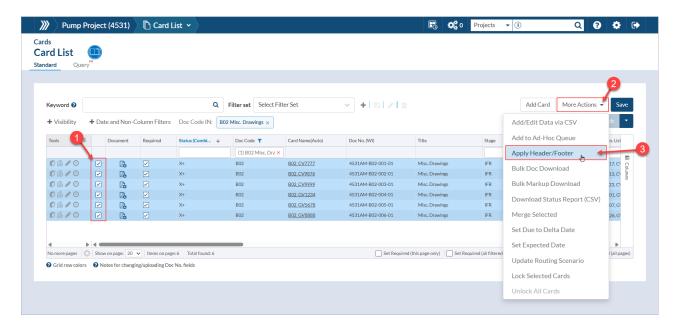
Apply Headers/Footers Manually

10/03/2025 12:33 pm MD7

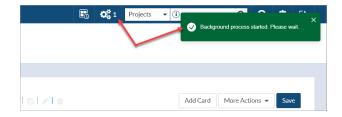
Headers/footers can be manually applied to individual cards on the card list. This feature provides the option to apply headers/footers on cards without having to submit them, which is useful for cards that will not be submitted individually but do need to be included in the final data book.

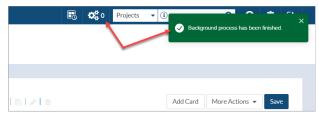
To set headers/footers per card, follow these steps:

- 1. Select each card from the card list
- 2. Open the "More Actions" menu
- 3. Select the option to apply headers/footers.



Once selected, a background process will begin that can be viewed from the "Active Processes" viewer. Once complete, a second notice will appear indicating that the background process has completed.





Some additional details are as follows:

- If a card has been submitted with headers/footers already applied, using this feature will **overwrite** the preexisting headers/footers.
- If a header/footer pattern is applied to the individual files and the pattern is then changed on the Project Configuration page, the **original** header/footer will remain. The header/footer will only be updated to the new pattern if/when:
 - o (a) the card is selected and headers/footers are re-applied on the card list, or
 - $\circ~$ (b) the card is submitted with the "Add Header/Footer" option selected
- If a new file is uploaded to the card, the existing header/footer will be cleared (as usual)

The headers/footers set on these cards will not be overwritten in the $\underline{\text{compilation}}$, and compilation pagir (if included) will be applied alongside the headers/footers.						