HOW TO CREATE OR EDIT A QUERY SOURCE
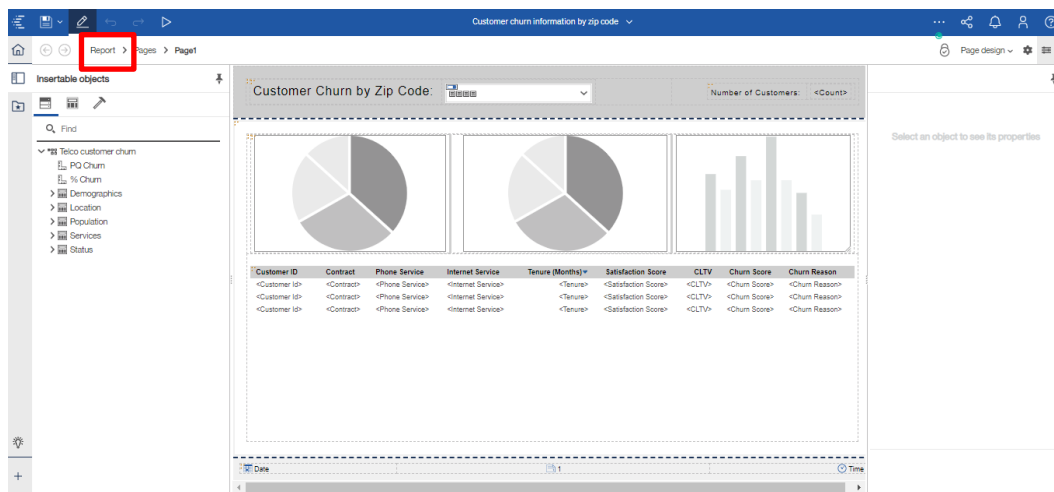
The following guide will walk you through the process of creating or adding a query source in Enterprise Analytics.
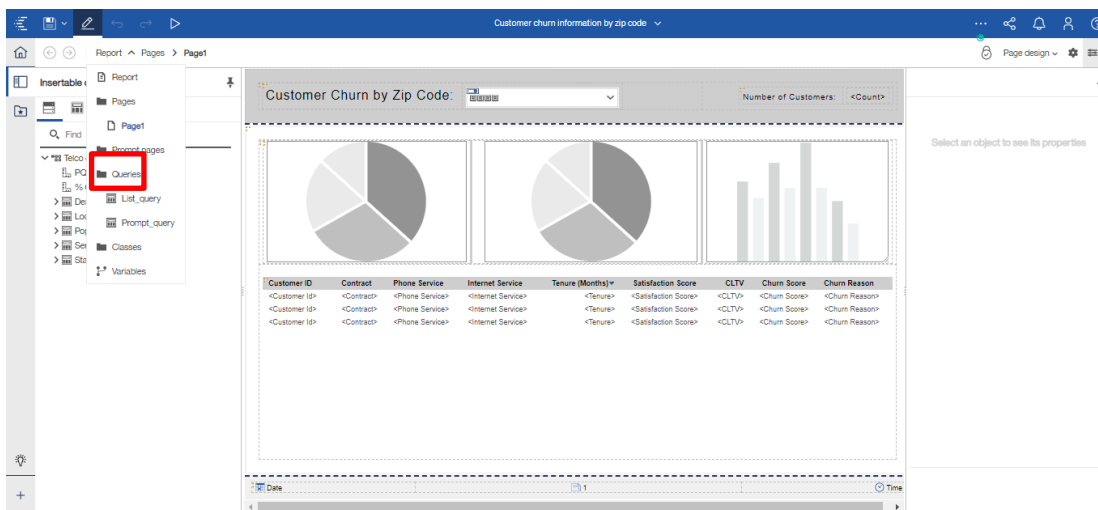
NAVIGATION

Login into myUFL and navigate to:

