

Adding Page Breaks to a Report

Last Modified on 09/12/2025 10:12 am EDT

Overview

The **Page Break** element breaks the page based on where an admin placed the element on the report canvas. This element has no effect on reports displayed in view, but it ensures [printed](#) and [exported](#) reports are displayed as required.

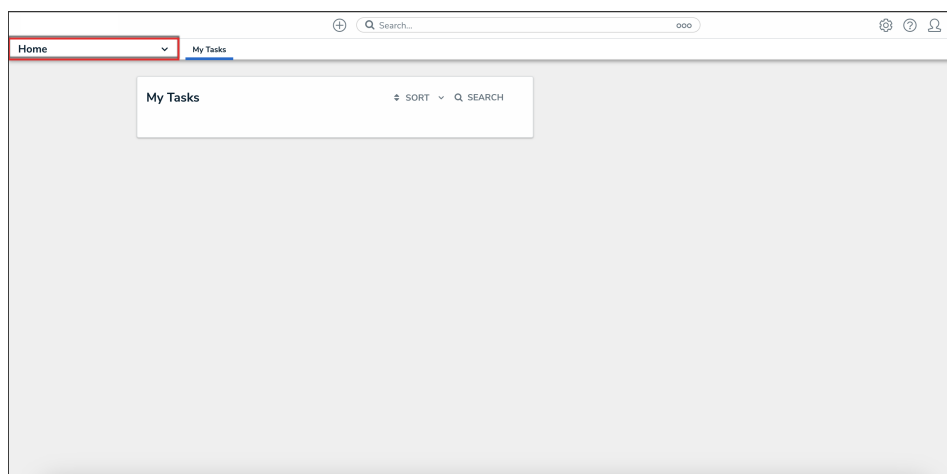
Related Information/Setup

Please refer to the [Exporting a Report](#) and the [Printing Overview](#) articles for more information on exporting and printing your report.

Once you're done adding elements and configuring your report, you must add it to a report view to make it available to end-users. See the [Views Overview](#) and [Create a Report View](#) articles for more information.

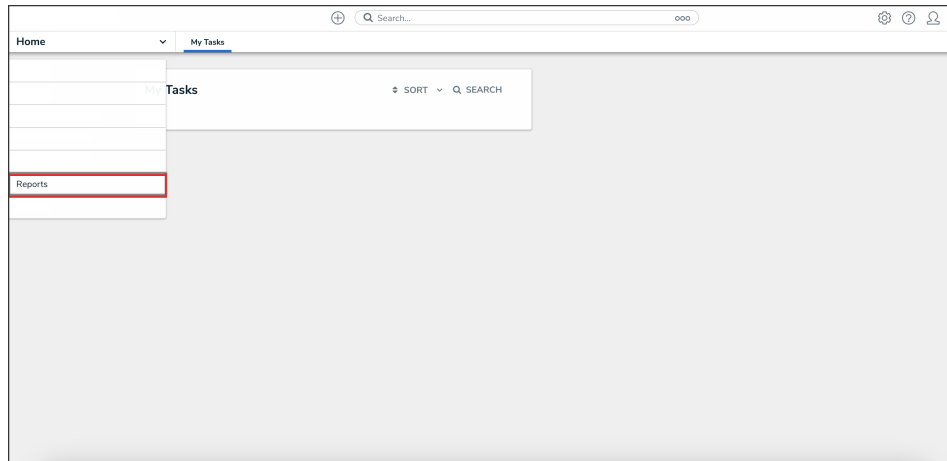
Navigation

1. From the **Home** screen, click the **Home** dropdown.



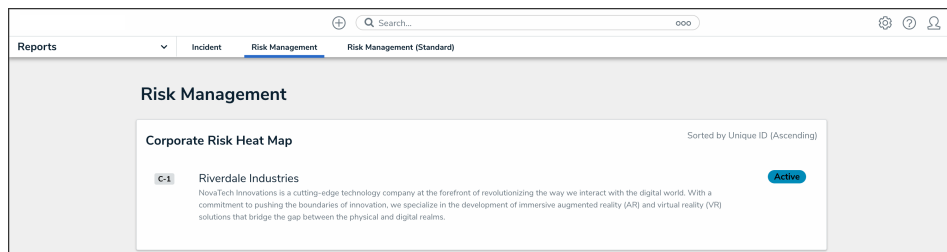
Home Dropdown

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



Reports Application

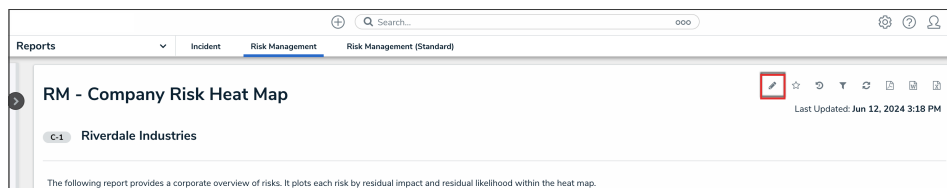
- From the list of reports, click the report you want to add a page break to.



