How do I clone an existing report?

27/05/2025 2:14 pm AEST

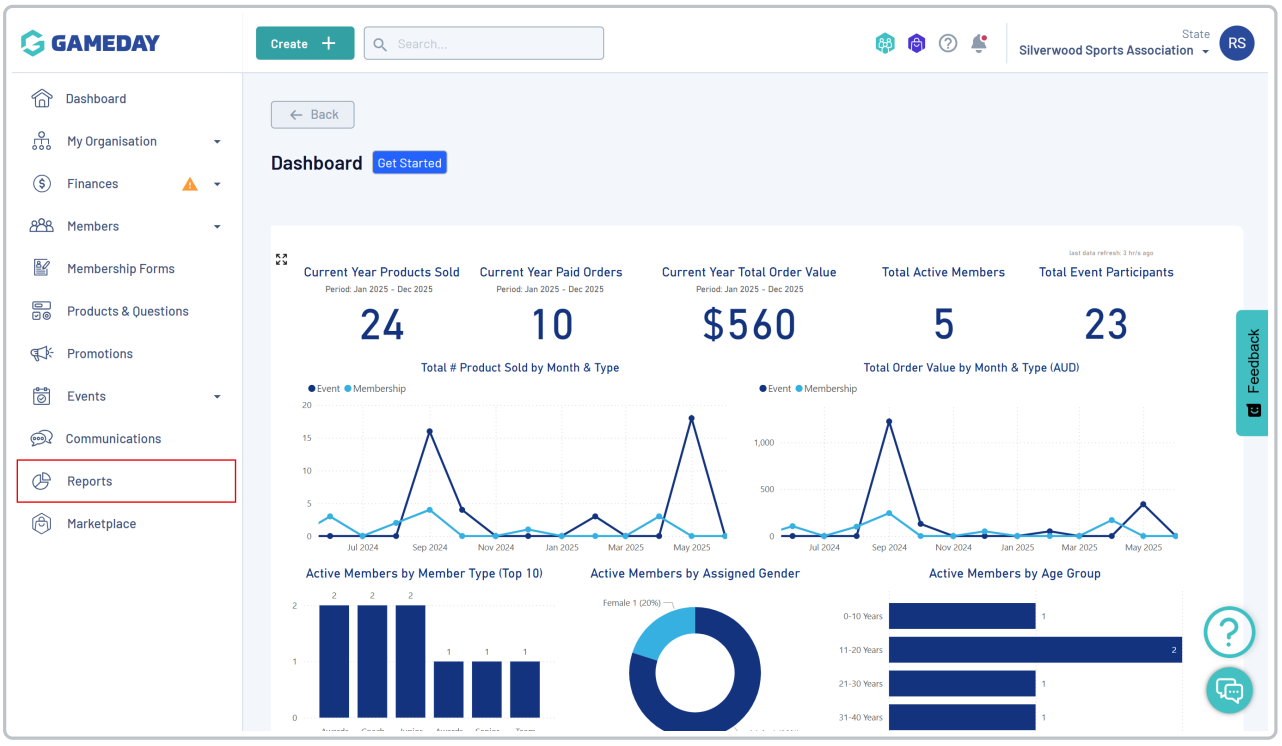
Overview

Using GameDay's Report Builder feature, administrators can 'clone' specific reports that they or another database administrator has previously created in the system. This can be helpful in scenarios where you need to create a new report with similar parameters to an existing report, but still need to preserve the existing report.

