# Reassign or Copy Custom Reports

## Overview

This guide explains how to duplicate a custom report created by another user in CMPOnline and save it under your own user account or as a system-wide report. This allows you to reuse or modify existing reports without starting from scratch.

*Important: You must be an administrator to access, modify, or reassign other users' custom reports. Non-administrators can only access and modify their own reports.*

## Access User Reports

- Navigate to **Tools > Custom Reporting**.
- Click User Reports.
- From the drop-down menu on the right, select the user who owns the report you wish to duplicate.
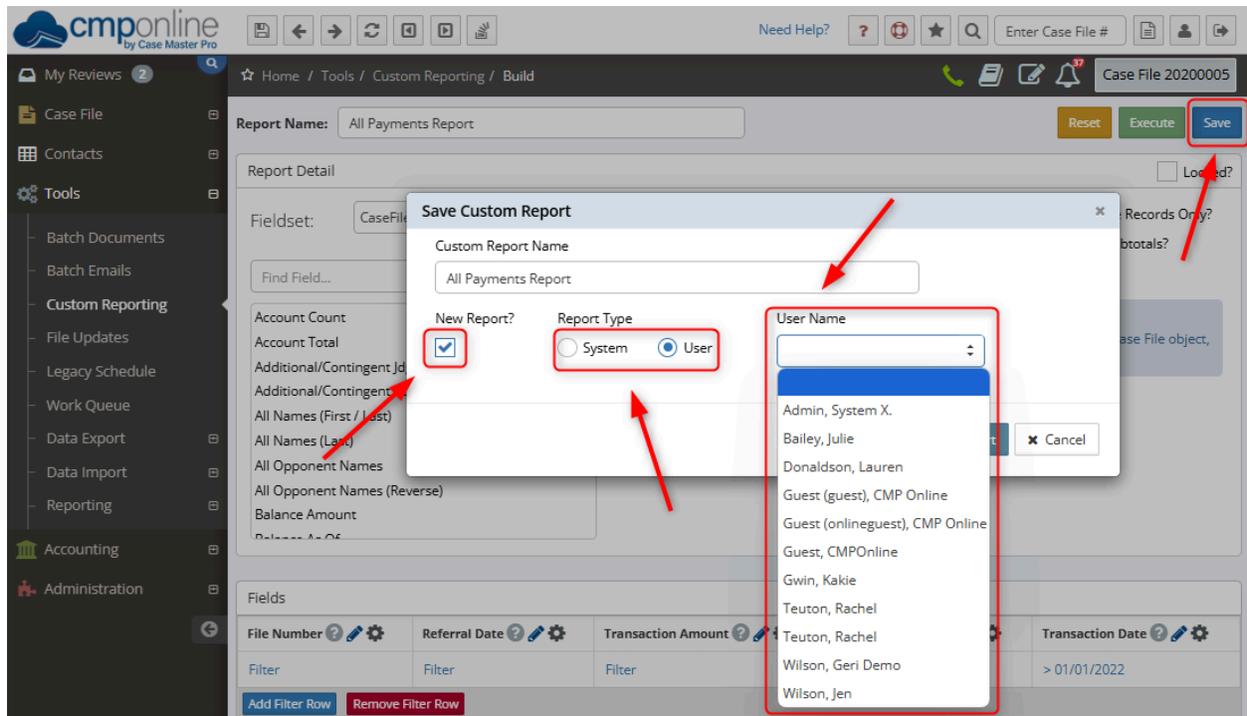- Click the Build button next to the desired report.
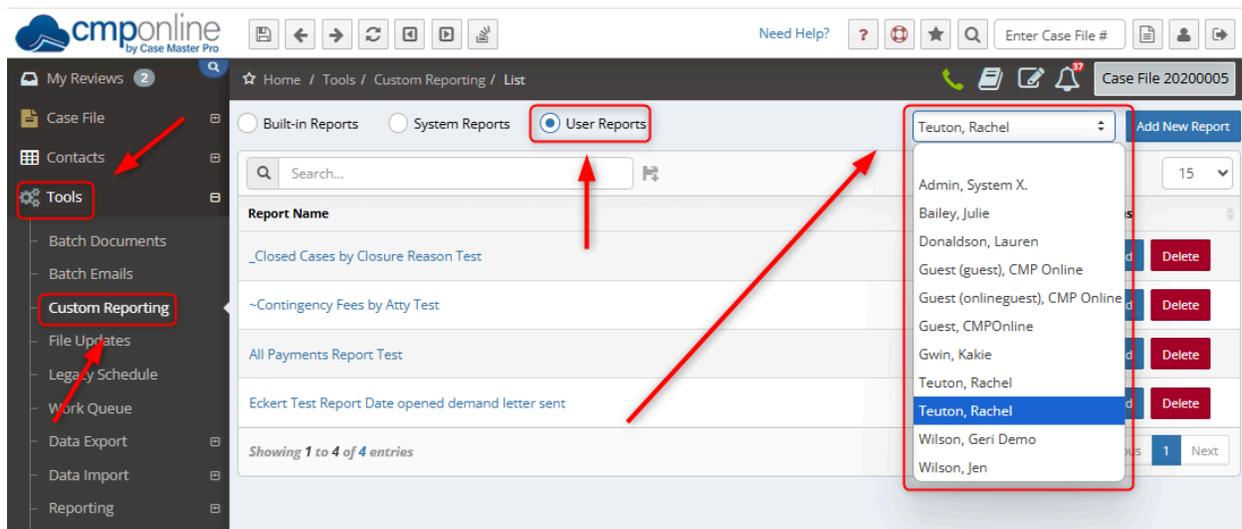


## Duplicating User Report

- Navigate to **Tools > Custom Reporting** and select **Build** (if not already there).
- Click Save.
- Check the New Report? box.
- Under Report Type, select User.
- From the drop-down menu, select your user name.
- Click Save Report, then click OK.

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*NOTE: Alternatively, you can save a report as a System Report to make it available to all users. If saving as a System Report, you may not want to check the "New Report?" box, as this will create a duplicate.*

## Accessing Duplicated Custom Report

- Navigate back to **Custom Reporting > User Reports**.
- Select your user name from the drop-down menu.
- You can now Execute, Build, or Delete the duplicated custom report.

## Questions?

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