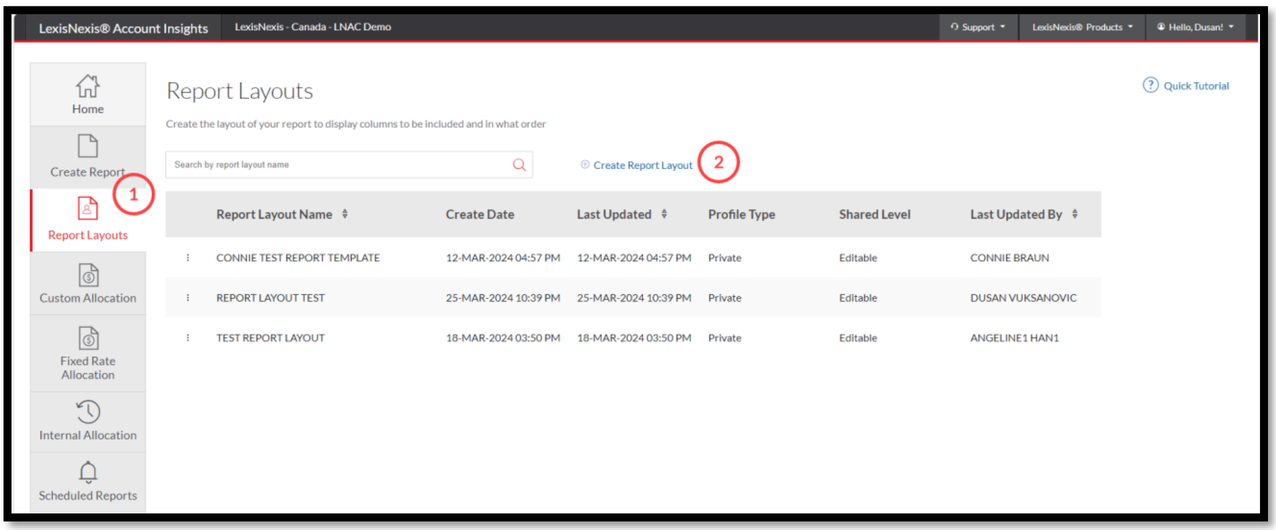
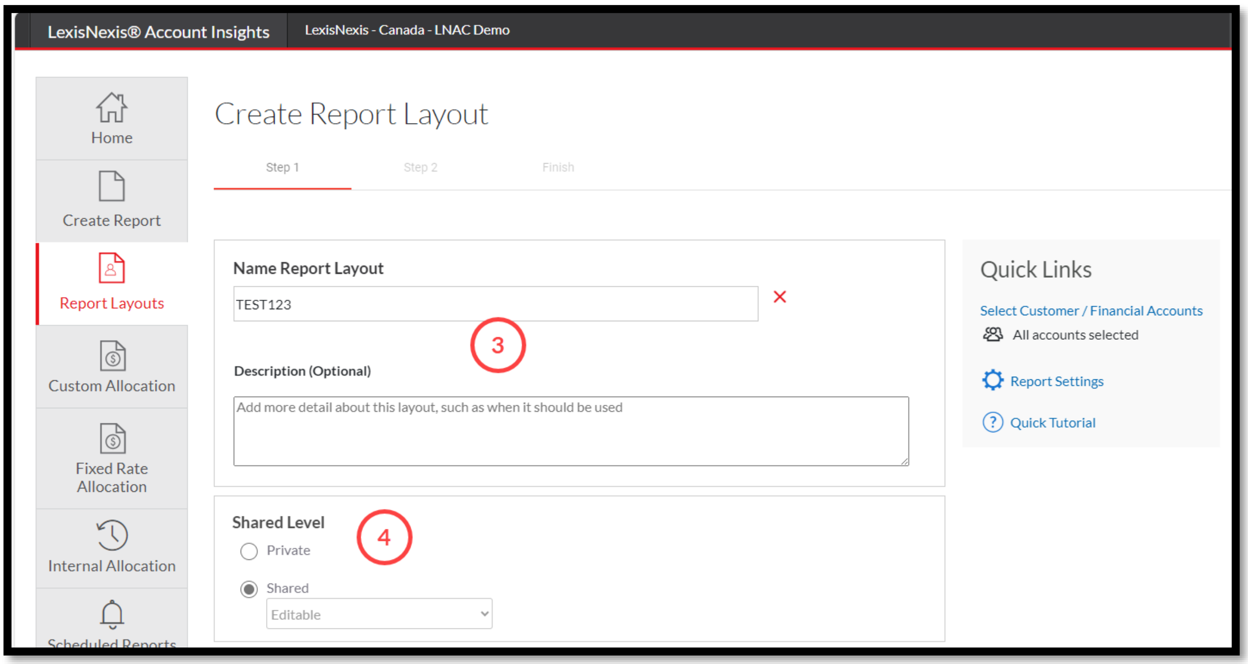
How do I customize the look of my report?

