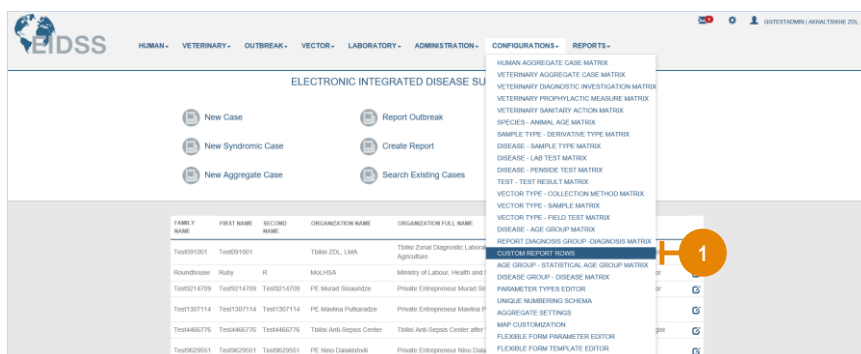


Configure Custom Report Rows

Pg. 1 of 1

An EIDSS user with the appropriate permissions can specify the rows of custom reports in the database. This quick guide presents the steps to configure the Custom Report Rows matrix.

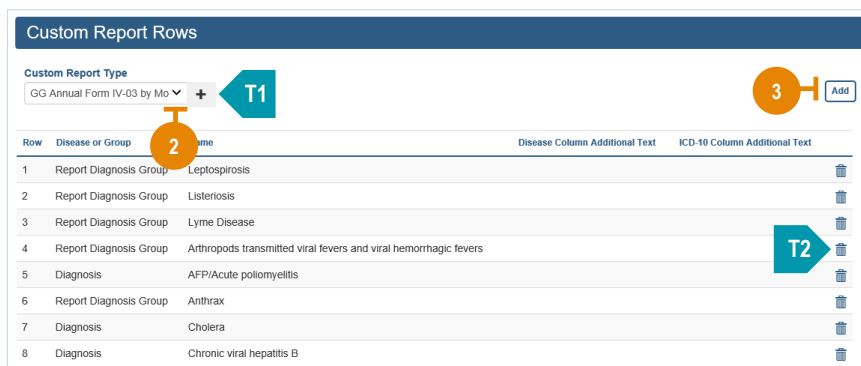
- From the **EIDSS Dashboard**, choose **CUSTOM REPORT ROWS** from the **CONFIGURATIONS** drop-down menu. The **Custom Report Rows** screen appears.



- Choose a **Custom Report Type** from the drop-down menu. Any existing rows appear in the grid.

Tip 1: To add a new option, click the **Add** icon, complete the window that appears and click **Submit**.

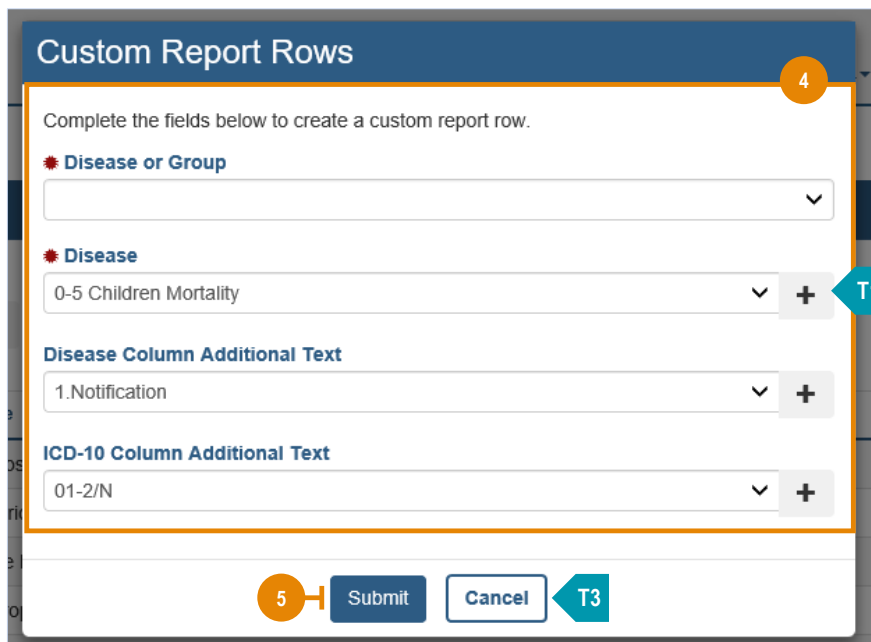
Tip 2: To delete a row, click the corresponding **Delete** icon and click **Yes** on the dialog box that appears.



- Click **Add**. The **Custom Report Rows** window appears.

- Complete the **Custom Report Rows** window. **Note:** Fields marked with a red asterisk are mandatory.

Tip 3: To delete entered information and close the window, click **Cancel**.



- Click **Submit**. A pop-up appears confirming successful configuration of the matrix.