

# How to Duplicate header or footer record

1. Open the selected report header and footer record. See [How to Search and Open report header and footer record.](#)
2. Click **Duplicate** to duplicate a report header and footer record.

Report Header and Footer - Page Header - 6/19/2019 1:41:11 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Page Header - 6/19/2019 1:41:11 PM Description Page Header: Automation Test

Type \* Page Header Column Name

X Remove Up Down Export View Filter (F3)

| Type                                  | Header/Footer Name | Row Number | Alignment | Width | Column From | Column To |
|---------------------------------------|--------------------|------------|-----------|-------|-------------|-----------|
| <input type="checkbox"/> Custom       | Custom Automa...   | 1          | Left      | Page  |             |           |
| <input type="checkbox"/> Report Title |                    | 2          | Left      | Page  |             |           |
| <input type="checkbox"/> Report D...  |                    | 3          | Left      | Page  |             |           |

3. Report Header and Footer **Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Report Header and Footer Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

This also tells that duplicating of record was successful and that you are on the new duplicated copy. You can save this new record as is or you may change the Report Header and Footer Name with a new name.

Report Header and Footer - Duplicate (1) of Page Header - 6/19/2019 1:41:11 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Duplicate (1) of Page Header - 6/19/2019 1:41:11 Description Page Header: Automation Test

Type \* Page Header Column Name

X Remove Up Down Export View Filter (F3)

| Type                                  | Header/Footer Name | Row Number | Alignment | Width | Column From | Column To |
|---------------------------------------|--------------------|------------|-----------|-------|-------------|-----------|
| <input type="checkbox"/> Custom       | Custom Automa...   | 1          | Left      | Page  |             |           |
| <input type="checkbox"/> Report Title |                    | 2          | Left      | Page  |             |           |
| <input type="checkbox"/> Report D...  |                    | 3          | Left      | Page  |             |           |

1. Open the selected report header and footer record. See [How to Search and Open report header and footer record.](#)
2. Click **Duplicate** to duplicate a report header and footer record.

Report Header and Footer - Page Header A

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Page Header A Description

Type \* Page Header Column Name

X Remove Up Down Export View Filter (F3)

| Type                                  | Header/Footer Name | Row Number | Alignment | Width | Column Description |
|---------------------------------------|--------------------|------------|-----------|-------|--------------------|
| <input type="checkbox"/> Page         |                    | 1          | Left      | Page  |                    |
| <input type="checkbox"/> Printed Time |                    | 2          | Left      | Page  |                    |

3. Report Header and Footer **Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Report Header and Footer Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

This also tells that duplicating of record was successful and that you are on the new duplicated copy. You can save this new record as is or you may change the Report Header and Footer Name with a new name.

Report Header and Footer - Duplicate (1) of Page Header A

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name: **Duplicate (1) of Page Header A** Description:

Type: Page Header Column Name:

X Remove Up Down Export View Filter (F3)

| Type                                  | Header/Footer Name | Row Number | Alignment | With | Column Description |
|---------------------------------------|--------------------|------------|-----------|------|--------------------|
| <input type="checkbox"/> Page         |                    | 1          | Left      | Page |                    |
| <input type="checkbox"/> Printed Time |                    | 2          | Left      | Page |                    |

1. Open the selected report header and footer record. See [How to Search and Open report header and footer record.](#)
2. Click **Duplicate** to duplicate a report header and footer record.

Report Header and Footer - Page Header Test

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name: Page Header Test Description: Test

Type: Page Header Column Name: Override

X Remove Up Down Export View Filter (F3)

| Type  | Header/Footer Name | Row Number | Alignment | With   | Column Description |
|---|--------------------|------------|-----------|--------|--------------------|
| <input type="checkbox"/> Report Title       |                    | 1          | Right     | Page   |                    |
| <input type="checkbox"/> Report Description |                    | 1          | Center    | Page   |                    |
| <input type="checkbox"/> DateTime Range     |                    | 1          | Left      | Column |                    |

3. Report Header and Footer **Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Report Header and Footer Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

This also tells that duplicating of record was successful and that you are on the new duplicated copy. You can save this new record as is or you may change the Report Header and Footer Name with a new name.

Report Header and Footer - Duplicate (1) of Page Header Test

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name: **Duplicate (1) of Page Header Test** Description: Test

Type: Page Header Column Name: Override

X Remove Up Down Export View Filter (F3)

| Type  | Header/Footer Name | Row Number | Alignment | With   | Column Description |
|---|--------------------|------------|-----------|--------|--------------------|
| <input type="checkbox"/> Report Title       |                    | 1          | Right     | Page   |                    |
| <input type="checkbox"/> Report Description |                    | 1          | Center    | Page   |                    |
| <input type="checkbox"/> DateTime Range     |                    | 1          | Left      | Column |                    |

1. Open the selected report header and footer record. See [How to Search and Open report header and footer record.](#)
2. Click **Duplicate** to duplicate a report header and footer record.

Report Header and Footer - Page Header - Cur and Prev

New Save Search Delete Undo Duplicate Options Close

Details

Name: Page Header - Cur and Prev Description: Page Header - Cur and Prev description

Type: Page Header Column Name: Current and Previous column

X Remove Up Down Layout Filter Records (F3)

| Type                            | Header/Footer Name     | Row Number | Alignment | With   | Column Description |
|---------------------------------|------------------------|------------|-----------|--------|--------------------|
| <input type="checkbox"/> Custom | Page Header - Current  | 1          | Center    | Column | Current            |
| <input type="checkbox"/> Custom | Page Header - Previous | 1          | Center    | Column | Previous           |

3. Report Header and Footer **Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Report Header and Footer Name of the original record. The number in this prefix is incremented by one based on the number of times the record had

been duplicated.

This also tells that duplicating of record was successful and that you are on the new duplicated copy. You can save this new record as is or you may change the Report Header and Footer Name with a new name.

Report Header and Footer - Duplicate (1) of Page Header - Cur and Prev

New Save Search Delete Undo Duplicate Options Close

Details

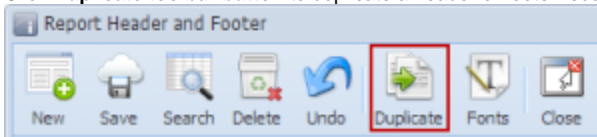
Name: Duplicate (1) of Page Header - Cur and Prev Description: Page Header - Cur and Prev description

Type: Page Header Column Name: Current and Previous column

X Remove Up Down Layout Filter Records (F3)

| Type   | Header/Footer Name     | Row Number | Alignment | With   | Column Description |
|--------|------------------------|------------|-----------|--------|--------------------|
| Custom | Page Header - Current  | 1          | Center    | Column | Current            |
| Custom | Page Header - Previous | 1          | Center    | Column | Previous           |

1. Click **Duplicate toolbar button** to duplicate a header or footer record.



2. **Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Report Header and Footer Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

This also tells that duplicating of record was successful and that you are on the new duplicated copy. You can save this new record as is or you may change the report header and footer Name with a new name.

Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

Name: Duplicate (1) of Page Head Description: Page Header