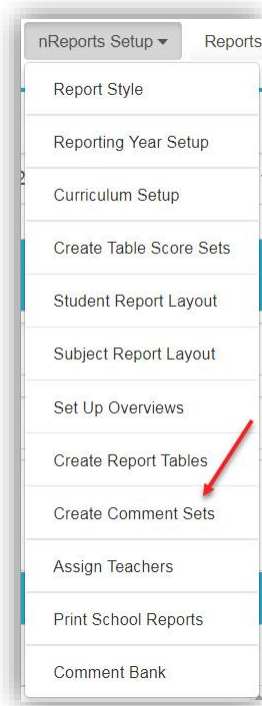## Create Comment Sets

If you have added a Comment component for any subject(s) in the Subject Report Layout, you need to create Comment Sets.

1. From the 'nReports Setup' menu, select 'Create Comment Sets'.

2. Click on the button labelled 'Add New Comment Set'.

3. Give your template a name. (This name is purely an identifier and will not show on the reports.) Also add a header name to your comment set. Then click on 'Save'.

4. Using the handles, drag the comments you want into the area labelled 'Drag Comment Here'. They will then be displayed under the 'Selected Comments' section on the left.

5. If you need to add a new comment, that isn't already available from the list, click on the button labelled 'Add New Comment'.

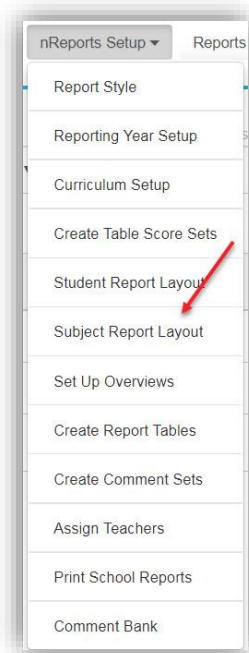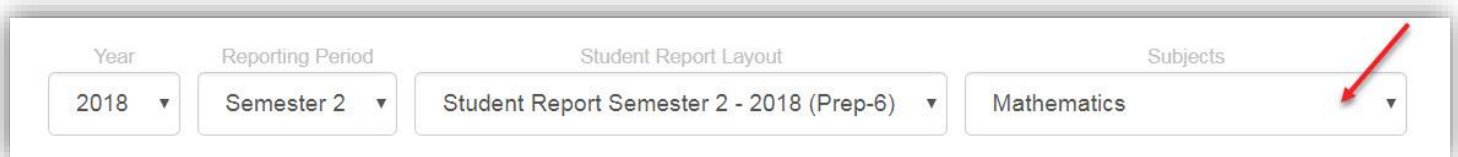## Assign Comment Sets to Subject Layout

Once the comment sets have been created, you need to go to the Subject Report Layout and assign them to the comment sections.

1. From the 'nReports Setup' menu, select 'Subject Report Layout'.

2. Choose the relevant subject from the 'Subjects' drop down menu.

3. Choose the appropriate comment set using the selector and then click 'Save'.