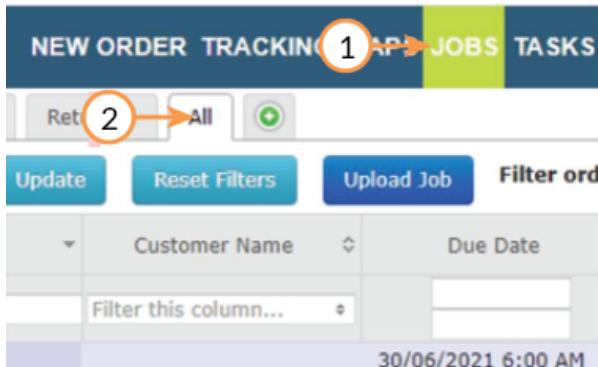


HOW TO

ADD CUSTOM FIELDS TO A REPORT



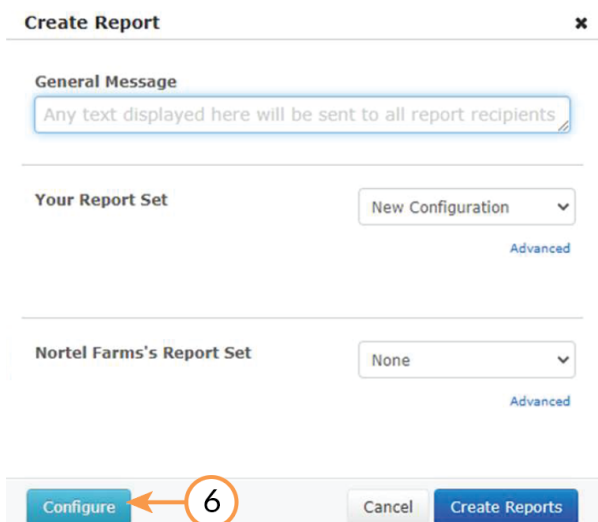
1. Click 'JOBS'
2. Click All to bring up all of your jobs on your account



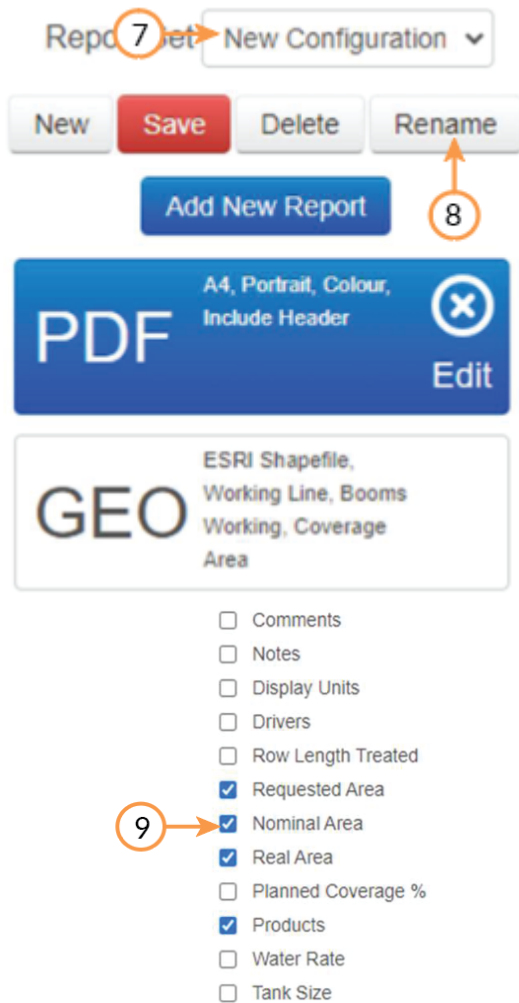
3. Click on the job you want to create a report for.



4. The details of the job will open up
5. Click 'New Report'

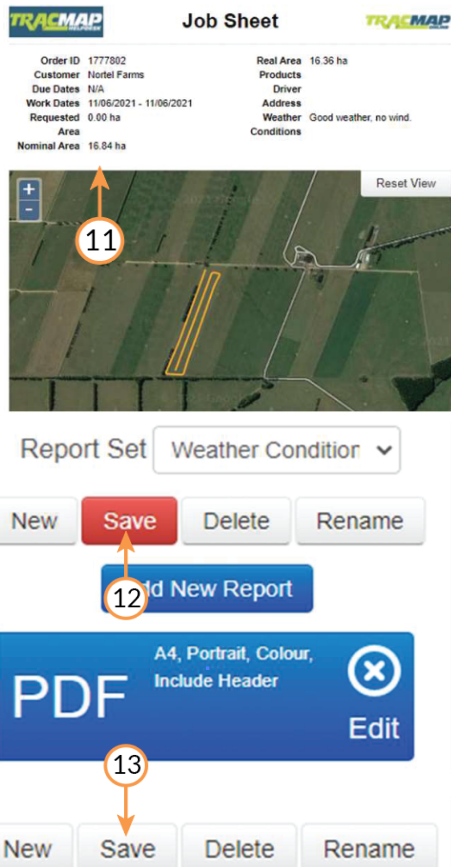


6. Click Configure in the bottom left corner



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

