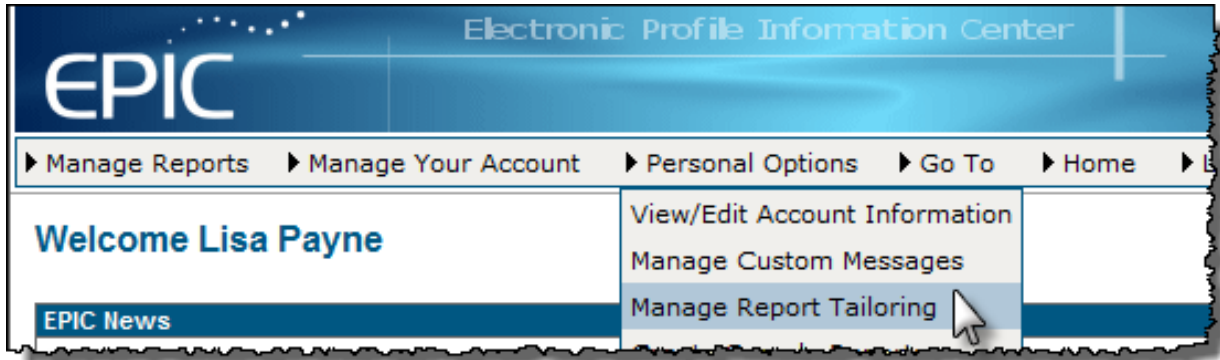
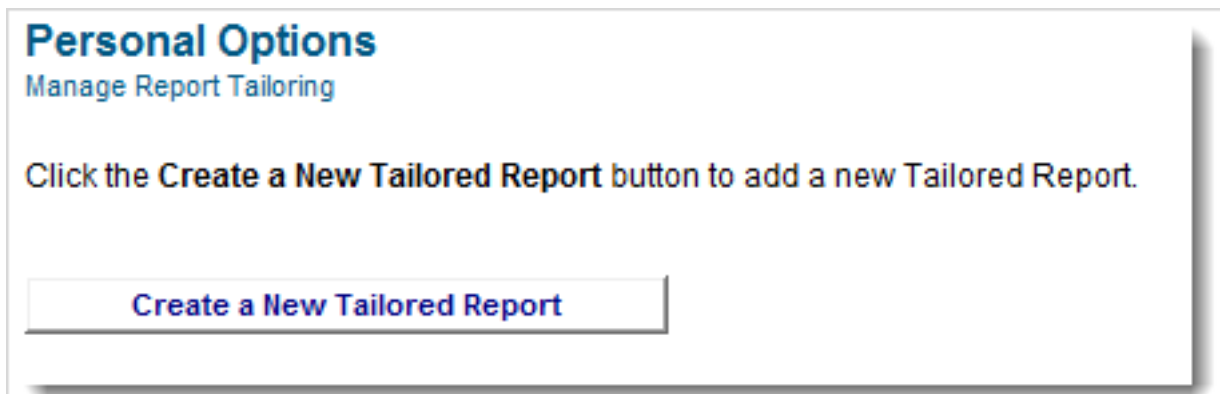


## Report Tailoring - Getting Started

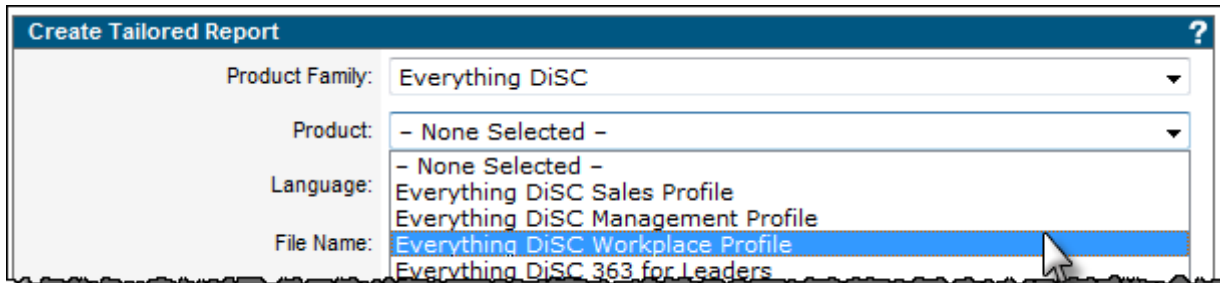
Report tailoring can be accessed by selecting **Personal Options** in the EPIC navigation menu and clicking on **Manage Report Tailoring**.



To tailor a report, click the **Create a New Tailored Report** button.



Reports that are eligible for tailoring are displayed in the **Product Family** and **Product** drop-down boxes in the Create Tailored Report section.



Once a product is selected, the entire Create Tailored Report screen is displayed. The screen is divided into two parts. The top section is used to identify your report and customize the name. The bottom section is used to rearrange and customize the report.

## Create Tailored Report

Product Family: Everything DiSC

Product: Everything DiSC Workplace Profile

Language: English

File Name: ABC OnBoarding

Use default Program Name: **EVERYTHING DiSC WORKPLACE®**

Use custom Program Name: ABC New Hire Orientation

View Report Cover: [Color Report Cover](#) | [Black/White Report Cover](#)

Description:

Report Identification

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- Understanding Other Styles**
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Report Tailoring