



How do I change my report titles in PATGuard 3?

This How to guide is to help if you are trying to change report titles in PATGuard 3.

1. To edit a report right click on the report with the details as near to your own requirements as possible.
2. From the drop menu select copy and create a copy of the report with a new name.
3. Click 'OK'
4. Right click on the copied report and from the drop down menu select 'Edit'.

Note: The Edit option will not be available if the PATGuard 3 user account does not have Edit permissions. An Admin PATGuard user can check other users' permissions in Setup -> User Accounts.

5. This opens the report designer:

