# OPEN DASHBOARD AND SAVE A COPY

The following instructions will walk you through the process of opening a dashboard and saving a copy.

## NAVIGATION
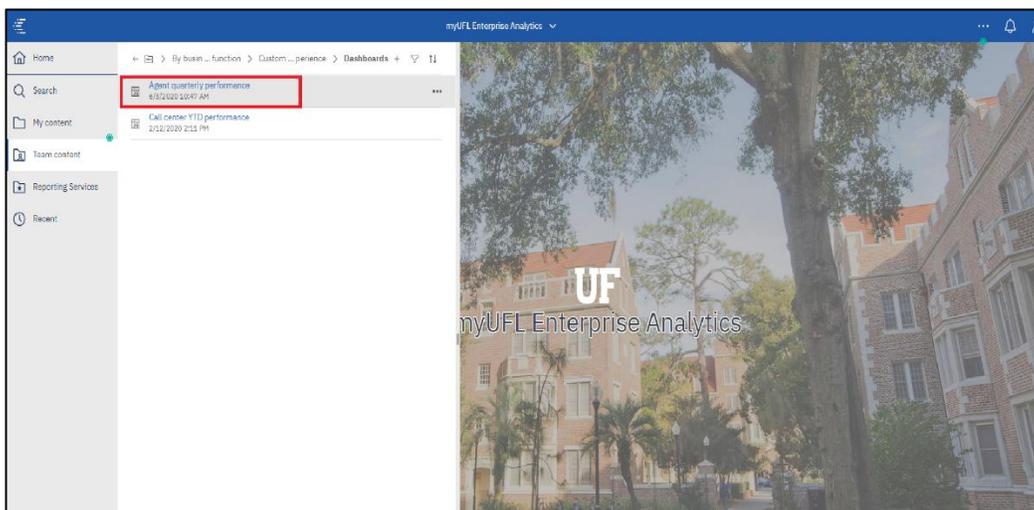
Login into myUFL and navigate to:

**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.
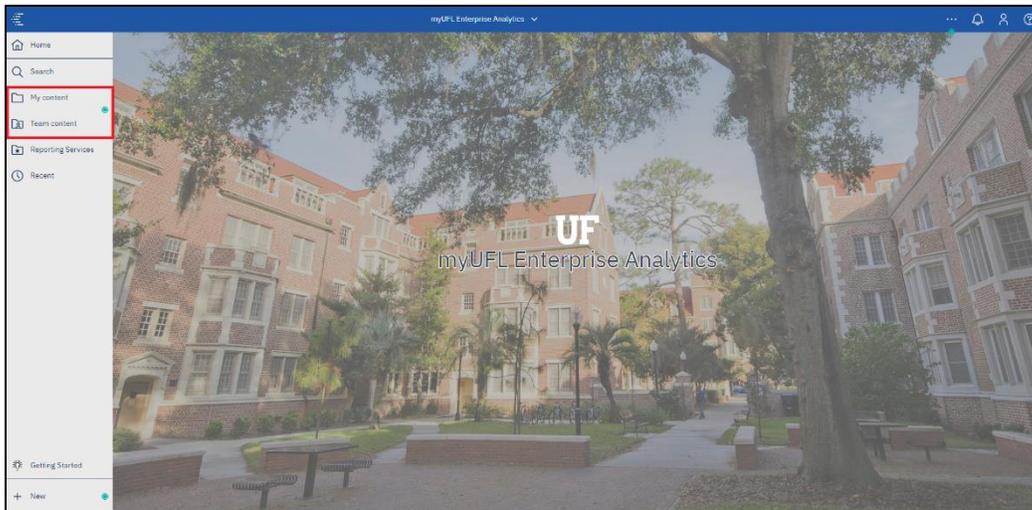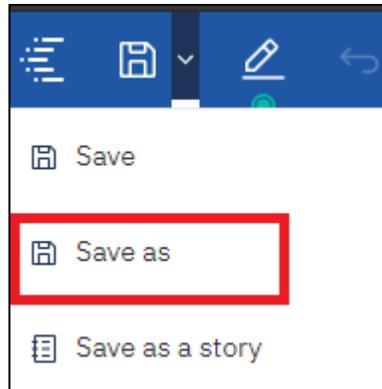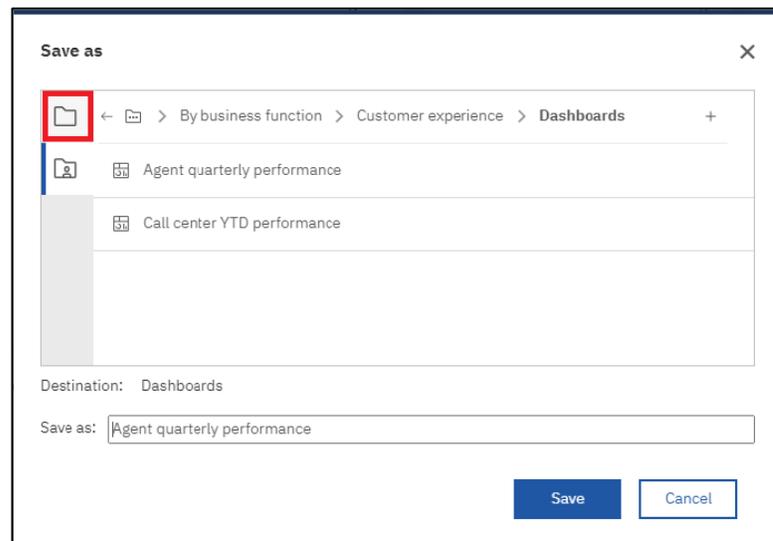


