



# Osprey Approach: Cloning a scheduled report from an existing scheduled report

This help guide was last updated on  
May 1st, 2024

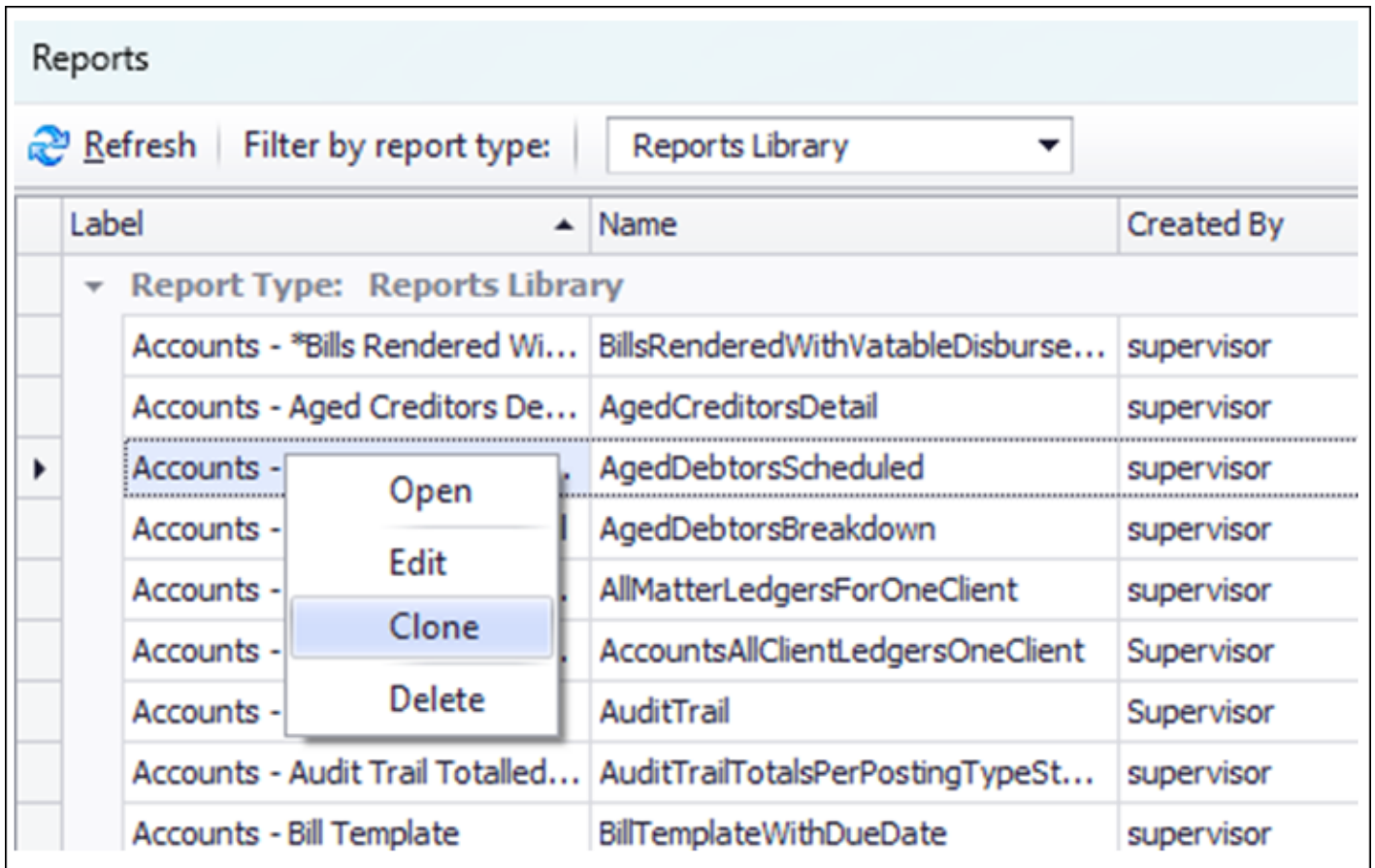
The latest version is always online at  
<https://support.ospreyapproach.com/?p=59297>



Open the report writer.

Click Open Report.

