![GAMEDAY logo]

Report Builder | Overview

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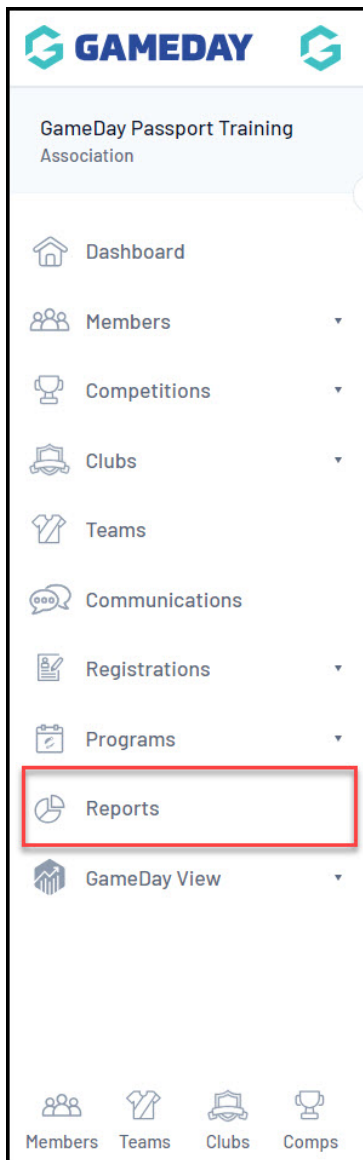
2. Find any report that has the **CONFIGURE** action button - for this example, we will use the **Advanced Member** report.

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

Report Builder Interface

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

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.