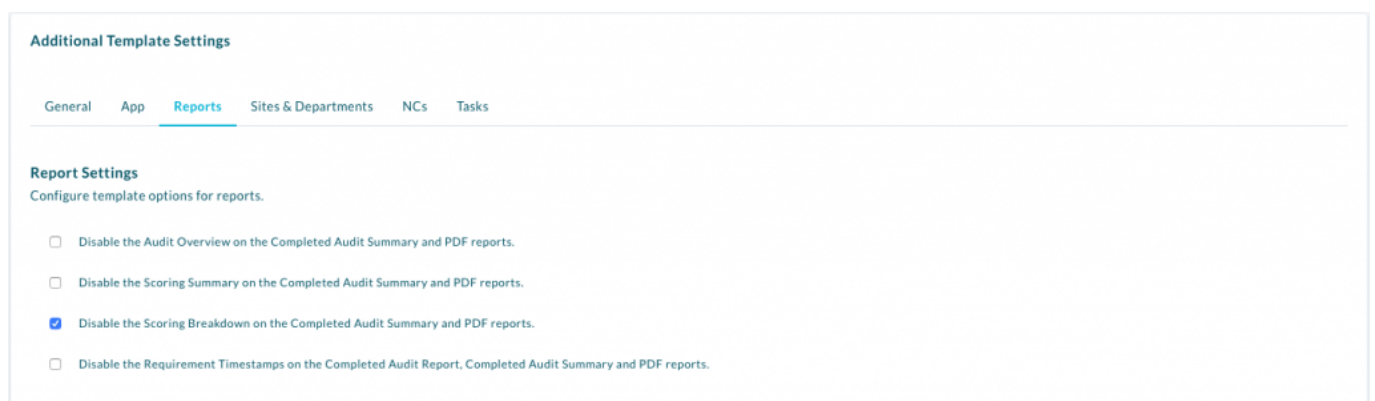


Enable/Disable Scoring Breakdown

This allows you to make sure you will only see what you want to see in the **PDF report**. You enable this in the **template settings** page of the template builder

Select the **Reports tab** and scroll down to the option shown.



Additional Template Settings

General App **Reports** Sites & Departments NCs Tasks

Report Settings
Configure template options for reports.

- Disable the Audit Overview on the Completed Audit Summary and PDF reports.
- Disable the Scoring Summary on the Completed Audit Summary and PDF reports.
- Disable the Scoring Breakdown on the Completed Audit Summary and PDF reports.
- Disable the Requirement Timestamps on the Completed Audit Report, Completed Audit Summary and PDF reports.

Read the options available and select the one which is applicable to you.

- Scoring **Breakdown**
- Scoring **Summary**
- Completed Audit **Overview**