How do I export a custom-built report?
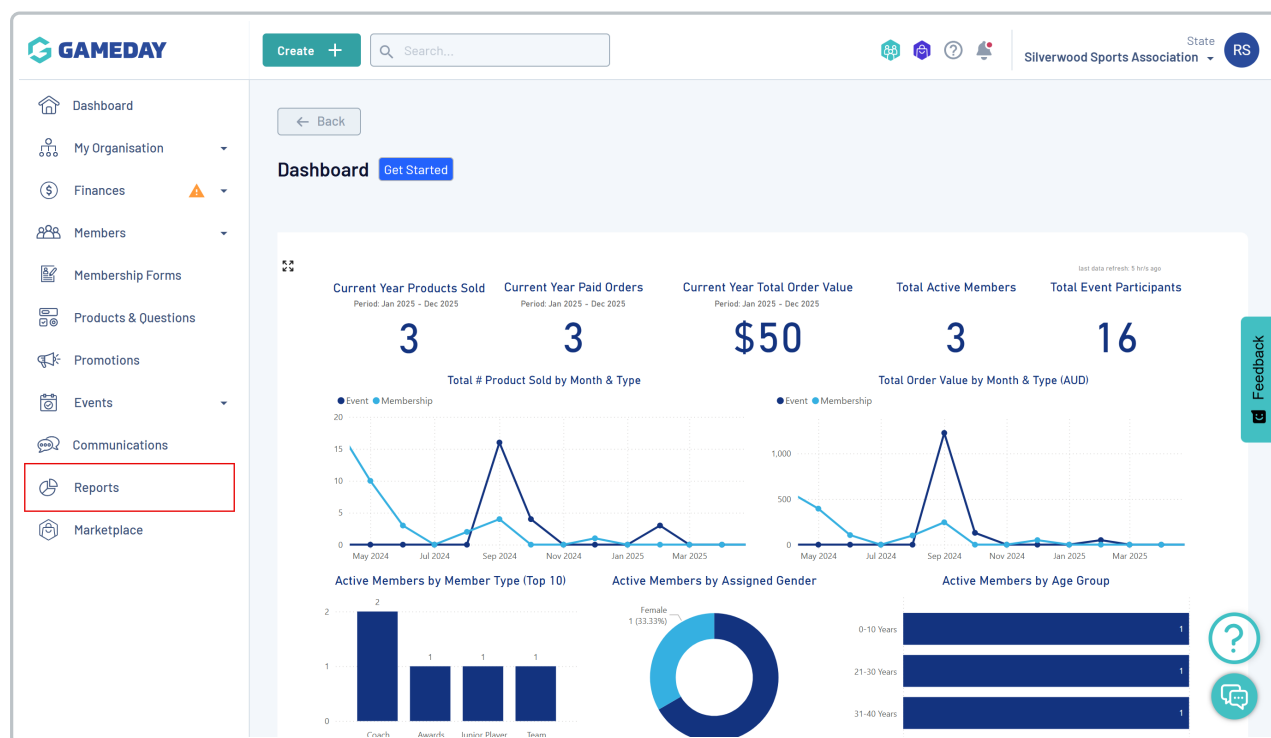
17/04/2025 11:25 am AEST

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 right-hand menu, then click **GENERATE REPORT**
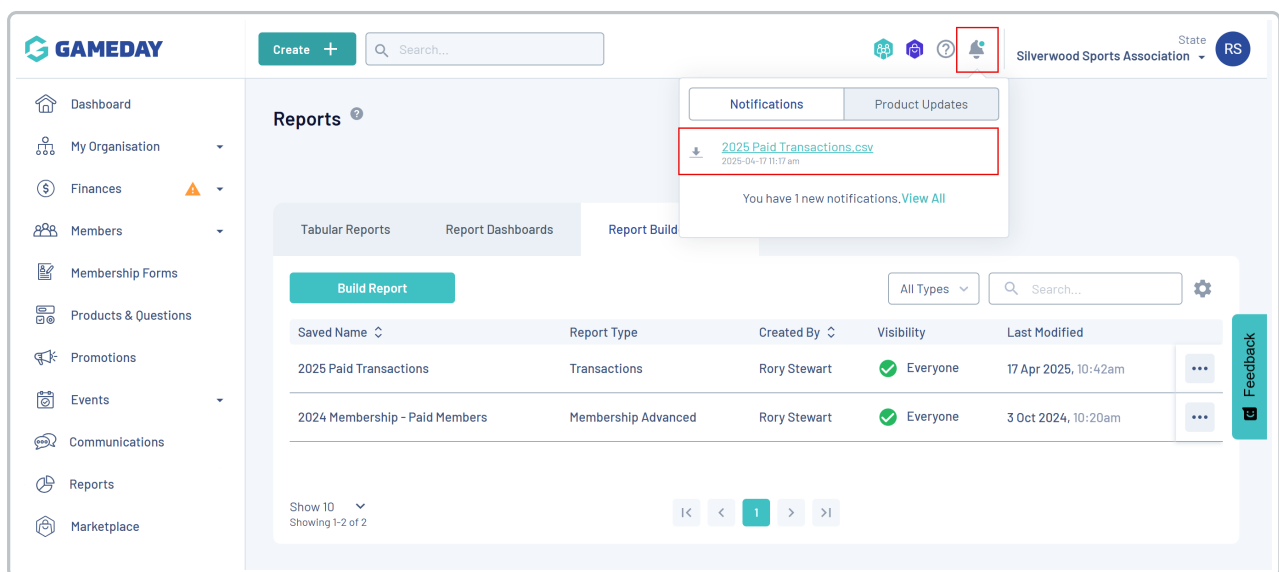

