



GAMEDAY

Report Builder | Overview

Last Modified on 30/09/2024 2:49 pm AEST

Overview

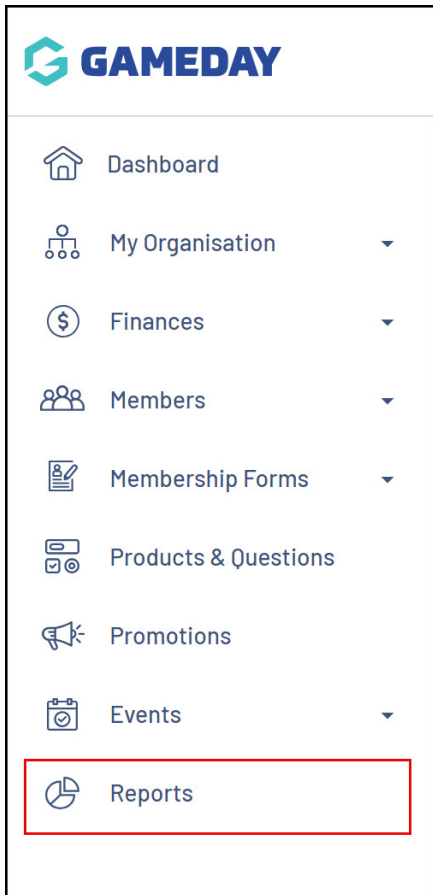
GameDay's Report Builder allows administrators to create and customise their own reports based on a specific source of information.

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.

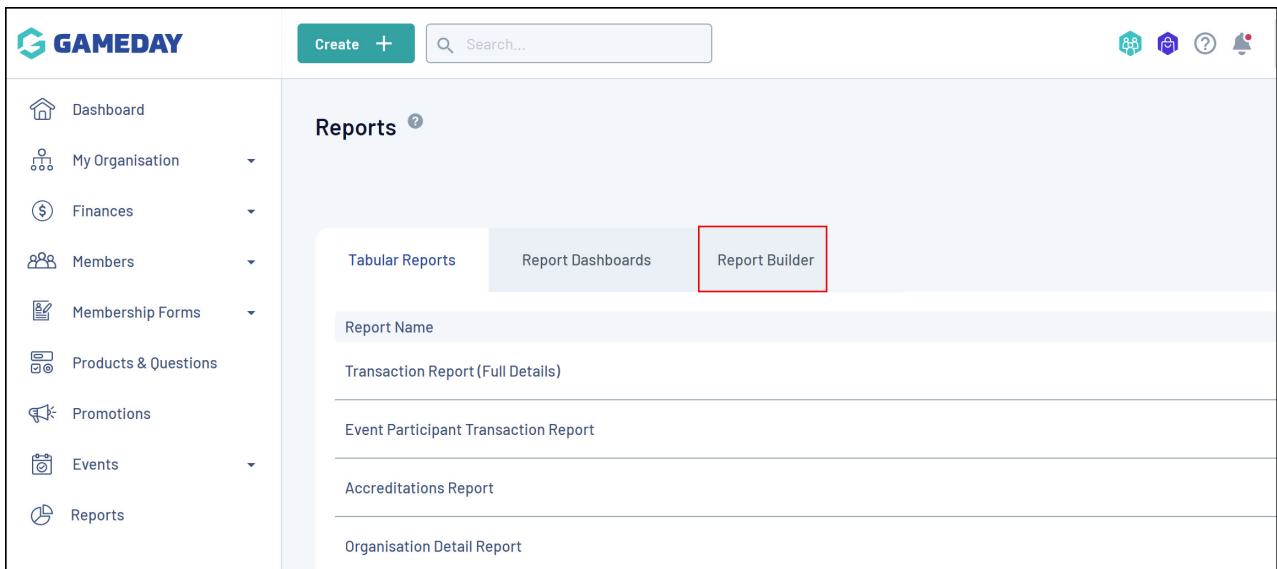
Access the Report Builder

To access the Report Builder:

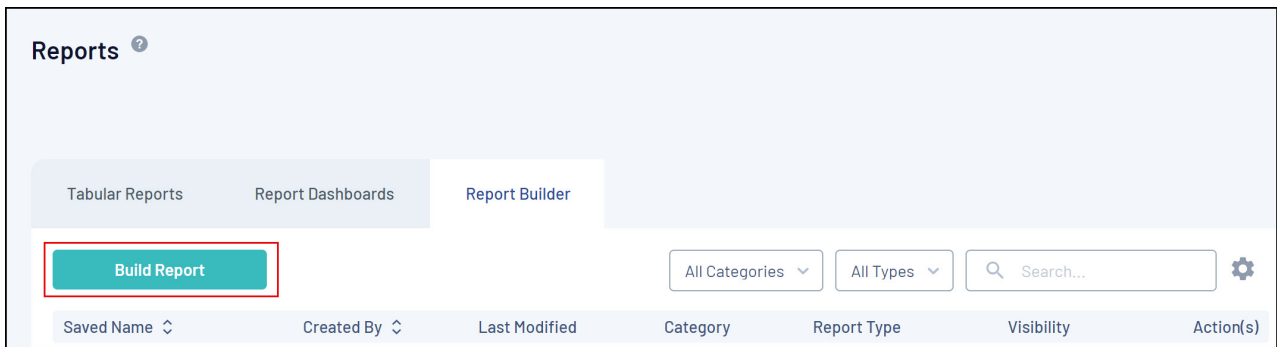
1. Click **REPORTS** in the left-hand menu



