

CHANGING THE TITLE OF A VISUALIZATION

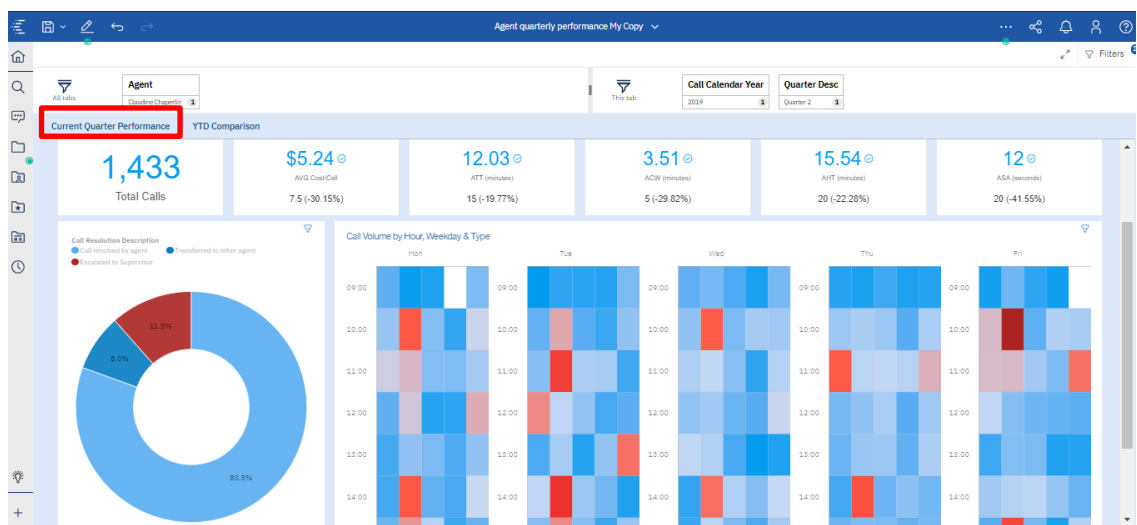
The following guide will walk you through the process of changing the title of a visualization in Enterprise Analytics.

NAVIGATION

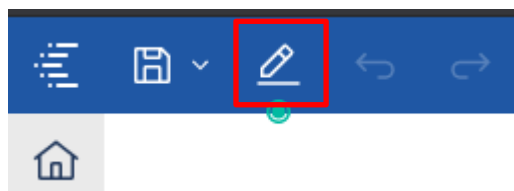
Login into myUFL and navigate to:

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics > Open a Dashboard

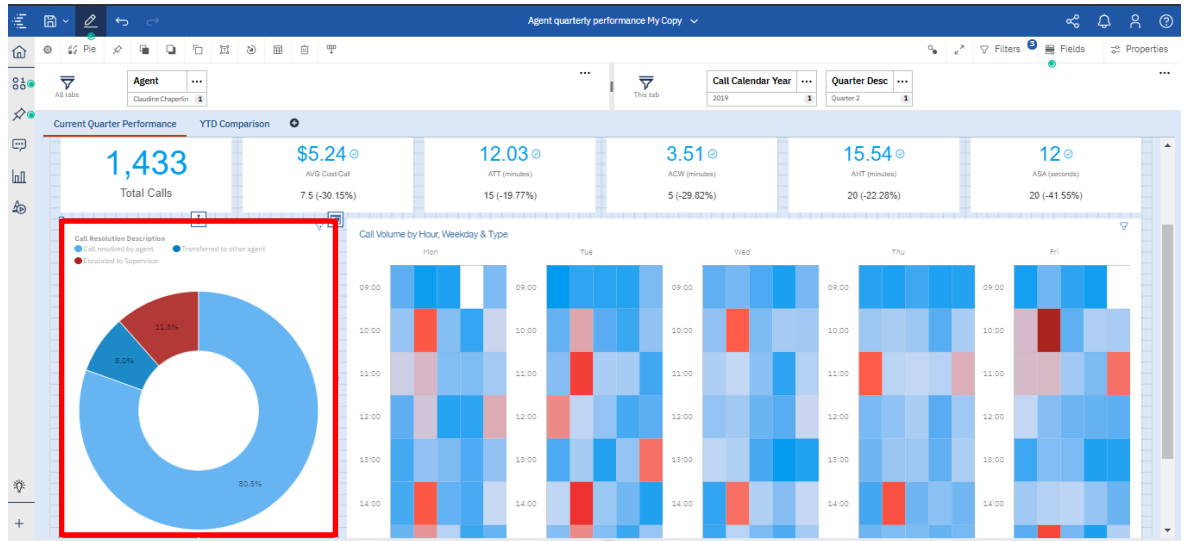
1. Open the **Dashboard** you would like to edit.



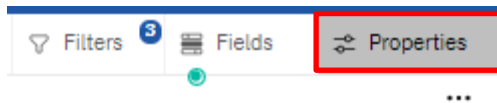
2. Click the **Edit** icon.



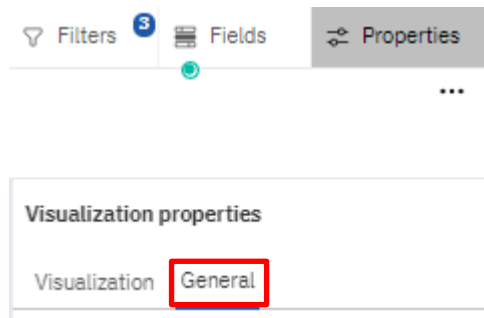
3. Click on the section of the Dashboard that you would like to edit.



