Modifying Pages in Custom Reports

https://campus.barracuda.com/doc/96774384/

Pages are an organizational container for groups of components. Pages let you create a different layouts for groups of components, creating grids, adding headings, and defining other layout elements.

> You can modify a custom report you have created. You can't modify a report that was shared with you but was created by someone else.

Duplicating a page creates a copy of the page after the original page, with the same name but with "(copy)" added to the end of the name.
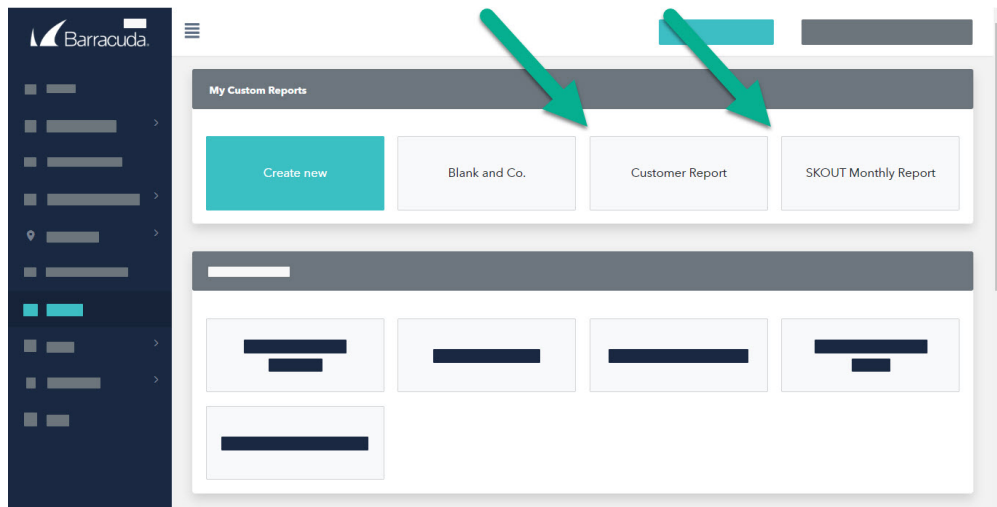
To duplicate or delete a page in a report

1. In **Barracuda XDR Dashboard**, click **Reports**.
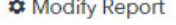2. In the **My Custom Reports** area, click a report.
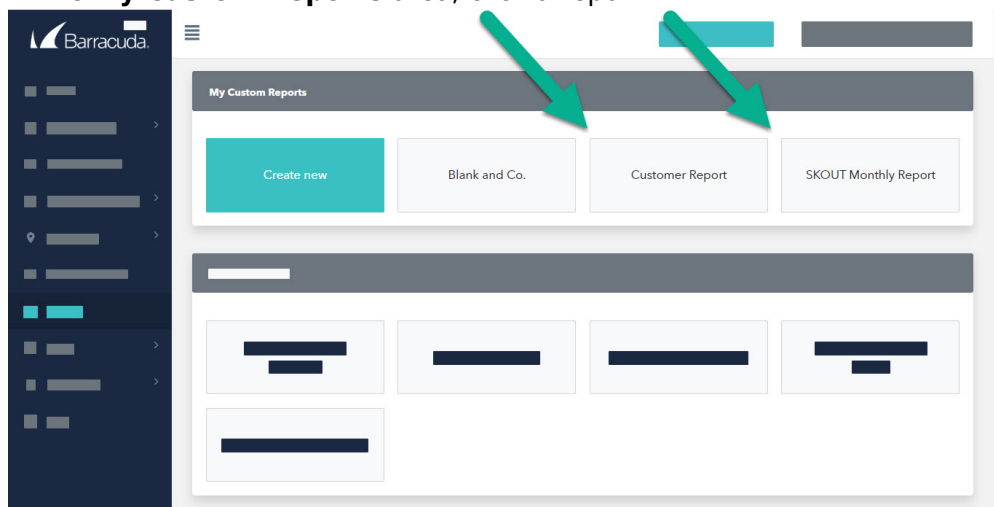
3. Click **Modify Report** ⚙ Modify Report .
4. Edit any of the basic report information in the left column.
5. In the right column, do any of the following:
   - To add a copy of a page, click **Duplicate**.
   - To remove a page, click **Delete**.
6. Click **Save Changes**.

To add a page to a report

1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **My Custom Reports** area, click a report.

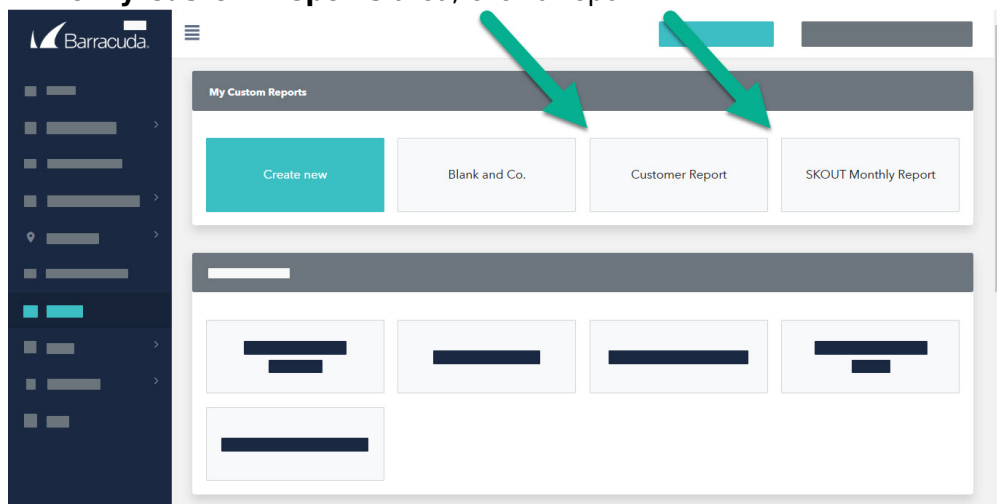3. Click **Modify Report** ⚙ Modify Report .

4. Click **Add page** Add page .

5. Make your changes by doing any of the following:
   ○ Add or edit the information in any field.

   ○ To add a new component, click **Add Component** Add component , add or edit

   information, then click **Close Component** Close component .

6. Click **Close Page** Close page .

7. Repeat steps 4-6 until all the pages you want are added.

8. Click **Save Changes**.

To edit a page in a report

1. In **Barracuda XDR Dashboard**, click **Reports**.

2. In the **My Custom Reports** area, click a report.

3. Click **Modify Report** ⚙ Modify Report .

4. Click **Edit** next to the page you want to modify.

5. In the **Pages** section, do any of the following:
    - Edit any of the fields on the left.
    - To add a component, click **Add component**, make your changes, then click **Close component**.
    - To copy a component, in the **Components** section, click **Duplicate** next to the component you want to copy.
    - To delete a component, in the **Components** section, click **Delete** next to the component you want to delete.
    - To edit a component, in the **Components** section, click **Edit** next to the component you want to edit, make your changes, then click **Close component**.
6. Do one of the following:
    - To continue editing other pages or components, click Close page and repeat steps 5-6 until you are finished editing.
    - To finish editing, click **Save Changes**.

For More Information

- [Modifying Report Options for Custom Reports](#)
- [Modifying Components in Custom Reports](#)

Figures

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