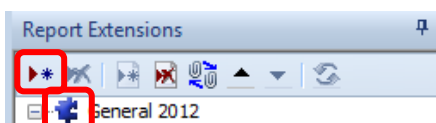


# Report Extensions

Adding notes, disclaimers, photos, soil test results, or any other information that is in pdf format, can be added to the front or the rear of the report. **All Extensions must be PDF only.**

## 1. Adding An Extension

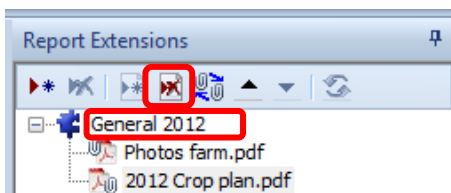
1. In Report Tab, the Report Extensions are located on the right side of the screen.
2. Click on the Add extension button.



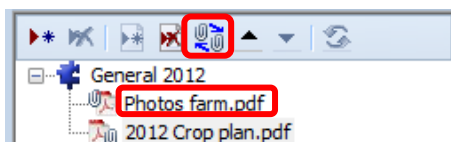
3. A dialogue box will appear to name the Extension Group. Once generated a blue jigsaw piece will appear - this is the Extension.

**Tip:** Add a Name such as General or Results followed by the relevant year. This will allow collation of extensions by year over time. Be aware can only use one Extension at a time.

4. Click on the Extension name e.g General 2012> Click on the Add File to Report Extension button.

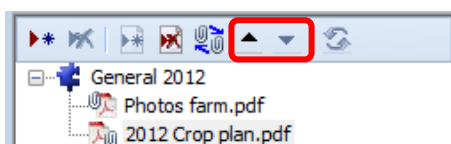


5. Locate the desired pdf file on your computer.
- 6.
7. Move the file to the front or rear of the Report>Click on name of pdf file>Click Toggle button (Paperclip moves front/rear)

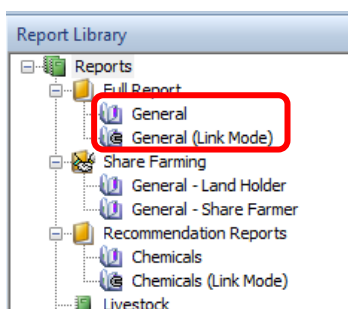


Toggle pdf to front  or rear 

8. For multiple pdf files toggled at the front and/or the rear>Click on the pdf file name>Use the up and down arrows to sort in order of appearance - with the top pdf being the first to appear.

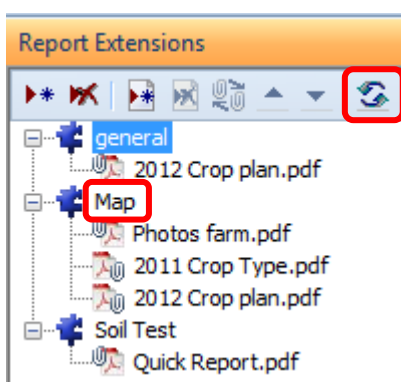


9. Click General from the Report Library. Choose General Link if you have Linked paddocks in the Home Tab.



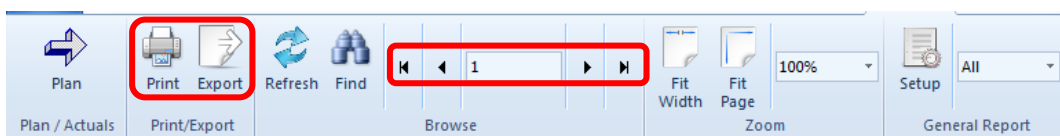
**Note:** Must have a Report generated prior to adding an Extension.

10. Click on Extension Name>Click Refresh button.



**Note:** Can only have one Jigsaw puzzle added at a time.  
All pdfs listed under that jigsaw puzzle will be displayed.

11. The New General Report will regenerate with the pdfs toggled at the front beginning at page two (2) and the rear starting after the Index page.



12. Either Export (Save) or Print the new General Report with the added Report Extensions.

**Note:** Reports with extensions will need to be regenerated every time.