

# 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		
<input type="checkbox"/>						

- 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 TL...		2	Left	Page		
<input type="checkbox"/> Report D...		3	Left	Page		
<input type="checkbox"/>						

- 1. Open the selected report header and footer record. See [How to Search and Open report header and footer record.](#)
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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	
<input type="checkbox"/>					

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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	

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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	

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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

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been duplicated.

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

New Save Search Delete Undo Duplicate Options Close

Details

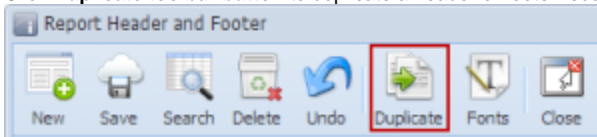
Name: Duplicate (1) of Page Header - Cur and Prev Description: Page Header - Cur and Prev description

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.

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Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

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