Step-by-Step

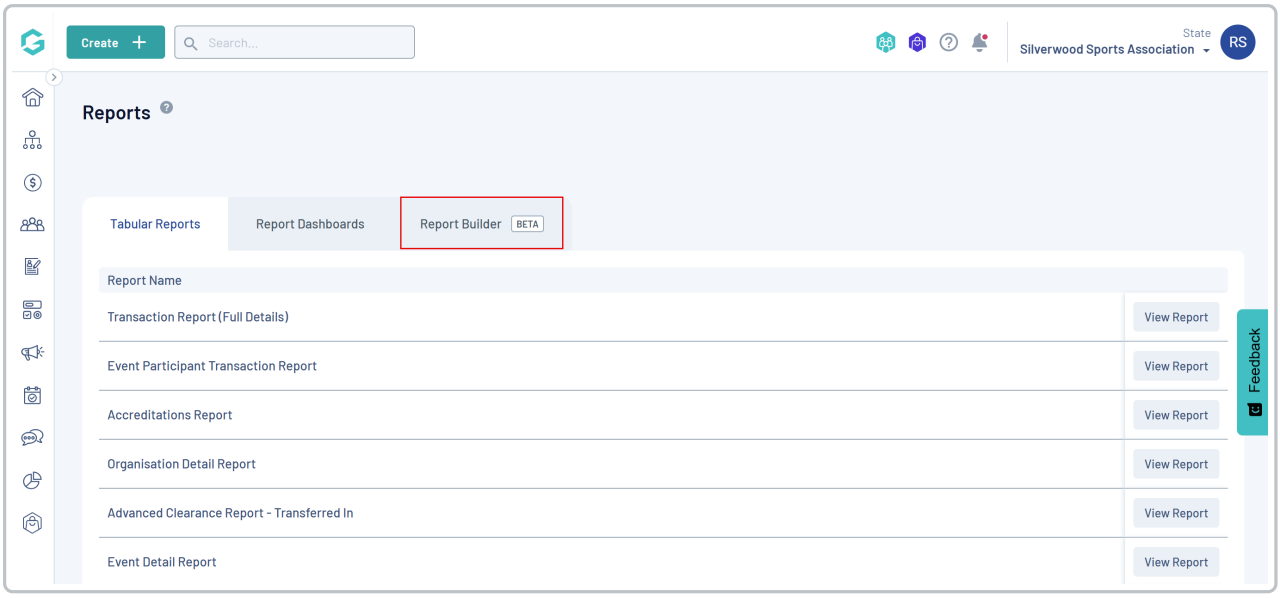
Step 1: Navigate to your reports section

