



Report Builder | Overview

Last Modified on 10/08/2023 11:10 am AEST

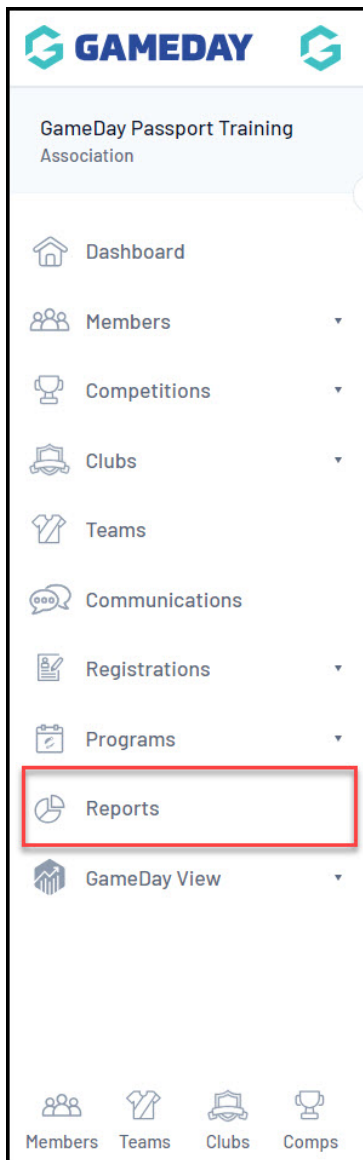
GameDay Passport's Report Builder allows administrators to create and customise their own reports based on a specific source of information.

With a comprehensive and feature-rich interface, the Report Builder allows complete customisability of reports to ensure administrators can pull the most relevant data from their Passport database.

Access a Report Builder

To access a Report Builder:

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



2. Find any report that has the **CONFIGURE** action button - for this example, we will use the **Advanced Member** report.

Note: For some sports, this is labelled as **Advanced Participant**.

The screenshot shows a 'Reports' interface with a sidebar on the left containing navigation buttons for Dashboard, Admin Reports, Clearances, Clubs, Competition, Contacts, Courtside, Finance, Members, Team App, and Teams. The main area is titled 'Members' and contains four report cards: 'Advanced Member' (with a 'Configure' button highlighted in a red box), 'Retention Report', 'Duplicates Summary', and 'Member Summary'. Each report card includes a brief description and a 'Configure' button.

Report Builder Interface

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

The screenshot shows the Report Builder interface with several numbered callouts: 1. 'Find A Field' search box; 2. 'Personal Details' field list; 3. 'Selected Fields' list; 4. 'Options' section for sorting and grouping; 5. 'Report Output' section for choosing display or email format; 6. 'Run Report' button; 7. 'Saved Reports' section with a 'Save' button.

1. **Find A Field:** Search for a specific field to add to the report.
2. **Field List:** A complete list of fields available to add to this report. Click the + button to add a field to the report.
3. **Selected Fields:** A list of fields currently on your report.

4. **Report Options:** Allow you to select whether to show the report as unique records or summarised data, and allows you to customise your report with Sort By and Group By options - [Learn More](#)
5. **Report Output:** Allows you to display the report in a new browser tab or email the report to yourself in a Tab Delimited or CSV format - [Learn More](#)
6. **Run Report:** Run the report based on the above output settings.
7. **Save Report:** Save the report to be re-used at a later date - [Learn More](#)

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