Benchmarks

Guide for Superusers

The Benchmark module in Wide Narrow allows you to gather and present information in Profiles (one subject deep dive) and Benchmark matrixes (comparing several subjects in one view).

Creating and editing a new Benchmark template

1. Navigate to the **Benchmarks** menu tab.

2. Click the **New Benchmark** button on the Benchmarks overview page.

3. Enter a name of the Benchmark template.

4. Click **Add header** to structure the Benchmark template in sections with headlines.

5. Click **Add rows** to add rows: Mark Text, Image, Files, Checkbox and Traffic lights to specify how to display the content.

6. If you want to change the order of the headers and rows, use the drag and drop function.

7. When finished, click **Save**.

Now you have a Benchmark template to start with. If you want to edit the Benchmark:
Click the Setting icon on the Benchmark and select **Edit** to edit the template.
Click the Setting icon and then choose **Delete** to remove the template.

Creating and editing a new Profile

The next step is to create the **Profiles**. Start with the Profile layout.

1. Open the Benchmark and click the New Profile button at the top right of the page.

2. Name the profile.

3. Select background color and text color.

4. Tick Show attachments in PDF to display attached file names in the PDF export.

5. Select which Benchmark template the Profile will belong to in the **Belongs to Benchmark** drop-down list.

6. **Feeds:** The Feed option enables you to connect a feed based on a Saved Search to the Profile in Wide Narrow.

    a. Click **Feed** and select a Saved Search in the drop-down list.
    b. Switch the toggle button **Preview the feed**.
    c. Click **Save** to add the feed to the Profile.

   If you want to create a new Saved Search for your Profile feed, go to **Search** and create a **System Saved Search**. The System Saved Search is now available in the Profile feed list.

7. **Members:** Add Members to the Profile to allow your colleagues to collaborate in adding content and updating the Profiles.

    a. Click **Members** and add users or user groups as members.

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b. Set access as Owner, Writer, or Reader.

8. When finished, click **Save**.

If you want to edit the **profile layout**: Click the Settings icon on the Profile and select **Edit layout** to edit the Profile layout.

Click the Settings icon and select **Preview** to preview the profile layout.

Click the Settings icon and select **Delete** to remove the Profile.

To create more Profiles, click the **New Profile** button to add another Profile.

Add content to the Profile

1. Navigate to **Benchmarks** and click to open the **Benchmark** the Profile belongs to.

2. Click the **Profile** icon to open the Profile and then click **Edit content**.

3. Add a Profile summary in the top Description field and a profile image in the Logo field.

4. Add text, images, files and mark checkboxes and traffic lights to fill the Profile rows with content. When finished, click **Save**.

5. Click the **Settings icon** and select **Preview** OR click **Go to read page** to preview the Profile.

6. To export the Profile to PDF, open the Profile, click **PDF** and then **Download**.

Comparing Profiles belonging to the same Benchmark template

1. Navigate to **Benchmarks** and click to open the **Benchmark**.

2. Drag and drop the Profiles to the Profile drop-zone and click the **Compare profiles** button. You can compare as many profiles as you like.

3. Tick the boxes to select rows to hide and display. Switch the toggle button to only show checked rows.

4. Export the matrix to PDF by clicking on **PDF** in the top right corner.

5. Click **Add profile to the table** to add another Profile to the Benchmark table.

6. Click the **settings** icon (three dots) on the top right corner of each profile, to edit, move, remove or read single Profiles on the Benchmark table.