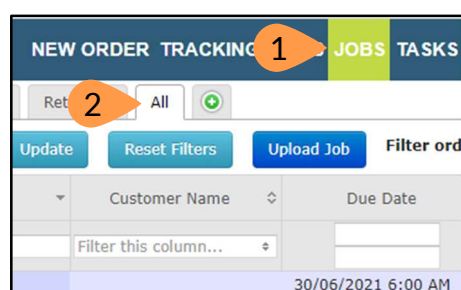


ADDING CUSTOM FIELDS TO A REPORT

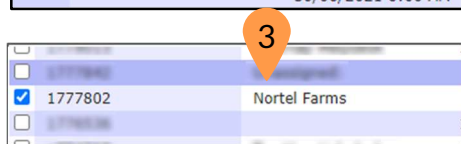
You may have custom fields that you would want your customers to be able to see on their reports. For example, you may have a custom field for the weather conditions when working on the job, and you want to include that on the report.

This guide works off the assumption that you already have custom fields set up on your account. If you don't have custom fields already set up, please refer to the guide on setting these up.

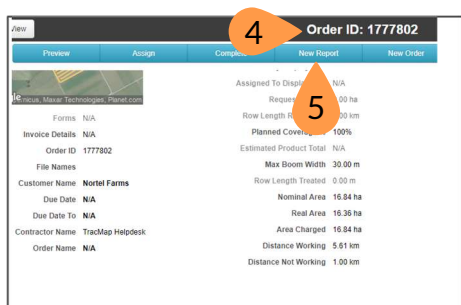
Note: It is recommended that TracMap is accessed using the browser Google Chrome.



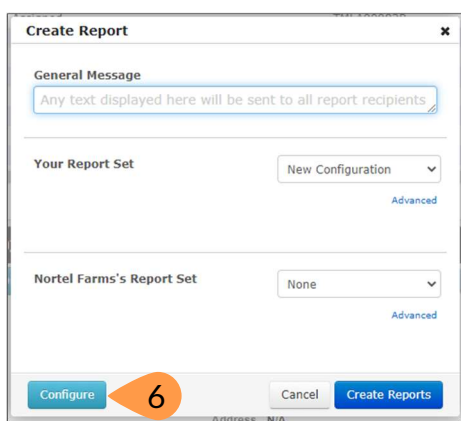
- 1 Click **JOBS**
- 2 Click **All** to bring up all of your jobs on your account



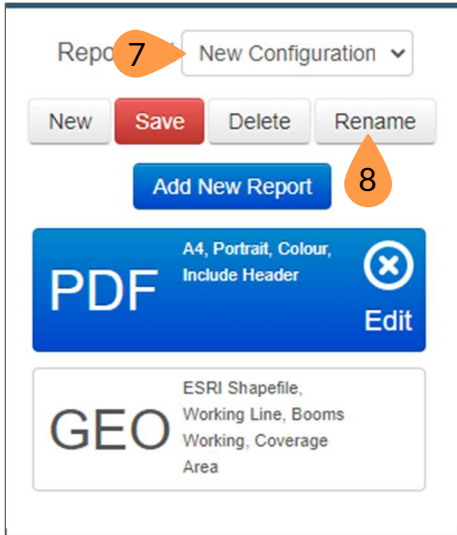
- 3 Click on the job you want to create a report for.



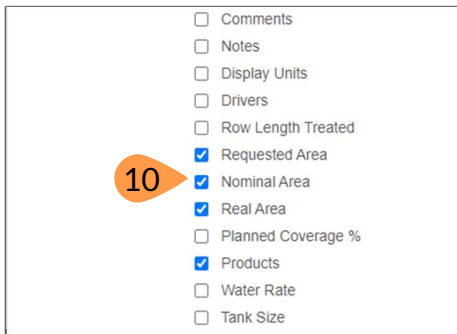
- 4 The details of the job will open up
- 5 Click **New Report**



- 6 Click **Configure** in the bottom left corner



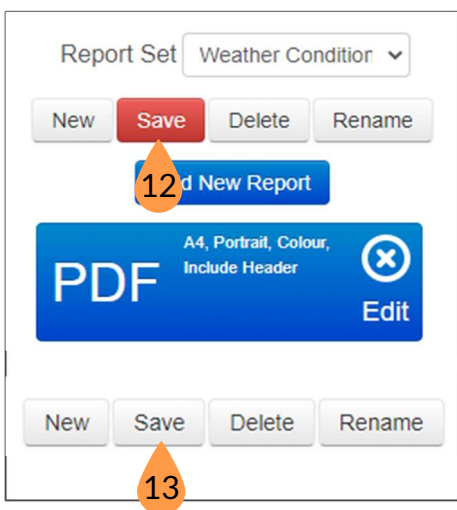
- 7 By default, the name of the new report set will be **New Configuration**
- 8 Click **Rename** to change the name of the report
- 9 Click **Edit** on the PDF option to bring up the editing options



- 10 Click on the Checkboxes to select whether the field shows on the report



- 11 Checked options will show on the preview report



- 12 Click **Save** to save changes made to the report set
- 13 **Save** button will change from Red to Gray when no changes are pending