2. Select your chosen **Dashboard**.
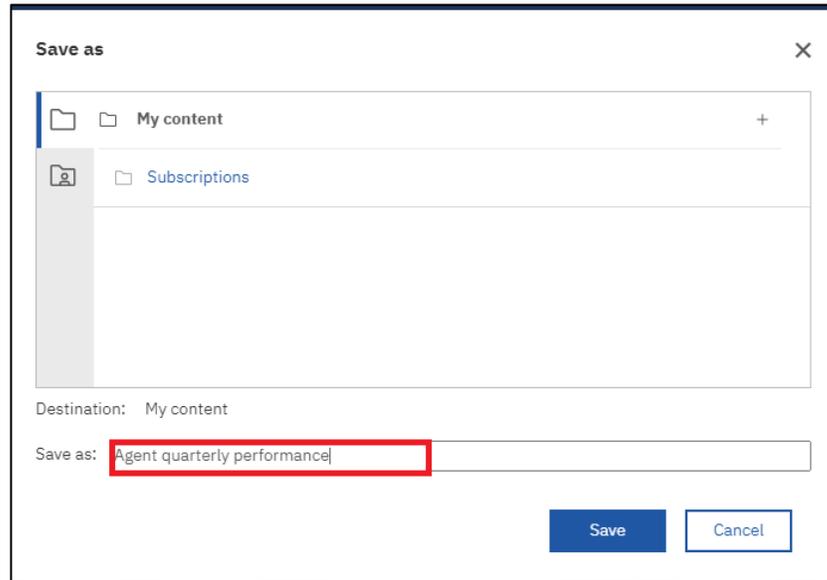
3.  Click the **Save** button.
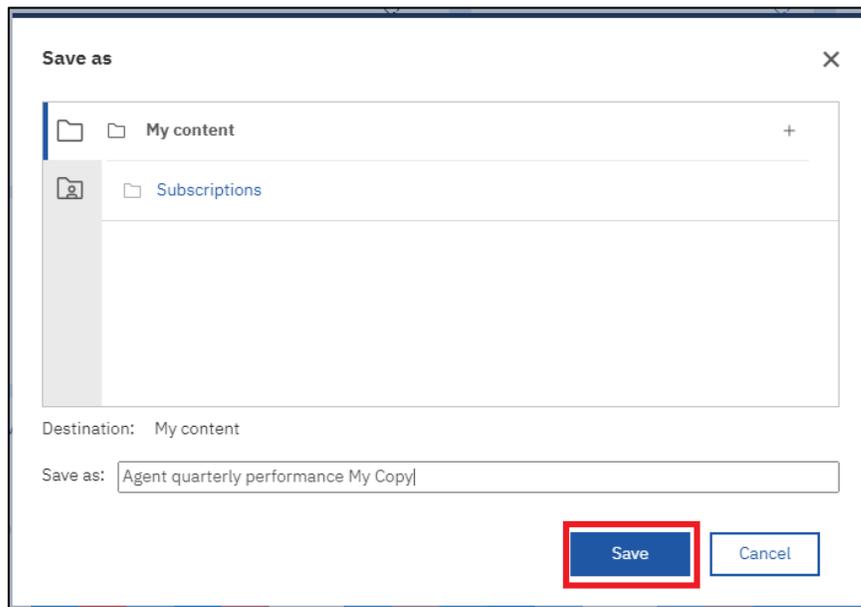


