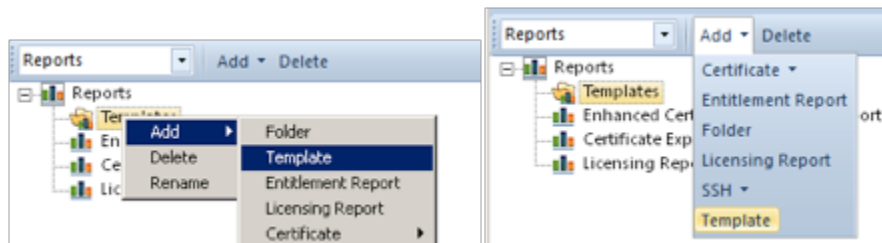


## Step 1 – Create a Report Template object

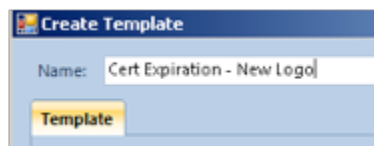
Go to the Reports Tree in the Venafi Windows Administration Console.

Select the Templates folder / node

Right-click the node and select Add->Template or click the Add drop down menu and select Template

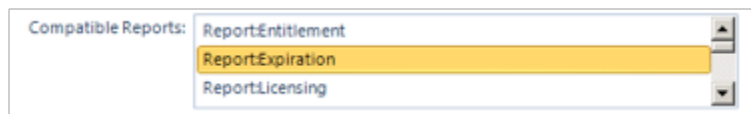


In the create dialog give it a descriptive name like Cert Expiration – New Logo or something like that.



## Step 2 – Select the report this template will apply to

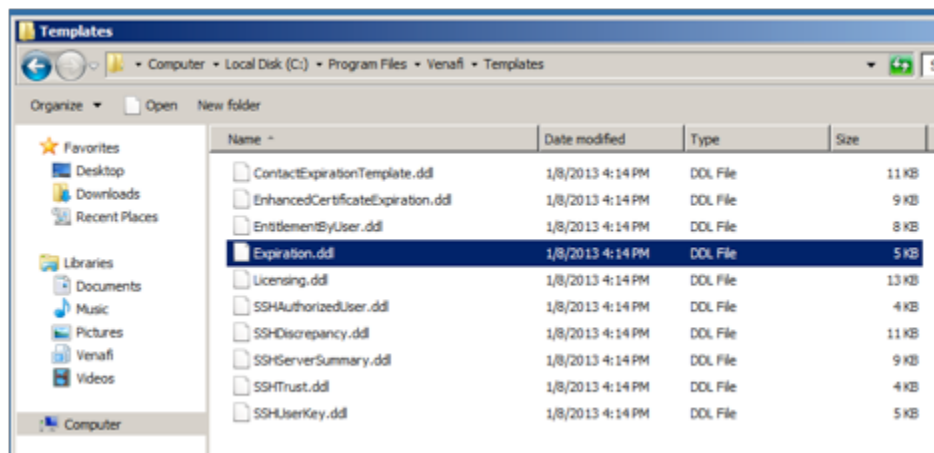
Generally it's a good idea to have one template per report type as you need both DDL and the modified image. So for this example we will select the Certificate Expiration report



Click it once to select the report type.

## Step 3 – Upload the ddl that corresponds to this report

You will find the ddl in the templates folder



If you need to modify text in the report most of that can also be found in the ddl but it may be a little difficult to find. An example of things you can change here are header and footer text, Logo size etc.

If you needed to change the size of the logo search for “Logo” in the ddl and you’ll find this section:

```
$ShowImage (Logo) $  
[  
    RelativeHorizontal = Character  
    RelativeVertical = Line  
    Width = "2cm"  
    Left = Left  
    WrapFormat  
    {  
        Style = TopBottom  
        DistanceTop = 0  
    }  
]
```

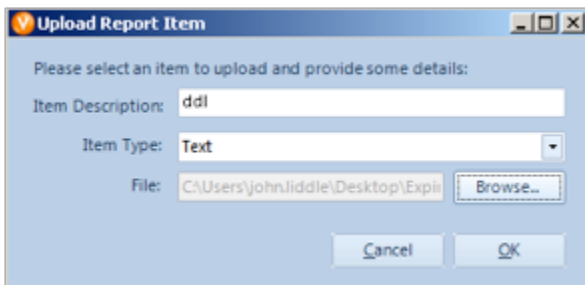
You can change the name of the Logo (this will correspond to the name of the image you will upload in a subsequent step) or the width or placing of the logo on the page.

Once your modifications are complete you can save the file and you can upload it to the template object.

Click on the upload button next to the Template Document: section



Select your modified ddl document and give it a description of ddl



Click ok.

### Step 4 – upload modified logo files if any to the template object

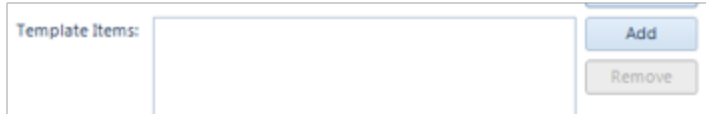
If you haven’t changed the name of the logo in the ddl file you can simply upload your new logo file and give it an Item Description of “Logo”. It will then use that image instead of the embedded Venafi logo when creating reports that use this template.

If I take the logo.png that ships with the driver and is already embedded and I modify it to suit my needs

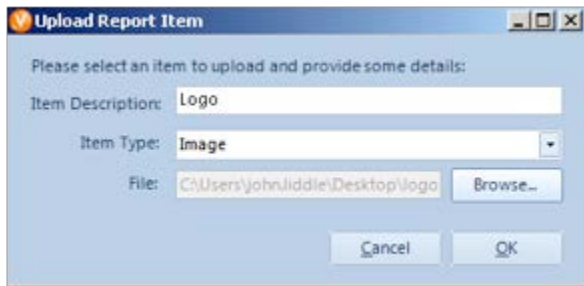


And save it somewhere, I can then upload that modified logo to be used in this template

Click the Add button next to Template Items:

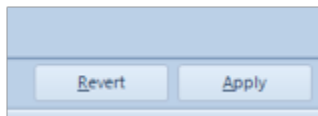


Browse to the file you just created (you may need to change the dialog file filter to see the file extension you're using)



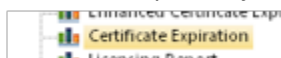
Click Ok

Click Apply to save these changes to your object

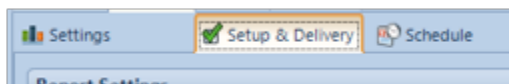


## Step 5 – Apply this template to the report object that it corresponds to

Select the report object that you want to use this new format when generating a PDF



Click on the Setup & Delivery tab



On the Content section next to PDF Template: item click the drop down and select your template object



Ensure you have also selected the PDF format immediately above it.



Apply your changes



Now you should be able to generate your report and it should reflect the changes you have made.



## **Certificate Expiration Report**

Prepared: 2/15/2013 12:51:49 PM

Certificate Expiration Summary