HOW TO CREATE A PROMPT PAGE
The following guide will walk you through the process of creating a prompt page in Enterprise Analytics.

NAVIGATION
Login into myUFL and navigate to:

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

1. Select the Prompt pages item.

2. Click the Plus button.
3. Click the Name text box and rename the new Prompt page.

4. When you click somewhere else on the page, the newly created Prompt page will be renamed. Click on your newly renamed Prompt page in the Pages column.
5. Click on the **Edit** icon.

6. Click on the **Prompting** arrow.
7. Click the **Select & Search prompt** option. Drag it into the center section of the page.

8. Click the **Create a new parameter** text box. Type in a new parameter name.
9. Click the **Next** button.

10. Click the **Choose Package item** button.
11. Click through the directory to find your desired **Package item**.

12. Click **OK**.
13. Click the **Next** button.

14. Click the **Finish** button.
15. Click the **Queries** icon.

16. Click your desired **Query**.
17. Click the **Filter** that you created.

18. Review if the prompt was added to the Query you want to filter.

19. If it is correct, click **OK** and then **Save**.