

Creating a Duplicate Data Visualization Report

Last Modified on 01/30/2025 11:02 am EST

Overview

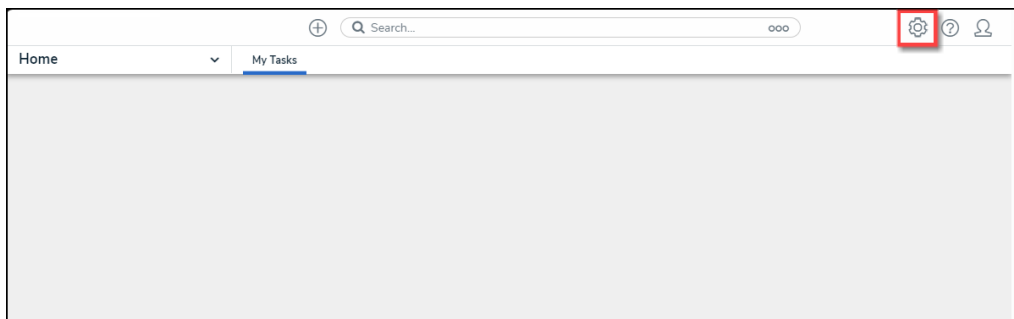
Administrators and Data Management advanced permissions users can create a copy of a Data Visualization Report by clicking the **Copy Report** icon on the **Admin: Edit Report** screen. The **Copy Report** icon allows users to create a copy of a report without having to create a new report from scratch.

User Account Requirements

The user account used to log into Resolver must have Administrator permission or Data Management advanced permissions to create a Duplicate Data Visualization Report.

