SCHEDULE A REPORT
The following instructions will walk you through the process of scheduling 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. Navigate to the Report
3. Click the More option(ellipses)
4. Select **Create report view**

5. Name the report as desired and save to your **My Content** folder:
6. Navigate to the saved report view in your My Content

7. Click the More icon.
8. Click **Properties**.

9. Click **Schedule**.
10. Click the **New** icon.

11. Select how frequently you would like to schedule the report.
12. Select when and how often you’d like to receive the report.

13. Use the format section to select the type of format you would like to receive the report in. Click the arrow icon next to format type.
14. Check the box next to format type you would like to receive.

15. Click Done.
16. Use the Delivery section to select how you would like to receive the report. Click the arrow icon next to delivery.

17. To receive your report via email, click box the next to Send report by email.
18. Enter the recipient’s **email address**.

19. **A best practice is to send the report as a link** rather than as an attachment to ensure that the recipient has permissions to view the data. The recipient will have to log into Enterprise Analytics. Gatorlink will authenticate their permissions.
20. If you have prompts in the report, click **Set values** to set the prompts for the recipient.

21. Click **Set**.
22. Click Create.

23. The schedule confirmation message displays. Make sure that Schedule is set to enable.
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