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.

   ![Image of myUFL Enterprise Analytics]

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**.