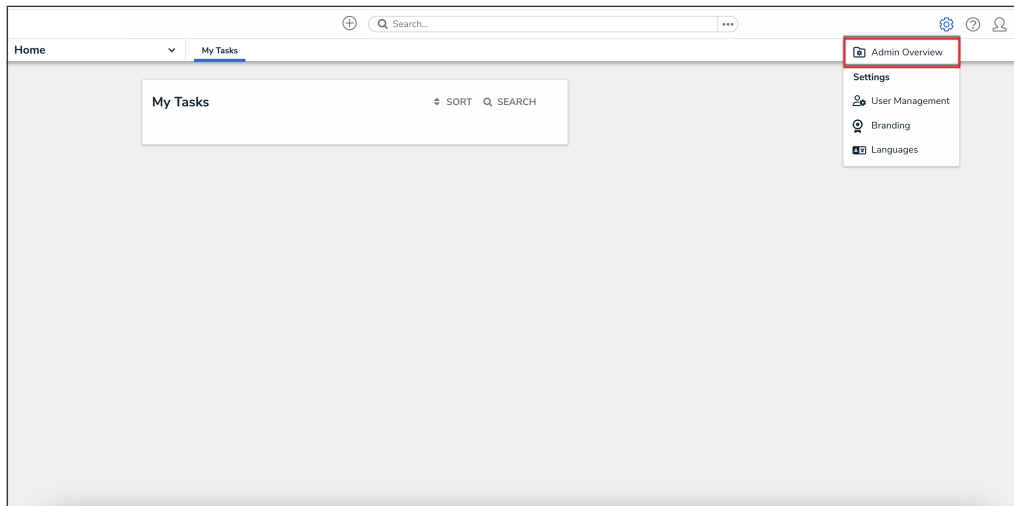
Navigation

1. From the **Home** screen, click on the **Administration** icon.



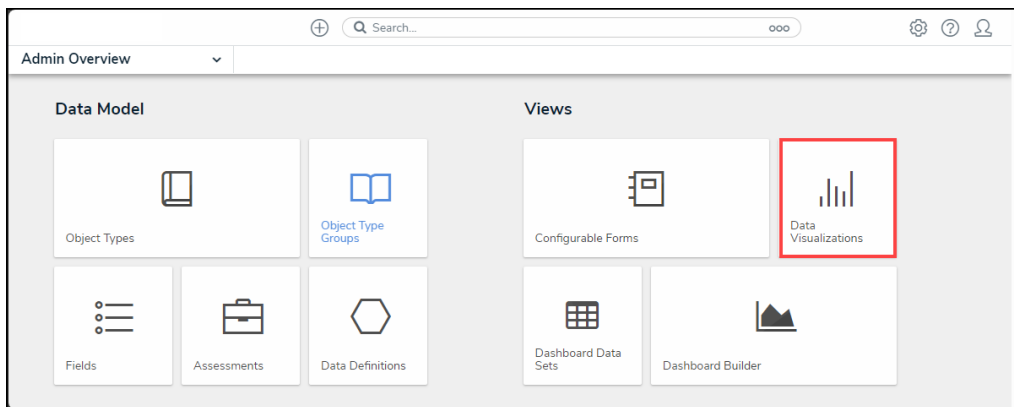
Administration Icon

2. From the **Administrator Settings** menu, click **Admin Overview**.



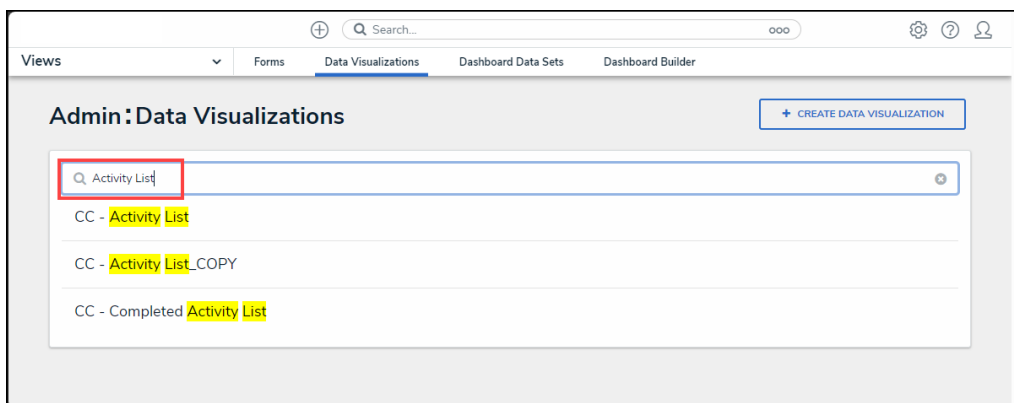
Administrator Settings Menu

- From the **Admin: Overview** screen, click the **Data Visualizations** tile under the **Views** section.



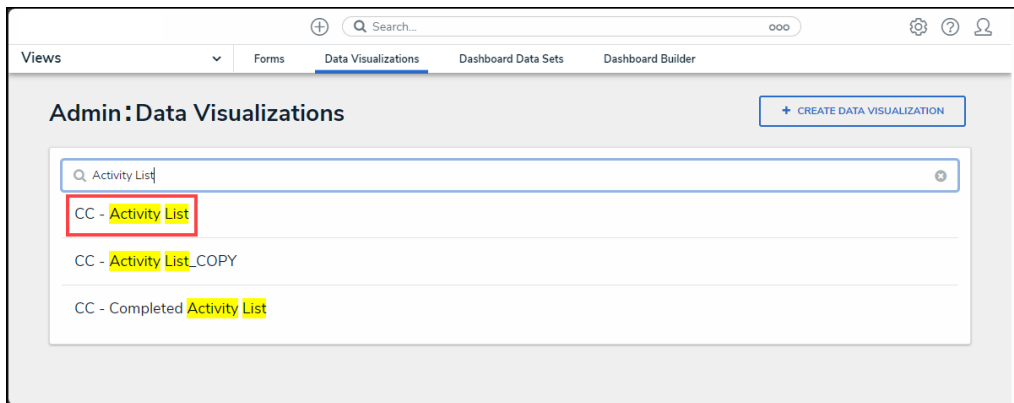
Data Visualizations Tile

- From the **Admin: Data Visualizations** screen, enter a keyword in the **Search** field to narrow the search results list.



