

# Creating a Duplicate Report

Last Modified on 09/04/2024 11:06 am EDT

## Overview

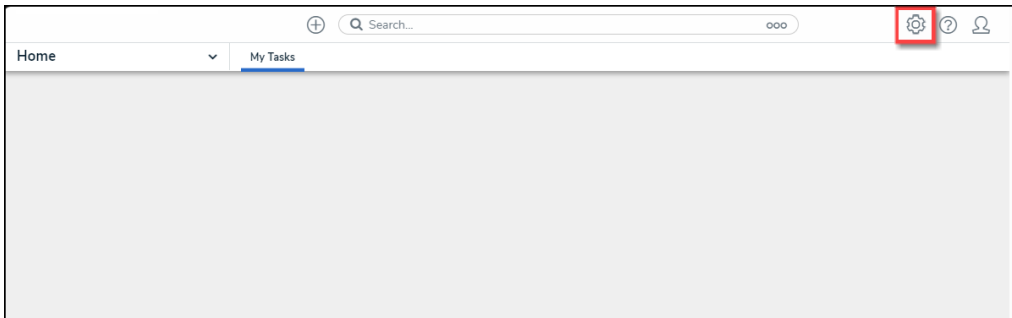
Administrators can create a copy of a report by clicking the **Copy Report** icon, added to the **Admin: Edit Report** screen. The **Copy Report** icon allows administrators to create a copy of a report without having to create a new report from scratch.