4.  Click **Save as**.
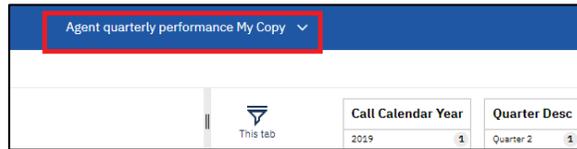


5.  Click the **My content** icon.

6. Click the **Save as** field and type in the name of the report.
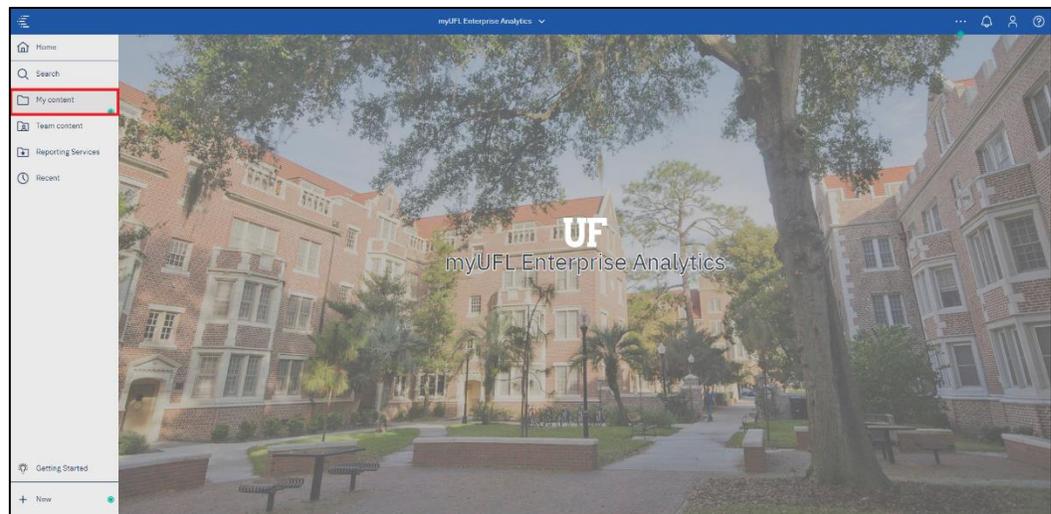


7. Click the **Save** button.
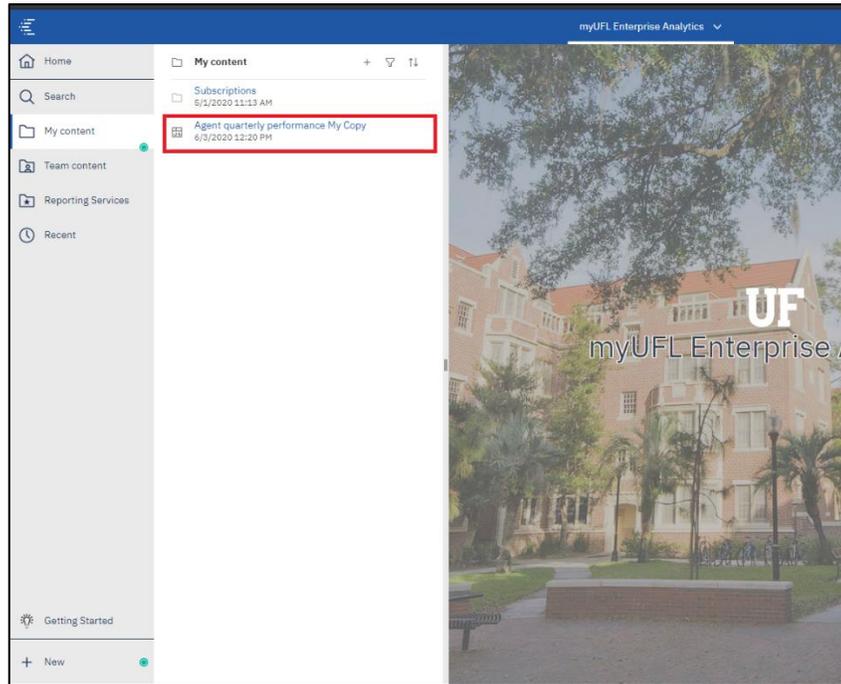
8.  Click the **Report Name** dropdown.
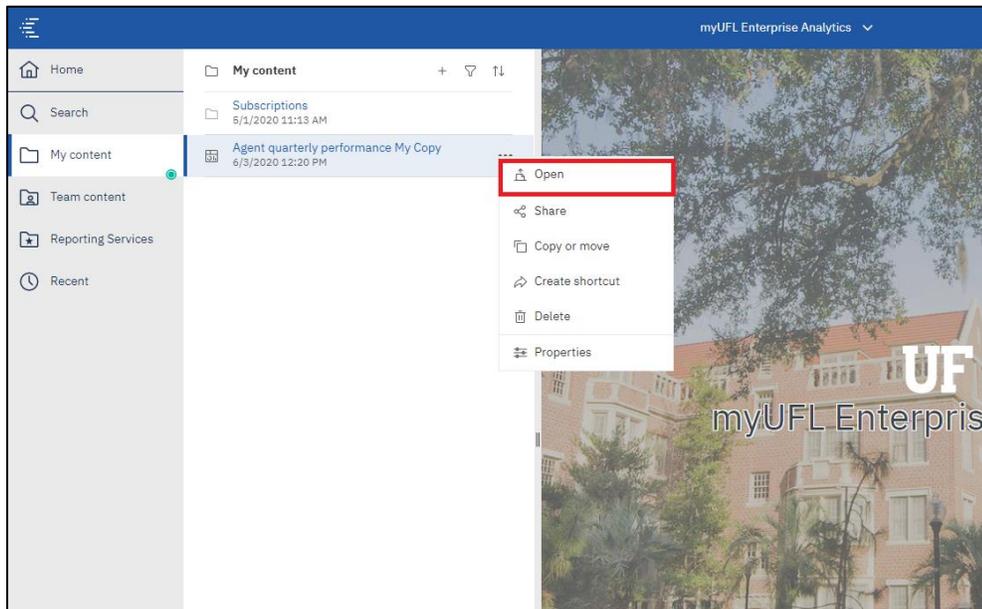


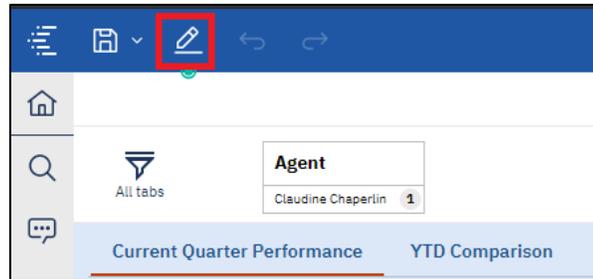9.  Click the **Report Exit** button.



10. Click the **My Content Folder**.