Search Field

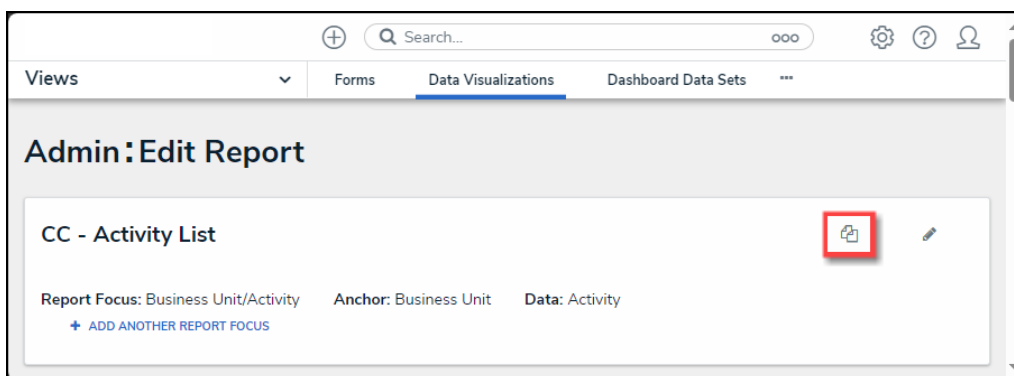
- Click on a **Report** link.



Report Link

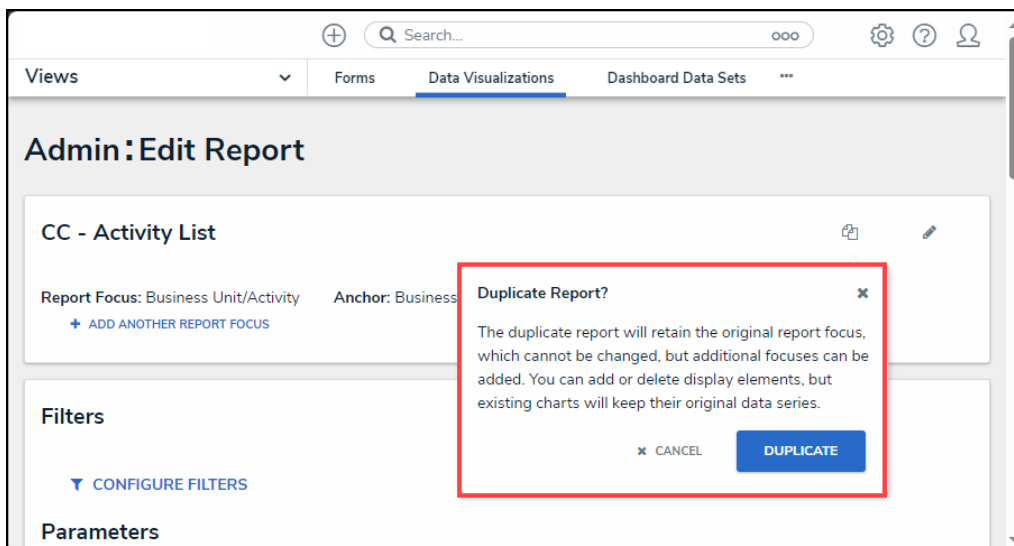
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- From the **Admin: Edit Report** screen, click the **Duplicate** icon.



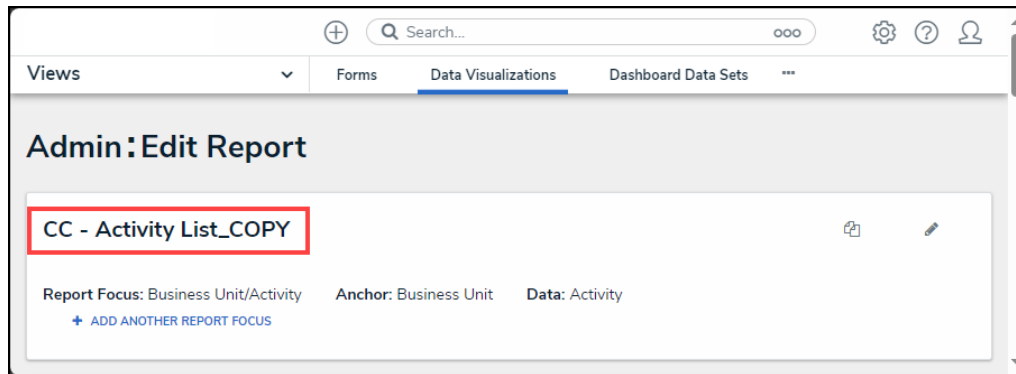
Duplicate Icon

- A **Duplicate Report Confirmation** pop-up will appear, indicating that the duplicate report will maintain the original report focus, which cannot be change but can be added to.



Duplicate Report Confirmation Pop-up

3. Click the **Duplicate** button to create the new duplicate report.
4. The duplicate report will be named using the original reports name with _COPY appended to the end.



Duplicate Report Name