

## Modifying Components in Custom Reports

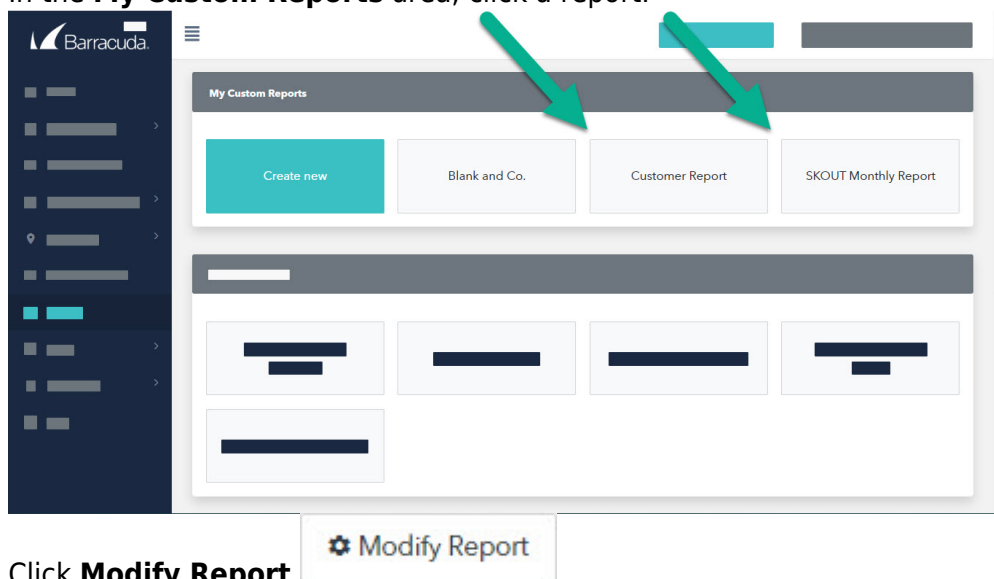
<https://campus.barracuda.com/doc/96774391/>

Components are the data elements of the report. You can edit each component in the report to control how the data is presented. For example, you can decide whether you want the information presented as a grid, pie chart, or line graph.

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.

### To add a component to a report

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

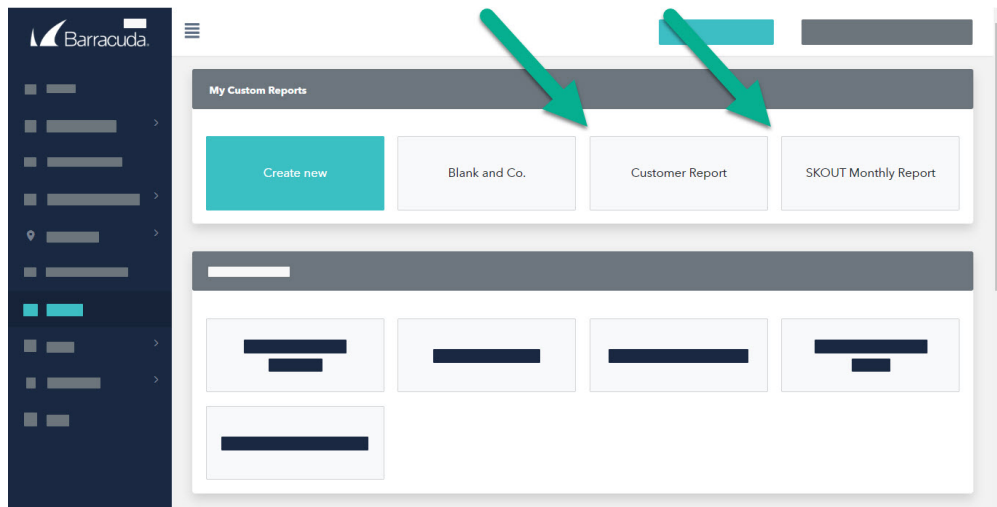


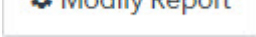
3. Click **Modify Report**.
4. Click **Edit** next to the page that contains the component you want to modify.
5. Click **Add component**.
6. Select a **Component Type**.
7. In the left area, select your options.
8. Click **Close component**.
9. To finish editing, click **Save Changes**.

### To duplicate a component

Duplicating a component creates a copy of the original component with "(copy)" added to the end of the name. The copy appears after the original in the list of components.

