

Creating a Duplicate Report

Last Modified on 06/13/2024 1:37 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

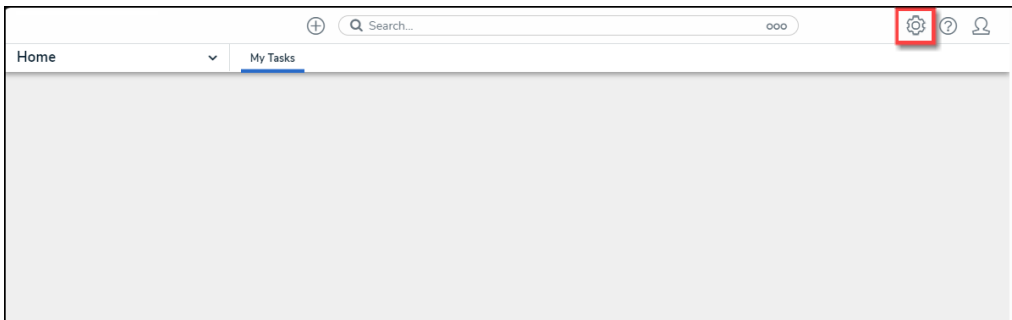
Administrators can create a copy of a report by clicking the **Copy Report** icon, added to the **Admin: Edit Report** screen. The **Copy Report** icon allows administrators to create a copy of a report without having to create a new report from scratch.