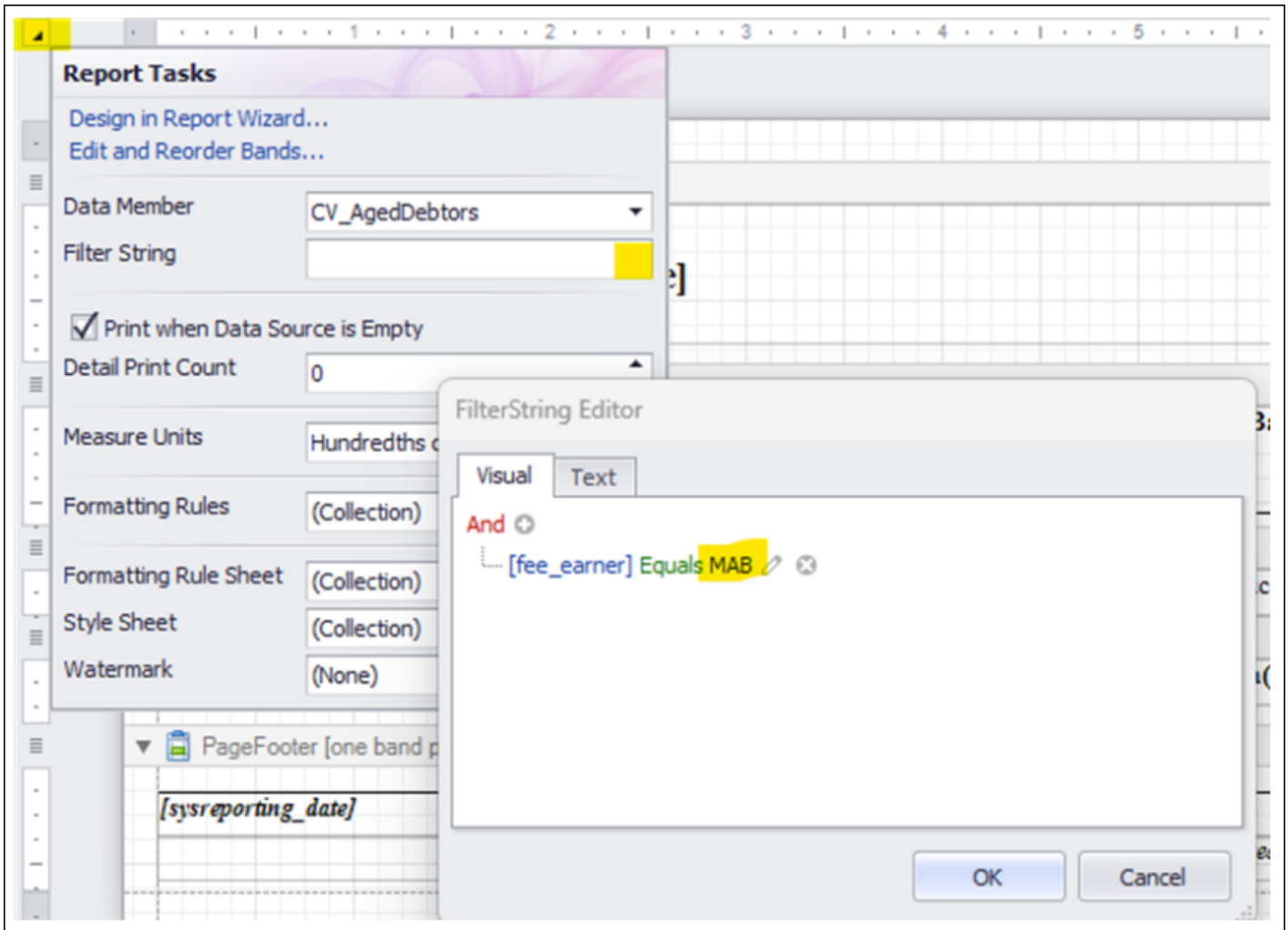
Right click on the report you want to clone and select clone.



The screenshot shows a web interface titled "Reports". At the top, there is a "Refresh" button and a "Filter by report type:" dropdown menu set to "Reports Library". Below this is a table with columns "Label", "Name", and "Created By". A sub-section titled "Report Type: Reports Library" is expanded, showing a list of reports. A right-click context menu is open over the report "Accounts - Aged Debtors Scheduled", with the "Clone" option highlighted.

Label	Name	Created By
▼ Report Type: Reports Library		
Accounts - *Bills Rendered Wi...	BillsRenderedWithVatableDisburse...	supervisor
Accounts - Aged Creditors De...	AgedCreditorsDetail	supervisor
Accounts - Aged Debtors Scheduled	AgedDebtorsScheduled	supervisor
Accounts - Aged Debtors Breakdown	AgedDebtorsBreakdown	supervisor
Accounts - All Matter Ledgers For One Client	AllMatterLedgersForOneClient	supervisor
Accounts - Accounts All Client Ledgers One Client	AccountsAllClientLedgersOneClient	Supervisor
Accounts - Audit Trail	AuditTrail	Supervisor
Accounts - Audit Trail Totalled...	AuditTrailTotalsPerPostingTypeSt...	supervisor
Accounts - Bill Template	BillTemplateWithDueDate	supervisor

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.