



## Copying a Printed Report

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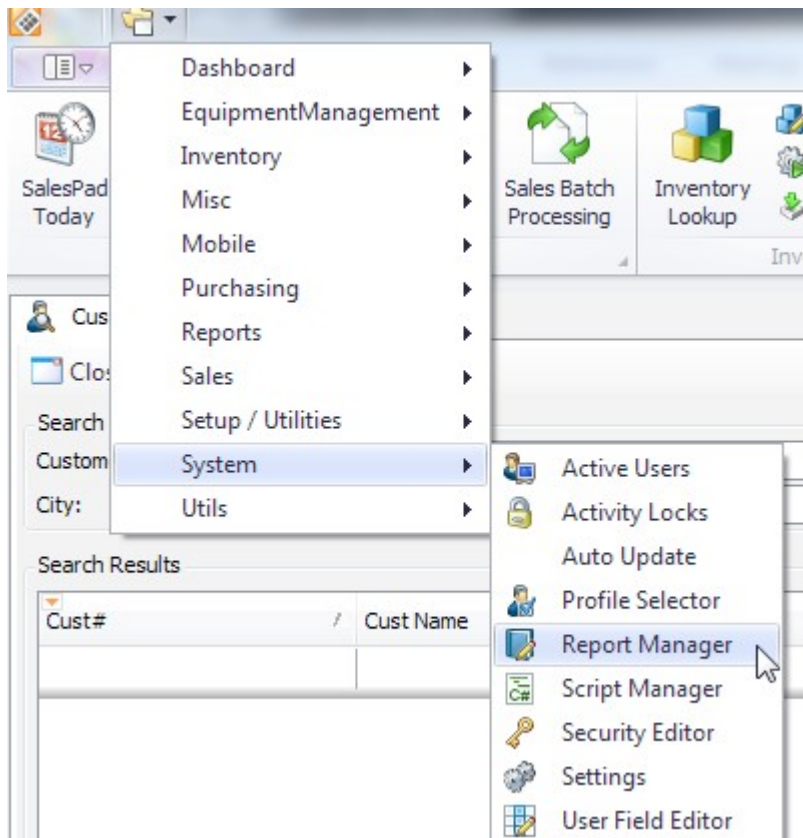
### Overview

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**

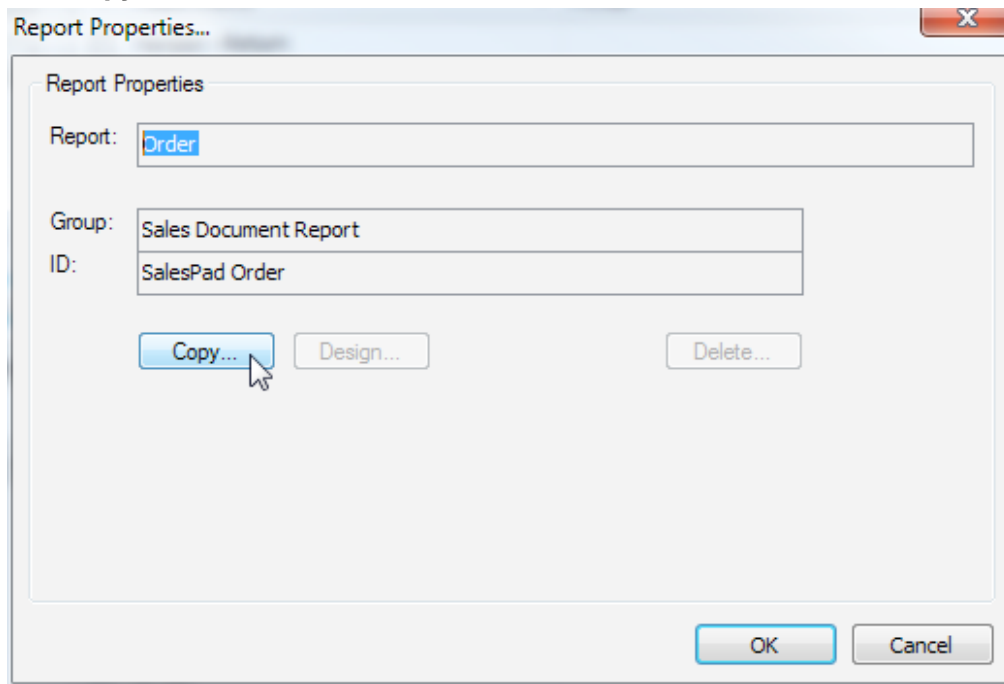
**Note:** You must close and reopen SalesPad before editing the new document

### 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'
```