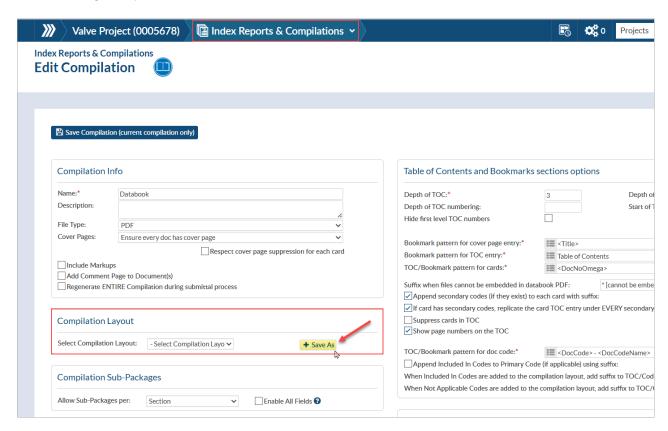# Create Reusable Compilation Layout

05/20/2025 1:57 pm MDT

Once a compilation layout has been established, it can be saved for use on future projects.
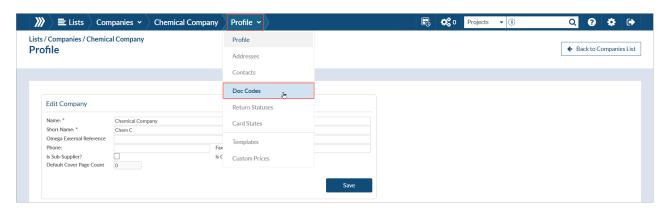
From Project (Compilation Editor)

From the compilation editor (**Project Menu > Index Reports & Compilations)**, locate the "Compilation Layout" section and click "+ Save As". Give the layout a recognizable name (that will help identify it amongst other options when selecting the layout in the future).
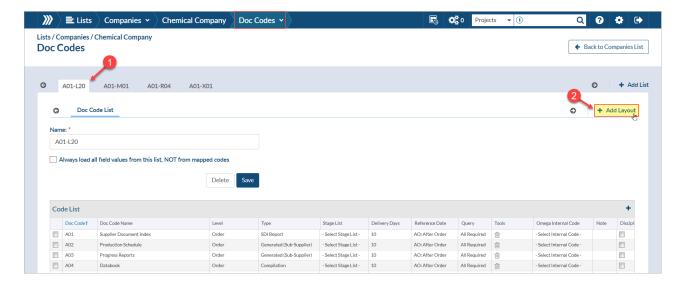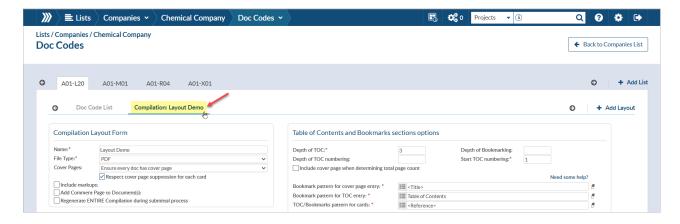

From Company (Doc Code List)

From the Companies list (**System Menu > Lists > Companies**), open the company profile where the compilation layout should be saved. From the company profile, open the list of company doc codes.

Open the doc code list where the compilation layout should be saved. A company may have multiple doc code lists, so be sure to select the correct list (as compilation layouts are linked directly to the selected doc code list).

Give the layout a recognizable name (that will help identify it amongst other options when selecting the layout in the future). Once saved, updates can be made to the layout as needed.

Doc Codes and Sections

Once a layout is selected for use on project, the sections are automatically created but the doc codes still need to be selected. If doc codes were selected and saved as part of the layout, these doc codes will automatically be put into the applicable section.