How do I export a custom-built report?

03/07/2025 3:36 pm AEST

Overview

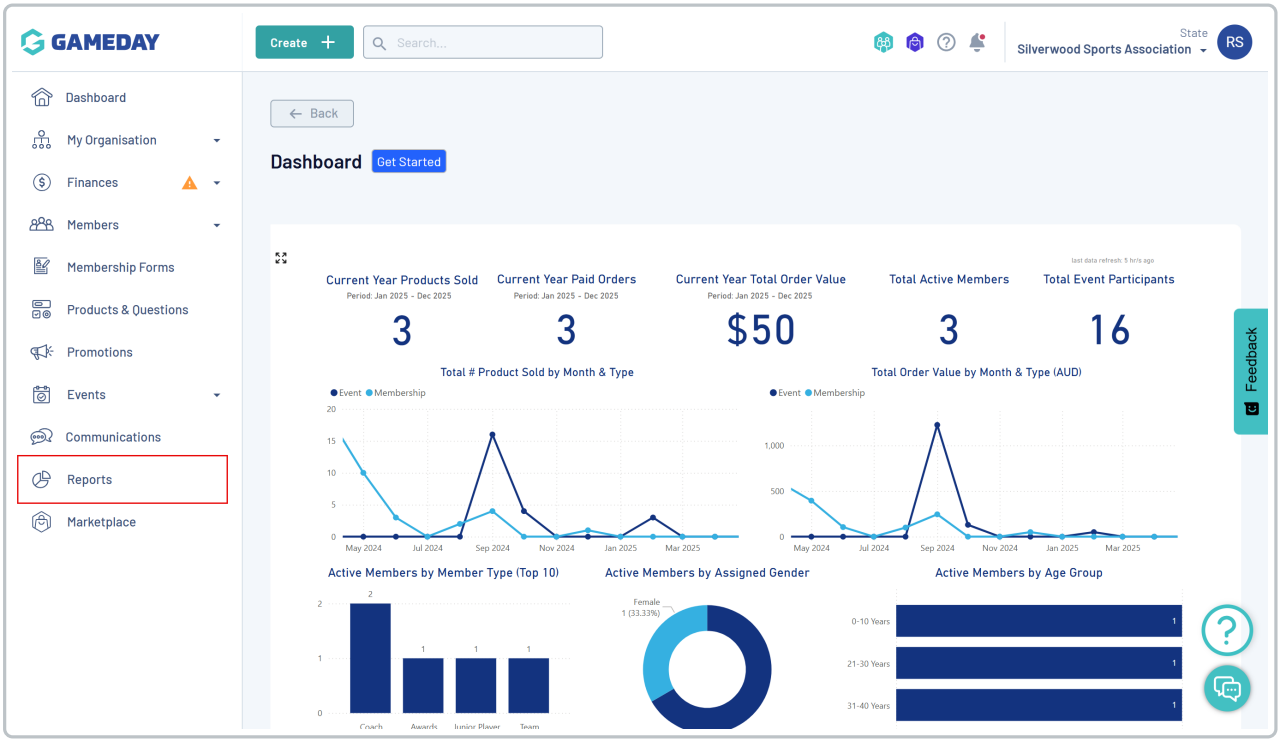
Using GameDay's Report Builder feature, administrators can create custom reports that allow them to pick and choose report fields to present the data associated with various sources within an organisation's database.

As part of the Report Builder, administrators have the option of exporting the report a CSV file that can be opened in Excel.

