



How do I export a custom-built report?

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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 Report Builder section:

From the main dashboard, click Reports > Report Builder > **BUILD REPORT**.

Step 2: Select the Report Type

In the **Report Type** field, select the type of report you want to run, then select any other sub-categorisation (I.e. a Membership Form).

Step 3: Build your report

Use the fields available in the left-hand panel to select the fields you want to display on your report. You can also change the order by dragging and dropping the fields on the central panel (fields at the top of the page will display in the left-most column of the report).

You can also filter specific fields by relevant parameters if you want to narrow down the report's results.

Step 4: Export your report

Click the **EXPORT** button at the bottom of the page to start generating your export.

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

Watch

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