Copying a Printed Report

Cavallo Support - 2024-11-22 - Reporting

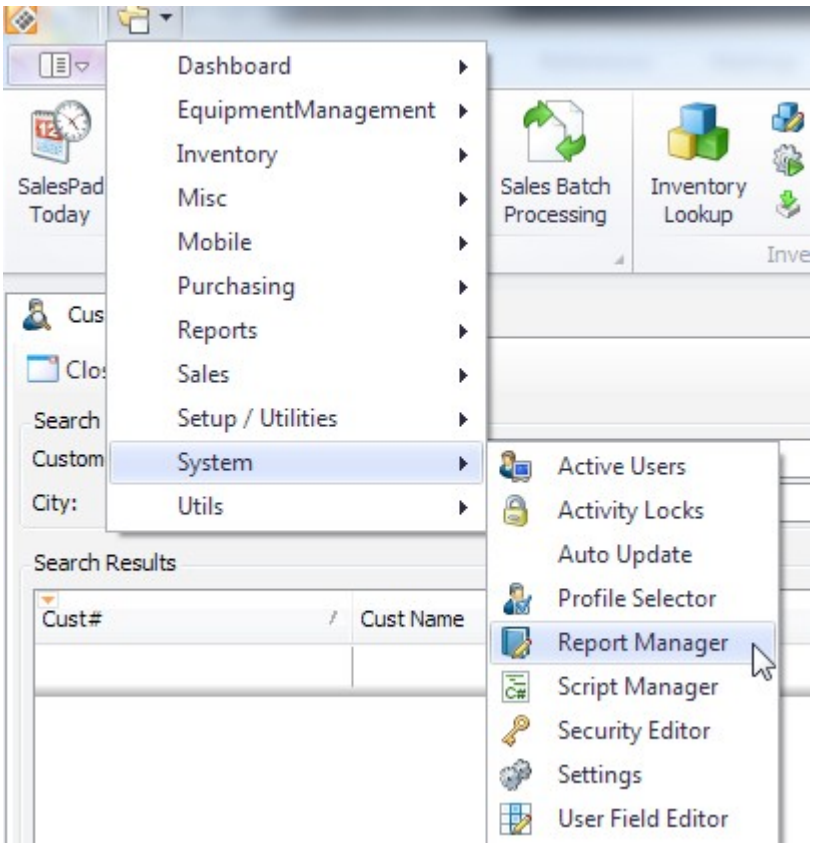
Overview

There are multiple ways to make copies of your printed reports. Each method is described below.

Method 1

Copying a report from Report Manager:

1. Open Report Manager from the Modules dropdown under System

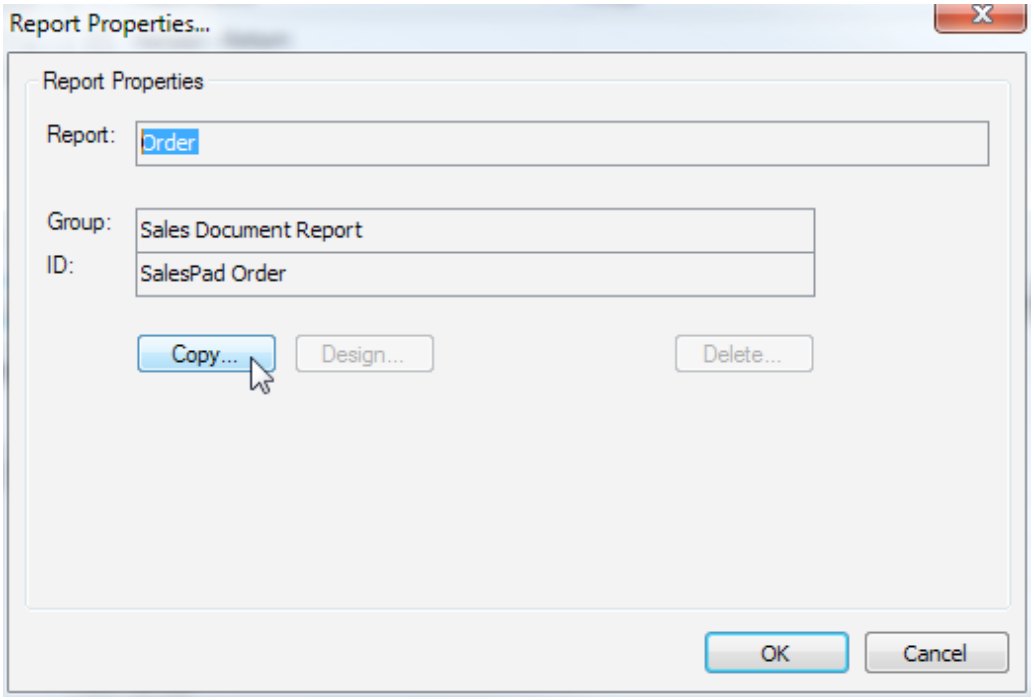


1. Select the report to be copied and click **Copy**
2. Name the report and click **OK**
   Note: You must close and reopen SalesPad before editing the new document

Method 2

Copying a report from the Print Screen:

1. Open any Sales Document or Purchase Order and click **Print**
2. Select the report to be duplicated and click **Properties**
3. Click **Copy**



4. In the popup screen, enter a name for the new report, click **OK** and then **Design**
5. The report will open in the Report Designer. Select File > Save As and save the report in the designated folder
6. Close Report Designer and the Report Properties window
7. Click **Design** again
8. Select File > Open
9. Navigate to and select the saved report
10. Click **Save** and close the Report Designer
11. Click **OK** to return to the Print screen

Note: No changes will be made to the report until steps 10 and 11 are completed.

Method 3

Copying a report through SQL:

The following script can be run to copy a report in SQL. The highlighted text must be replaced with the desired report name and the name of the existing report.

insert into spSystemReport (ReportGroup, ReportID, ReportName, Layout, Visible) select ReportGroup, ReportID,

'New Report', Layout, Visible from spSystemReport where ReportName='Existing Report'