

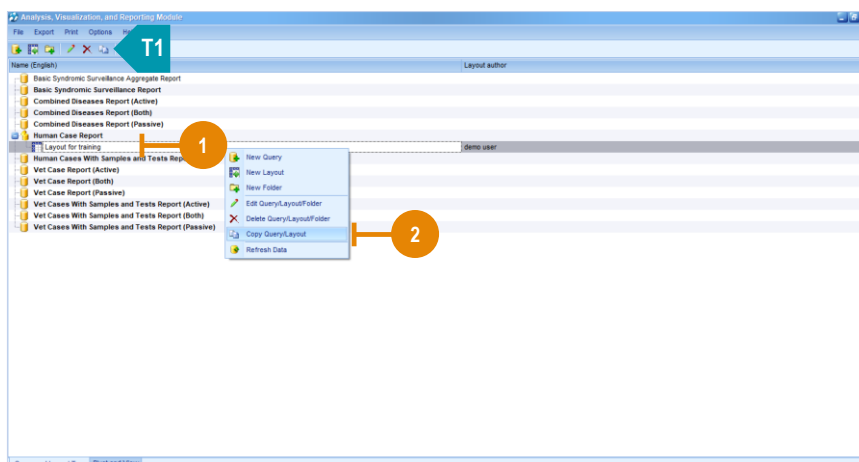
Copy a Layout

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An EIDSS user with the appropriate permissions can duplicate and modify layouts in the Analysis, Visualization, and Reporting (AVR) application. This quick guide presents the steps to copy a layout.

1. From the AVR **Query and Layout Tree**, highlight the layout you wish to copy.
2. Choose **Copy Query/Layout** from the **File** drop-down menu. The layout appears with the **View** tab open. **Note:** The original layout is closed and **Copy** of is appended to the **Layout** name.

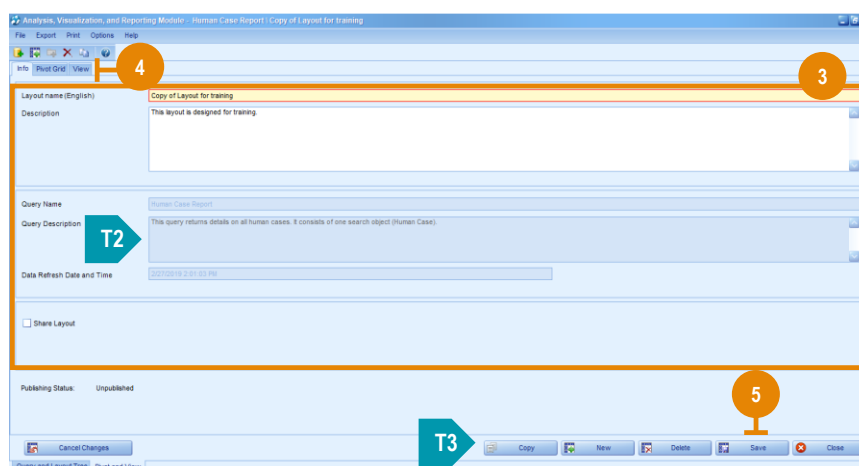
Tip 1: A layout can also be copied by highlighting the desired layout in the **Query and Layout Tree** and clicking the **Copy** icon in the toolbar.



3. Make any necessary revisions.

Tip 2: The query information is auto-populated based on the associated query and is not editable.

Tip 3: To make a copy of a currently open layout, click the **Copy** button.



4. Use the tabs to access and revise other sections as needed. **Note:** Additional help can be found in the **Navigate the Pivot Grid Tab** and **Navigate the View Tab** quick guides.
5. Click **Save**. A confirmation dialog box appears.

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- Click **Yes**. The copied layout is saved and displays underneath the associated query in the **Query and Layout Tree**.

