Osprey Approach: Cloning a scheduled report from an existing scheduled report
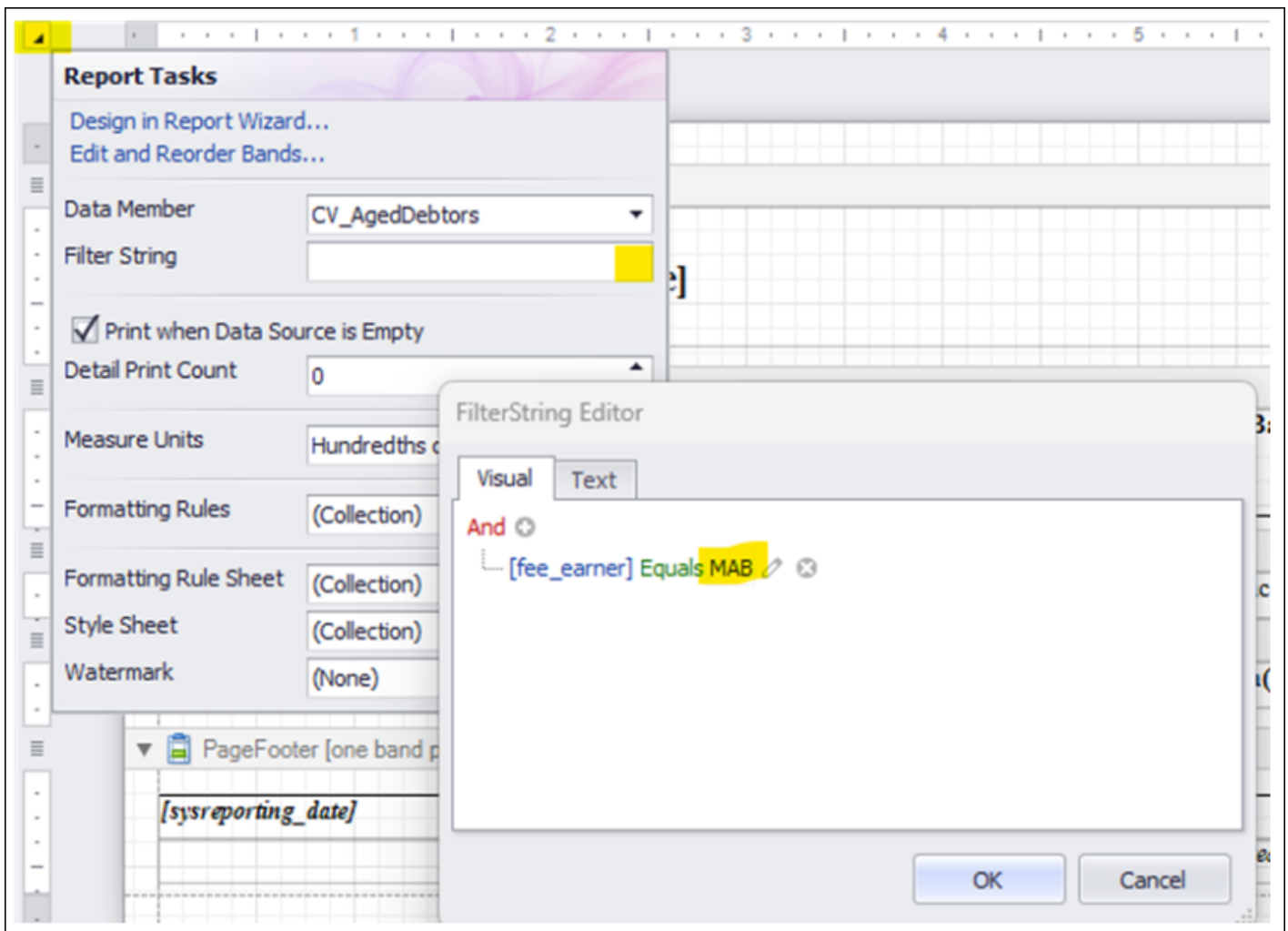
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Open the report writer.

Click Open Report.

Right click on the report you want to clone and select clone.

Reports		
Label ▲	**Name**	**Created By**
▼ Report Type: Reports Library		
Accounts - *Bills Rendered Wi...	BillsRenderedWithVatableDisburse...	supervisor
Accounts - Aged Creditors De...	AgedCreditorsDetail	supervisor
Accounts -	AgedDebtorsScheduled	supervisor
Accounts -	AgedDebtorsBreakdown	supervisor
Accounts -	AllMatterLedgersForOneClient	supervisor
Accounts -	AccountsAllClientLedgersOneClient	Supervisor
Accounts -	AuditTrail	Supervisor
Accounts - Audit Trail Totalled...	AuditTrailTotalsPerPostingTypeSt...	supervisor
Accounts - Bill Template	BillTemplateWithDueDate	supervisor

Context menu over the report rows: Open, Edit, Clone, Delete

In the Filter String Editor, change the fee earner ID you want the report to return values for:

Save the report and give it a new name.