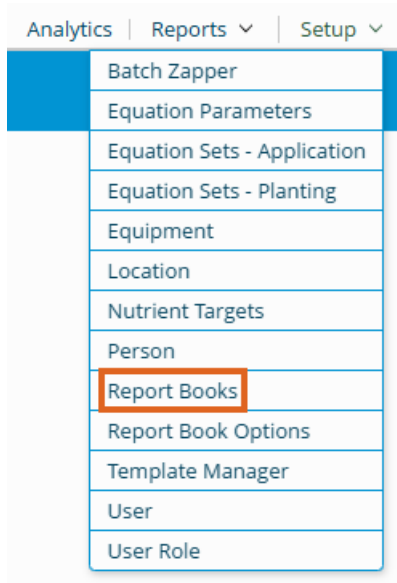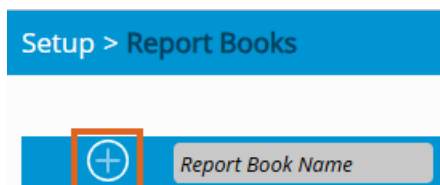# SKY Mapping Report Book Setup

Last Modified on 11/27/2024 2:18 pm CST

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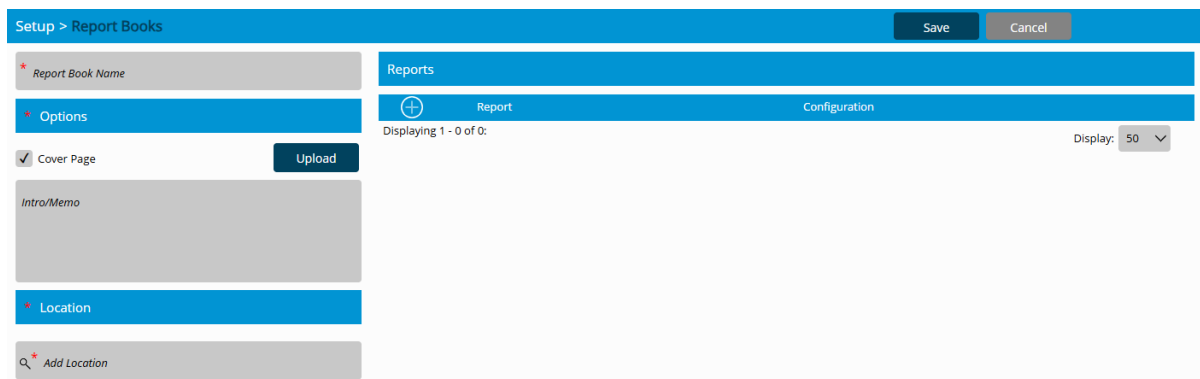
1. Select *Report Books* from the *Setup* menu.
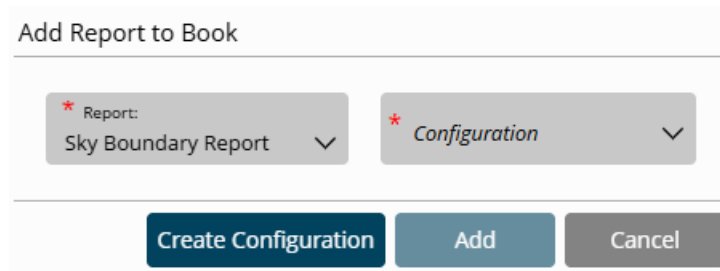

2. Choose the **+** to add a new report book.

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. Custom text may be added to the cover page in the *Intro/Memo* field.

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

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

Add Report to Book

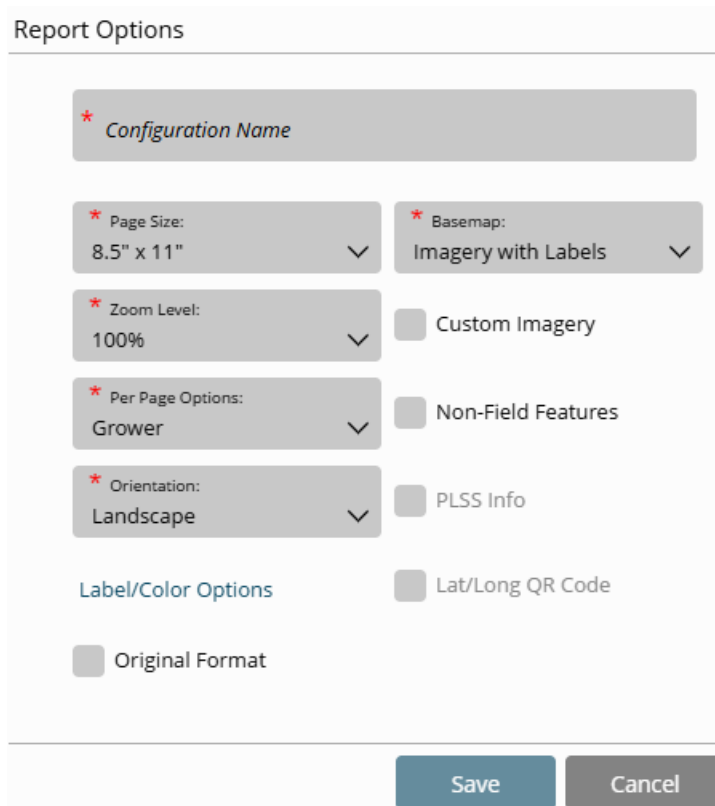| * Report:	*
Sky Boundary Report ∨	Configuration ∨

[Create Configuration] [Add] [Cancel]

    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.

Report Options

* Configuration Name

* Page Size:	* Basemap:
8.5" x 11" ∨	Imagery with Labels ∨

* Zoom Level:	
100% ∨	☐ Custom Imagery

* Per Page Options:	
Grower ∨	☐ Non-Field Features

* Orientation:	
Landscape ∨	☐ PLSS Info

Label/Color Options   ☐ Lat/Long QR Code

☐ Original Format

[Save] [Cancel]

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

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

10. To edit the reports in the report book, highlight the report to be edited by selecting the name.

11. Select the **Pencil** icon to select a replacement report or the **Delete** icon to delete the selected report.

o After selecting the **Pencil** icon, choose **Modify Configuration**.

o Adjust any of the pre-selected settings then **Save**.