

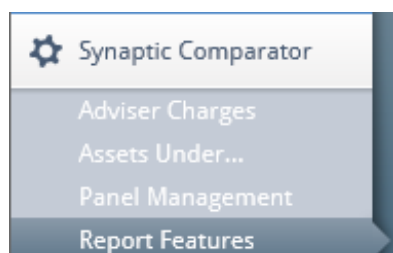
Changing the default report look and feel

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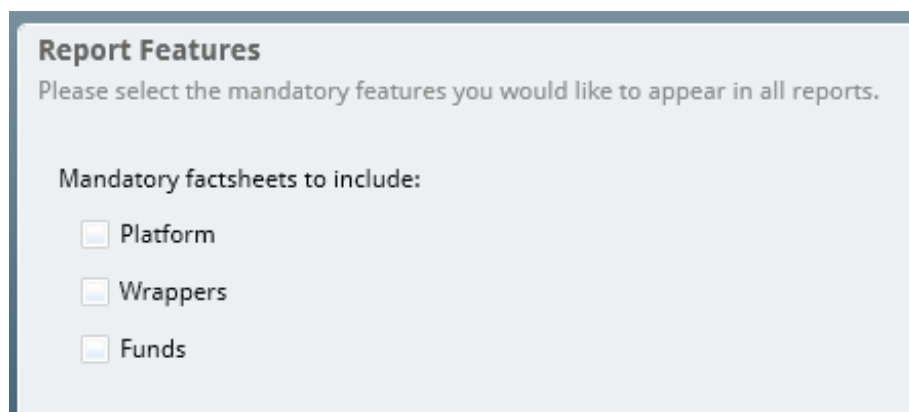
Click on **Setup** from the left hand menu:



Click **Report Features** in the **Synaptic Comparator** section:



You will then be taken to the **Report Features** menu:

A screenshot of the "Report Features" configuration screen. It has a title "Report Features" and a subtitle "Please select the mandatory features you would like to appear in all reports." Below this, there is a section titled "Mandatory factsheets to include:" with three checkboxes: "Platform", "Wrappers", and "Funds". All checkboxes are currently unchecked.

You can now set which fact sheets should appear by default in all reports generated.

Platform

Wrappers

Funds

Ticking any of these will then by default include the associated factsheets into any reports you generate.

Click **save** to remember the selection, or **cancel** to discard any changes.

There is also an option to upload your own report cover sheet. You will need to have produced and saved your own front cover sheet in .png format onto your PC.

Once this has been done, you can then use the **Upload** button to upload the cover sheet into Comparator.

If at any time you want to go back to the original report cover sheet, there is a **Reset** button which will do that:

