

Update a Report Map

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A report map can be updated any time from the **Reports > End User Reports** main list screen by clicking its ID.

The page will open in read-only mode. Click the **Edit** button to put the page into EDIT mode.

No changes will be saved until the **Save** button is pressed on the *Edit End User Portal Mapping* page. After saving, the user will be taken back to the *End User Portal Reports* page listing any mappings that have been created.

If you are uncertain if the changes have been applied correctly, and want to double check, go back to the **Reports > End User Portal Reports** list, click the ID of the mapping you want to check and review it in VIEW mode.

Removing Accounts Mapped Directly

Users can remove accounts on an individual basis, or everyone at once.

To remove all directly-mapped accounts in a single action, click the **Remove all Accounts** button.

To remove a single account, click the **Select Accounts** button. This will open the **Account Selection** light box window.

1. Using the ID or name field, find the account you want to remove. If you prefer, you can also paginate through the customer list.
2. Remove the check from the box next to the end user's name.
3. To save the changes, click the **Update** button.
4. To close the light box and return to the mapping page, click X (close).
5. Press the **Save** button to save the changes to the mapping.

Removing an Account Profile from the Map

To remove an account profile from the map, it needs to be deselected in the **Account Profile** display window.

You can deselect a highlighted account profile by holding down **CTRL** button and either click or left-click the account profile button with your mouse. Selected account profiles are highlighted. Account profiles not included are deselected. Once you are finished, press the **Save** button to save the changes to the mapping.

Removing an Account Profile from the Map

To remove an account profile from the map, it needs to be deselected in the **Account Group** display window.

You can deselect a highlighted account group by holding down **CTRL** button and either click or left-click the account group with your mouse. Selected account groups are highlighted. Account groups not included are deselected. Once you are finished, press the **Save** button to save the changes to the mapping.

Related Pages

- [End User Portal Reports](#)
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- [Update a Report Map](#)
- [End User Portal Reports List](#)
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