Manage Report Tailoring

Click on **Personal Options** in the EPIC navigation menu and select **Manage Report Tailoring** to view your tailored *Everything DiSC* reports or to begin the tailoring process.

EPIC	Electroni	: Profile Informat	ion Cent	er	
▶ Manage Reports → Mar	hage Your Account	▶ Personal Options	▶ Home	▶ Logout	▶ Help
		View/Edit Account Information			
		Manage Custom Messages			
		Manage Report Tailoring 🖉 🌆			
		Create Sample Reports 🔍			
		Change User ID/Password			
		View Privacy Statement			

If you do not have *Everything DiSC* reports loaded in your EPIC account, click on **Manage Your Account** in the EPIC navigation menu and select **Purchase Credit Online.**

To create a tailored report, click the **Create a New Tailored Report** button. See Report Tailoring - Getting Started for more information.

After you've created a tailored report, it can be edited or deleted using the appropriate link. The file name, program name, and tailored product name are shown in the **Tailored Product List** to help you identify your tailored reports.

File Name	Program Name	Product	
ABC Training	Everything DiSC [®] 363 [™] for Leaders	Everything DiSC 363 for Leaders	Edit Delete
ABC Corp	Talent On Board	Everything DiSC Workplace Profile	Edit Delete
ABC Corporate	Managing Success	Everything DiSC Management Profile	Edit Delete

If you delete a tailored report that has access codes assigned, a **warning message** will be displayed indicating that there are access codes associated with the report you are deleting. Deleting a tailored report that has access codes assigned will cause the access codes to revert to the original (default) page order of the report. See Report Tailoring - Getting Started for more information.

ABC Corp	Talent On Board	Everything DiSC Workplace Profile	Edit	Delete
ABC Corporate	Managing Success	Everything DiSC Management Profile	Edit	Delete
Create a New Tailored I	Message from webpage Are you sure you want to de continue.	elete this Tailored Report? Click OK to		5
		OK Cancel		