

How do I change the name of a report I've just copied?

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NOTE: You can only change the name of a report once you've copied it. You can also change the name more than once (be careful of doing this if your report is visible in more than one event or to multiple offices).

1. Navigate to the **Reporting Panel**.
2. Locate the **report** you've just copied.
3. **Double-click** on the name of the copied report (see image below).



You'll see a box around the name of the report, and the pointer cursor will change to a text cursor.

5. Enter the name of your **new report**, overwriting the existing name. You can use backspace and/or delete if you need to.
6. After editing, **click outside the box** and the name change will save.

The screenshot displays the 'Reporting' interface. On the left is a sidebar with 'REPORT LIBRARIES' including Quick Reports, Contact, Notes, Marketing, Registrations, Agenda, Functions, Accommodation, Travel, CE Courses, Presentations, Exhibition, and Sponsorship. The main area is divided into 'SET FILTER' (Target Group dropdown, 54 Records Selected) and 'SELECT REPORT'. The 'SELECT REPORT' section has two tabs: 'Reports' and 'Selected Records'. A list of reports is shown, with 'Attendee Information Sheet (Copy 2)' highlighted in purple and its name enclosed in a text input box, indicating it is being edited.