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. Click the column you would like to filter.

2. Click the Filter button.
4. Click the **Plus Button** next to your chosen value. Then replicate this for every value you would like to filter. For this example, when you click the Plus Button, multiple values will be added. When you create your own filter, you will need to click the Plus Button for each value.
5. Verify that the values you would like to filter are accurate in the column on the right, then click **OK**.

6. This column has been filtered.