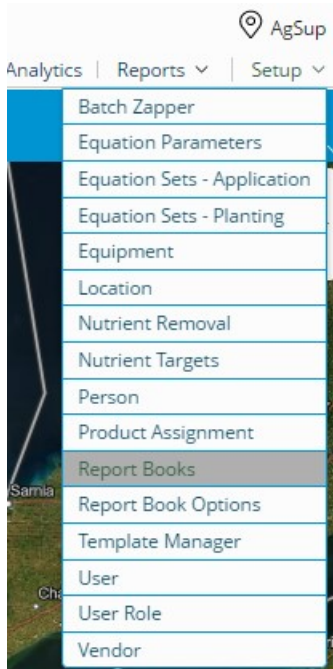


# SKY Mapping Report Book Setup

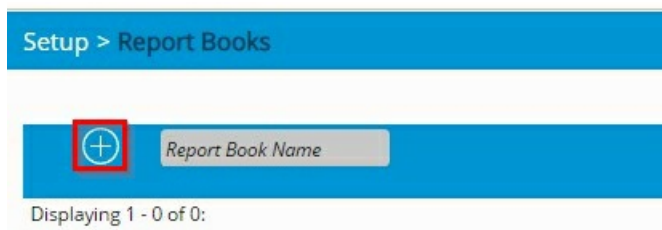
Last Modified on 06/06/2023 7:53 am CDT

SKY Mapping reports can be grouped into books giving the ability to more easily print a specific set of reports that they use most often. Steps to create report books are as follows:

1. Select **Report Books** from the *Setup* menu.



2. Select the + to add a new report book.



3. Enter a name for the new Report Book.
4. Select all locations for which this report book should be available.
5. Check the *Cover Page* check box to add a cover page.
  - a. Custom text may be added to the cover page by typing the desired content in the *Intro/Memo* field.

6. Select the + under *Reports* to add reports to the book.

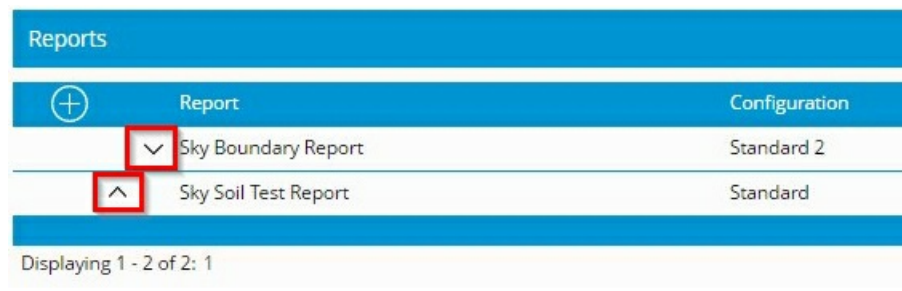
7. Select the *Report* drop-down arrow.

- a. Choose the reports to add. Select reports one at a time until all desired reports are selected
- b. Select a *Configuration* for each report
  - New Report Configurations can be created by selecting the **Create Configuration** button.
    1. Name the new Configuration.
    2. Select any desired report settings.
    3. Choose **Save**

c. Select **Add**

8. A list of added reports will now show in the *Reports* grid.

a. Use the up and down arrows next to the report name to reorder reports if needed.



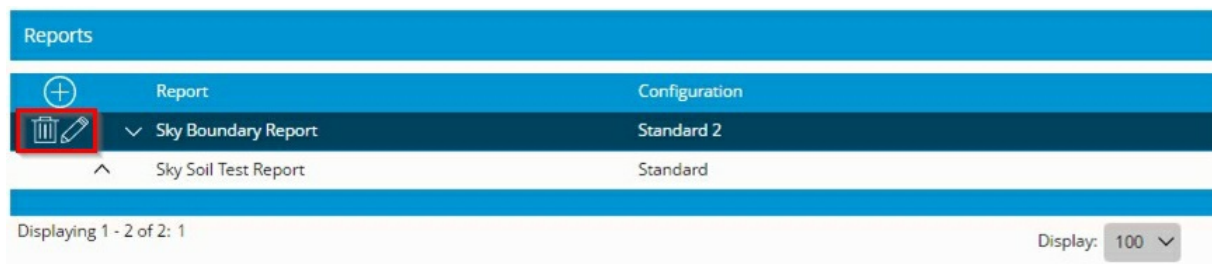
Reports	
Report	Configuration
▼ Sky Boundary Report	Standard 2
▲ Sky Soil Test Report	Standard

Displaying 1 - 2 of 2: 1

9. Once the correct report order is established, select **Save**.

The Report Book and Report Configuration can also be edited if changes are needed:

1. To edit the reports in the report book, highlight the report to be edited by selecting the name.
2. Select the **Pencil** icon to select a replacement report or the **Trash Can** icon to delete the selected report.



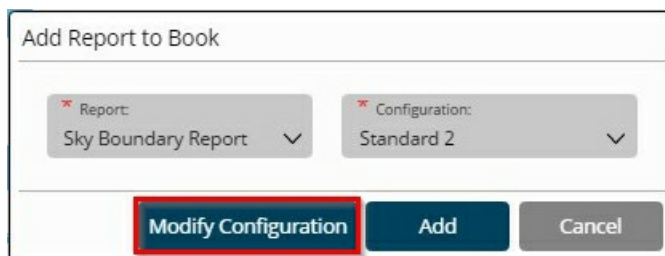
Reports	
Report	Configuration
☒ Sky Boundary Report	Standard 2
▲ Sky Soil Test Report	Standard

Displaying 1 - 2 of 2: 1

Display: 100 ▼

### Modifying a Report Configuration

1. Select the desired report and configuration to be edited from the drop-down menus.
2. Select the **Modify Configuration** button.



Add Report to Book

Report: Sky Boundary Report ▼

Configuration: Standard 2 ▼

**Modify Configuration** Add Cancel

3. Adjust any of the pre-selected settings.
4. Select **Save**.

## Report Options

\* Configuration Name:  
Standard 2

\* Page Size:  
8.5" x 11" ▼

\* Basemap:  
Imagery with Labels ▼

\* Zoom Level:  
100% ▼

Custom Imagery

\* Per Page Options:  
Field ▼

Non-Field Features

\* Orientation:  
Landscape ▼

PLSS Info

Label/Color Options

Lat/Long QR Code

Save

Cancel