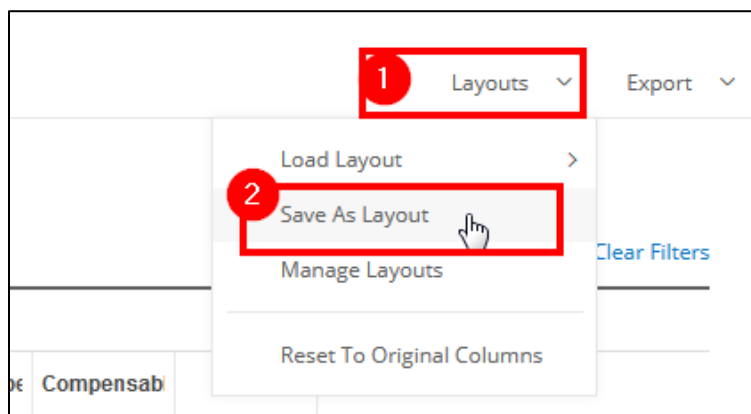


# WORKLIO

## How to Create A Report Layout

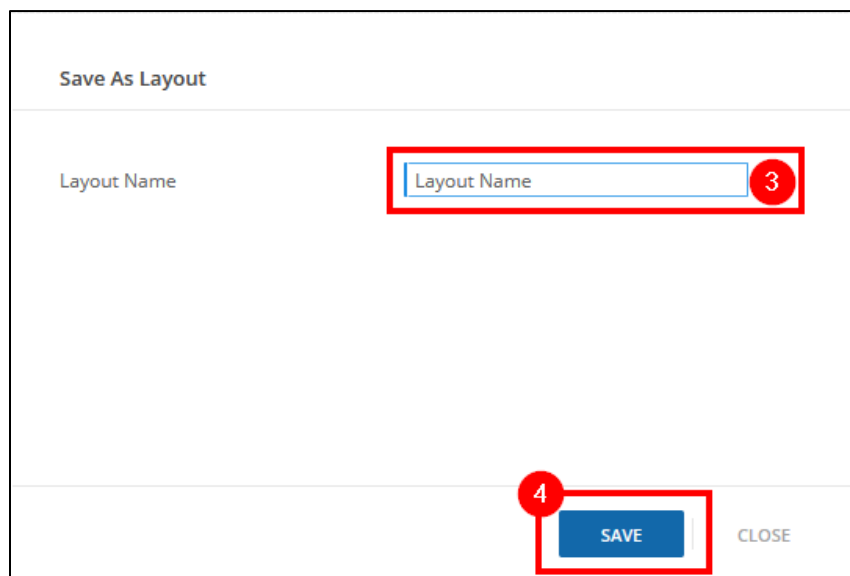
**Step 1.** Run your report and make any edits or adjustments you want to the report. Once you have your report exactly the way you want it you can SAVE AS LAYOUT. You will go to LAYOUTS in the top right-hand corner.

**Step 2.** From the drop-down menu select SAVE AS LAYOUT.



**Step 3.** Type in a LAYOUT NAME.

**Step 4.** Click on SAVE.

A screenshot of the 'Save As Layout' dialog box. The title is 'Save As Layout'. Below the title, there is a 'Layout Name' label followed by a text input field containing 'Layout Name', which is highlighted with a red box and a red circle containing the number '3'. At the bottom right of the dialog, there is a blue 'SAVE' button highlighted with a red box and a red circle containing the number '4', and a 'CLOSE' button next to it.