



GAMEDAY

How do I save a custom-built report?

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Overview

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

As a time-saver, administrators can save a report they've built for repeated use, rather than building a custom report from scratch every time.

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: Save your report

Finally, you can click the **SAVE FOR LATER** button at the bottom of the page to

save the report in your database, which can then be used again from the Report Builder list

Watch

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