

Column and Header Labels

The Report Designer Tool gives you the option of editing the names of the columns and headers in your report.

Editing a column or header label

- Go to the Ad Hoc View Panel and right click on the column or header you wish to change the name.
- Select the **Edit Label** option from the context menu. The **Edit Label** window will open.
- Inside the text entry box, delete the default or previous name and enter the new one.
- Click on **Submit** to apply the changes.

When you delete a label, it will still appear when you look at the view in the Report Designer but will not be displayed when you run the report.

Deleting a column or header label

- Go to the Ad Hoc View Panel and right click on the column or header you wish to delete.
- Select **Delete Label** from the context menu.

Re-applying a label

- Right click on the name of the column or header you want to replace.
- Select the **Add Label** option from the context menu. The **Edit Label** window will appear.
- Enter the label name you wish if it is needed.
- Click on **Submit** to apply the changes.