performance indicators", "Benchmark", "Detailed report", and "Print View".

## Downloading and Printing Reports –

Click on the **my personalised report** tab. Then click on **Download my report as a PDF**.

The detailed report is only a feature of our Premium Member service.

Why not become a [Premium member](#) and have access to your report all year plus enjoy a number of additional benefits.