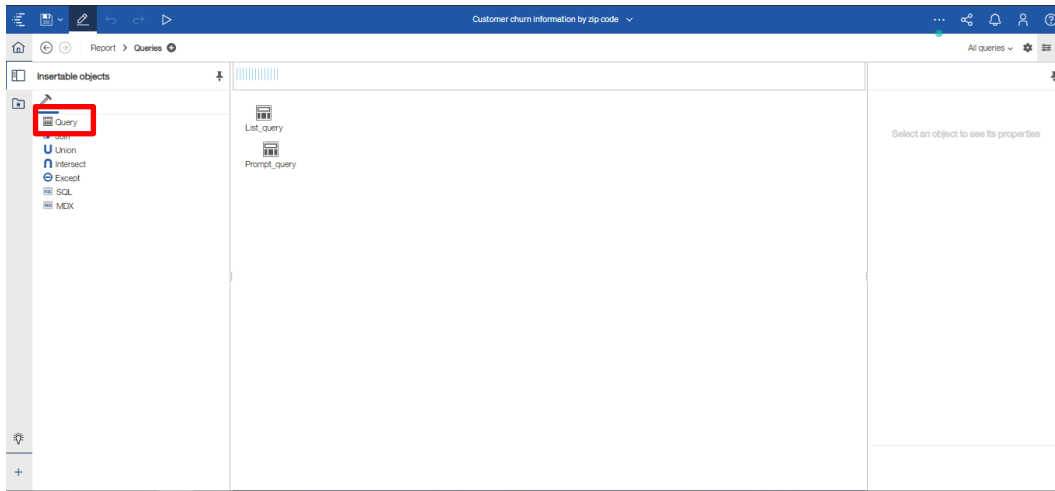**Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics**

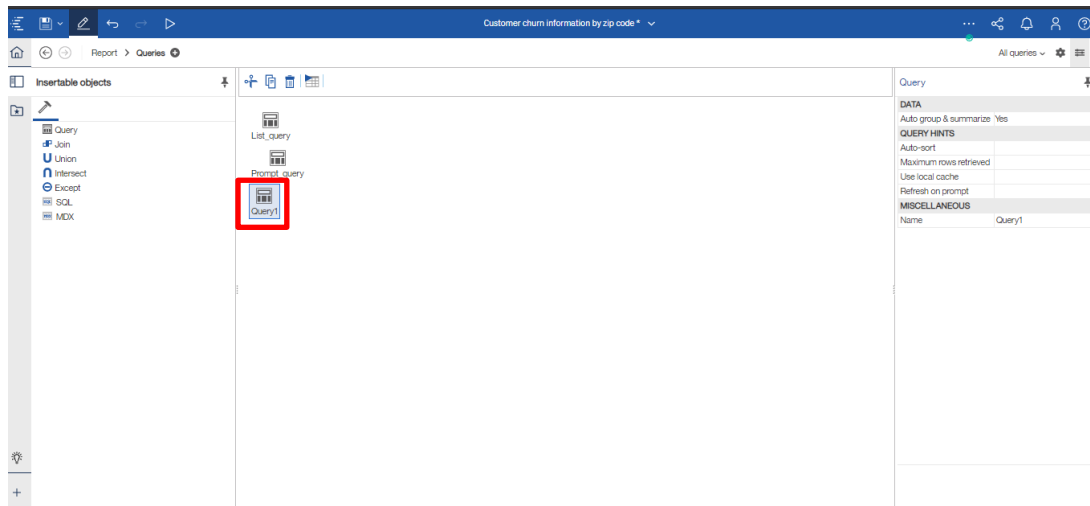1. Navigate to your Report and Click the **Report** icon.
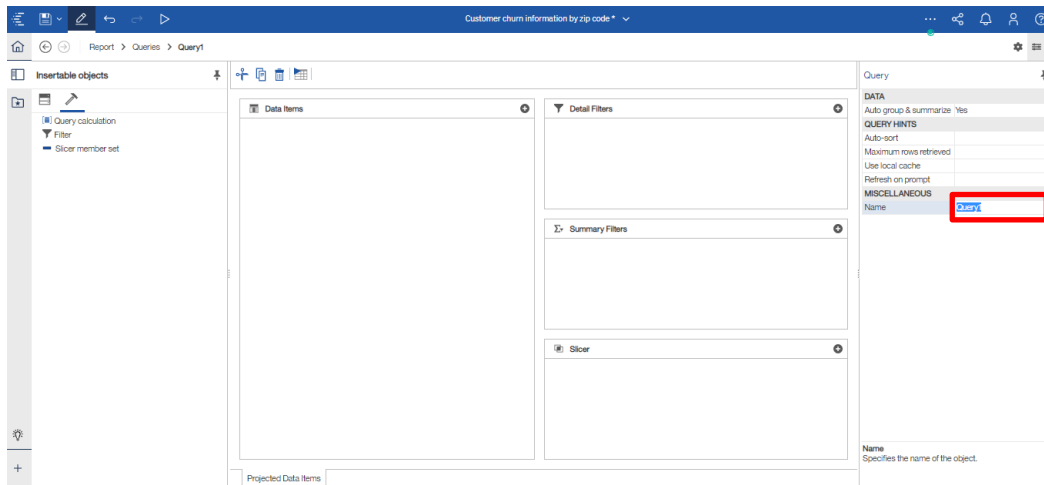

