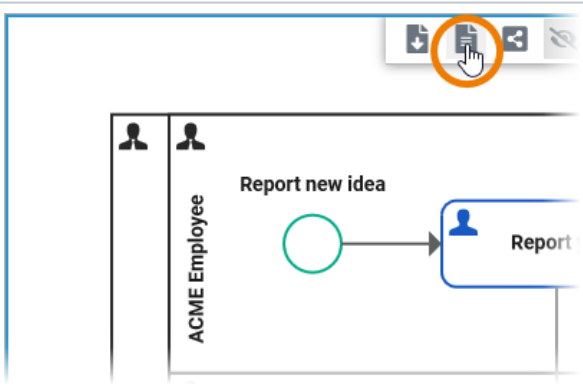


Creating Diagram Reports

Users can create a report of their BPMN model on the diagram pane. The necessary tool is provided in the model toolbar.

Related Pages:

- [Working with the BPMN Editor](#)
- [PAS Designer Administration](#)
 - [Configuring Templates for Model Reports](#)



Open the model for which you want to create the report.

Click the  icon in the model toolbar to start the creation of the report.

The **Select Report** pop-up opens, allowing you to customize your report.

Choose the report type first. Available options are:

- **Print model:** Send the model report to a printer.
- **Print model to Word:** The report is generated as a Word document.

If you choose the option **Print model to Word**, the button **Save as Word document** will be shown.

Select Report

Print model to Word ▾

Print model

Choose print options:

☐ Multiple pages

☒ Fit to one page

☐ Fit to multiple pages (scaled)

☒ Show header

Save as Word document Cancel

Then choose your print options:

- **Multiple pages:** Distributing the model image over several pages. Keeps the original scale of the model. May have empty horizontal or vertical space on the edge pages.
- **Fit to one page:** The model image is displayed on one page (default).
- **Fit to multiple pages (scaled):** Distributing the model image over several pages. Uses entire pages without empty space. Does not keep the original scale of the model.

	Show header : Displays the model name as document title. The option is activated by default.
IdeaProcess <pre> graph TD subgraph Administrator direction TB Start(()) --> ReportNewIdea[Report new idea] end subgraph ModelDesigner[Model Designer] direction TB ReportYourIdea[Report your idea] --> IdeaReported{Idea reported?} IdeaReported -- "Idea reported" --> SendRejectionMail[Send rejection mail] SendRejectionMail --> EndRejection((End Rejection)) IdeaReported -- "Idea approved" --> SendApprovalMail[Send approval mail] SendApprovalMail --> EnterInstructions[Enter instructions for realization] EnterInstructions --> ShowInstructions[Show instructions for realization] ShowInstructions --> EndApproval((End Approval)) end subgraph ModelManager[Model Manager] direction TB EndRejection EndApproval end ReportNewIdea --> ReportYourIdea </pre>	Now you are able to print the report or save it as Word document.
<pre>{#showHeader}{modelName}/{showHeader}</pre> <pre>{#modelImages} (imagePlaceholder) (/modelImages)</pre>	Expert Advice Users with administrator

ation rights can adapt the design of the report template in the Designer administration is [tration](#). See [page](#) [C](#)onfiguring T

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