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. Navigate to your Report and 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 **Tools** 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.

![Image of the next button being clicked]

14. Click the **Query** where you would like to add filter.

![Image of selecting a query to add filter]
15. Click the **Finish** button.
16. Click the **Queries** icon.

![Screenshot of the queries icon being clicked](image1)

17. Click your desired **Query**.

![Screenshot of the selected query](image2)
18. Click the **Filter** that you created.

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

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