

PDF Output Options (Report Logo & Header)

Last Modified on 09/12/2025 4:23 pm EDT

Overview

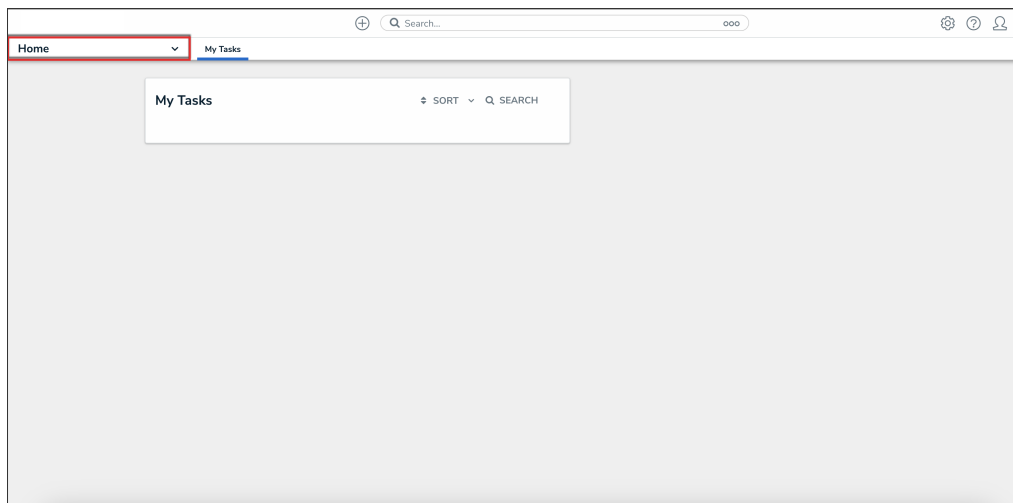
The **PDF Output Options** on a report allows you to configure a header, logo, and/or footer that will appear on reports exported into PDF files. Logos will appear at the top-left of the PDF file, and headers appear above any free form text and report elements.

Related Information/Setup

Please refer to the [Exporting a Report](#) article for more information on how to export a report as a PDF.

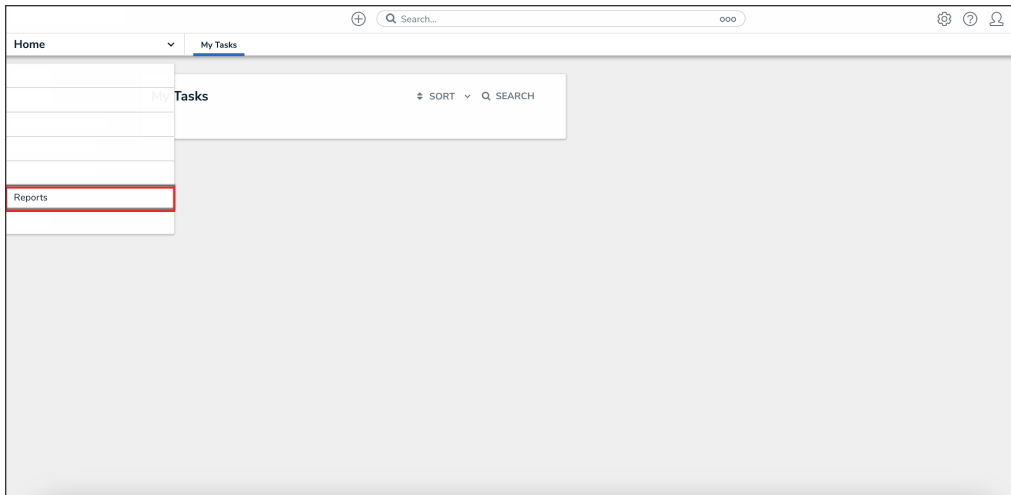
Navigation

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



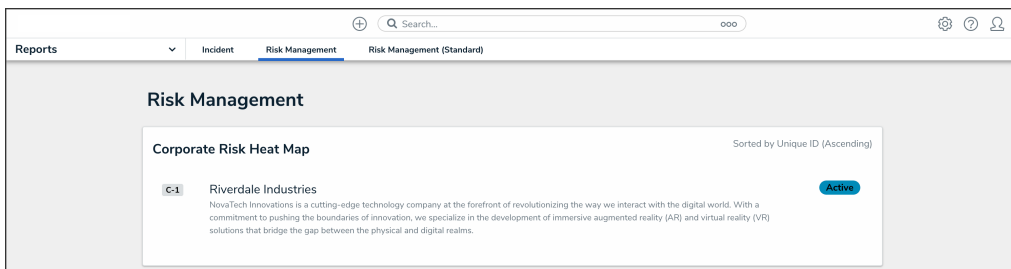
Home Dropdown

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



Reports Application

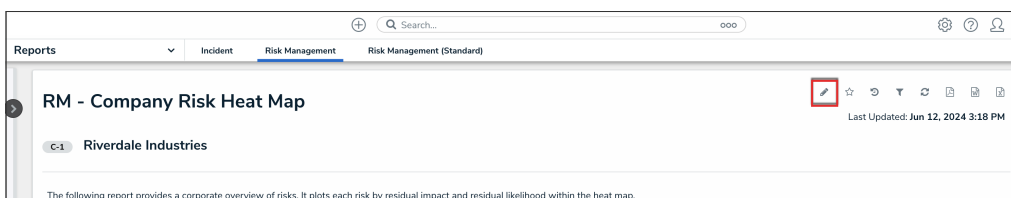
- From the list of reports, click the report that you want to add a header and footer to.



