

RUN, SORT, EXPORT REPORTS

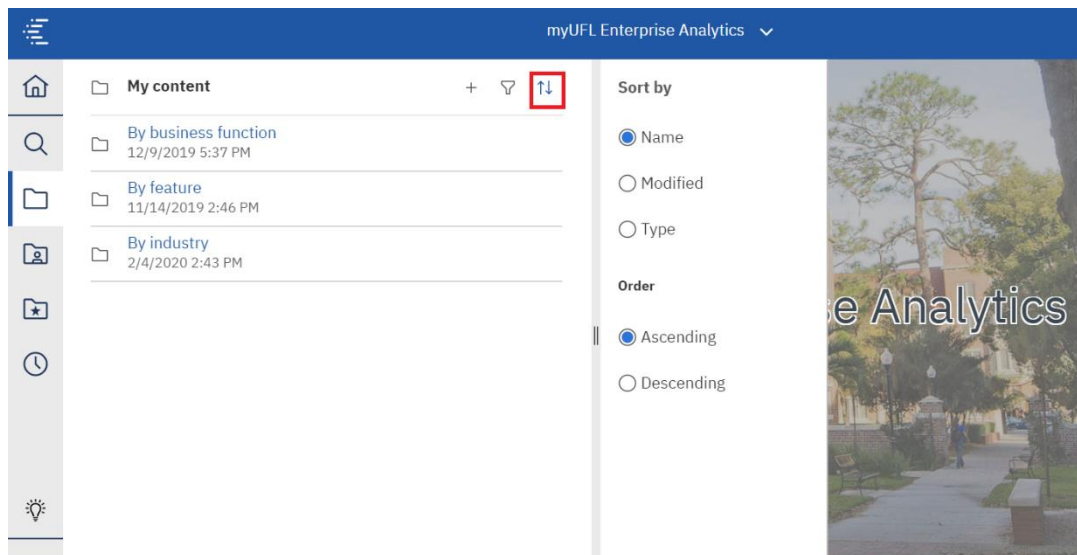
This guide will show you the steps for running, sorting and exporting reports, including:

- Sorting contents in My Contents folder
- Sorting contents in a report

NAVIGATION

1. To begin this process, login to myUFL and navigate to:
NavBar > Main Menu > Enterprise Analytics > Access Enterprise Analytics
2. Click on the **My Content folder** or the **Team Content folder**.
 - a. the My Content folder is used for your personal reports
 - b. the Team Content folder is used for reports shared by you and other members of your team.

