# Format Evaluations for Printing

## Overview

When printing evaluations it sometimes may be necessary to adjust the formatting before printing in order to see all the text in free form comment boxes that are very long. Below are steps to follow to achieve this adjustment so your printed evaluations contain the information you would like to see.

1. Highlight the completed evaluation you would like to print and <u>instead</u> of clicking **View Evaluation** button, click the **Format for Printing** button.

| Title | Agent | Group | Form | Evaluato... | Evaluati... | Media St... | Score | Status |
|---|---|---|---|---|---|---|---|---|
| Media Sta... | jethomas | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 69 | Complete |
| Media Sta... | hnmacdo... | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 90 | Complete |
| Media Sta... | kapaul | Dispatche... | Phone Re... | acsmith | 2020-01-1... | 2020-01-1... | 100 | Complete |
| Media Sta... | laargiro | Dispatche... | Phone Re... | acsmith | 2020-01-1... | 2020-01-1... | 100 | Complete |
| Media Sta... | caemig | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 90 | Complete |
| Media Sta... | laargiro | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 100 | Complete |
| Media Sta... | rafrank | Dispatche... | Quality I... | acsmith | 2020-01-1... | 2020-01-1... | 100 | Complete |
| Media Sta... | alsummers | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 89 | Complete |
| Media Sta... | bnmcclearn | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 66 | Complete |
| Media Sta... | bnmcclearn | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 73 | Complete |
| Media Sta... | mlmurray | Dispatche... | Phone Re... | acsmith | 2020-01-1... | 2020-01-1... | 91 | Complete |
| Media Sta... | jehipp | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 85 | Complete |
| Media Sta... | raberry | Dispatche... | Phone Re... | acsmith | 2020-01-1... | 2020-01-1... | 65 | Complete |
| Media Sta... | tkrunkle | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-1... | 80 | Complete |
| Media Sta... | bnmcclearn | Dispatche... | Phone Re... | acsmith | 2020-01-1... | 2020-01-1... | 72 | Complete |
| Media Sta... | rhshultz | Dispatche... | Phone Re... | larineholt | 2020-01-1... | 2020-01-0... | 77 | Complete |
| Media Sta... | alsummers | Dispatche... | Phone Re... | acsmith | 2020-01-0... | 2020-01-0... | 95 | Complete |
| Media Sta... | jethomas | Dispatche... | Phone Re... | acsmith | 2020-01-0... | 2020-01-0... | 90 | Complete |
| Media Sta... | mtknaper | Dispatche... | Phone Re... | acsmith | 2020-01-0... | 2020-01-0... | 100 | Complete |
| Media Sta... | tkrunkle | Dispatche... | Phone Re... | acsmith | 2020-01-0... | 2020-01-0... | 100 | Complete |
| Media Sta... | mreaser | Dispatche... | Phone Re... | larineholt | 2020-01-0... | 2020-01-0... | 95 | Complete |
| Media Sta... | tkrunkle | Dispatche... | Phone Re... | larineholt | 2020-01-0... | 2020-01-0... | 95 | Complete |
| Media Sta... | rafrank | Dispatche... | Quality I... | larineholt | 2020-01-0... | 2020-01-0... | 100 | Complete |

[ View Evaluation ]  [ Delete Evaluation ]  [ Format for Printing ]
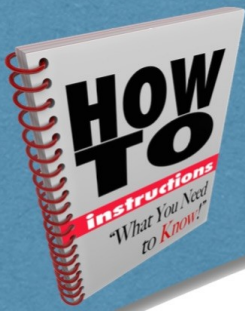
2.  When the preview window opens with your completed evaluation, locate any comment boxes with long amounts of text in it and left mouse click and hold the window expansion indicator icon and drag your mouse to resize and expand the comment box to include all the text you would like to see.

| 15 | Asked about alcohol and drug use? Interrogation | ○ Yes ○ No ● N/A |
| 16 | Asked other appropriate questions (i.e. questionnaire, responder safety concerns, if ems needed, caller's name ,etc.)? Interrogation | ● Yes ○ No ○ N/A |
| 17 | Documented all pertinent or additional information? CAD Skills | ● Yes ○ No ○ N/A |
| 18 | EMD-Was all the EMD script followed correctly? Interrogation | ○ Yes ● No ○ N/A |
| 19 | EMD-Was caller provided with appropriate DLS instructions? Interrogation | ○ Yes ○ No ● N/A |
| 20 | Overall Comments Overall Comments | Jon did a great job of being calm and professional. Jon was also in control of the |

3.  Once all comment boxes or any other formatting has been adjusted, you can now print the evaluation and it should look like the preview window adjustments you have made.

| 11 | Maintained a calm and professional tone and demeanor? Customer Service skills | ● Yes ○ No ○ N/A |
| 12 | Controlled the call (i.e. avoided gaps, did not prolong call, transfers call if appropriate)? Customer Service skills | ● Yes ○ No ○ N/A |
| 13 | Spoke clearly and audibly? Customer Service skills | ● Yes ○ No ○ N/A |
| 14 | Asked about weapons? Interrogation | ○ Yes ○ No ● N/A |
| 15 | Asked about alcohol and drug use? Interrogation | ○ Yes ○ No ● N/A |
| 16 | Asked other appropriate questions (i.e. questionnaire, responder safety concerns, if ems needed, caller's name ,etc.)? Interrogation | ● Yes ○ No ○ N/A |
| 17 | Documented all pertinent or additional information? CAD Skills | ● Yes ○ No ○ N/A |
| 18 | EMD-Was all the EMD script followed correctly? Interrogation | ○ Yes ● No ○ N/A |
| 19 | EMD-Was caller provided with appropriate DLS instructions? Interrogation | ○ Yes ○ No ● N/A |
| 20 | Overall Comments Overall Comments | Jon did a great job of being calm and professional. Jon was also in control of the call. The location was not double verified. Jon did not ask for or attempt to verify a phone number with the caller. Jon documented a phone number but did not document how the number was obtained. Jon chose the correct chief complaint. Jon skipped the complaint description question. For Key Questions, Jon did a great job of verifying the type of situation. For the question, Jon asked if there was one nearby. PDI correctly. Jon chose the correct pathway compressions only. For panel C2b, Jon add "can you" which changes the instruction to ion. skipped panels C11b, C11c, and then panel C1 as not read correctly. The call was coded correctly. |

For additional inquiries you can contact us at:
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