

# Report Builder | Overview

03/07/2025 3:26 pm AEST

## Overview

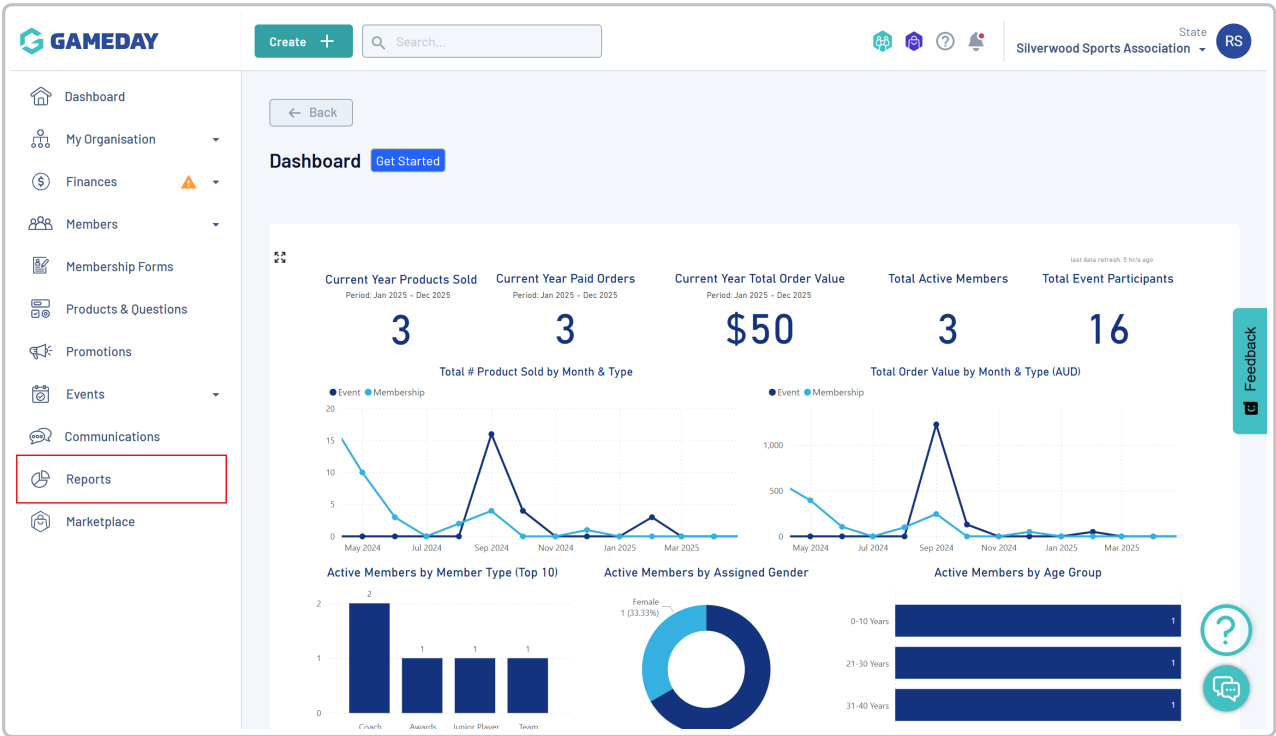
GameDay's Report Builder allows administrators to create and customise their own reports based on a specific source of information.

With a comprehensive and feature-rich interface including advanced filtering, sorting and exporting options alongside the ability to save your reports and send them to other administrators, the **Report Builder** allows complete customisability of reports to ensure administrators can pull the most relevant data from their GameDay database.

## Access the Report Builder

To access the Report Builder:

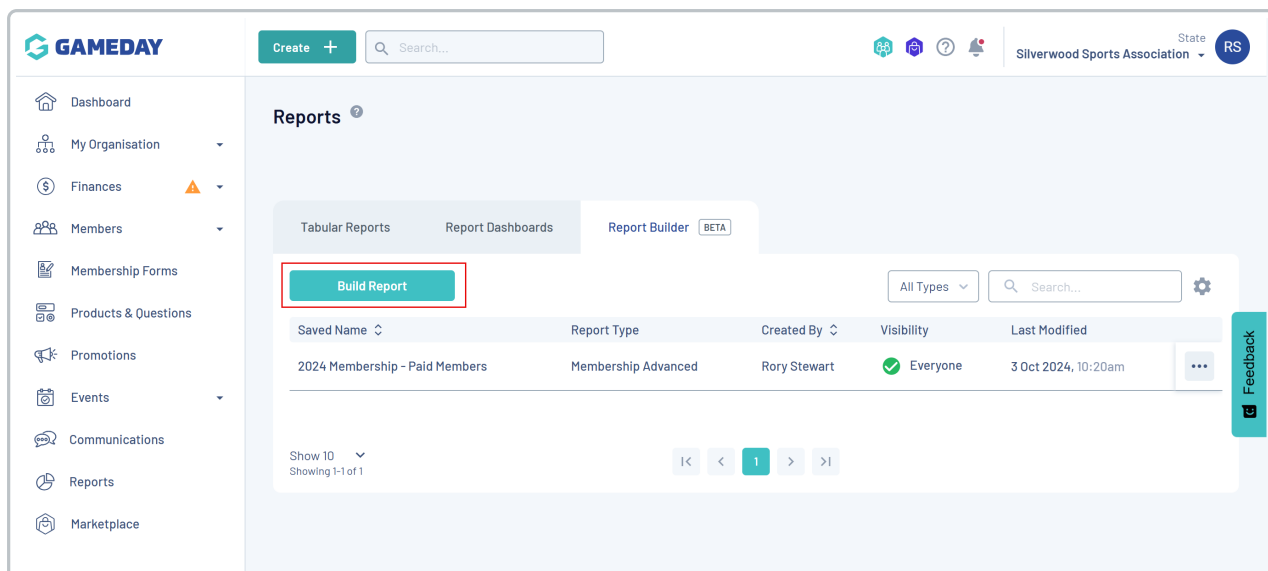
From the left-hand menu, click **REPORTS**