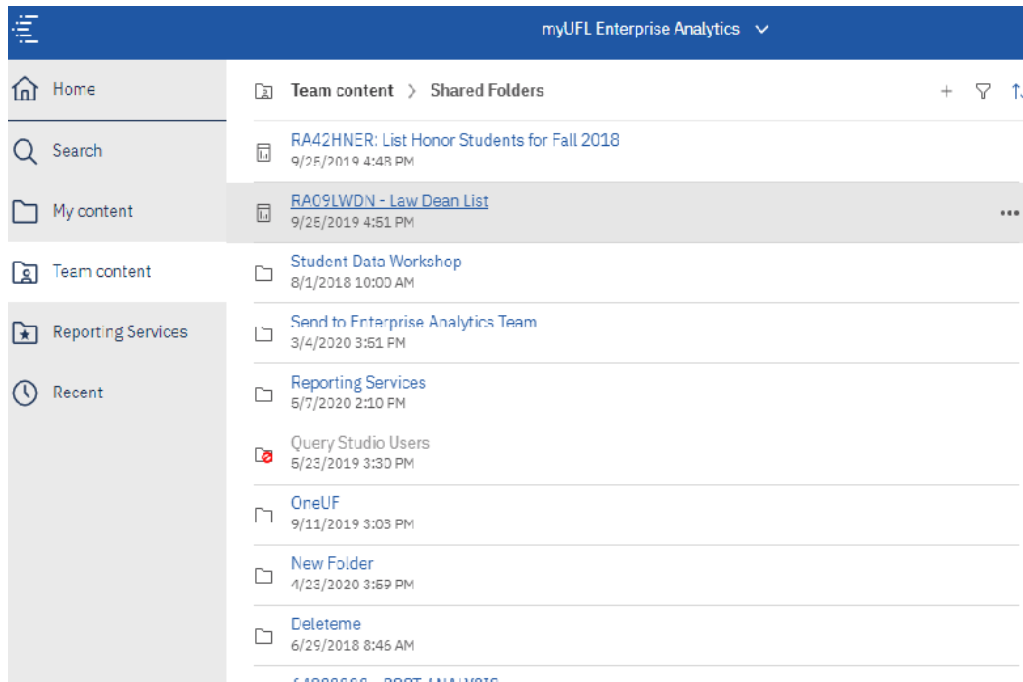
SORT A FOLDER



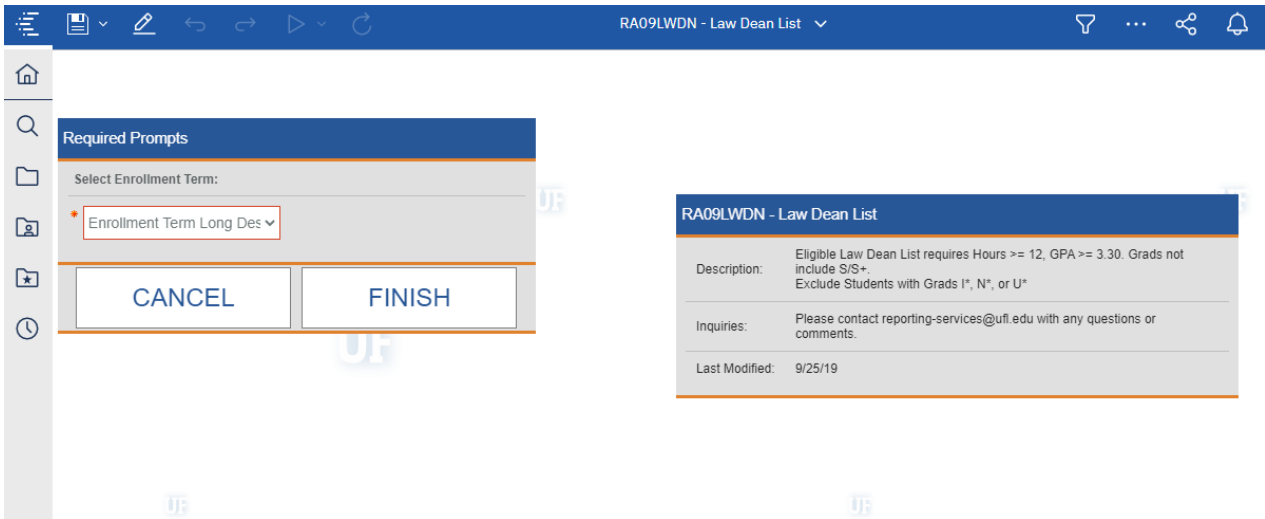
If you would like to sort the contents of your folder, click the **Sort** icon. Reports can be sorted alphabetically or by the date the report was last modified.