User Account Requirements

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

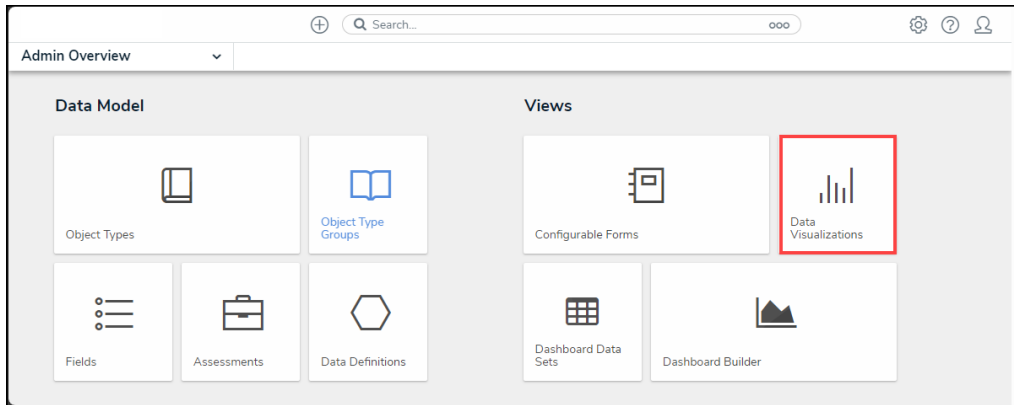
Navigation

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



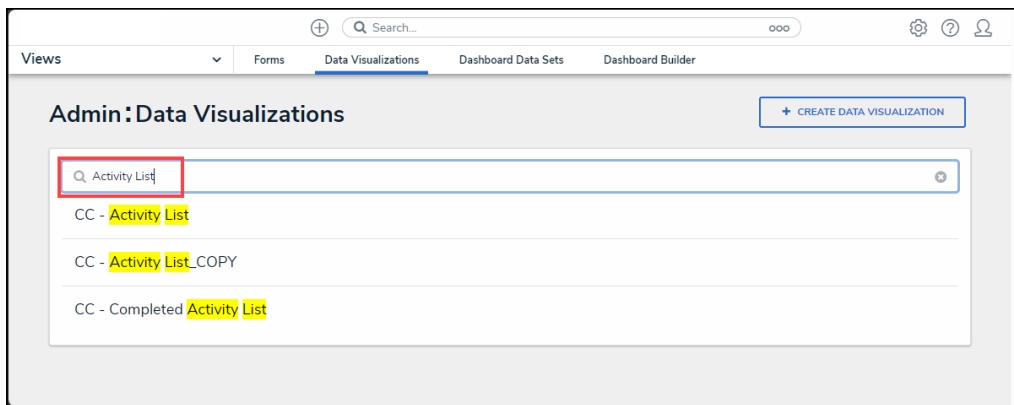
Administration Icon

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



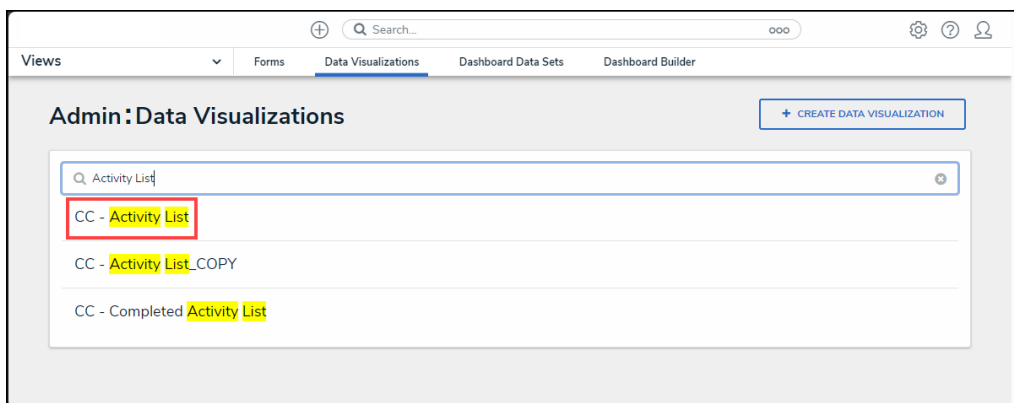
Data Visualizations Tile

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



Search Field

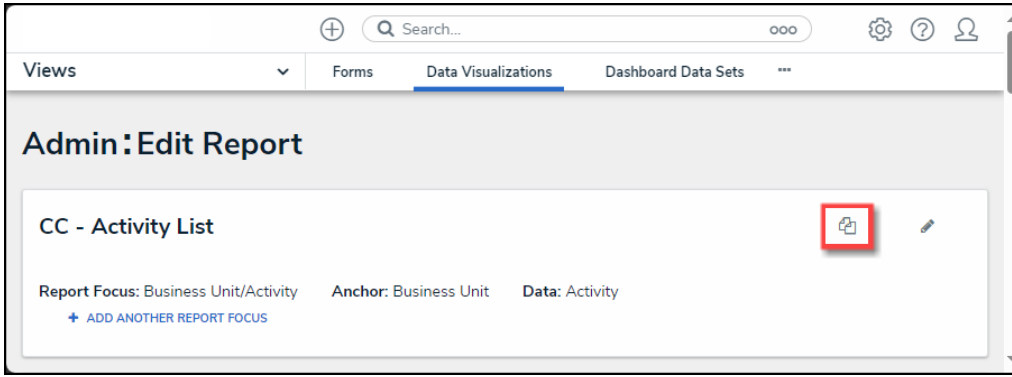
4. Click on a **Report** link.



Report Link

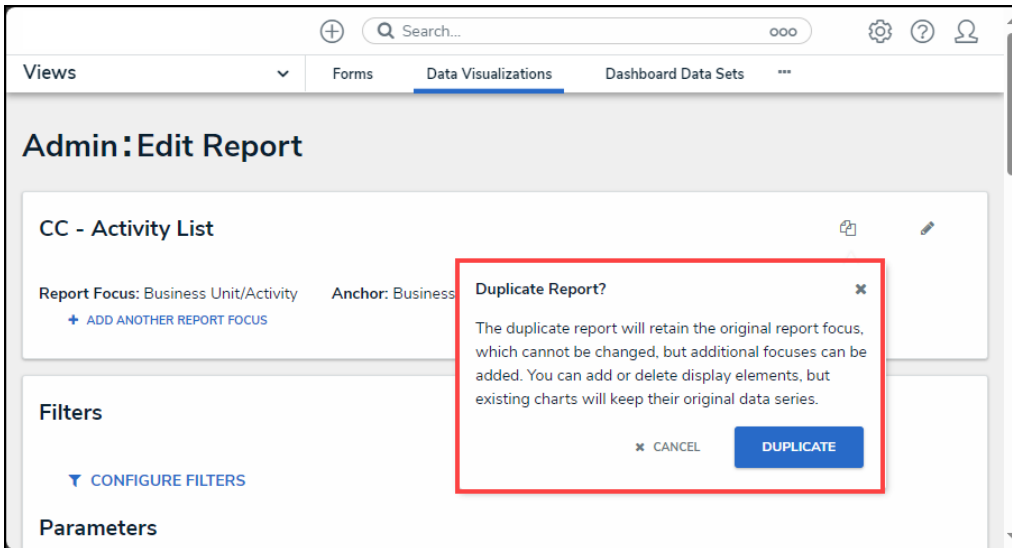
Creating a Duplicate Report

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



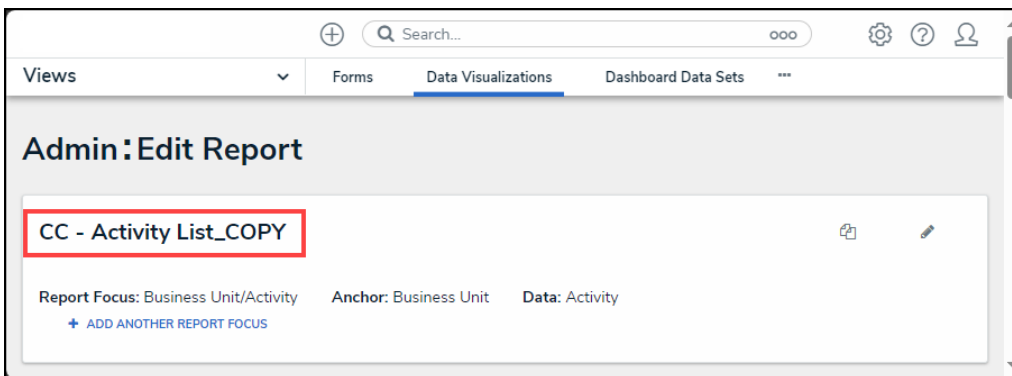
Duplicate Icon

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