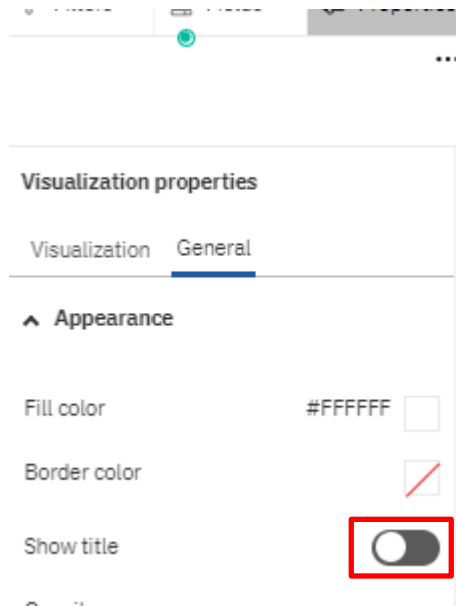
4. Click the **Properties** icon.



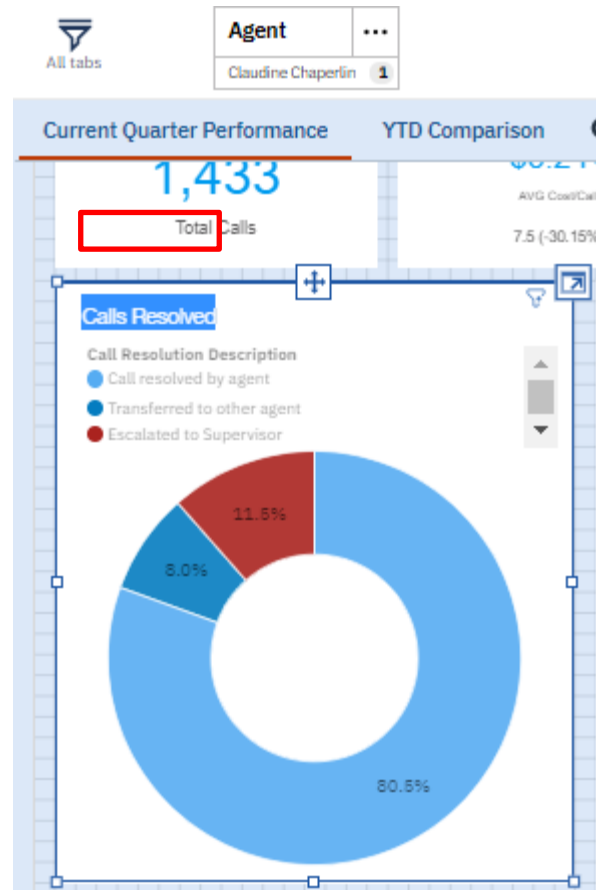
5. Click **General**.



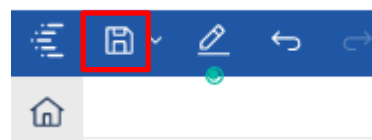
6. Check **Show title**.



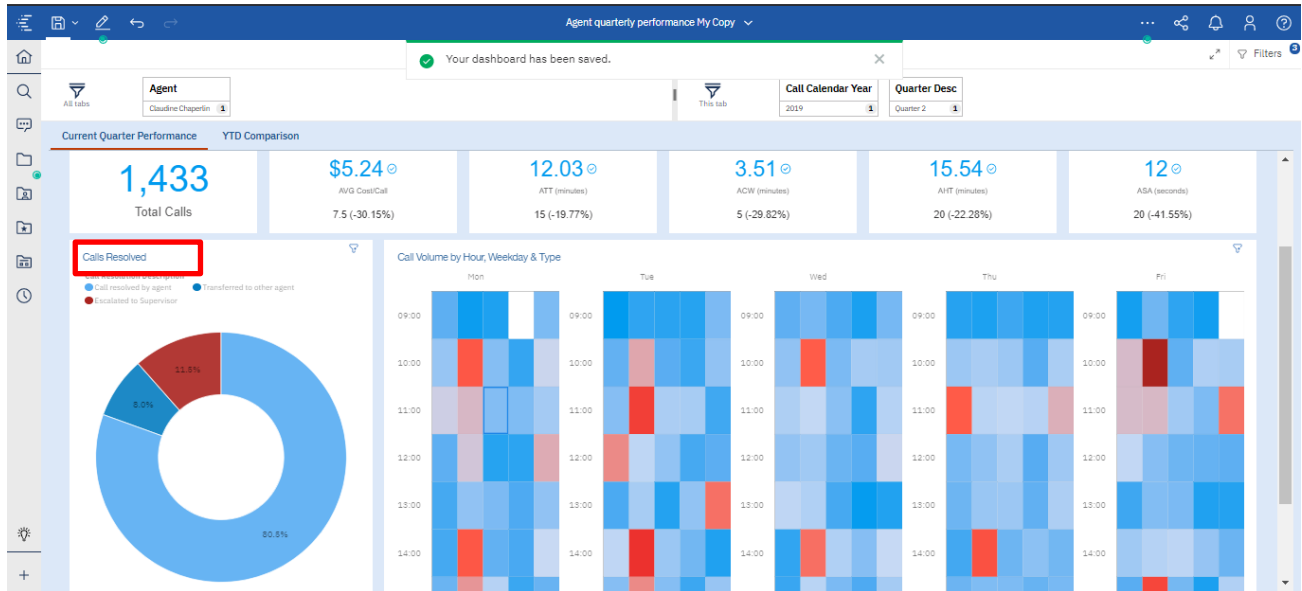
7. Enter the title you want.



8. Click **Save**.



9. The title has been changed.



ADDITIONAL HELP

Technical issues, contact the UF Computing Help Desk
352-392-HELP

Policies and Directives, contact the University of Florida Reporting Services
reporting-services@ufl.edu