SORT A REPORT

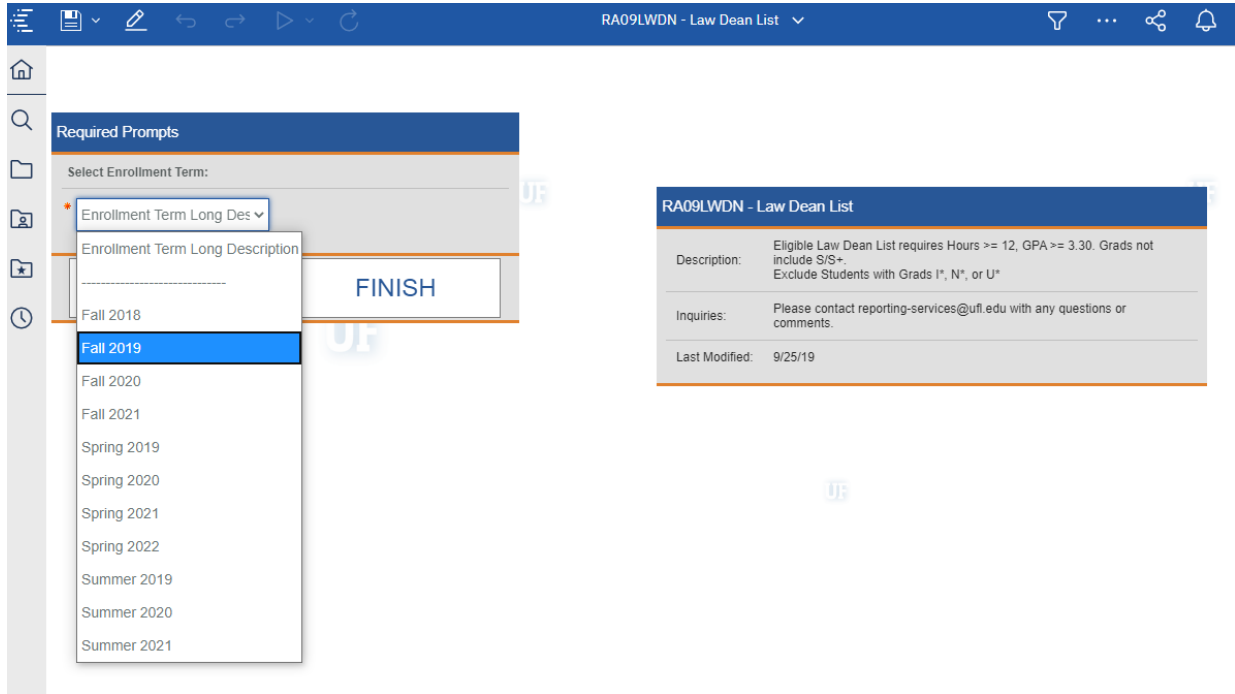
1. This time instead of using the **My Content folder**, we will use the **Team Content folder** as an example



2. Click the blue title of the report to run the report.
 - **Note:** Report titles that are gray indicate restricted access.

