

Copying a Report

<https://campus.barracuda.com/doc/90441899/>

You can copy a report when you want to create a new report that is very similar to an existing one. When you copy a report, you are prompted to provide a new name and save it. Copied reports are automatically saved in the same report category as the original report, however report customizations are not copied. You can then make any necessary changes to the configuration of the report.

When you update an original report, the copied report is also updated. For more information, see [Updating a Report](#).

1. In Service Center, click **Reporting > Reports**.
2. Locate the report you want to copy.
3. Select the check box beside the report.
4. Click **Copy**.
5. In the **Name** box, type a name for the report.
6. Click **Save**.

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