

Creating a Duplicate Report

Last Modified on 04/30/2024 4:01 pm EDT



Warning:

It was discovered that the Duplicate Reports feature was causing a complex issue when importing an org. Due to this issue, the feature will be disabled until further notice.

Overview

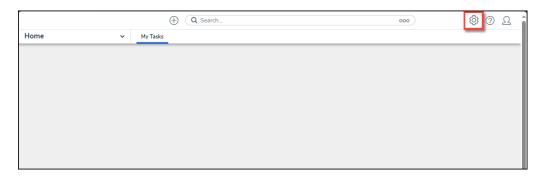
Administrators can create a copy of a report by clicking the **Copy Report** icon, added to the **Admin: Edit Report** screen. The **Copy Report** icon allows administrators to create a copy of a report without having to create a new report from scratch.

User Account Requirements

The user account used to log into Resolver must have Administrator permission to access the Data Visualizations feature.

Navigation

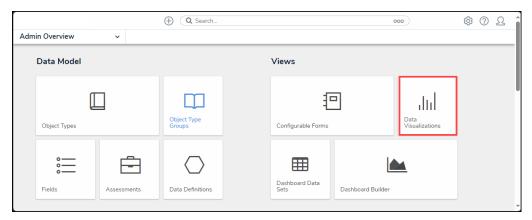
1. From the *Home* screen, click on the **Systems** icon.



Systems Icon

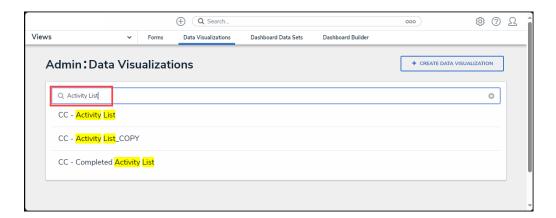
2. From the *Admin: Overview* screen, click the **Data Visualizations** tile under the *Views* section.





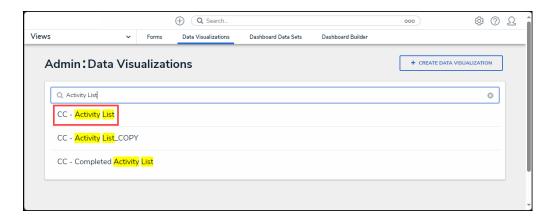
Data Visualizations Tile

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



Search Field

4. Click on a **Report** link.

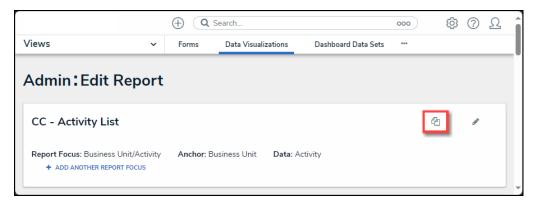


Report Link

Creating a Duplicate Report

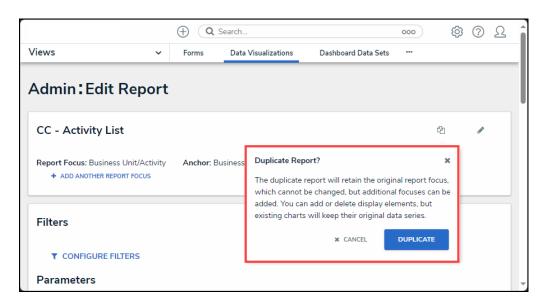
1. From the Admin: Edit Report screen, click the Duplicate icon.





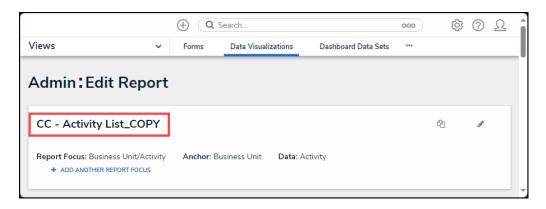
Duplicate Icon

2. 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

