

# How to Configure a header or footer

1. A new row will be available in the grid section.
2. In the **Type field**, select a header/footer type.
  - Select **Report Header** if you are only to add a header on the first page of your report.
  - Select **Report Footer** if you are only to add a footer on the last page of your report.
  - Select **Page Header** if you are to add header on all the pages of your report.
  - Select **Page Footer** if are to add footer on all the pages of your report.
3. Enter a value in the **Header/Footer Name field**. This value should be as descriptive as possible so it would be easy to read what header/footer is that for.
4. The **Row Number** field dictates the order of the header/footer. Set this field 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth.
5. In the **Alignment field**, set how the value for the column be displayed.
  - Select **Center** if you want it Centered
  - Select **Left** if you want it Left Aligned
  - Select **Right** if you want it Right aligned
6. The **With** field has two options to select from.
  - a. Select **Page** if the header/footer will occupy the entire page, If this is selected, leave out step 7.
  - b. Select **Column** if it will only occupy a specific column. If this is selected, proceed to step 7.
7. The **Column Name** field is used only if 'Column' is selected in With field. In this field, select the column you want this header/footer be placed to. But before you can do this, make sure that you have selected a column designer record in the Column Name field at the top of the Report Header and Footer screen. See [How to Associate a column designer setup to a header or footer](#).

The following will guide you on how to add and configure columns of your column designer.

- [How to Add Custom header/footer](#)
- [How to Add Date Range header/footer](#)
- [How to Add Date Time Range header/footer](#)
- [How to Add Page header/footer](#)
- [How to Add Page Of header/footer](#)
- [How to Add Printed Date header/footer](#)
- [How to Add Printed Time header/footer](#)
- [How to Add Report Description header/footer](#)
- [How to Add Report Title header/footer](#)
- [How to Add Segment Filter Group header/footer](#)

1. A new row will be available in the grid section.
2. Enter a value in the **Description field**. This value should be as descriptive as possible so it would be easy to read what header/footer is that for.
3. In the **Type field**, select a header/footer type.
  - Select **Report Header** if you are only to add a header on the first page of your report.
  - Select **Report Footer** if you are only to add a footer on the last page of your report.
  - Select **Page Header** if you are to add header on all the pages of your report.
  - Select **Page Footer** if are to add footer on all the pages of your report.
4. The **Group** field dictates the order of the header/footer. Set this field 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth.
5. In the **Alignment field**, set how the value for the column be displayed.
  - Select **Center** if you want it Centered
  - Select **Left** if you want it Left Aligned
  - Select **Right** if you want it Right aligned
6. The **With** field has two options to select from.
  - a. Select **Page** if the header/footer will occupy the entire page, If this is selected, leave out step 7.
  - b. Select **Column** if it will only occupy a specific column. If this is selected, proceed to step 7.
7. The **Column Name** field is used only if 'Column' is selected in With field. In this field, select the column you want this header/footer be placed to. But before you can do this, make sure that you have selected a column designer record in the Column Name field at the top of the Report Header and Footer screen. See [How to Associate a column designer setup to a header or footer](#).

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