

Google has released the ability to copy exploration reports across properties. This update is extremely beneficial in helping to efficiently transfer useful customer exploration reports across more than one property. This copying feature not only saves time but also helps streamline a uniform report structure.

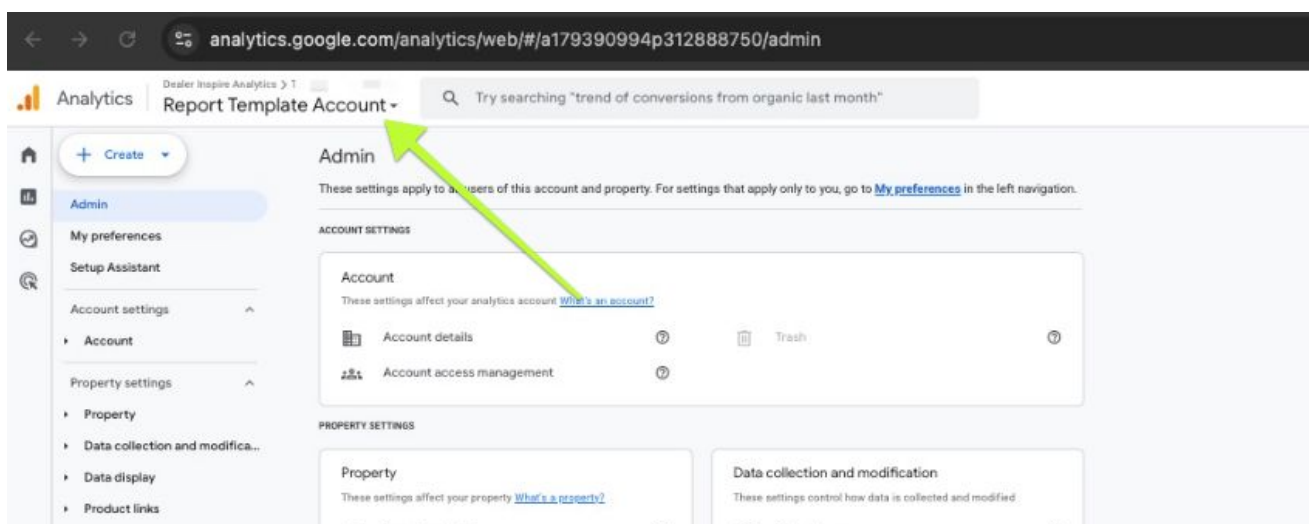
While this feature is a step in the right direction, there are limitations that may prevent some of your custom reports from being copied. Some of these limitations include:

- You cannot copy a report into a property where you only have View access at the property or account level (you need Analyst or higher access).
- You cannot copy reports that contain custom dimensions (e.g., item_id, form_name, etc.).
- You cannot copy a report into a property that already has more than 150 custom reports.