Report Name

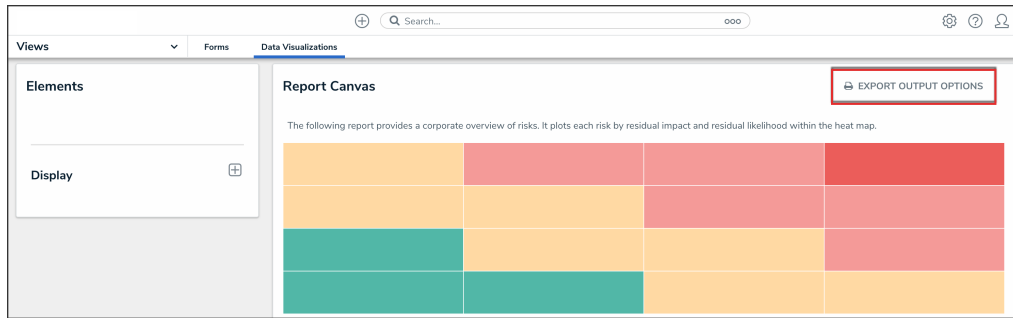
Configuring the Report Header and Footer on a PDF Export

- From the report you want to add a header and footer to, click the **Edit Report Template** icon.



Edit Report Template Icon

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



Export Output Options Button

- To include a header on the report, from the **Header** tab, enter text in the **Title** field.

EXPORT OUTPUT OPTIONS

Header

Footer

Header only displays on PDF export.

Title

Business Continuity Plan Summary

Logo

Upload your company's logo via the Admin Image Upload feature and then paste the URL above

☐

Show header on first page only

☐

Show header on all pages

☒

Show report title and anchor on first page

✓

DONE

Title Field

- 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.

EXPORT OUTPUT OPTIONS

Header

Footer

Header only displays on PDF export.

Title

Business Continuity Plan Summary

Logo

Upload your company's logo via the Admin Image Upload feature and then paste the URL above

☐

Show header on first page only

☐

Show header on all pages

☒

Show report title and anchor on first page

✓ DONE

Logo Field

5. Select one of the following options for the header:

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

EXPORT OUTPUT OPTIONS

Header

Footer

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☒

Show header on first page only

☐

Show header on all pages

☐

Show report title and anchor on first page

✓

DONE

Show Header on First Page Only Toggle Switch

- Click the **Show header on all pages** toggle switch to turn it on to show the header on all pages of the report.



Note:

When the **Show header on all pages** toggle switch is on, the **Show header on first page only** toggle switch will be automatically deactivated.

EXPORT OUTPUT OPTIONS

Header

Footer

Header only displays on PDF export.

Title

Business Continuity Plan Summary

Logo

Upload your company's logo via the Admin Image Upload feature and then paste the URL above

☐

Show header on first page only

☒

Show header on all pages

☐

Show report title and anchor on first page

✓

DONE

Show Header on All Pages Toggle Switch

- 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.

EXPORT OUTPUT OPTIONS

Header

Footer

Header only displays on PDF export.

Title

Business Continuity Plan Summary

Logo

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☐

Show header on first page only

☐

Show header on all pages

☒

Show report title and anchor on first page

✓ DONE

Show Report Title and Anchor on First Page Toggle Switch

6. To include a footer on the report, from the **Footer** tab, select one of the following options:
- Click the **Show report timestamp on last page only** toggle switch to turn it on to show the timestamp in the footer of the last page only.

EXPORT OUTPUT OPTIONS

Header

Footer

☒ Show report timestamp on last page only

☐ Show report timestamp on all pages

✓ DONE

Show Report Timestamp on Last Page Only Toggle Switch

- Click the **Show report timestamp on all pages** toggle switch to turn it on to show the timestamp in the footer of all the pages of the report.

EXPORT OUTPUT OPTIONS

Header

Footer

☐ Show report timestamp on last page only

☒ Show report timestamp on all pages

✓ DONE

Show Report Timestamp on All Pages Toggle Switch

- Click the **Done** button.

EXPORT OUTPUT OPTIONS

Header

Footer

Header only displays on PDF export.

Title

Business Continuity Plan Summary

Logo

Upload your company's logo via the Admin Image Upload feature and then paste the URL above

☐

Show header on first page only

☐

Show header on all pages

☒

Show report title and anchor on first page

✓ DONE

Done Button