Customizing your usage and chargeback reports gives you the freedom to only see the usage and chargeback data relevant to you and your organization. In LexisNexis Account Insights, this feature is called **Report Layouts**, whereas in PowerInvoice, it was called **User-Defined Reports**.

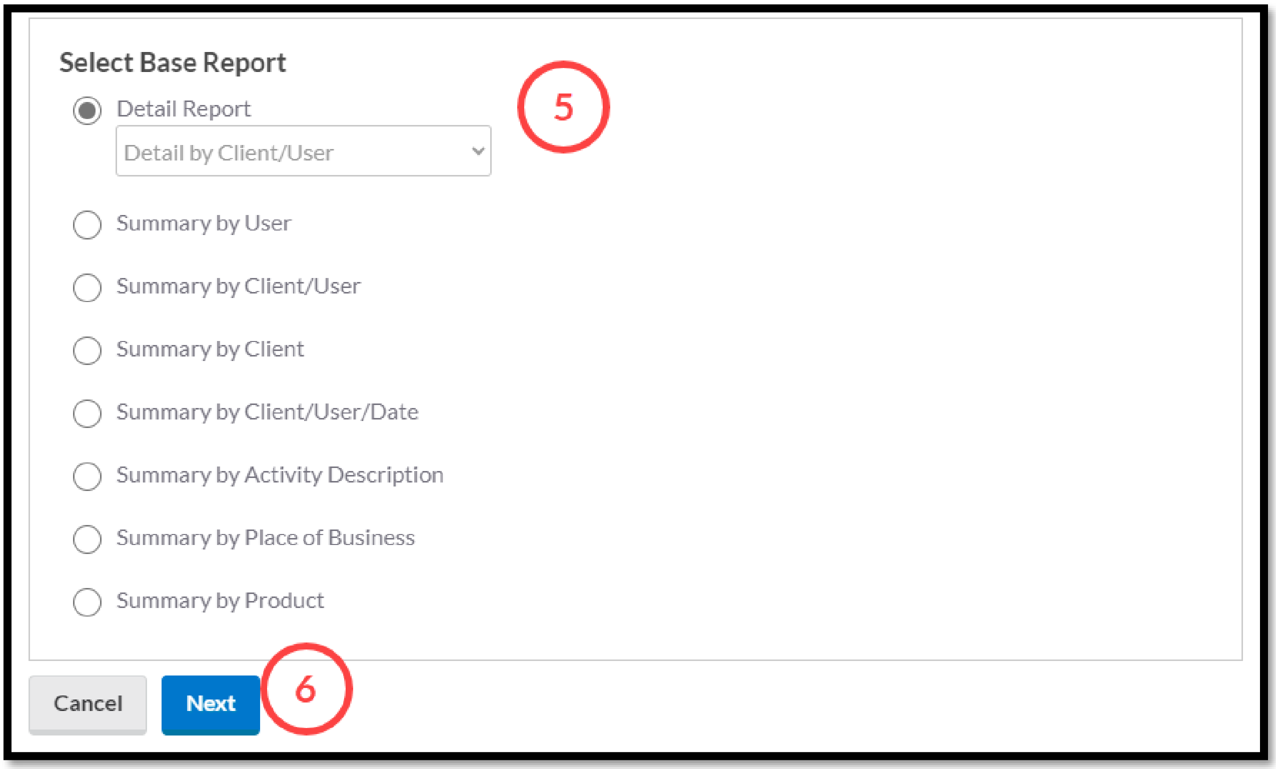
1. From anywhere within LexisNexis Account Insights, click on the **Report Layouts** tab.
2. Click the **Create Report Layout** link.



