RUN, SORT, EXPORT REPORTS

The following instructions will walk you through the processes of running, sorting and exporting 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. If you would like to sort the contents of your folder, click the Sort icon.
3. Reports can be sorted alphabetically or by the date the report was last modified.

4. Click the blue title of the report to open it.
   Note: Report titles that are gray indicate restricted access.
5. Select the *options* you would like to use to filter your report.

6. Select the *dates* you would like to view.
7. Click Next.

8. Enter any **key words** you would like to filter by.
9. Select the **options** you would like to use.

![Diagram showing selection options]

10. Click the **arrow icon** to add your selections to your Choices.

![Diagram showing arrow icon and selected options]

11. Click **Finish**.
12. The report loads filtered by the options you selected. You can sort by clicking on one of the column headers.

13. Click the sort icon.

14. Select your sort options.
15. Filtering follows a similar process. To filter, click on the column header. Then, click the filter icon.

16. Click Create Custom Filter.

17. Select the options you would like to filter by. Then, click OK.
18. To export a report, click the **arrow icon**.

19. Select the **output type** you would like for the exported report.

20. Select any **prompts** you want applied to the exported report. Then, click **Next**.

21. The exported report opens.