


## ADDING LAYOUT/STRUCTURE COMPONENTS TO A JOB REPORT

### To Configure Layout/Structure Components

1. In the **Analyze > Reports** page, create a new report or use the Actions menu  to edit an existing report.
2. Click **Add Component +**.



If there are components already in the report, you may need to hover the cursor above or below a component to see this option.


3. In the **Panel Library**, add one of the following to your report:

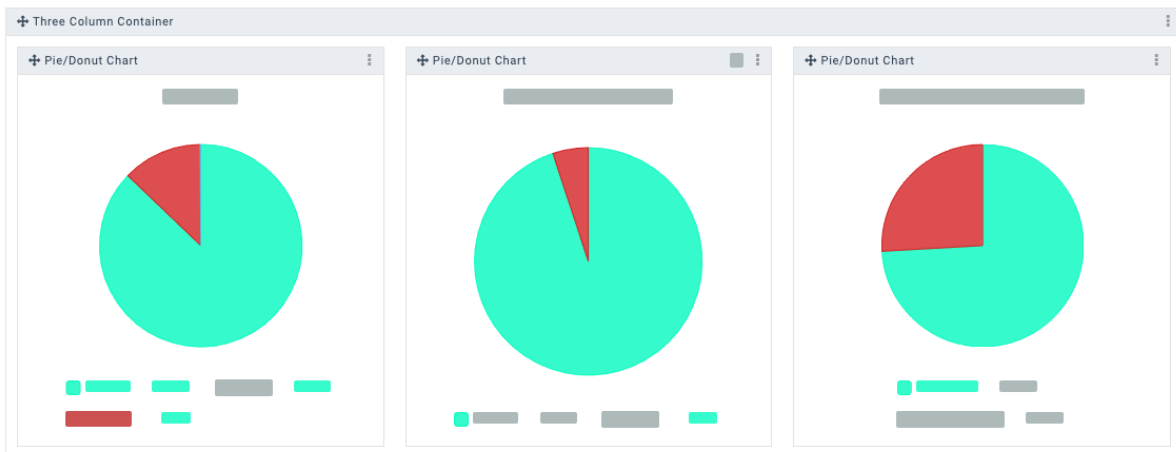
- Left Weighted Two Column Container
- Page Break
- Right Weighted Two Column Container
- Template Section
- Three Column Container
- Two Column Container

4. To add content to a container, click **Add Component +** inside that container.



If there are components already in the report, you may need to hover the cursor above or below a component to see the **Add Component +** option.

5. Select a Content Widget or Chart/Data Visualization component to your report.
6. Optional: To duplicate or delete the container, select the component menu  and select **Duplicate** or **Delete**.
7. Optional: To move a Layout/Structure component and its contents, click the component and drag it to the desired location.



A Three Column Container with three Pie/Donut Charts inside