

# How do I add a link to Member Records to a Report?

Last Modified on 06/12/2023 11:22 am AEDT

## Quick links in reporting

League and club administrators now have the ability to add a field when reporting that enables them to quickly view a members profile without having to exit the report. This field products a hyperlink to the members record (opens in a new tab).

Note: including this field will cause a slightly lower run time to generate the report so please be patient. The hyperlink will also expire after around 30mins and if this report is exported, the user will need to be logged into the database to access this member profile via the quick link.

The report is only available for the following reports:

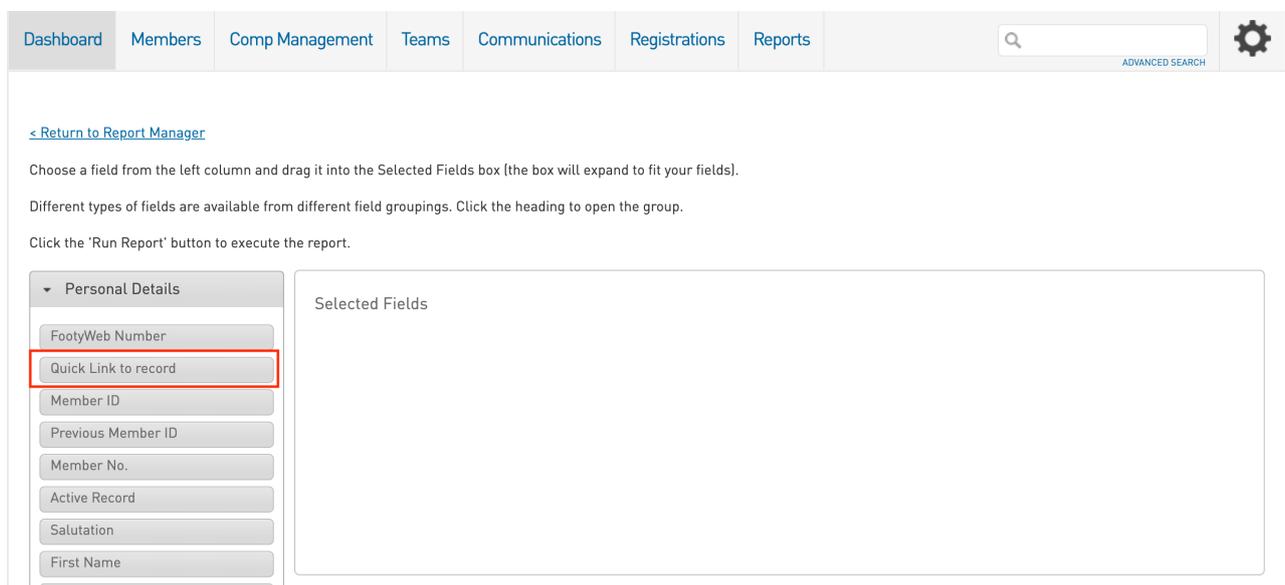
- Advanced Member
- Advanced Transfers
- Advanced Tribunal
- Player Competition Stats

1. Log into the club or league database

2. Reports

3. Select configure on the relevant report

4. The **quick links** field is located under the **personal details** tab - drag and drop to add it to the report



The screenshot shows the GAMEDAY reporting interface. At the top, there is a navigation bar with tabs for Dashboard, Members, Comp Management, Teams, Communications, Registrations, and Reports. A search bar and a gear icon are also present. Below the navigation bar, there is a link to '< Return to Report Manager'. The main content area contains instructions: 'Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields). Different types of fields are available from different field groupings. Click the heading to open the group. Click the 'Run Report' button to execute the report.' On the left, there is a list of fields under the 'Personal Details' heading. The 'Quick Link to record' field is highlighted with a red border. The 'Selected Fields' box on the right is empty.

5. Add in any other fields needed for the report
6. Run report
7. The **quicks links** field will show as below

Quick Link to record	First Name
<a href="#">Quick Link</a>	r s
<a href="#">Quick Link</a>	e
<a href="#">Quick Link</a>	l as
<a href="#">Quick Link</a>	y
<a href="#">Quick Link</a>	a
<a href="#">Quick Link</a>	e
<a href="#">Quick Link</a>	e
<a href="#">Quick Link</a>	e
<a href="#">Quick Link</a>	t d

When you click on this field it will open the member profile in another tab on your browser.

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