CREATE AND ADD DATA TO A REPORT

The following guide will walk you through the process of creating and adding data to a report in Enterprise Analytics.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics

1. Click the + button.

![Click the + button.](image)

2. Click the Report option.

![Click the Report option.](image)
3. Select a **Template**.

4. Click **OK**.
5. Click +, which will allow you to Add a Data Source to your Report. We will be using a UFIT prepared Data Package for this exercise.

6. Click on the folder that houses your desired files. You may have to navigate through subfolders depending on your directory structure. For this example, when you click on this folder, you will be navigated through three subfolders.
7. Select the **Package** you would like to use for your Report.

![Image of package selection interface]

8. Click **Open**.

![Image of open button highlighted]

9. Your **Data Package** has been added to the report.

![Image of data package added to report]

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10. Click the **Queries** button.

11. Click on the **Queries** folder.

12. Click on the **+** button.
13. Click on the **Properties** button.

![Properties button](image)

14. Scroll down and click on the **Name** option. For this example, by clicking on the Name option, the query will be renamed Main Query.

![Name option](image)
15. Click anywhere in the empty space for the query’s name to change.


17. Click the Source items button.
18. Navigate to your Source item by expanding the **Source item folder** that it resides in.

19. Expand the **Subfolder**.
20. Expand the **Query**.

21. Click on the **Source item**. Drag it into the Data Items column. For this example, three Source items will be dragged into Data Items for you.

22. Click the **Report** button.
23. Select a Report page.

![Image of Report page selection]

24. Click the + button.

![Image of clicking the + button]

25. Click the List button.

![Image of selecting the List option]
26. Click the **Query Name** dropdown.

![Query Name dropdown](image)

27. Click the **Query** that you created.

![Query selection](image)

28. Click **OK**.

![Query confirmation](image)
29. Click the **Source and Data items** button.

30. Click **Data items**.

31. Click on a **Query**.
32. Drag it into the **center column**. For this example, three Data items will be dragged into center column for you.

![Diagram showing how to drag Data items into the center column]

33. Click the **Save** button.

![Diagram showing the Save button in the interface]

34. Click **My content**.

![Diagram showing the My content option]

35. Rename your Report.

36. Click Save and your report will be saved.