Step-by-Step

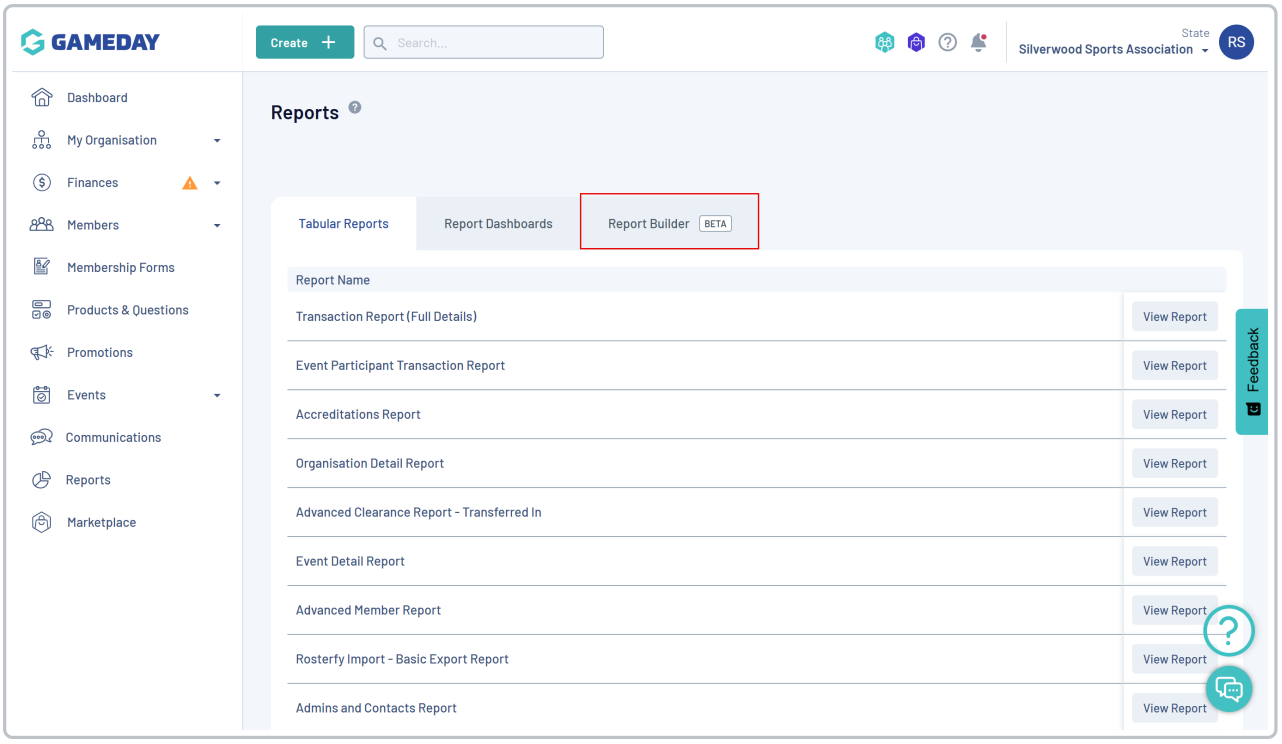
Step 1: Access the Reports section

From the left-hand menu, click **REPORTS**



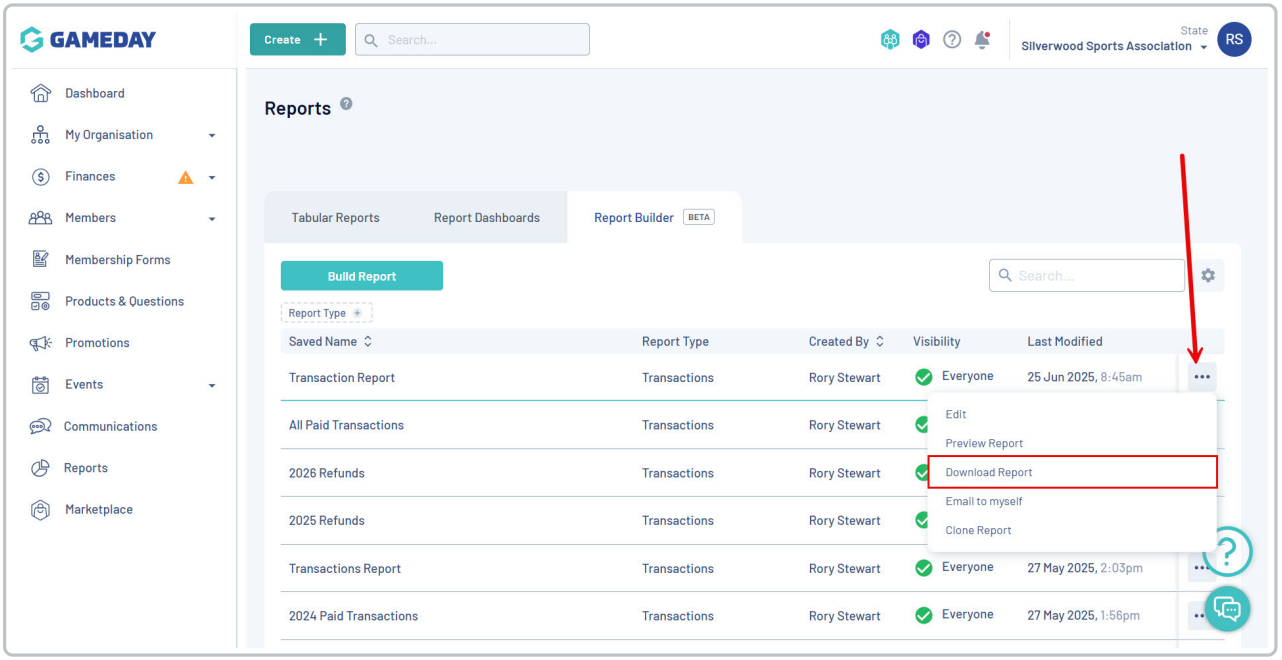
Step 2: Open the Report Builder list

Toggle over to the **REPORT BUILDER** tab

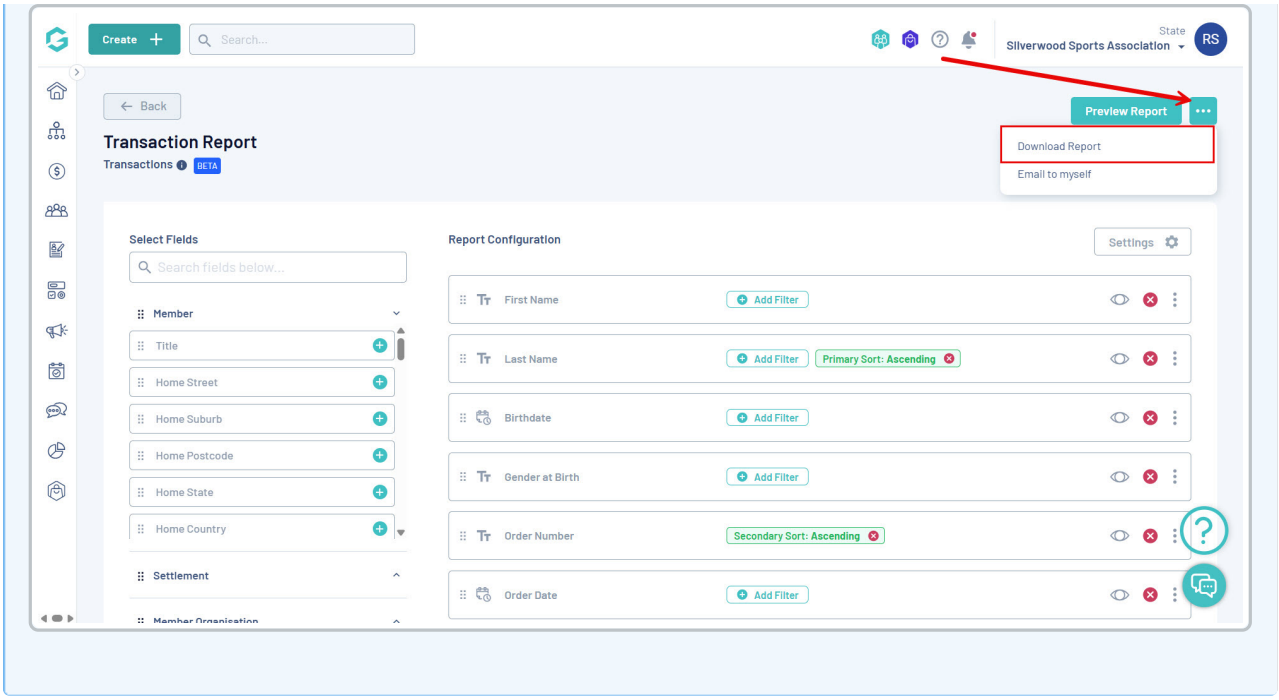


Step 3: Generate the excel file report

Find the report you want to export, open the actions menu, then click **DOWNLOAD REPORT**

