**Apply the following steps to perform a Pivot Field Clean-up routine:**

1. **First close all MS Excel files on the local PC**
2. In Report Manager, right click on the relevant report layout and select **Clean Template Pivot Fields**



1. Select Yes on this message



1. Click the **Select All** button below and OK



1. And again **Select All** and OK on all the following prompts that may follow until all pivot fields are done



1. Notice the clean-up operation being processed at the bottom of the screen



1. You might again receive the following type of screens, keep on selecting Select All and Ok until done



1. When done, select Yes if you want to save the changes



1. When done, rerun the report