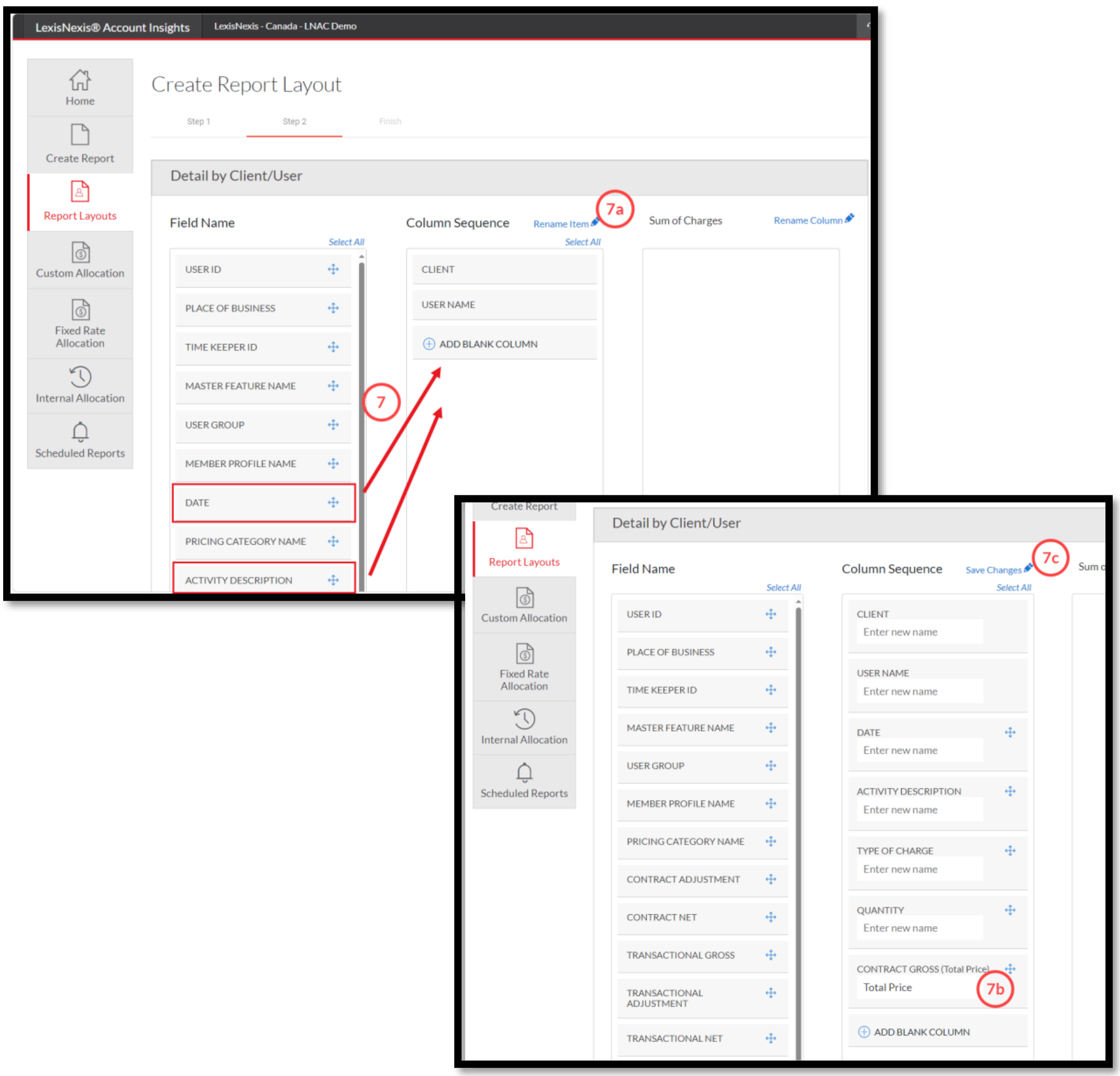
3. Give a name to your custom report layout under **Name Report Layout** box. If you want, enter the description of the report layout in the next box.
4. Under **Shared Level**, select if you would like this report to be visible to all administrators in your organization (**Shared**) or only to you (**Private**).
   a. We recommend that you choose the **Shared > Editable** option, because if you are away for whatever reason and the report layout needs to be amended, other users would be able to go in and make the necessary changes.



