

## Copying Reports Between Databases



(Version 10.1)

### WHY COPY REPORTS BETWEEN DATABASES?

Creating and customizing reports can be a complex task. Therefore, creating identical reports in other databases can be a tedious task and a waste of time especially when Edulog provides you with a method for copying customized reports from one database to another.

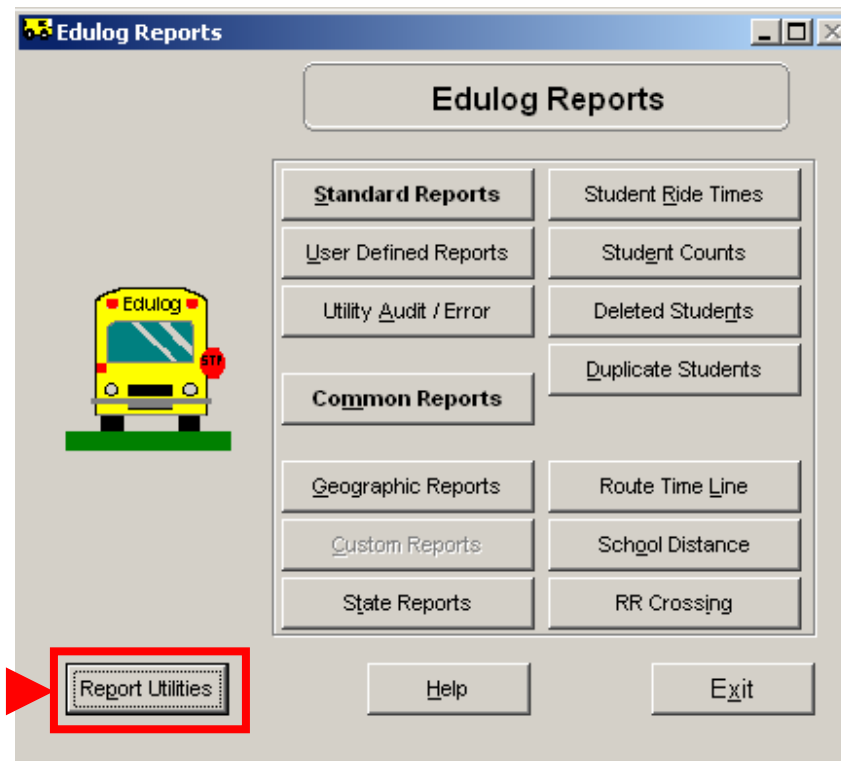
### WHAT VERSION OF EDULOG AM I RUNNING?

Open Edulog and choose **About Edulog** from under the **Help** Menu. If the Server version is 10.1xx then you are viewing the correct QRG.

### INSTRUCTIONS FOR COPYING REPORTS FROM ONE DATABASE TO ANOTHER:

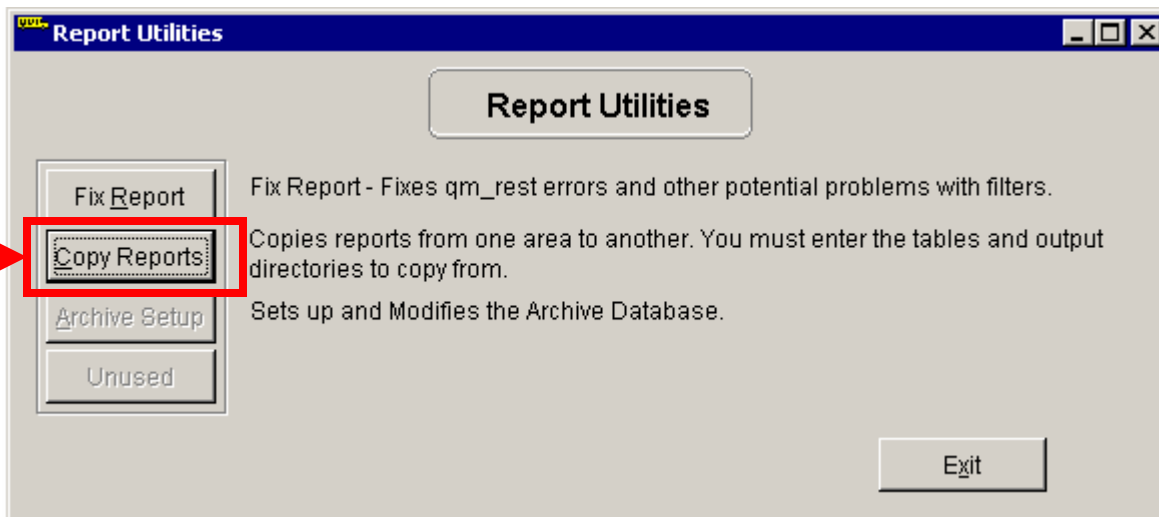
Let us use the example where you have created a report called '**Unlocated students for SIMS operators**' in your **REG** database and want to copy that report to your Special Needs database - **SN**.

To copy the reports, open the Reports program in SN (always open the reports program from the database you want to copy the reports too.)



