



Cloning and Extracting Report Data

This document provides instructions for cloning reports and extracting report data to quickly create new reports using previously entered report data for similar properties, neighborhoods, etc.

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Cloning and Extracting Report Data

Cloning creates a copy of report data, text and images, to use as a starting point for a new report. No changes are made to the original report during cloning.

The Extract function is cloning “after the fact”. Extracting imports data from another report into the current report. Data from a single field, a section, or multiple sections can be extracted into the corresponding field or section(s).

Cloning an Existing Report

1. Click **File > New**, or click the **New Report** icon () , or press **CTRL+N** on the keyboard.
2. Enter the *Filename for New Report* and click **Clone**.
3. Select the *Report Pak* and the *Report Picklist*, and click **OK**.

NOTE: If *Use Default Report Options* is selected, the new report will be created using the default options. If *Use Default Report Options* is not selected, the new report will be created using the report options of the source report.

TIP: Click **Options > Report** to set default report options. Select a category and check *Apply to Future Reports Created with Default Options*.

4. Enter the *Filename to Clone From* and click **OK**.
5. Select the components to clone.

Invert

Automatically deselect previously selected components and select components that were previously not selected.

Select all

Includes all components.

Deselect all

Excludes all components. Manually select components to include.

TIP: For components with multiple sections, for example the 1004 Single Family 2005, click **Details** and select the sections to clone.

6. Click **OK** to accept the selections and clone the report.

Extracting Data from a Field or Section

1. Click in any report *Field* or *Section*. Click **Edit > Extract** or right-click and select **Extract**.
2. Select **Field** or **Section**.
3. Select the *Report to Extract Data From* and click **Open**.

TIP: To search for a report when extracting data, click **Options > Environment > General** and select *Use File Lister to select report files when extracting*.

Extracting Data from Multiple Sections

1. Click **Edit > Extract > Multiple Sections** or right-click in any report field and select **Extract > Multiple Sections**.
2. Select the *Report to Extract Data From* and click **Open**.
3. Select sections to extract.

Invert

Automatically deselect previously selected forms and select forms that were previously not selected.

Select all

Selects all forms. Manually deselect the forms to exclude.

Deselect all

Deselects all forms. Manually select the forms to include.

TIP: For forms with multiple sections (for example, the 1004 Single Family 2005), click **Details** and select the sections to extract.

4. Click **OK** to accept selections and extract data.

TIP: To search for a report when extracting data, click **Options > Environment > General** and select *Use File Lister to select report files when extracting*.