Note: You can also access the **Generate Report** option through the output menu in the top-right corner when building a report, which will also appear in your Notifications bell
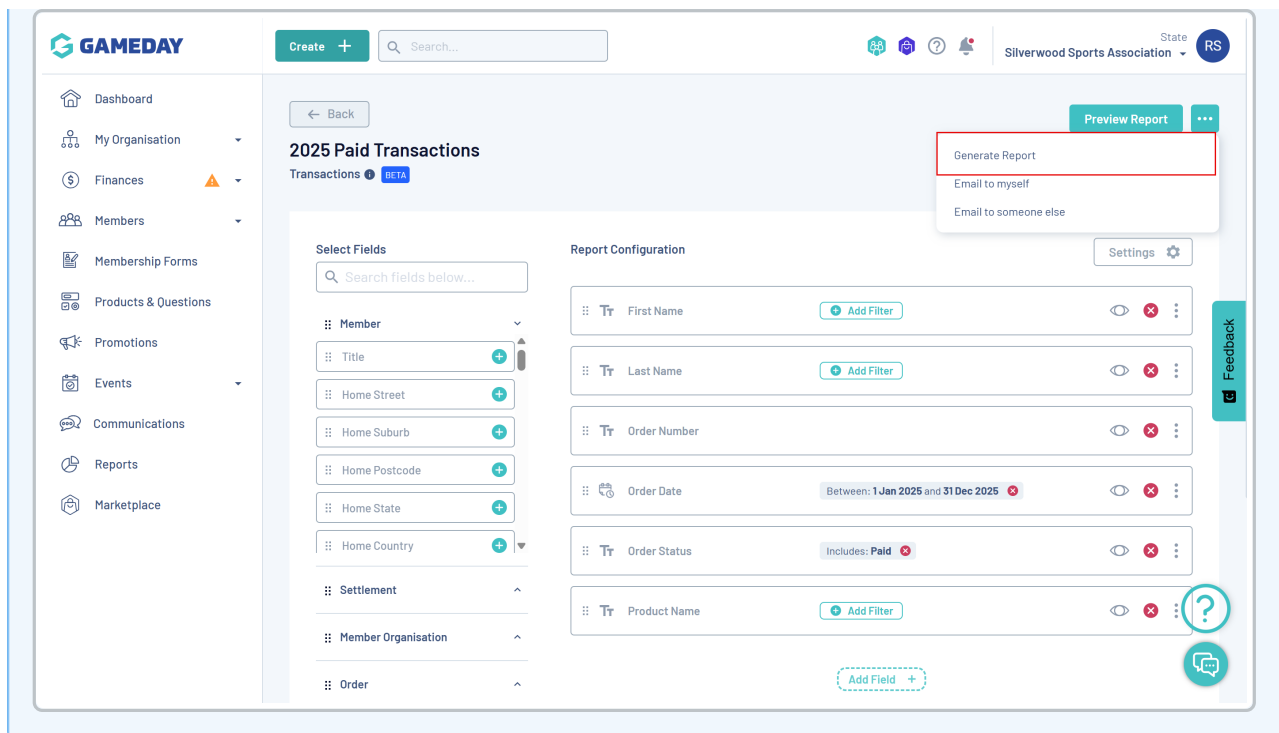
Step 4: Download the report export

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

Watch

Your browser does not support HTML5 video.

Your browser does not support HTML5 video.