HOW TO FILTER A LIST IN A REPORT

The following guide will walk you through the process of filtering a report in Enterprise Analytics.

NAVIGATION

Login into myUFL and navigate to:

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

1. Open the report you would like to add a filter

![Filter Report Image]

2. Click the column you would like to filter.
3. Click the Filter button.

4. Click Create Custom Filter.

5. Select Range tab if you would like to add a range of values for filtering.
6. Under **Add Condition**, select the type of condition you want and enter a **value** in the text box.

7. This column has been filtered.

8. Click **Individual** tab in order to select a set of individual values for filtering.
9. To input values manually, click **Manually Input Items**.

![Manually Input Items](image1)

10. Select the type of delimiter and enter the **values** in the space below.

![Selecting Delimiter and Values](image2)

11. The manually added items can be seen under Keep these values column. You can also select values under Available items column. Verify the values you would like to filter are accurate, then click **OK**.

![Keep Values Selection](image3)
12. This column has been filtered.

<table>
<thead>
<tr>
<th>Site</th>
<th>Agent ID</th>
<th>Shift/Sup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta CC</td>
<td>32220</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32280</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32240</td>
<td></td>
</tr>
</tbody>
</table>

**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