RESEARCH AUTOMATORS

How to Copy (Duplicate) a Single Report Page into Another Report

Survey Automator guide

How to Copy (Duplicate) a Single Report Page into Another Report

GUIDE REPORT

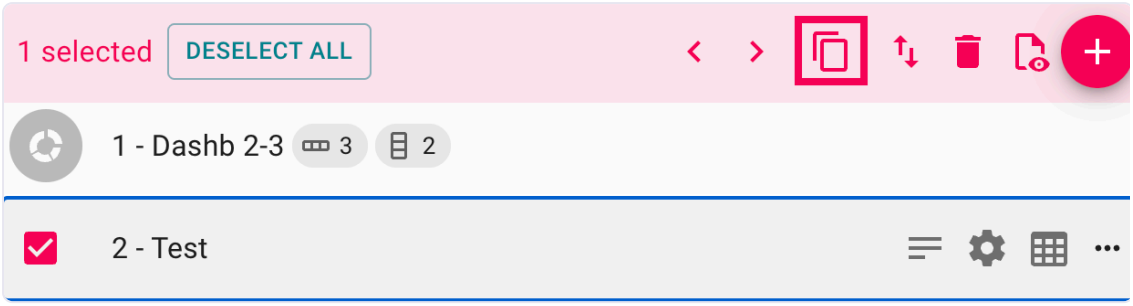
If you want to copy **one specific report page** (not the entire report) into another report, you do this from the **Page list view** using the **Duplicate into** action.

Prerequisites

- You have access to the project's **Report** area.
- The destination report is in the **same project** (this function works within a project).

Step-by-Step Instructions

1. **Open the Report tab**
   - Go to your project and open the **Report** tab.
2. **Switch to Page list view**
   - Press **Ctrl + L** to switch to the **Page list**.
   - Alternatively, click the **gear icon** in the top-right corner and select **Page list**.
3. **Select the page you want to copy**
   - In the Page list, click the row for the page you want to duplicate.
   - You can also select **multiple pages** if needed.
4. **Click "Duplicate into"**
   - Click the **Duplicate into** icon (the duplicate/copy action in the toolbar above).
   - A dropdown/list will appear.
5. **Choose the destination report**
   - From the list, select the report you want to copy the page into.
   - The system will duplicate the selected page(s) into the chosen report.



The latest version of this guide: https://www.researchautomators.com/guides/copy-report-page/