## User Account Requirements

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

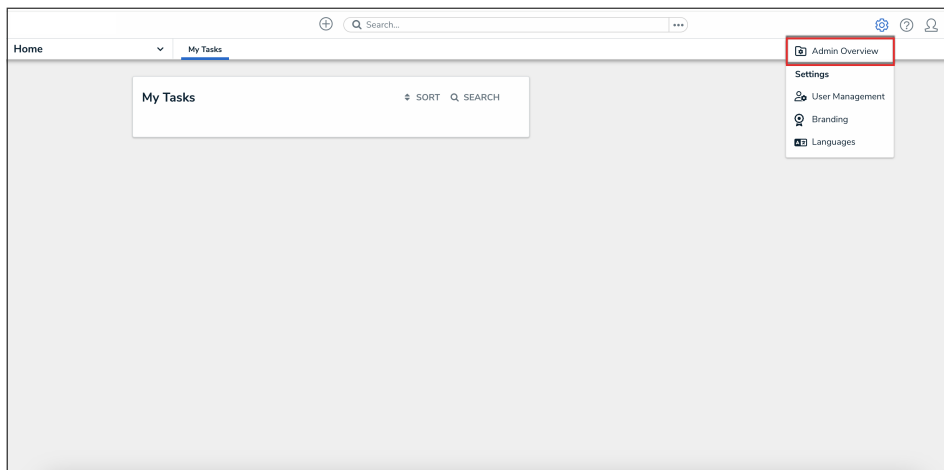
## Navigation

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



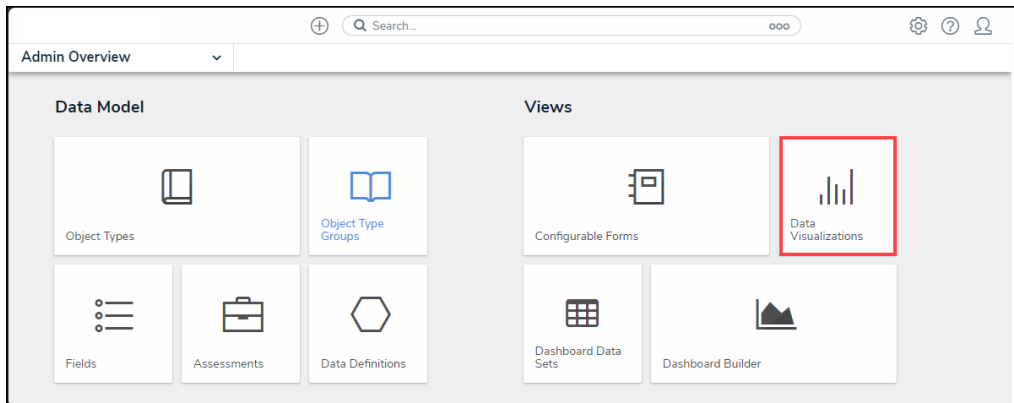
*Administration Icon*

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



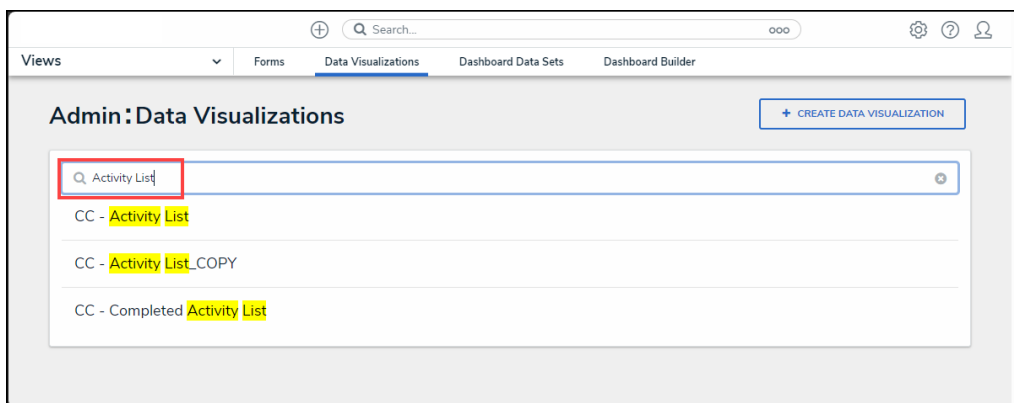
*Administrator Settings Menu*

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