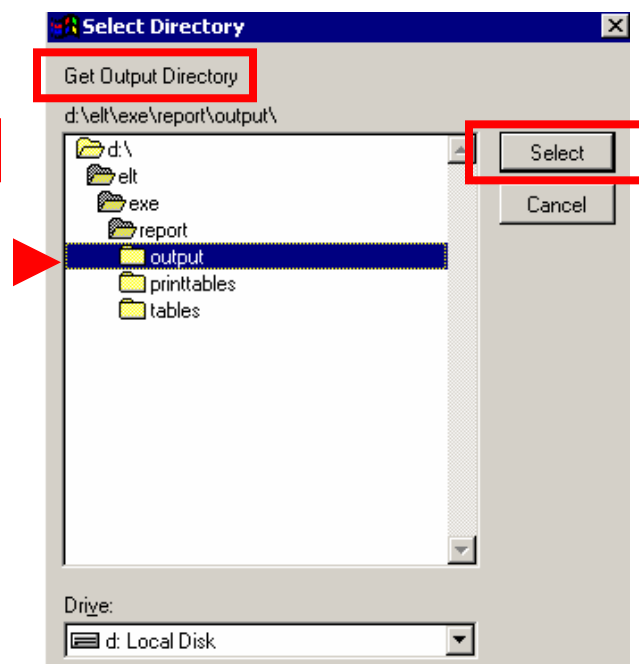
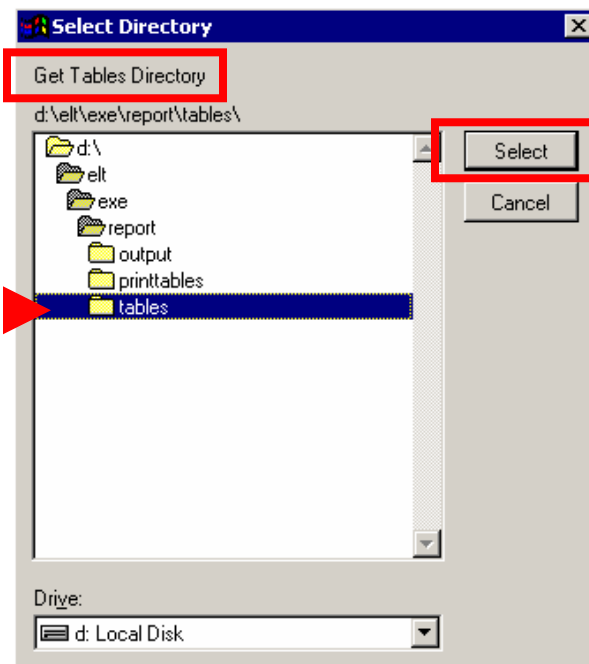
Select **Report Utilities**

Next, Choose the option **Copy Reports**

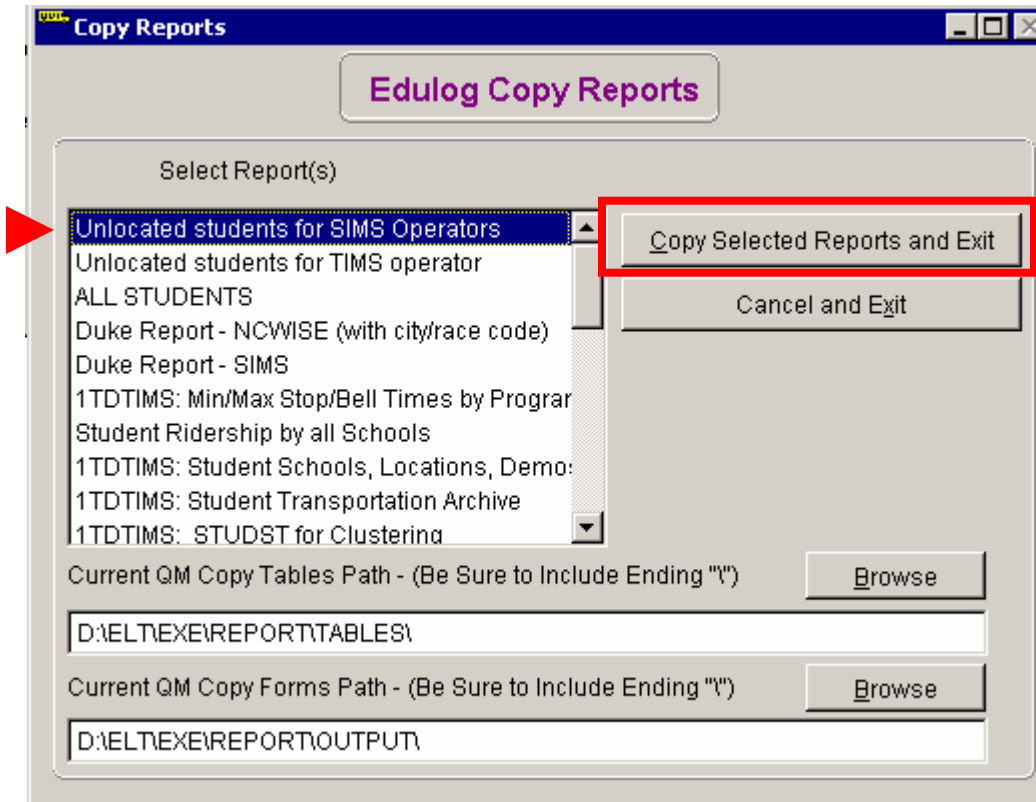


When prompted for the **tables** directory, you want to select the one from the **REG** database. Browse to the **elt\exe\report\tables** folder and click **Select**.

You will now be prompted for the **Output** directory. Browse to it and click **Select**.



The following menu will appear. Select the report(s) that you want to copy and click **Copy Selected Reports and Exit**.



You have now successfully copied reports from REG to the SN database! Repeat this process from any other databases you wish to copy reports to.