Copying a Report Record

To copy a report record, do the following (please make sure you are logged onto a PALS subsystem):

1. Find the report record's Report ID – (forgotten how to do this – see Display Report)

2. Type MRP and press <Enter>.

   Copying a report record is similar to creating one - you select from two menus to get the workform that corresponds to the report you want to copy. The workform is identical to the one used to create the report record except for the Report Record ID field. Enter into this field either the Report ID or the record number of the report record from a display list.

3. After you fill in the Report Record ID field, you can also fill in any fields that you want to change for the copy, following these rules:
   * To delete a field, fill in the entire field with asterisks (*)
   * Usually, any information you enter into a field will completely replace the existing information. There are, however, two special features that you can use with the Pull Criteria field (on the Pull custom report workforms) and the Print Fields field (on the Print custom report workforms):
     • Adding information. You can append information to the end of a field by typing an asterisk (*), followed by the text you want to add.
     • Changing part of a field. You can change part of a field without changing the rest of the field by entering: \old text\new text
       (where old text = the text you want to change and new text = what you want to change it to)
     • Deleting part of a field. You can delete part of a field without changing the rest of the field by entering: \text to delete\  
       (where text to delete = the text you want to delete). If you are deleting part of a print parameter, you need to include a space between the field code and the second back-slash.

4. After you have completed the workform, go to [PROCEED] and press <Enter>.

   If the report record is successfully loaded, PALS displays the following message:

   REPORT RECORD LOADED WITH ID: NNNNN
   (where NNNNN = the Report ID number)

   If the report record is not successfully loaded, PALS displays the following message:

   REPORT WILL NOT RUN
   Followed by an explanation of the problem. To fix the problem, press <F10> to recall the workform with the fields filled in, make the necessary corrections, then re-submit the workform.