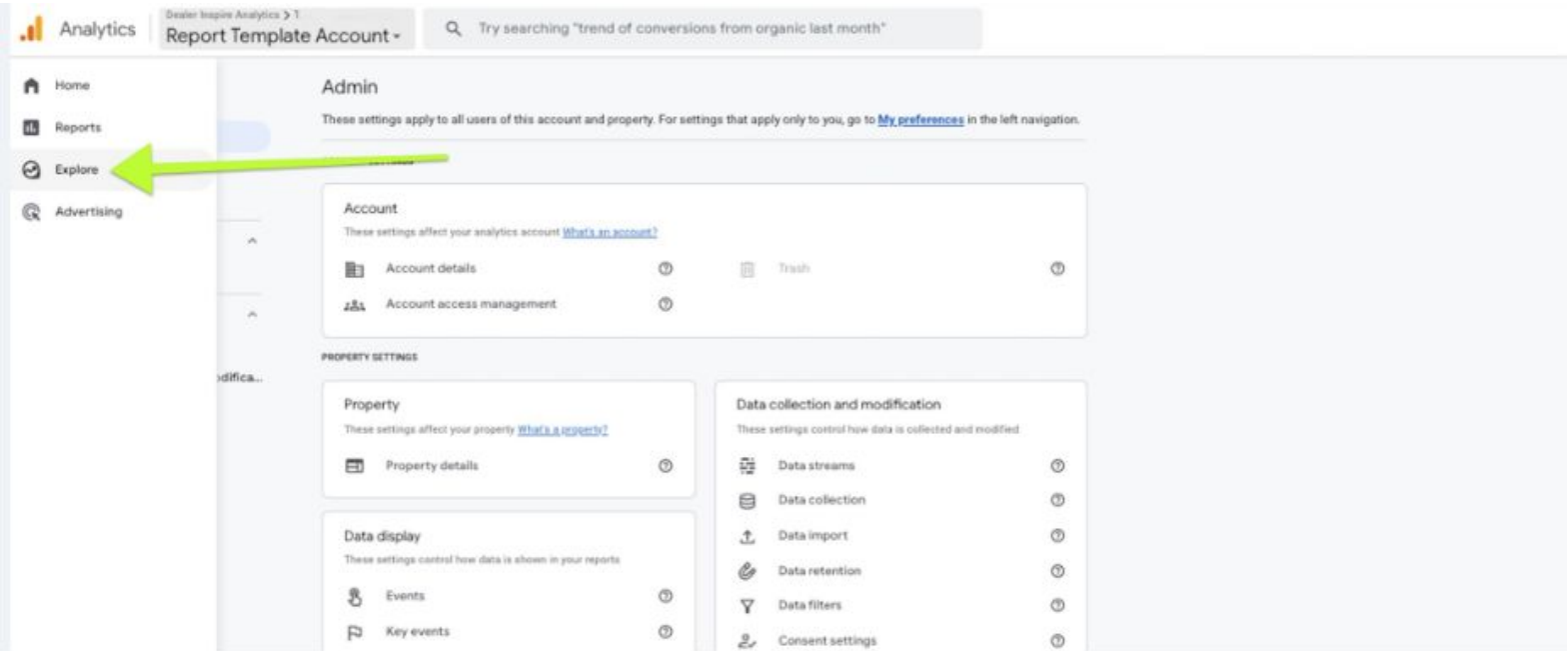
More information can be found [HERE](#)

The following steps outline how to copy a custom exploration report using our “Report Template Account.” (These steps apply to any property meeting the copying criteria):

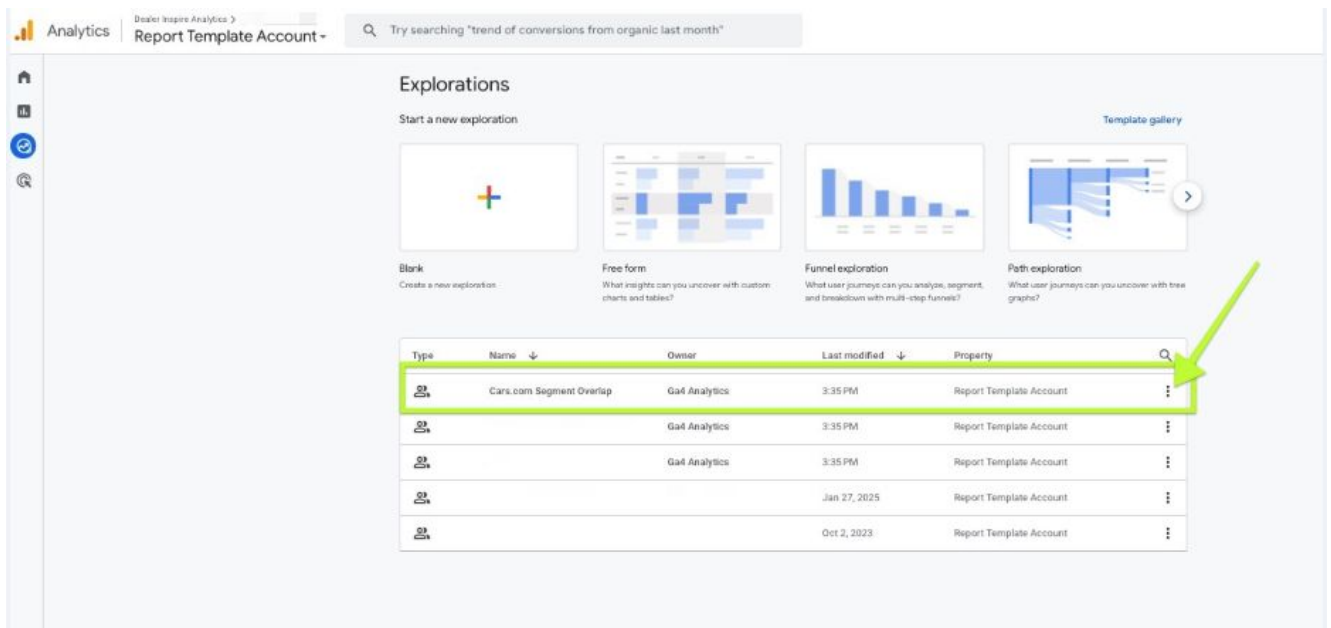
STEP 1: Search for the “Report Template Account” property (Or your desired property)