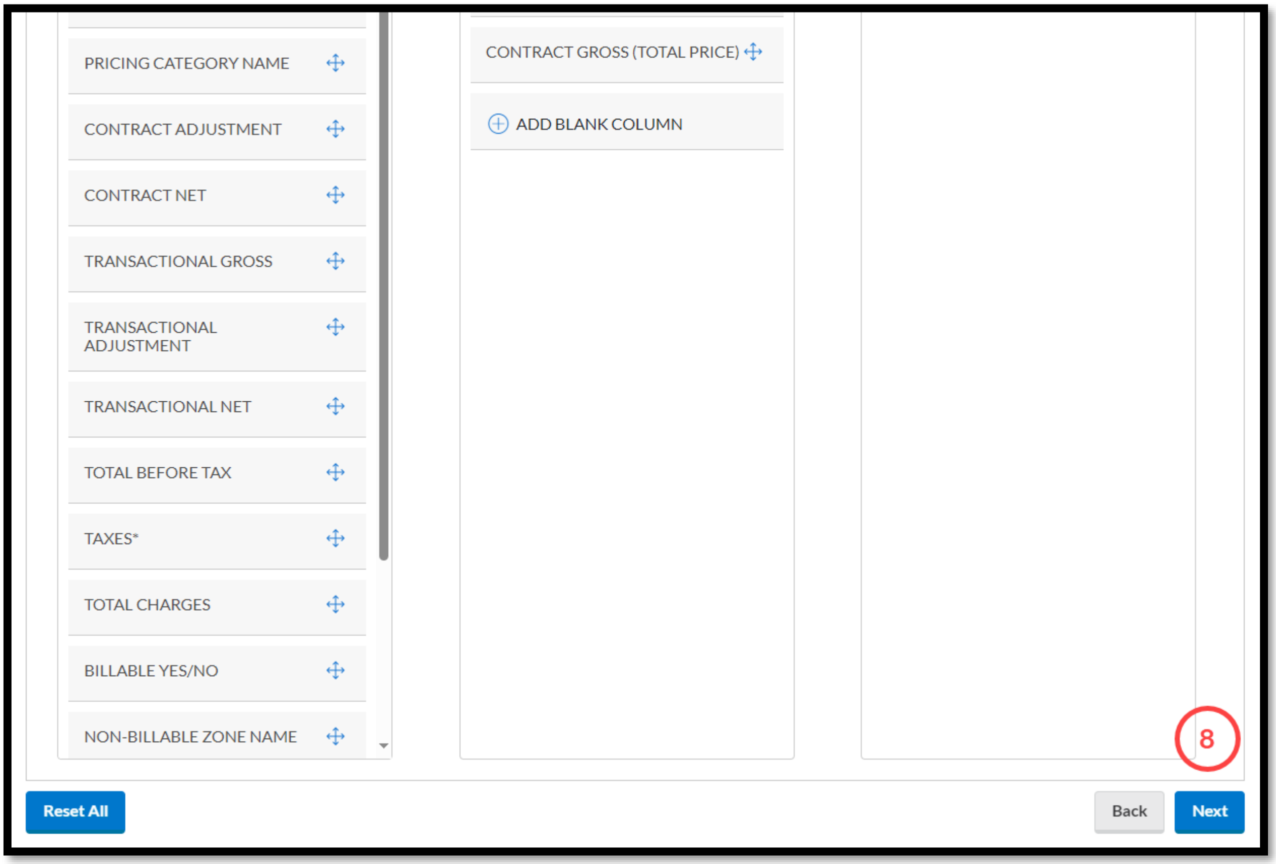
5. Under **Select Base Report**, choose **Detail Report > Detail by Client/User** or **Detail by User/Client**. These two reports will give you the most options from which you can customize your report layout.
6. Click the **Next** button.



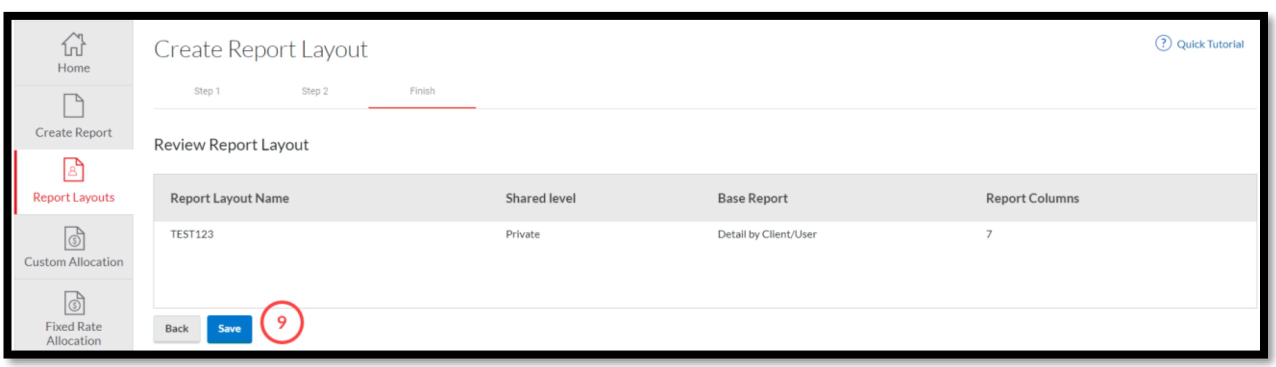
7. Drag-and-drop the columns that you want to include in the report layout within the **Column Sequence** option. Note that, in our example, the order of the first 2 columns cannot be altered.
    a. If needed, you can customize the names of your columns by clicking the **Rename Item** link.
    b. Once clicked, type in the new column name in the relevant field.
    c. Finally, click **Save Changes**. (NOTE: Even though the old name is still being displayed in the report layout creation steps, only the newly edited name will display once you actually run the report.)



8. Once you are happy with your selections, click **Next** at the bottom of the page.



9. If everything is in order, click the **Save** button to create the new report layout.



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10. You can select this newly created layout to your reports when you click **Create Report** tab > **Apply Report Layout (optional) >** click the **None selected** box for a dropdown display