Report Name

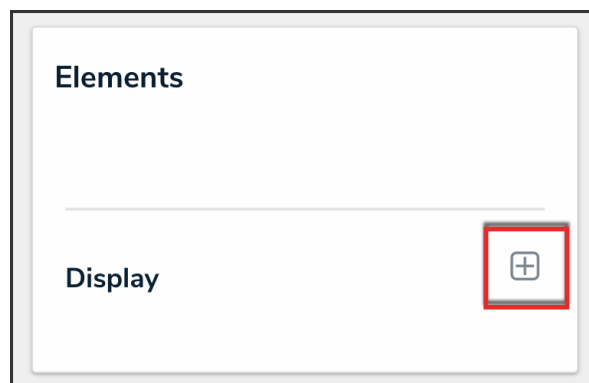
Adding a Page Break to a Report

- In the report you want to add a page break to, click the **Edit Report Template** icon.



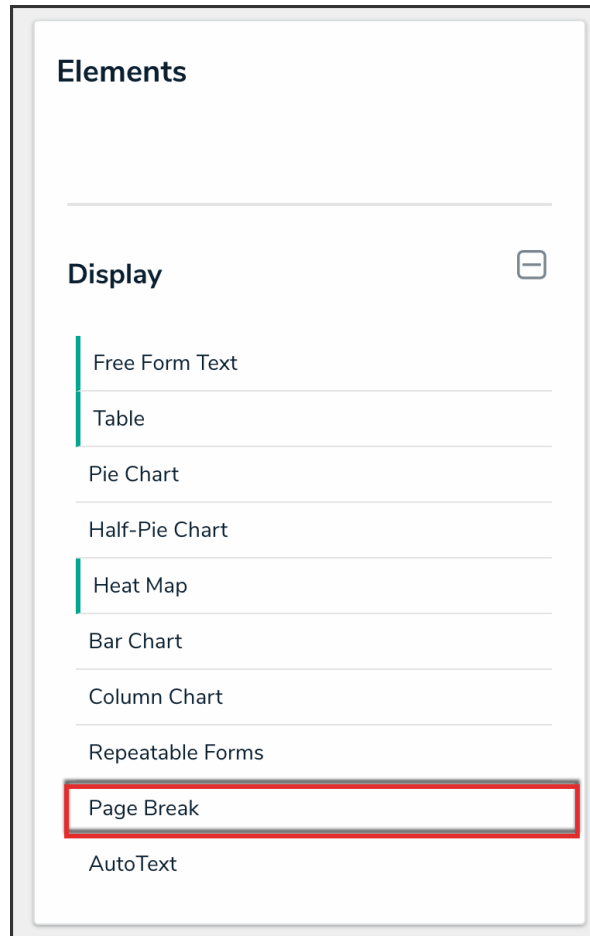
Edit Report Template Icon

- Under the **Elements** section, click the **Expand** icon beside **Display**.



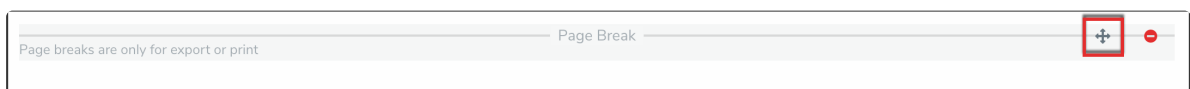
Expand Icon

1. Drag and drop the **Page Break** element to the **Report Canvas**.



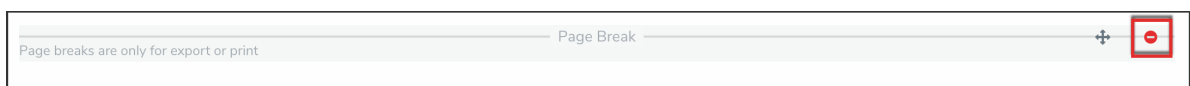
Page Break Element

2. To move the page break, hover your cursor over the **Page Break** element to show the **Reorder** icon, then click and drag the element to the desired location on the canvas.



Reorder Icon

1. To delete the page break, hover your cursor over the **Page Break** element and click the **Delete** icon.



Delete Icon