**OPEN A REPORT**

The following instructions will walk you through the process of opening a report.

**NAVIGATION**

Login into myUFL and navigate to:

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

1. To open a report, click on the **My Content folder** or the **Team Content folder**.
   - The My Content folder is used for your personal reports.
   - The Team Content folder is used for reports shared by you and other members of your team.

2. To open the report you would like to edit, click the **More** icon.
3. Depending on what you would like to do, click Run as or Edit report.