11. Click the **Report** that you created.



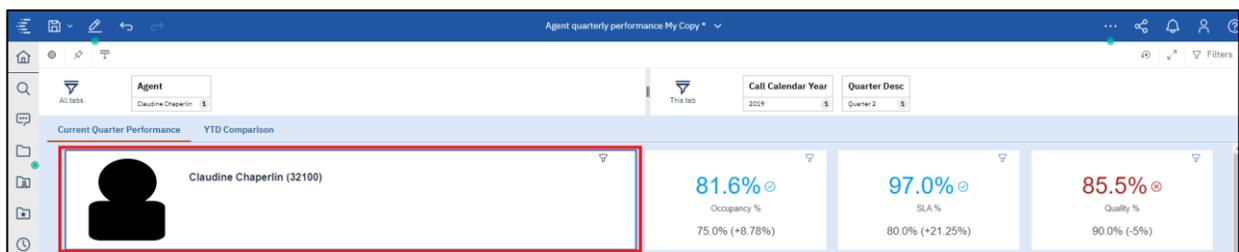12. Click the **More** button and then **Open**.

Training & Organizational
Development
Human Resources
UNIVERSITY of FLORIDA

UF | myUFL

Enterprise Analytics

13. Click the **Edit** button.



14. Click on the **Dashboard** item that you would like to modify.



15. After making your intended changes, click on the **Save** icon.



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