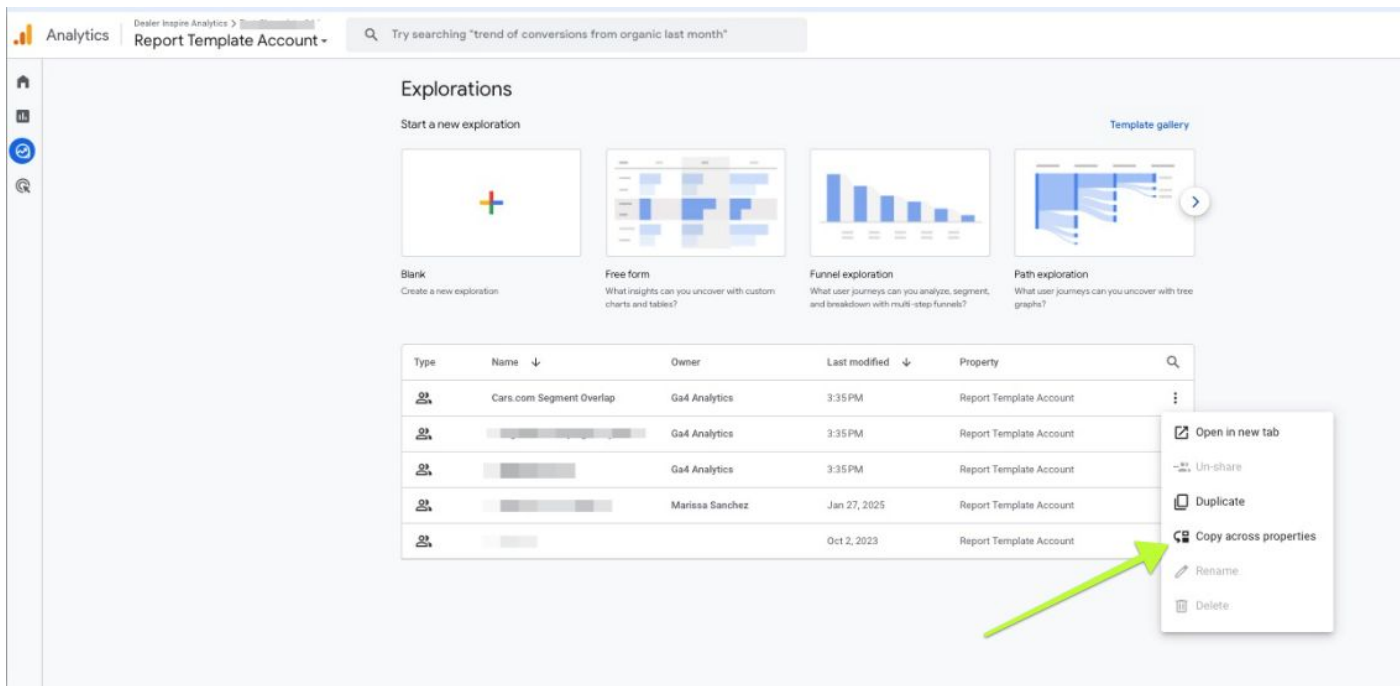
STEP 2: Click the “Explore” section



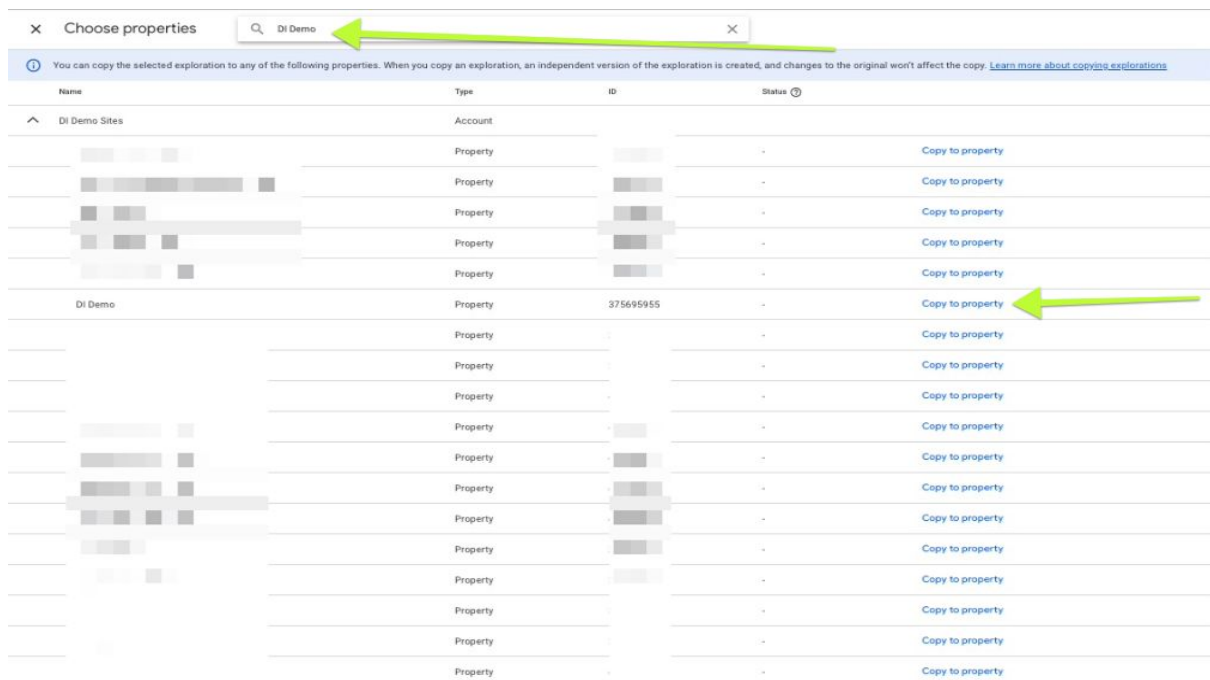
STEP 3: Locate the name of the custom report you want to copy. In this example, we will copy the report named “Cars.com Segment Overlap.” Click on the three dots next to the desired report.



STEP 4: Select “Copy across properties”



STEP 5: In the top search bar, search for the name of the property you want to copy the report to (in this example, we are using “DI Demo”). Locate the site in the list and select “Copy to property” for your desired site.





STEP 6: If the report copy is successful, a green box with the message “Success” will appear.

Success

Copy to property



If the report copy is unsuccessful, a red box with the message “Failure” will appear. Refer to the limitations of copying reports outlined on page one to determine the possible cause.

Failure ?

Copy to property