Pull Data from an Existing Report

> We have a pending plan to deprecate Legacy Summary Reports. Check out the New and Improved Standard Report ! If there are features/functionality missing from the Standard Report check out our Known Issues Category in Community to vote and subscribe to updates.

If you need to include a report from a separate survey in the Summary Report for your current survey, you can do so using our Existing Report Element.

First and foremost, you will need to get the Report ID of the report you'd like to add to your current one. Go to the report and copy the report ID from the URL. This is the number that immediately follows **/reportid/**.

Set Up Your Existing Report Element in your Parent Report

1. Return to the parent report and click **Customize Report**.

2. On the **General** tab scroll to the bottom and click **Add Element**.

3. Select Existing Report in the Element Display Type Dropdown.

4. Enter the Report ID that you copied from the URL of your source report in the Summary Report ID field.

5. (Optional) Enter a **Headline** to delineate the source report results from the results of the parent report.

6. Click **Save** and **Refresh Report**.

Element Display Type

Existing Report

Element Settings

Summary Report ID:

3424155

Headline:

July 2013 Results

Note: You cannot embed a report that already has an "Existing Report" element within it.

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