# Surveys | Printing reports

1. Printing Single Sections

- o   When something is printed from FinxS, it will have the same appearance as it does on screen.

- o   When a report is printed, it is generated as a PDF document.

- o   If response/result groups or questions have been deselected, they will be excluded when the report is printed.

- **Select the section** you would like to view and set it up on screen as you would like it to print.

- **Click "Print this section",** top left, immediately above the row of tabs.

- A **print menu** will appear. Ensure all boxes are correctly filled in using the dropdown menus:

  - o   **Language** will be the language the questionnaire was created in and won't change.

o **Report Template**: If you have created a report template for your Survey reports, select it here from the dropdown box. Alternatively, just use the default template that automatically appears.

o Create a **name** for your report.

o Ensure the **Organisation name** is correct (this can be changed if required).

o **Click "OK"** and FinxS will generate the report.

- There is **no additional cost** to reprint reports, so it is recommended you play with the results to find the print option that best suits your needs.

- If you would like **to change the colours of the charts,** go to the "Users" tab at the top of the screen and select "Admin Users" from the dropdown menu.

  o Select the name of the account from the column on the left and then click on the tab called "Colors".

  o You can now update the colours (except the "brand colour") that will be used to display the charts.

  o The brand colour will be used as the first default colour.

Options ✕

Language:
English (Australasia) ▾

Report Template:
TestNZL ▾

Name:
(Name)

Organisation:
(Organisation)

✛ ✓ Results by question groups
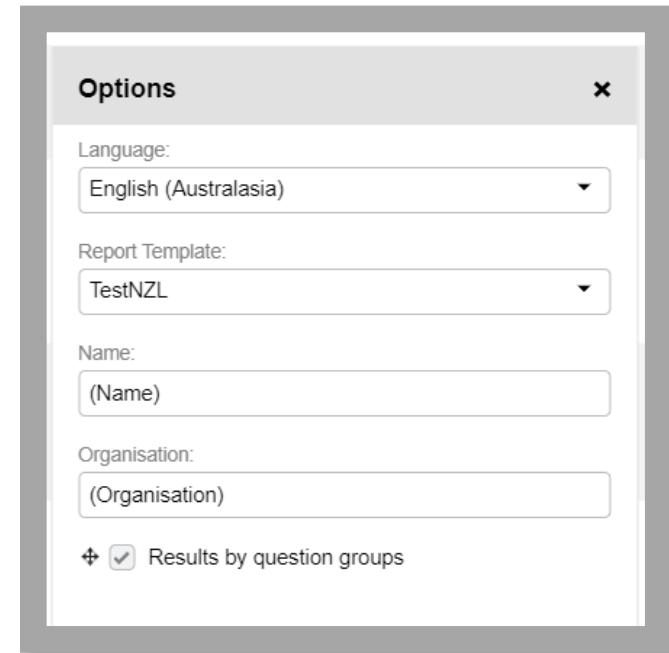
2. Printing Multiple Sections

- When something is printed from FinxS, it will have the same appearance as it does on screen.

- When a report is printed, it is generated as a PDF document.

- If response groups or questions have been deselected, they will be excluded when the report is printed.

- If you would like to **print multiple sections** within the same PDF, set up on screen how you would like each section to print.

- Then click on **"Print PDF"** on the top right of the screen.

- When printing multiple sections, the same questions and response groups must be used.

- **A print menu will appear**. Ensure all boxes are correctly filled in using the dropdown menus:

  - **Language** will be the language the questionnaire was created in and won't change.

  - **Report Template**: If you have created a report template for your Survey reports, select it here from the dropdown box. Alternatively, just use the default template that automatically appears.

  - Create a **name** for your report.

  - Ensure the **Organisation name** is correct (this can be changed if required).

  - **Tick the sections you would like to print** – Ranking Section, Results by Questions, Results by Question Groups and/or Result Groups. Ensure there is a tick next to the sections you want to print and remove ticks from sections you don't want to print. You can also change the order the sections will print in by clicking on the ⊕ and moving them up or down.

  - **Click "OK"** and FinxS will generate the report in PDF format.
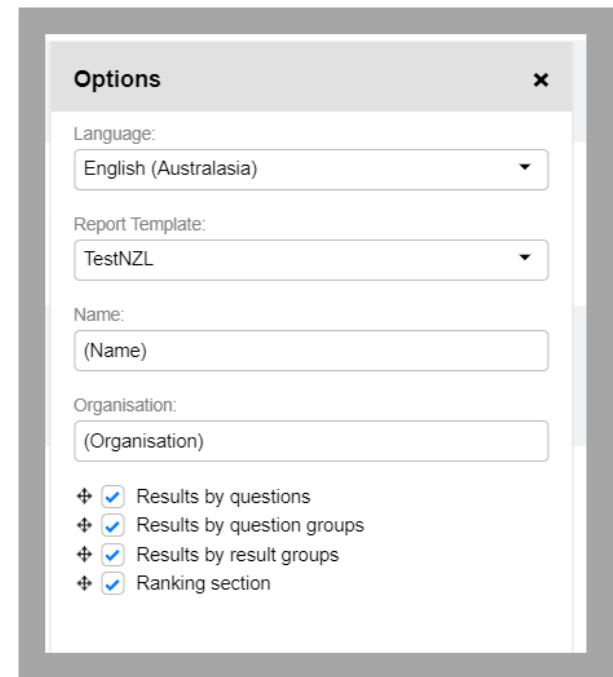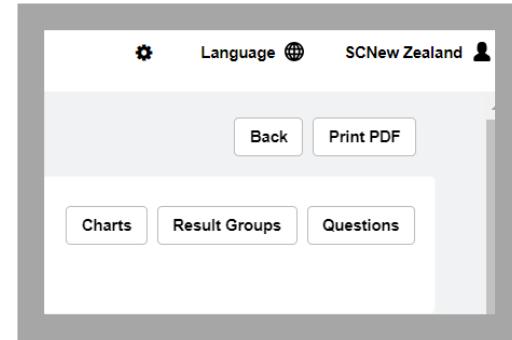
- There is **no additional cost** to reprint reports, so it is recommended you play with the results to find the print option that best suits your needs.

- If you would like to **change the colours of the charts,** go to the "Users" tab at the top of the screen and click on "Admin Users".

  o Select the name of the account from the column on the left and then click on the tab called "Colors". You can now update the colours (except the "brand colour") that will be used to display the charts.

  o The brand colour will be used as the default first colour.