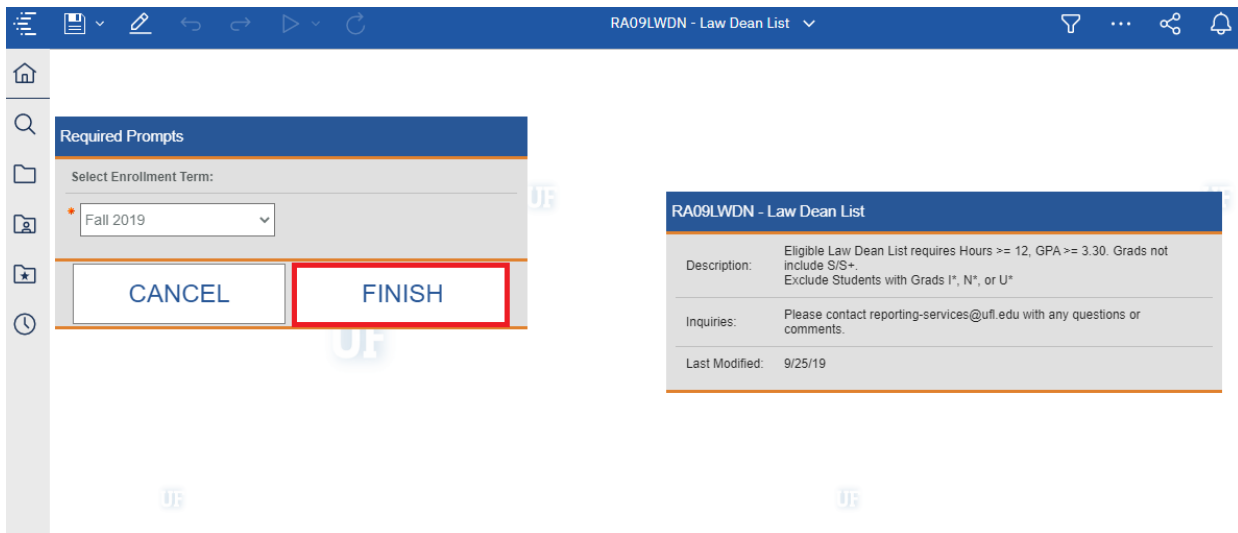


3. Enter the required prompts and any optional prompts you wish to use on the report.



4. Select Fall 2019.

- **Note:** Sometimes you will have different types of prompts. These might include: dates, key words, choices, etc.



5. Click **Finish**.

RA09LWDN - Law Dean List											
UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address	
2	LWLAW	Powers,Rae A	31123141	N	W	53.34	16	3.334	3.330	rpowers@ufl.edu	
2	LWLAW	Ballou,Kiersten N	90531576	N	W	47.36	14	3.383	3.380	kballou@ufl.edu	
1	LWLAW	Phillips,John C	17601199	N	W	44.66	13	3.435	3.430	john.phillips@ufl.edu	
2	LWLAW	Douglas,Kiana R	70636819	N	H	53.33	14	3.809	3.800	kianardouglas@ufl.edu	
1	LWLAW	Coldiron,Jared T	31140196	N	W	45.31	13	3.485	3.480	jcold9@ufl.edu	
1	LWLAW	Geiger,Eric H	67938158	N	W	49	13	3.769	3.760	e.geiger@ufl.edu	
3	LWLAW	Proper,Faith Lynae	89160382	N	W	56	14	4	4	fproper@ufl.edu	
2	LWLAW	Cappadonna,Barrett D	41591711	N	W	59.35	16	3.709	3.700	bcappadonna@ufl.edu	

6. The filtered report loads.

RA09LWDN - Law Dean List											
UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address	
2	LWLAW	Powers,Rae A	31123141	N	W	53.34	16	3.334	3.330	rpowers@ufl.edu	
2	LWLAW	Ballou,Kiersten N	90531576	N	W	47.36	14	3.383	3.380	kballou@ufl.edu	
1	LWLAW	Phillips,John C	17601199	N	W	44.66	13	3.435	3.430	john.phillips@ufl.edu	
2	LWLAW	Douglas,Kiana R	70636819	N	H	53.33	14	3.809	3.800	kianardouglas@ufl.edu	
1	LWLAW	Coldiron,Jared T	31140196	N	W	45.31	13	3.485	3.480	jcold9@ufl.edu	
1	LWLAW	Geiger,Eric H	67938158	N	W	49	13	3.769	3.760	e.geiger@ufl.edu	
3	LWLAW	Proper,Faith Lynae	89160382	N	W	56	14	4	4	fproper@ufl.edu	
2	LWLAW	Cappadonna,Barrett D	41591711	N	W	59.35	16	3.709	3.700	bcappadonna@ufl.edu	

- You can sort by clicking on one of the column headers, then click the **Sort icon**. Then, select your sort options.

FILTER A REPORT

- Filtering follows a similar process.

UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address
2	LWLAW		88224576	N	W	47.36	14	3.383	3.380	kballou@ufl.edu
1	LWLA		1199	N	W	44.66	13	3.435	3.430	john.phillips@ufl.edu
2	LWLA		8819	N	H	53.33	14	3.809	3.800	kianardouglas@ufl.edu
1	LWLAW	Geiger, Eric H	67938158	N	W	49	13	3.769	3.760	e.geiger@ufl.edu
3	LWLAW	Proper, Faith Lynae	89160382	N	W	56	14	4	4	fproper@ufl.edu
1	LWLAW	Coldiron, Jared T	31140196	N	W	45.31	13	3.485	3.480	jcold9@ufl.edu
2	LWLAW	Cappadonna, Barrett D	41591711	N	W	59.35	16	3.709	3.700	bcappadonna@ufl.edu

- To filter, click on the **column header**. Then, click the **filter icon**.
- Click **Create Custom Filter**.