2. Head over to the **REPORT BUILDER** tab

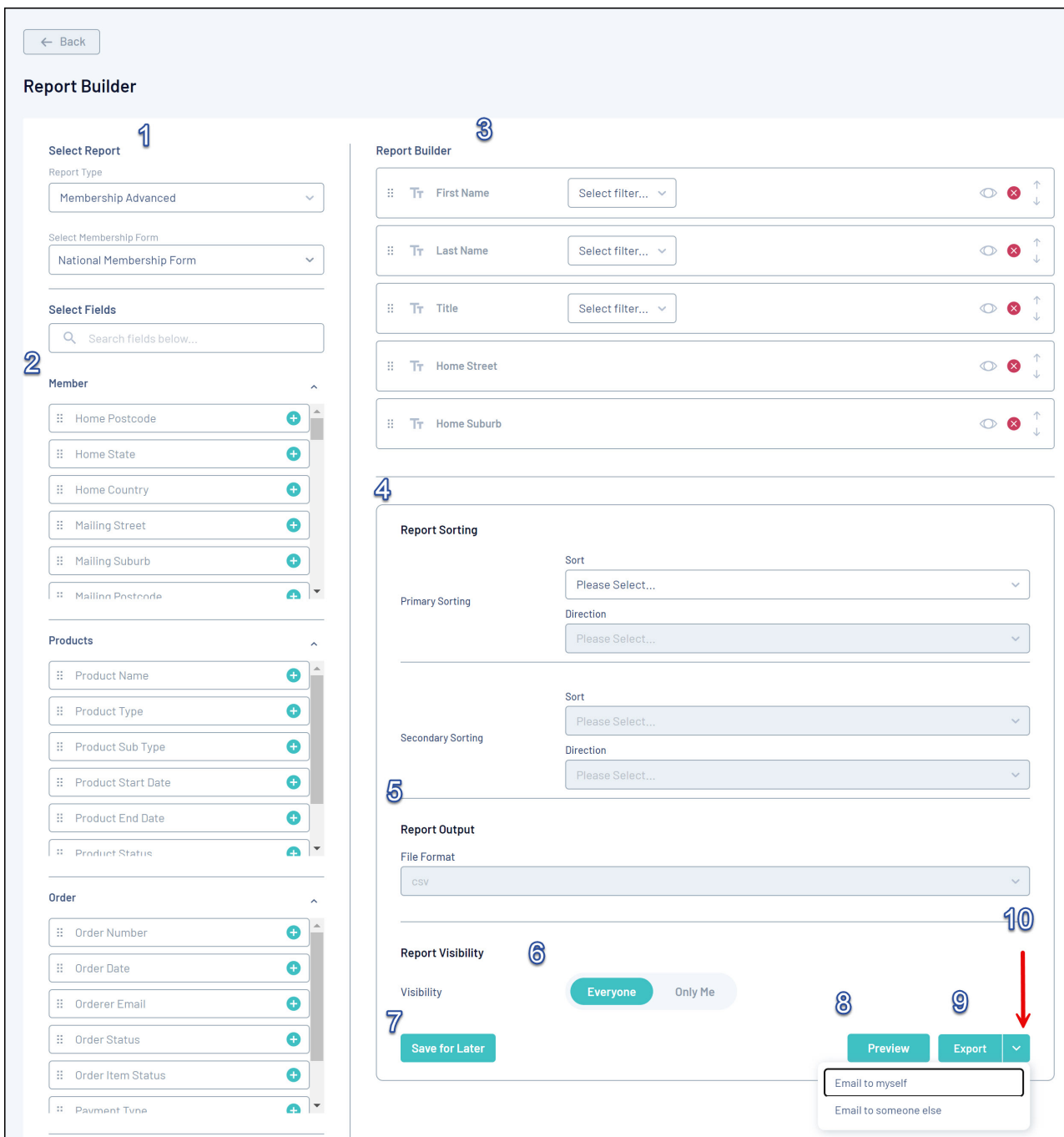


3. Click **BUILD REPORT**



Report Builder Interface

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



1. **Select Report:** Select the type of report you want to run and (if available) apply a sub-selection (I.e. a specific Membership Form)
2. **Select Fields:** A complete list of fields available to add to this report. Click the + button to add a field to the report
3. **Report Builder:** A list of fields currently on your report
4. **Report Sorting:** 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)
5. **Report Output:** Denotes the output of the report if you are exporting/emailing your report
6. **Report Visibility:** 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**

7. **Save for Later:** Save the report to be re-used at a later date - [Learn More](#)
8. **Preview:** Open a preview of the report onscreen
9. **Export:** Download an export of the report in the file format outlined above in the **Report Output** section - [Learn More](#)
10. **Email Report:** Email an exported version of the report to yourself or another GameDay administrator who has access to your organisation - [Learn More](#)

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

Related Articles