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



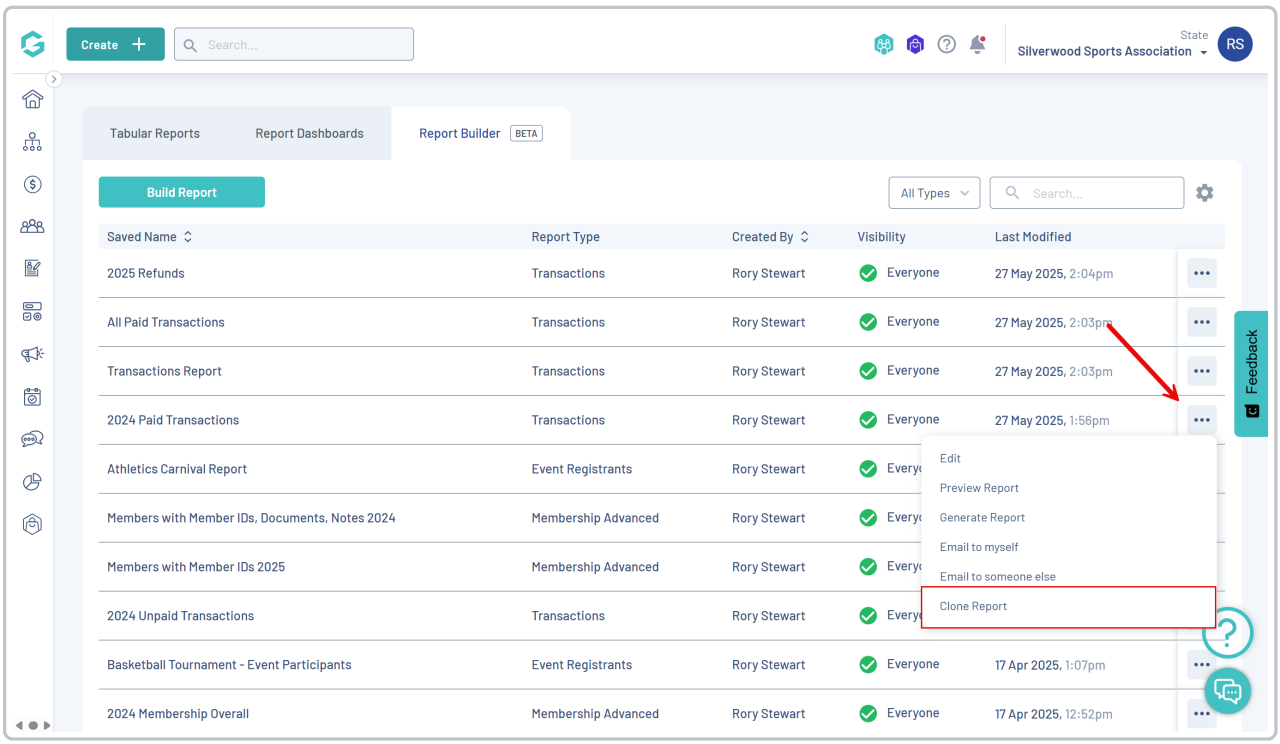
Step 2: Open the Report Builder list

Click the **REPORT BUILDER** tab



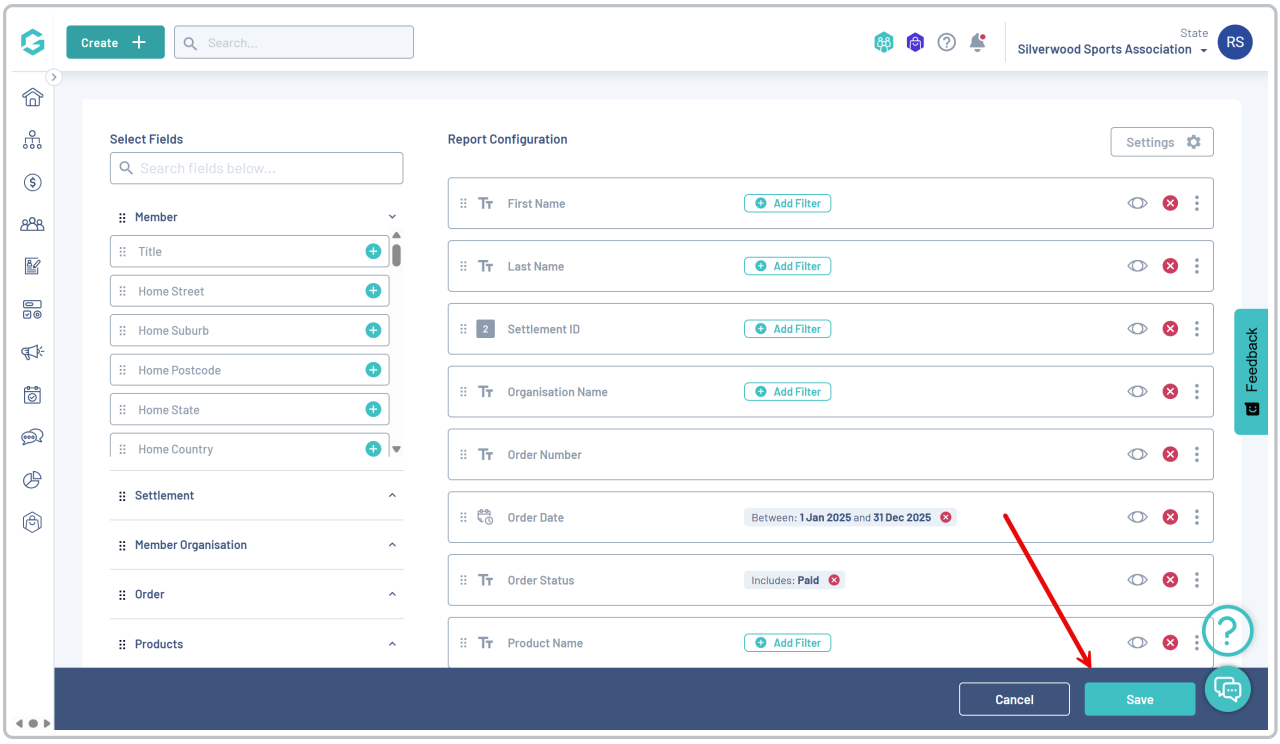
Step 3: Clone the report

Open the **three-dots menu** next to the report you want to clone, then click **CLONE REPORT**



Step 4: Make any necessary adjustments

The new report will open in the report builder view, allowing you to make any necessary adjustments to the configuration of the report fields. Make any necessary changes, then click **SAVE**



Watch

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