

# Apply Headers/Footers Manually

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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.

The screenshot shows the 'Card List' interface for 'Pump Project (4531)'. A table of cards is displayed with columns for Document, Required, Status, Doc Code, Card Name, Doc No., Title, and Stage. A red box highlights the 'Tools' column, and a red circle '1' points to the selection icon. A red box highlights the 'More Actions' dropdown menu, and a red circle '2' points to it. A red circle '3' points to the 'Apply Header/Footer' option in the menu. The table contains the following data:

Tools	Document	Required	Status (Combi...)	Doc Code	Card Name(Auto)	Doc No. (WI)	Title	Stage
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X+	B02	B02_CV7777	4531AM-B02-001-01	Misc. Drawings	IFR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X+	B02	B02_CV9876	4531AM-B02-002-01	Misc. Drawings	IFR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X+	B02	B02_CV9999	4531AM-B02-003-01	Misc. Drawings	IFR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X+	B02	B02_GV1234	4531AM-B02-004-01	Misc. Drawings	IFR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X+	B02	B02_GV5678	4531AM-B02-005-01	Misc. Drawings	IFR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X+	B02	B02_GV8888	4531AM-B02-006-01	Misc. Drawings	IFR

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

The screenshot shows a green notification box with a checkmark and the text "Background process started. Please wait." A red arrow points from the notification to the gear icon in the top navigation bar.

The screenshot shows a green notification box with a checkmark and the text "Background process has been finished." A red arrow points from the notification to the gear icon in the top navigation bar.

Some additional details are as follows:

- If a card has been submitted with headers/footers already applied, using this feature will **overwrite** the pre-existing 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:
  - (a) the card is selected and headers/footers are re-applied on the card list, or
  - (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 compilation, and compilation pagination (if included) will be applied alongside the headers/footers.
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