

# CREATING A CUSTOM REPORT

1. This feature allows you to add custom content to your PeopleKeys report.

From your account homepage, in the Resources box, click **Custom Report Styles**.

**Resources**

- ▶ Profile Search
- ▶ Cover Page Image
- ▶ Custom Report Styles
- ▶ Import Users
- ▶ Export Assessments

2. On the following page, begin by naming your custom report. This name will not appear on the cover. Next, select the base report that you intend to customize then click the **Create Button**.

**Custom Report Style**  
**Create a New Custom Report Style**

- ▶ Name:
- ▶ Based on:
- ▶ **Create**

3. You will see the newly created custom report listed below. You can begin editing this report by clicking **Edit Report Sections**.

**Custom Report Style**  
**Create a New Custom Report Style**

- ▶ Name:
- ▶ Based on:
- ▶ **Create**

Custom Report Name	Based on:	
New Section	4D-DISC, TEAMS, Values with BAI Default Report	<a href="#">Edit Report Sections</a> <a href="#">Edit Name</a> <a href="#">Delete</a>

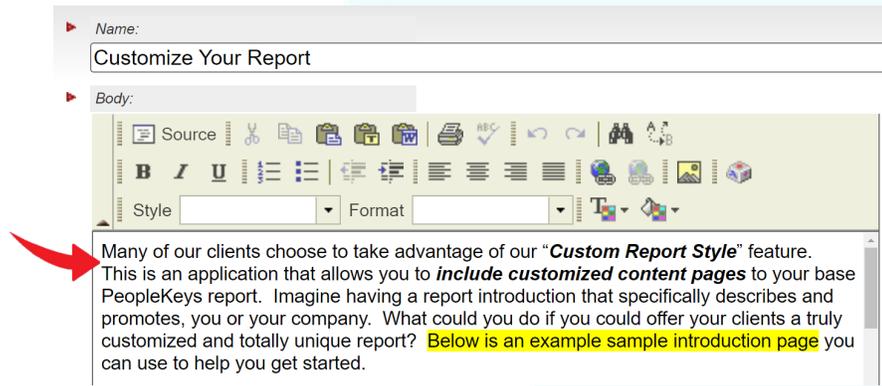
4. On the next page, you will see the current report sections listed. To add a new section begin by naming the new section. Note that the name you enter will appear as a header in the report. When you are ready, click the **Create** button. The new section will now be visible at the bottom of the report section list. Click **Edit** to add your content.

**Edit Custom Report Style Sections**  
**Create a New Custom Report Style Section**

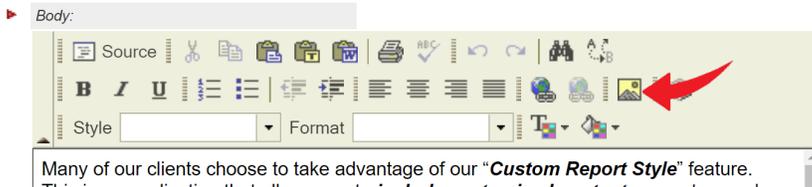
- ▶ Name:
- ▶ **Create**

▲▼ System Report Section: COVER09	Delete
▲▼ System Report Section: GENERALINTRO09	Delete
▲▼ System Report Section: GENERALDESC09	Delete
▲▼ System Report Section: POWERDISC09	Delete
▲▼ System Report Section: GRAPHS09	Delete
▲▼ System Report Section: ACTIONPLAN09	Delete
▲▼ Custom Page	<a href="#">Edit</a> <a href="#">Delete</a>

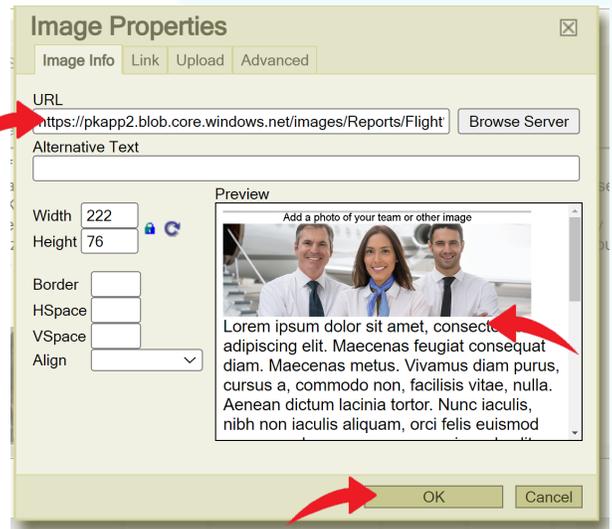
- In the editor provided, enter your text directly into the window.



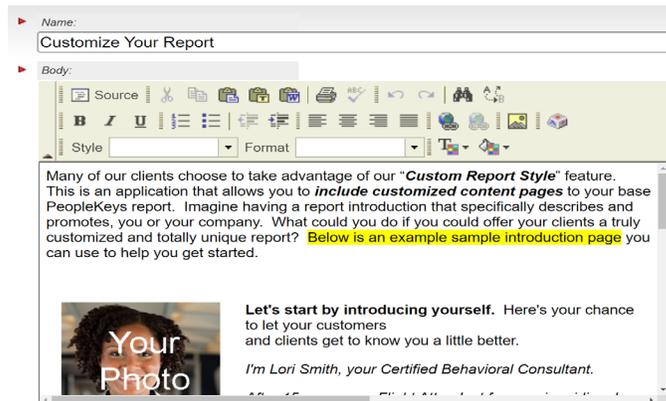
- To add an image, In the Custom Report Editor, look for and click the add image icon.



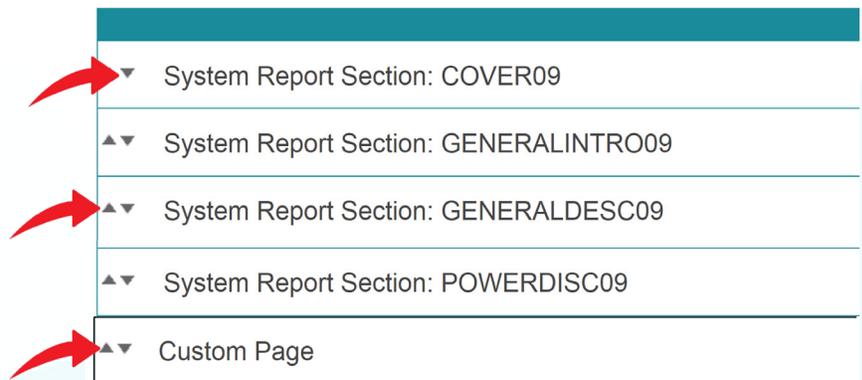
- You will not be able to upload an image in the editor, instead you will be asked to enter the URL of a previously uploaded image you want to use. You should see the image appear in the preview window.
- Adjust the image size by entering pixel width and height in the spaces provided.
- You can adjust the image border, horizontal, and vertical space in the spaces provided.
- Use the drop-down window to select alignment.
- When you are ready click the **OK** button.



- Your image will now appear in the main editing window. Add or adjust your content before clicking **Update** to apply your changes.



- Use the up and down arrows on the left of the section names to re-arrange the order of appearance. (No drag-and-drop functionality)



Click to view video: <https://vimeo.m/772542868/2fec007d4>