PDF Output Options (Report Logo & Header)

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Overview

The **PDF Output Options** on a report allows you to configure a header and/or logo that will appear on reports exported into PDF files. Logos will appear at the top-left of the PDF file, and headers appear above any free form text and report elements.

An Example of a Report Exported Into a PDF With a Header and Logo
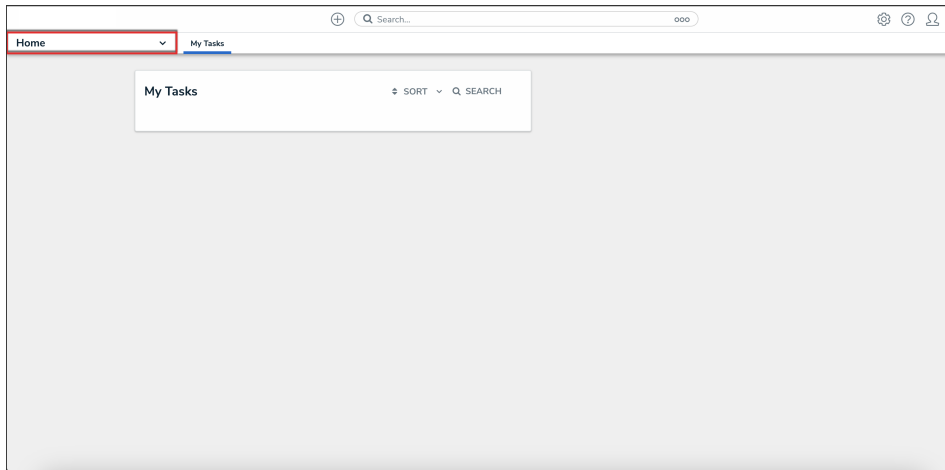
> **Note:**
> The **Footer** option is not currently functional and will be available in a future release.

Related Information/Setup

Please refer to the Exporting a Report article for more information on how to export a report as a PDF.
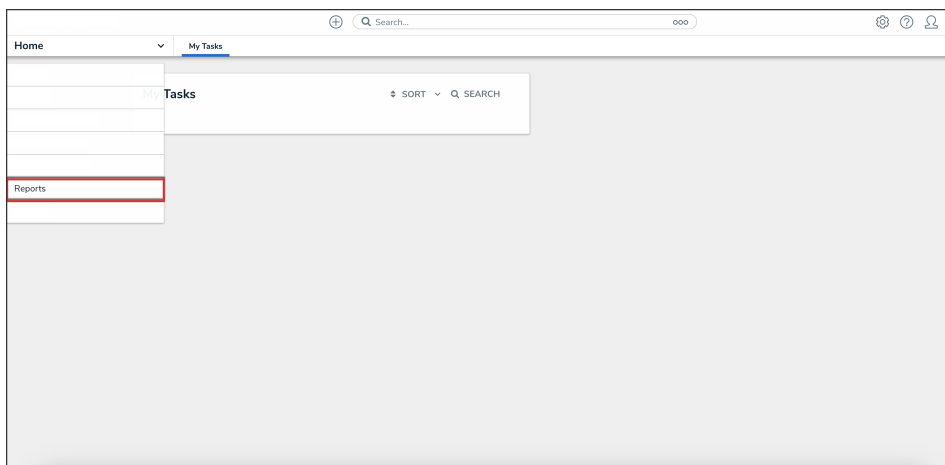
Navigation
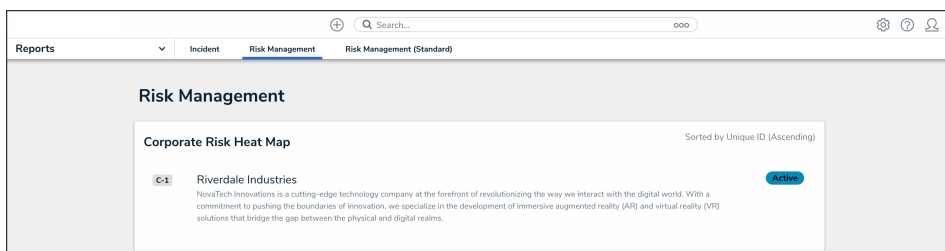
1. From the **Home** screen, click the **Home** dropdown.