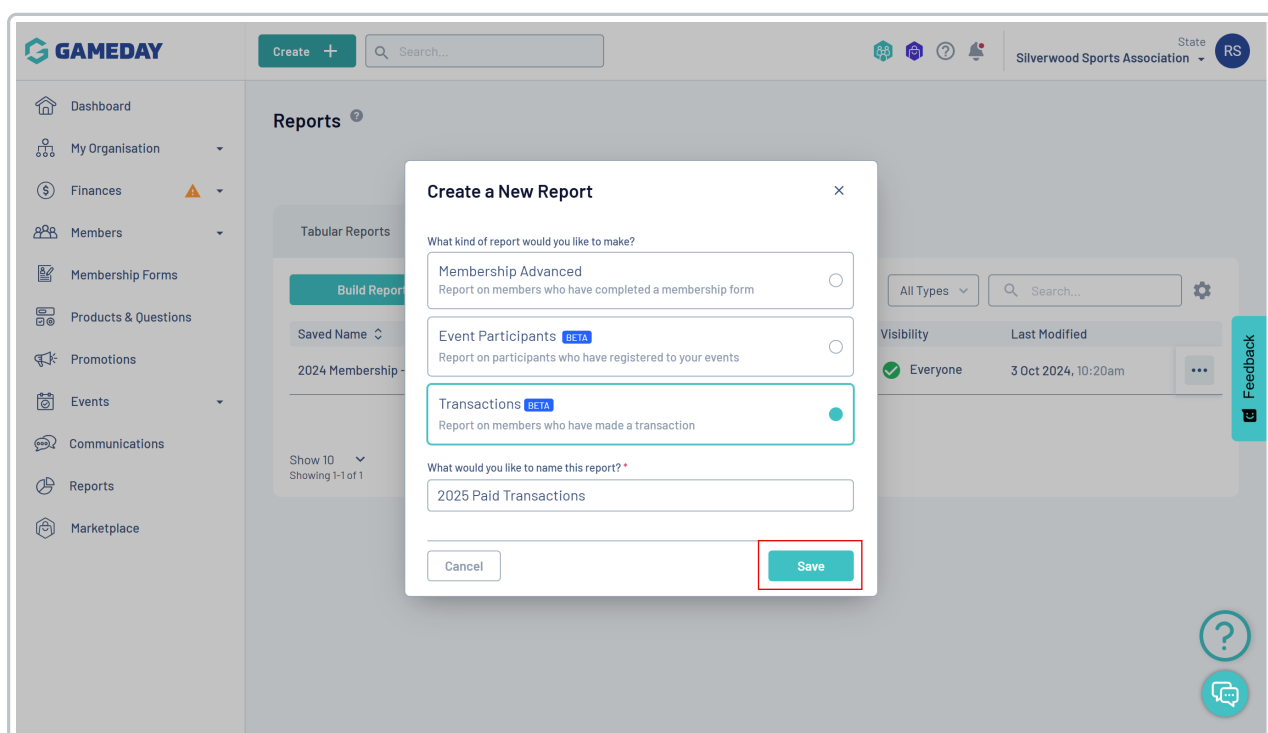
Click the **REPORT BUILDER** tab



Click **BUILD REPORT**



Select the report you want to run, give the report a name, then click **SAVE**



## Report Builder Interface

The Report Builder has numerous features that can be combined to generate detailed, relevant reports including:

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6 Preview Report ...

2025 Paid Transactions

Transactions ⓘ BETA

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1

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3

4

5

8

9

Select Fields

Search fields below...

Member

Title

Home Street

Home Suburb

Home Postcode

Home State

Home Country

Order

Orderer Email

Total Order Amount

Order Item ID

Order Item Status

Quantity (Order Item)

Item Amount (Order Item)

Settlement

Member Organisation

Products

Voucher

Discount

Promo Code

Report Configuration

Settings ⚙️

First Name

+

Add Filter

👁️

✖️

⋮

Last Name

+

Add Filter

👁️

✖️

⋮

Order Number

👁️

✖️

⋮

Order Date

Between: 1 Jan 2025 and 31 Dec 2025 ✖️

👁️

✖️

⋮

Order Status

Includes: Paid ✖️

👁️

✖️

⋮

Product Name

+

Add Filter

👁️

✖️

⋮

+

Add Field

?

💬

- Search Fields:** Use the text entry search to find any specific fields you're looking for
- Select Fields:** A complete list of fields available to add to this report. Click the + button to add a field to the report
- Report Configuration:** A list of fields currently on your report
- Drag Field:** Drag and drop specific fields to change the order of fields on the report
- Report Filters:** Allows you to apply a sort and secondary sort option to determine how the report output will order your data (I.e. by Last Name Ascending)

6. **Preview Report:** Open a preview of the report onscreen

7. **Report Output Options:** Allows you to select from a range of output options including:

- **Download Report:** Generates an excel export of the report which can be downloaded from your **Notifications** widget
- **Email Report:** Sends an excel file of the report to the email address associated with your GameDay account

8. **Settings:** Change the name of your report, restrict visibility of the report to yourself by selecting **Only Me**, or allow the report to be viewed by anyone that has access to your GameDay database by selecting **Everyone**

9. **Field Settings:** Set a specific field as the primary or secondary sorting option, or move the field up and down in the order

For more information on processes relevant to the **Report Builder**, please refer to the **Related Articles** section of this article.

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