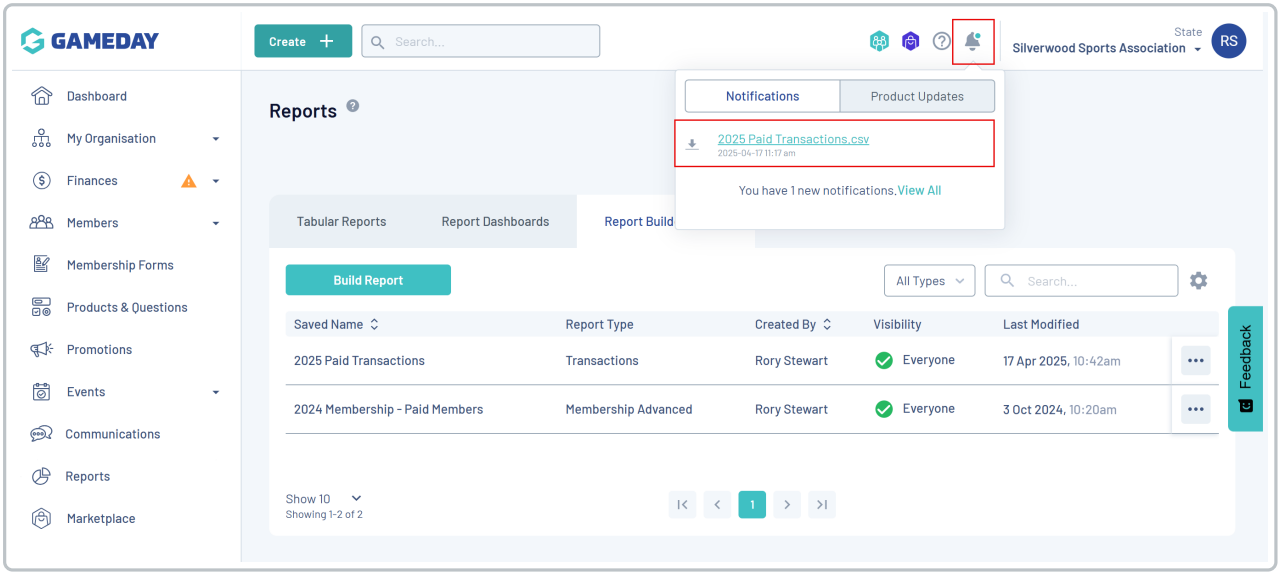


Note: You can also access the **Download Report** option through the output menu in the top-right corner when building a report, which will also appear in your Notifications bell



Step 4: Download the report export

Once the file is generated, you can download your export from the **NOTIFICATIONS** bell at the top of the page



Watch

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