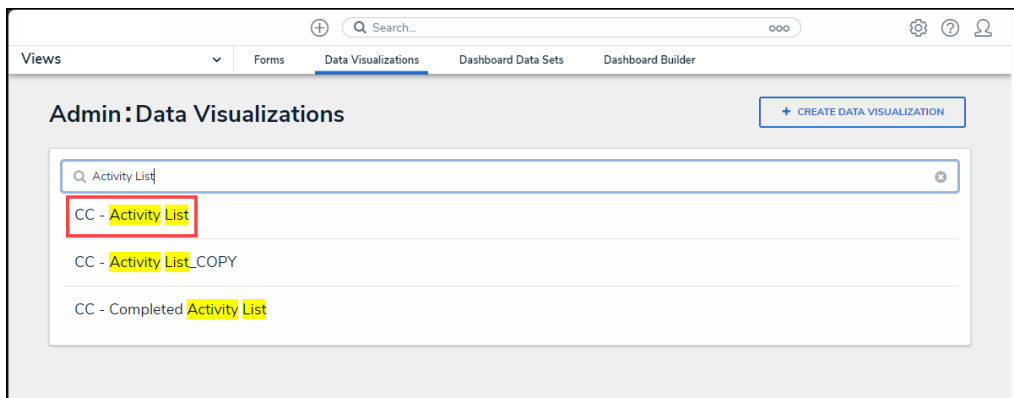
*Data Visualizations Tile*

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



*Search Field*

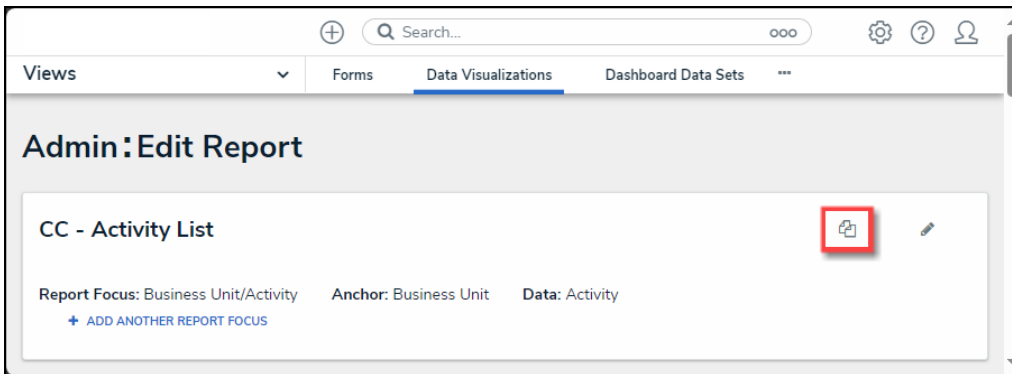
4. Click on a **Report** link.



*Report Link*

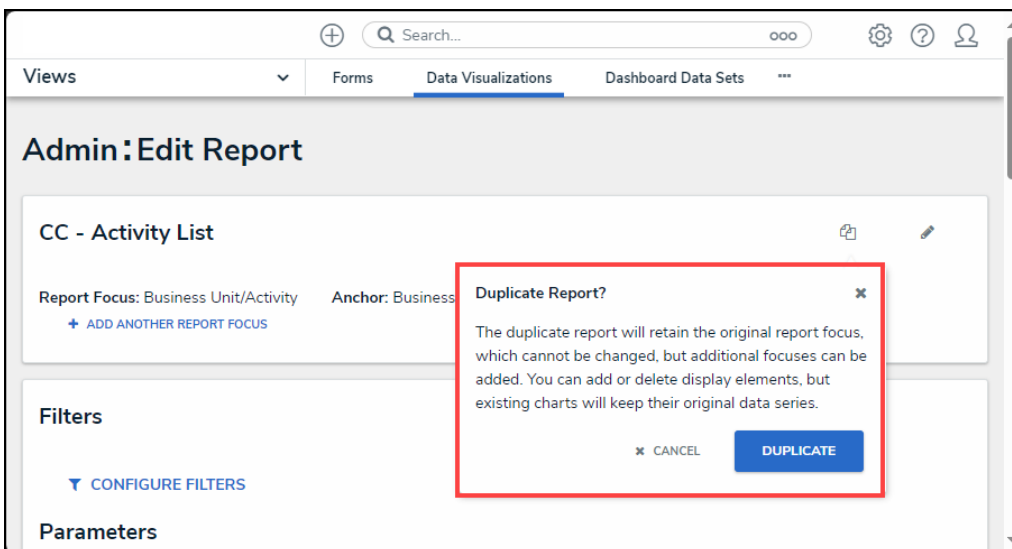
## Creating a Duplicate Report

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



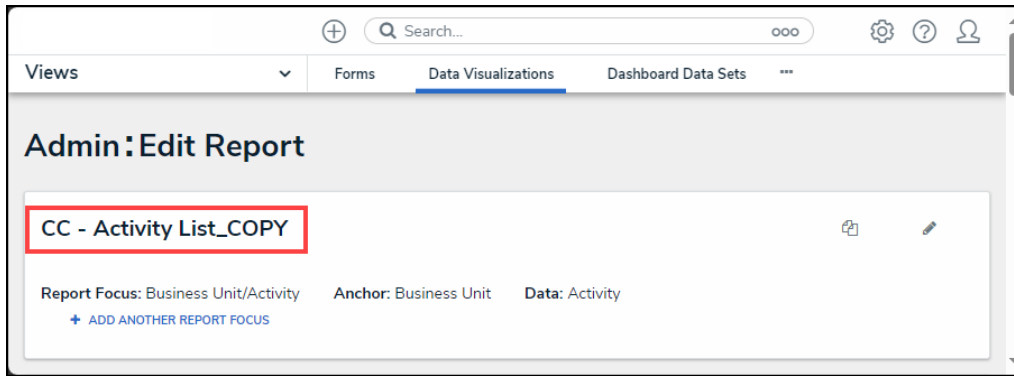
*Duplicate Icon*

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*