



Creating Custom Report Paks in Lighthouse™

The report components included when converting a report into Lighthouse are based upon the selected Report Pak. This document provides instructions for customizing Report Paks to fit an office's reporting needs.

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Report Paks

A *Report Pak* is a collection of forms commonly used together that are combined under a single form name in Lighthouse. For example, the 1004 Single Family 2005 Report Pak includes an Order Form, Title Page, Letter of Transmittal, 1004, Sketch Page, Photo Pages, etc. A new report created using a Report Pak is created with all of the components in that PAK. Use *Report Pak Utilities* to create, modify, clone, delete and re-order Report Paks. Lighthouse default Report Paks cannot be modified or deleted.

Creating Report Paks

Use the *Create* feature to build a Report Pak from scratch.

1. Click **Tools > Report Pak Utilities** and click **Create**.
2. The *Pak Creator* opens. Highlight a form in the *Reports Pool*. Double-click to add the form to the current report. Use the red directional arrows to add, remove, and reorder forms in the current report.
3. Select a *Primary Form* for the *Report Pak* and click **Build**.

NOTE: By default, the first available principal form in the Pak is set as the *Primary Form*. Click the drop-down arrow to change the *Primary Form*.

4. Enter the *Report Pak Name* and click **OK** to save. Click **Done** to exit the *Pak Creator*.

Cloning Report Paks

Use the *Clone* feature to build a new Report Pak based on an existing Report Pak.

1. Click **Tools > Report Pak Utilities** and click **Clone**.
2. Select the *Report Pak* to clone and click **OK**.
3. Edit *Report Pak* contents. Use the red directional arrows to add, remove, and reorder forms in the current report, and click **Build**.
4. Enter the new *Report Pak Name*. Click **OK** to save and click **Done** to exit the *Pak Creator*.

Modifying Report Paks

Only custom Report Paks are modifiable. Lighthouse default Report Paks cannot be modified. To modify a default Report Pak, clone the Pak and modify the clone. See *Cloning Report Paks* for additional information.

1. Click **Tools > Report Pak Utilities** and click **Modify**.
2. Select the *Report Pak* and click **OK**.
3. Edit the *Report Pak* contents. Use the red directional arrows to add, remove, and reorder forms in the current report, and click **Build**. Click **Done** to exit the *Pak Creator*, or click **Cancel** to exit without saving changes.

Deleting Report Paks

1. Click **Tools > Report Pak Utilities** and click **Delete**.
2. Select a *Report Pak*.

NOTE: Lighthouse default Report Paks cannot be deleted.

3. Click **Yes** to confirm deletion, or click **No** to cancel.

CAUTION: Deleted Report Paks are removed from the database.

4. Click **Done** to exit *Report Pak Utilities*.

Re-Ordering Report Paks

Use the *Re-Order* feature to re-arrange the order of Paks displayed in the Report Wizard. If there is a Report Pak that is frequently used, move the Pak to the top of the list for easy access when converting reports.

1. Click **Tools > Report Pak Utilities** and click **Re-Order**.
2. Select a *Report Pak* and click the red up and down arrows to re-order Report Paks.
3. Click **Done** to save.