2. Click the **Queries** folder.

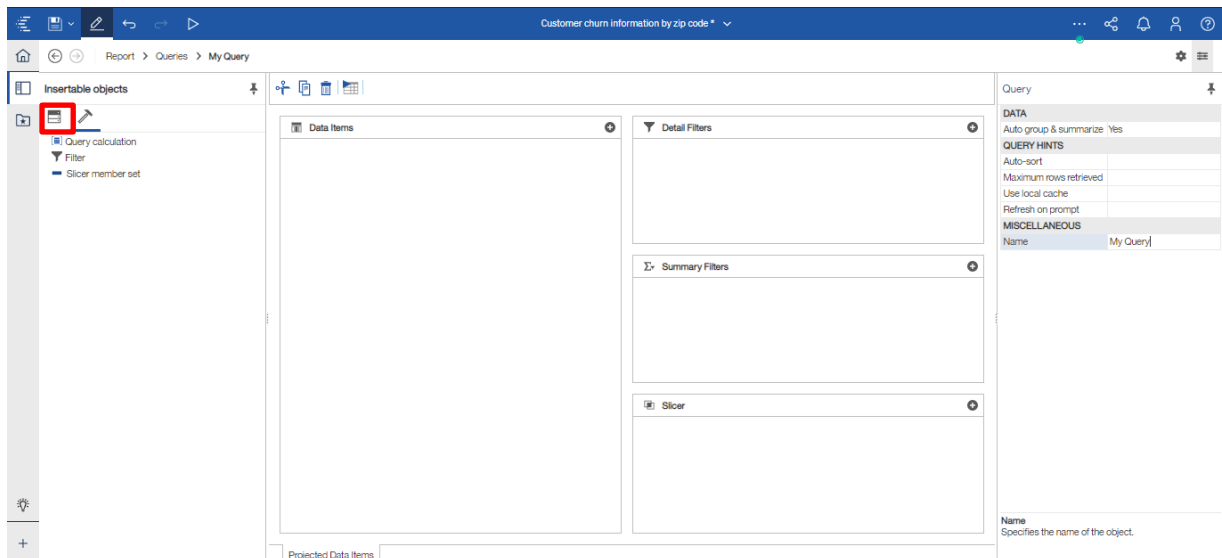3. Click **Query** and drag it into the Working column.
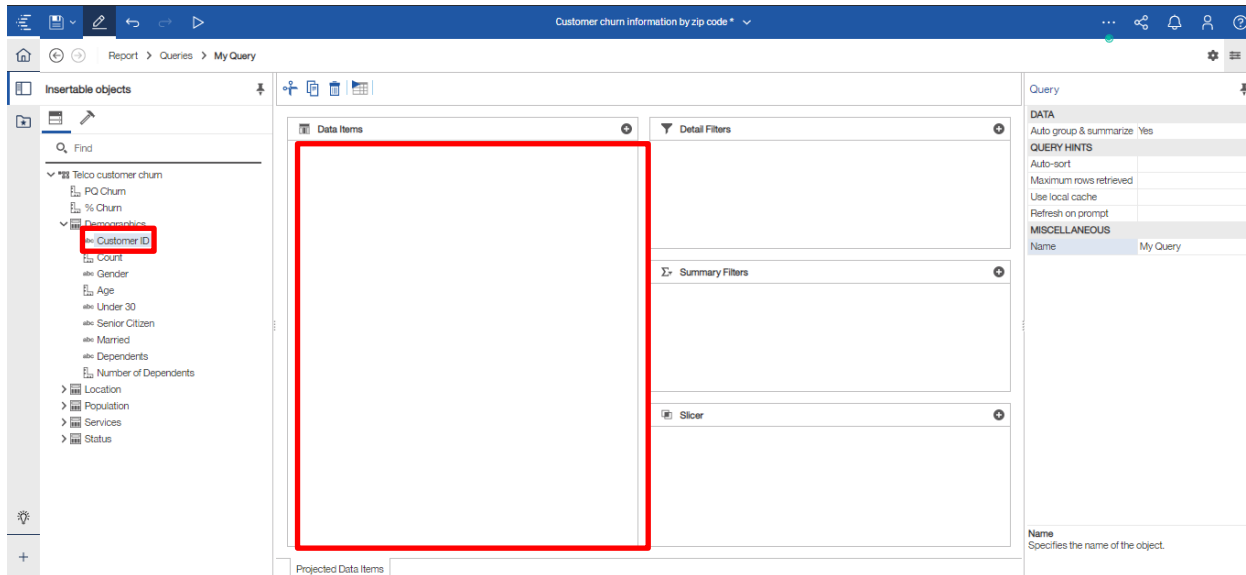

