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Copying a Printed Report

Cavallo Support - 2024-11-22 - Reporting

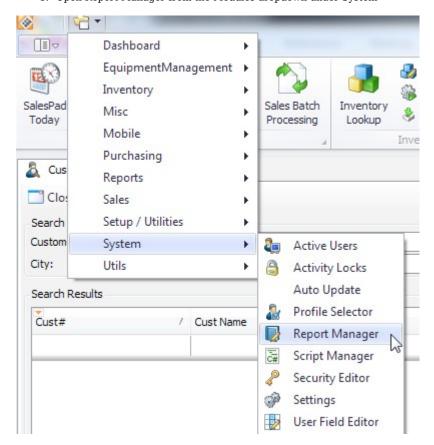
Overview

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



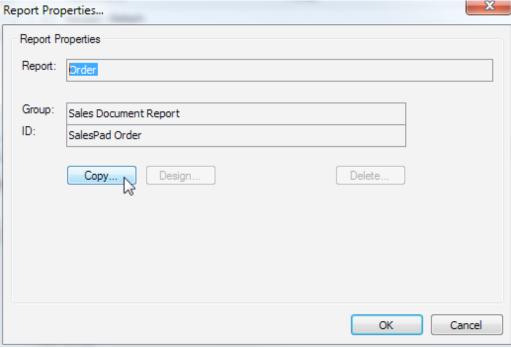
- 1. Select the report to be copied and click \boldsymbol{Copy}
- 2. Name the report and click \mathbf{OK}

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 $\boldsymbol{Properties}$
- 3. Click Copy



- 4. In the popup screen, enter a name for the new report, click \mathbf{OK} and then \mathbf{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.

 $insert\ into\ spSystem Report\ (Report\ Group,\ Report\ ID,\ Report\ Name,\ Layout,\ Visible)\ select\ Report\ Group,\ Report\ ID,$

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