RA09LWDN - Law Dean List

UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address	Local Address Line 1	Lo Add Lin
2	LWLAW	Phillips, John C	17601195		W	47.36	14	3.383	3.380	kballou@ufl.edu	9883 N	
1	LWLAW	Douglas, Kiana R	70636815									
1	LWLAW	Geiger, Eric H	67938156									
3	LWLAW	Proper, Faith Lynae	89160382									
1	LWLAW	Coldiron, Jared T	31140196									
2	LWLAW	Cappadonna, Barrett D	41591711									
1	LWLAW	McDonald, Ethan	19935592									
2	LWLAW	Powers, Rae A	31123141									
2	LWLAW	Tanase, Kaley E	18049931									
1	LWLAW	Agudelo, Claudia	99635579									
1	LWLAW	Cundall, Kyra	23218399									
1	LWLAW	Pestcoe, Zachary Alan	10179131									

Filter condition - Academic Program

Individual Condition

Available items

Selected items

Search

Select all

LWLAW

Keep these values

LWLAW

Remove all

Advanced settings

OK Cancel

4. Select the options you would like to filter by. Then, click **OK**.

UF Class Level1	Academic Program	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation
2	LWLAW	47.36	14	3.383
1	LWLAW	44.66	13	3.435
2	LWLAW	53.33	14	3.809
1	LWLAW	49	13	3.769
3	LWLAW	56	14	4
1	LWLAW	45.31	13	3.485
2	LWLAW	59.35	16	3.709

5. To export a report, click the **arrow icon**. Then, select the **output type** you would like for the exported report.
 - **Note:** Some prompts may appear at the end, such as selecting a date. Select the option you want applied to the exported report.
6. Click on "Run Excel". The file will be downloaded on your computer.

	A	B	C	D	E	F	G	H
1	UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)
2	2	LWLAW	Powers,Rae A	31123141	N	W	53.34	16
3	2	LWLAW	Ballou,Kiersten N	90531576	N	W	47.36	14
4	1	LWLAW	Phillips,John C	17601199	N	W	44.66	13
5	2	LWLAW	Douglas,Kiana R	70636819	N	H	53.33	14
6	1	LWLAW	Coldiron,Jared T	31140196	N	W	45.31	13
7	1	LWLAW	Geiger,Eric H	67938158	N	W	49	13
8	3	LWLAW	Proper,Faith Lynae	89160382	N	W	56	14
9	2	LWLAW	Cappadonna,Barrett D	41591711	N	W	59.35	16
10	1	LWLAW	McDonald,Ethan	19935592	N	W	47.96	14
11	2	LWLAW	Tanase,Kaley E	18049931	N	W	43.99	13
12	1	LWLAW	Aqudelo,Claudia	99635579	N	O	51.32	15
13	1	LWLAW	Pestcoe,Zachary Alan	10179131	N	W	52.02	14
14	1	LWLAW	Cundall,Kyra	23218399	N	W	48.98	14
15	2	LWLAW	Butcher,Curran James	16305181	N	W	57.7	16
16	1	LWLAW	Behan,Christina N	81352161	N	W	48.37	13
17	2	LWLAW	Badger,Mackenzie Clark	00692962	N	H	43.29	13
18	2	LWLAW	Rubin,Hanna Beth	66812199	N	W	61.03	16
19	1	LWLAW	Blakenev,Joshua R	11970072	N	W	51.32	14
20	1	LWLAW	Usman,Muhammad	17783307	N	O	61.34	17
21	1	LWLAW	Pina,Camila	05780621	N	H	49.32	14
22	1	LWLAW	Cognasi,Anthony Mark	19811581	N	W	53.99	14
23	1	LWLAW	Mader,Kelcee L	49761308	N	W	47.99	14
24	1	LWLAW	Otis,Caitlin N	90127424	N	W	52	13
25	1	LWLAW	Kim,Sang Wan	03137958	N	O	47.68	13
26	2	LWLAW	Campbell,Sebastian F	94296951	N	W	48.3	14

7. The downloaded report.

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