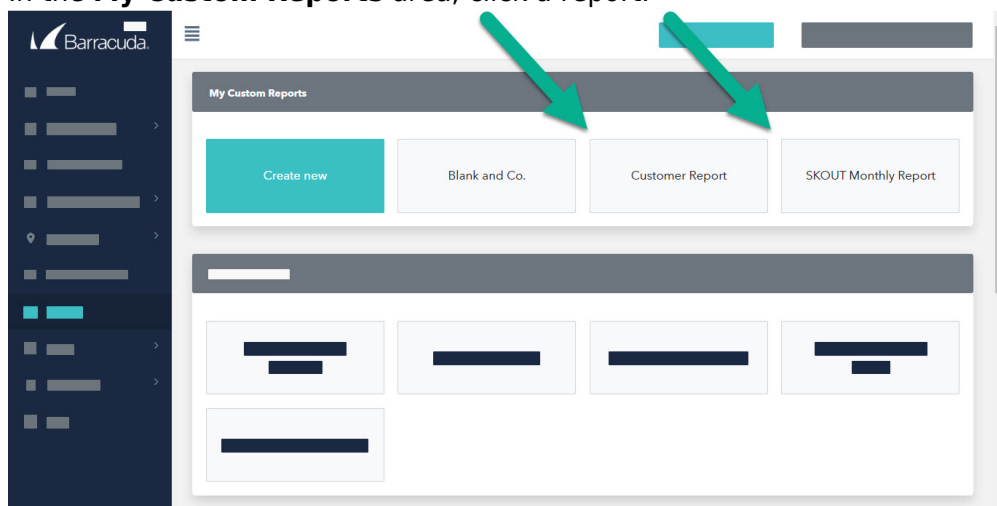
1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **My Custom Reports** area, click a report.

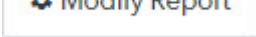


3. Click **Modify Report** .
4. Click **Edit** next to the page that contains the component you want to modify.
5. Click **Duplicate** next to a component.
6. To finish editing, click **Save Changes**.

#### To remove a component from a report

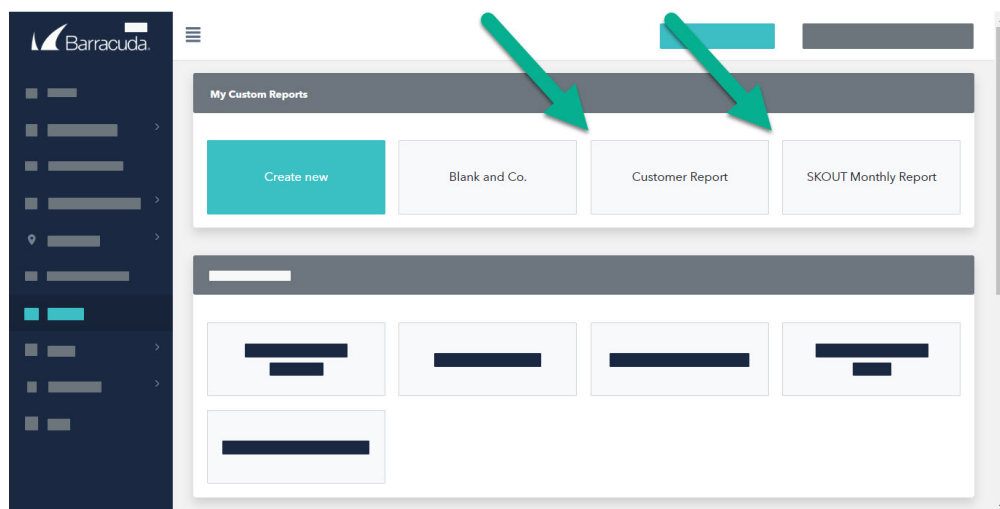
1. In **Barracuda XDR Dashboard**, click **Reports**.
2. In the **My Custom Reports** area, click a report.




3. Click **Modify Report** .
4. Click **Edit** next to the page that contains the component you want to modify.
5. Click **Delete** next to a component.
6. To finish editing, click **Save Changes**.

#### To edit a component

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 that contains the component you want to modify.
5. Click **Edit** next to a component.
6. Make your changes.
7. Click **Close page**.
8. To finish editing, click **Save Changes**.

#### For More Information

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

## Figures

1. my custom reports.jpg
2. Modify Report.jpg
3. my custom reports.jpg
4. Modify Report.jpg
5. my custom reports.jpg
6. Modify Report.jpg
7. my custom reports.jpg
8. Modify Report.jpg

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