



GAMEDAY

How do I send a custom-built report by email?

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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 part of this feature, administrators can send a CSV file export of any custom-built reports by email to themselves or any other administrators that have access to their organisation's GameDay database.

Step-by-Step

Step 1: Access the Report Builder section

From the main dashboard, click **Reports > Report Builder > BUILD REPORT**. If you already have a saved report, click **EDIT** next to the report you want to send

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: Send your report

At the bottom of the page next to the export button, click the actions arrow, then select one of the following options:

- **Email to myself:** This will send a CSV/excel version of the report to the email address attached to your GameDay account
- **Email to someone else:** This will allow you to send the report to another admin from your GameDay database

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