

Report Tailoring - Rearrange and Delete Pages

Report tailoring lets you rearrange and remove pages from selected reports. Once the report has been selected (see Manage Report Tailoring for additional information), all of the pages of the report are shown in the lower portion of the Create Tailored Report box.

The pages can be displayed in different formats using the following controls:

- Click on **Show All** to reveal all levels of the report, including page pictures.
- Click on **Hide All** to collapse the report to the highest level of the outline.
- Click on the "+" next to each Section Title to expand the list of pages contained in a section. Click on the "-" to collapse the section list.
- Click on the "+" next to each Page to view a picture of that page. Click on the "-" to hide the picture.

The screenshot shows a control bar at the top with the following links: [Move Up](#) | [Move Down](#) | [Remove Page](#) | [Reset Pages](#) | [Show All](#) | [Hide All](#). A red box highlights the [Show All](#) and [Hide All](#) links. Below the control bar is a list of report sections and pages, each with a small square icon containing a plus or minus sign to indicate its expanded or collapsed state. The sections are:

- 1. Cover Page** (Page 1)
- 2. Introduction to DISC®** (Page 2)
- Discovering Your DiSC® Style**
 - 3. Your DISC® Style** (Page 3)
 - 4. Your DiSC® Style Overview** (Page 4)
 - 5. Your Everything DISC® Priorities** (Page 5)
 - 6. Your Motivators and Stressors** (Page 6)
 - 7. Overview of the DiSC® Styles** (Page 7)
- Understanding Other Styles**
- Building More Effective Relationships**
 - 12. Strategies to Increase Your Effectiveness with the D Style** (Page 12)
 - 13. Strategies to Increase Your Effectiveness with the i Style** (Page 13)
 - 14. Strategies to Increase Your Effectiveness with the S Style** (Page 14)
 - 15. Strategies to Increase Your Effectiveness with the C Style** (Page 15)
 - 16. Summary: Building More Effective Relationships** (Page 16)
- Personalized Style Index**

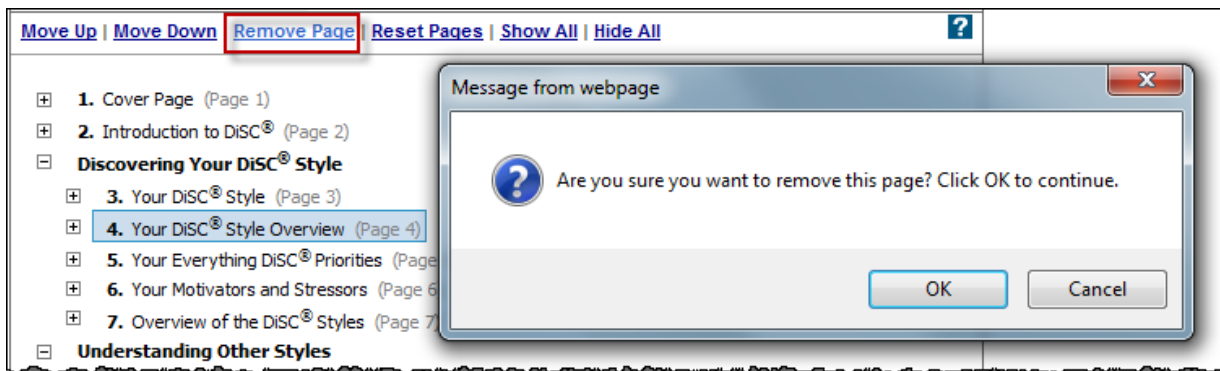
To change the order of the pages in the report, click on the page and click **Move Up** or **Move Down** until the page is positioned where you want it.

Note: You cannot move a page outside of its section. Report sections can be moved in some reports, but in most cases, report sections that are sequential in nature (e.g., Section 1, Section 2, etc.) cannot be rearranged.

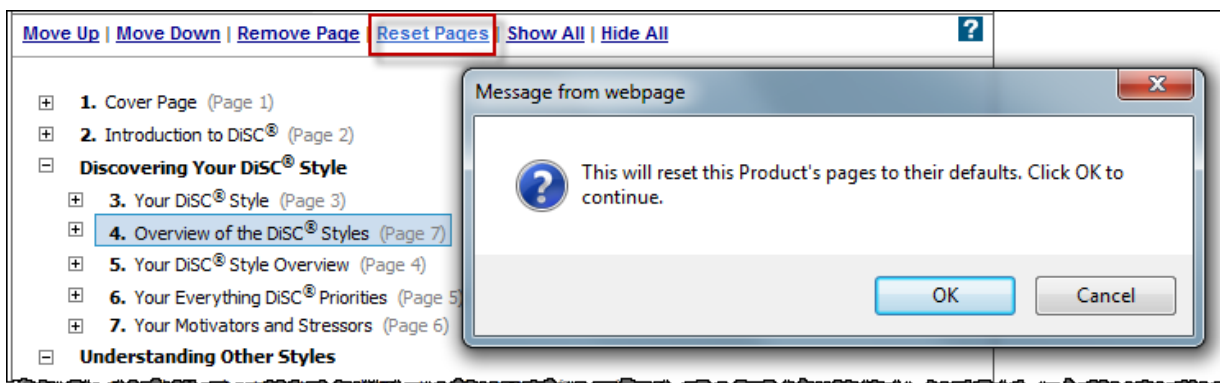


To remove a page, click on the page and then click on **Remove Page**. You will be asked if you are sure you want to remove the page. If so, click **OK**. If not, click **Cancel**.

Note: Sections cannot be removed when tailoring a report. You can choose to withhold a section from the report during the assign access code process on the report options page.



Click **Reset Pages** to restore the report's original content and page structure. If you click on this function, you will be given an alert and an opportunity to cancel.



Click the **Save** button at the bottom of the screen when you complete your report changes.

Important: If you've assigned access codes for a tailored profile and then make changes to your profile structure, or use the Reset Pages function to restore the original format, all individuals who have not completed the assessment will see your updated profile after they complete their assessment and generate their profile.

Once access codes have been assigned, the **Change Report Content** feature in the **Manage Reports** menu of the EPIC navigation menu can also be used to allow your respondents to see a different tailored profile or to have them see the system standard non-tailored report.