Home Dropdown

2. From the **Home** dropdown, select the **Reports** application.
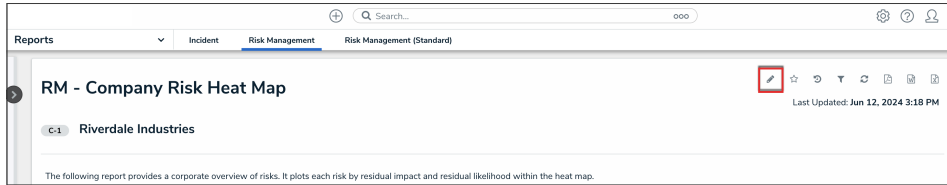

Reports Application

3. From the list of reports, click the report that you want to export as a PDF.
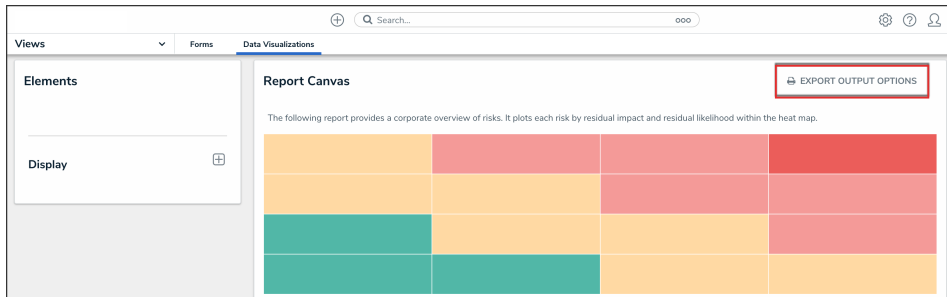

Report Name

Configuring the Report Header and Logo on a PDF Export

1. From the report you want to export as a PDF, click the **Edit Report Template** icon.
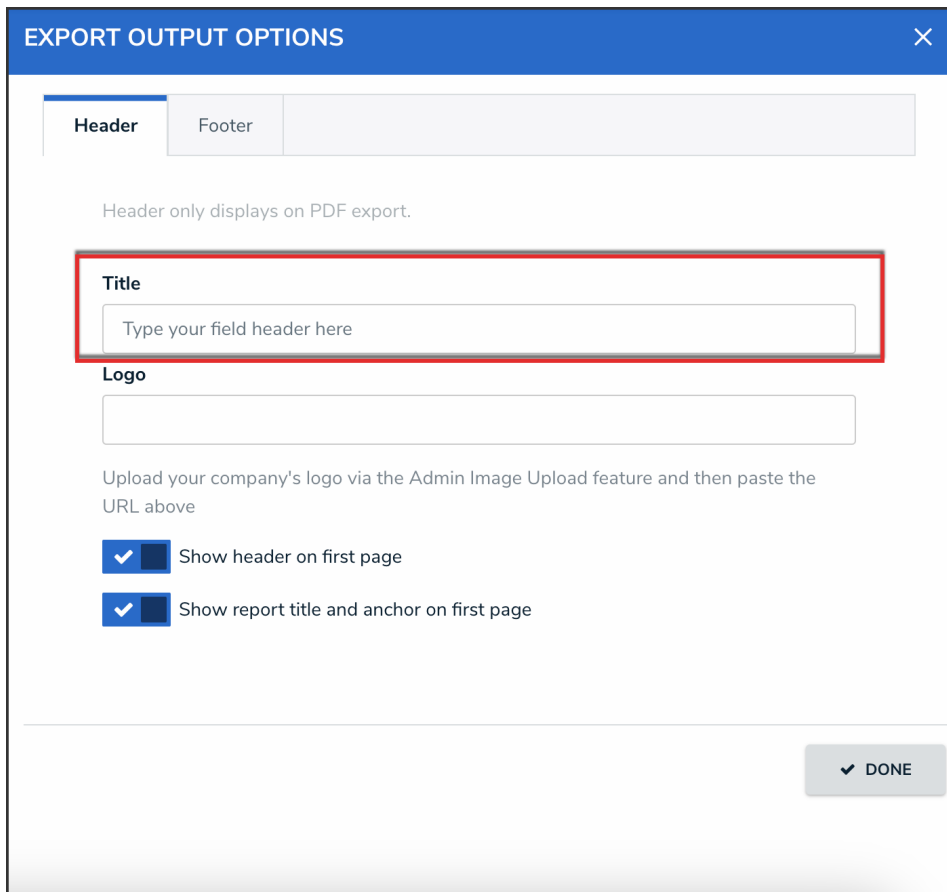
Edit Report Template Icon

2. Under the **Report Canvas** section, click the **Export Output Options** button.

Export Output Options Button

3. To include a header, enter text in the **Title** field.

Title Field

4. To include a logo, upload an image using the Image Upload tool, then paste the link in the **Logo** field. Logo images uploaded through the **Image Upload** tool are automatically

resized to fit within the header.

Logo Field

5. Click the **Show header on first page** toggle switch to turn it on to show the header on the first page of the report.

Show Header on First Page Toggle Switch

6. Click the **Show report title and anchor on first page** toggle switch to turn it on to show the report title and the anchor object type on the first page of the report.

Show Report Title and Anchor on First Page Toggle Switch

7. Click the **Done** button.

Done Button