4. Click **Query1**.

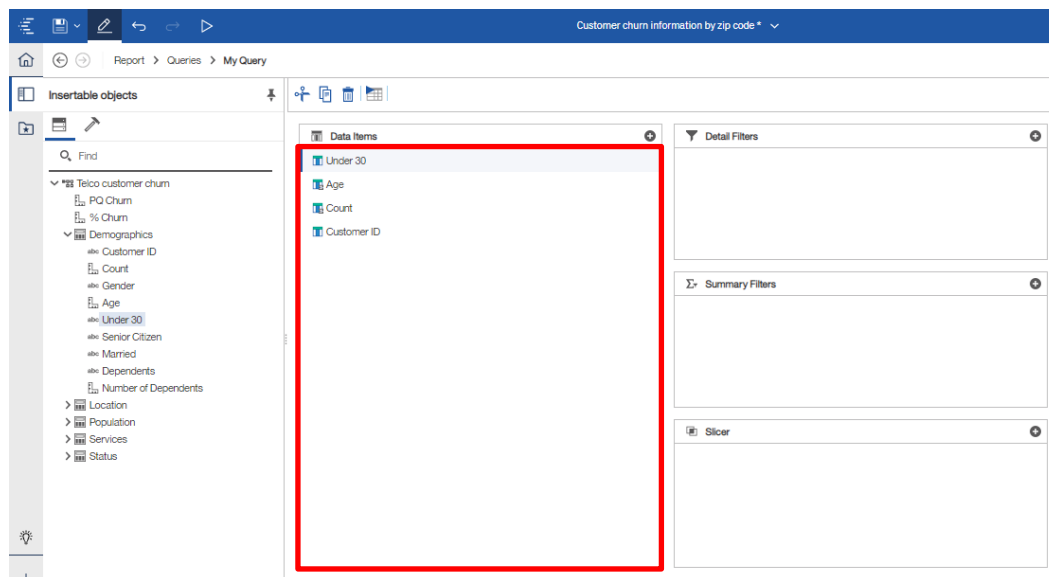5. Scroll down and click the **Name text box**. Rename the Query.

6. Click the **Source and Data items** icon.

7. Navigate to, and click on the desired **Source item** and drag it into the **Data items** column. Repeat this for every Source item you'd like to include in your query.

8. Once you have added all the Data Items you need, your Query is ready to be used in your report.

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