**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. Make a Report View of the Report you want to create a Schedule for, and then create the schedule for your Report View.
   A Report view can be saved in your ‘My Content’ Folder.
3. Next to the report you would like to open, click the **More** icon.

4. Click **Properties**.
5. Click **Schedule**.

6. Click the **New** icon.
7. Select how frequently you would like to schedule the report.
8. Select when and how often you’d like to receive the report.

9. 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.
10. Check the box next to **format type** you would like to receive.

![Format selection screenshot]

11. Click **Done**.

![Done button clicked screenshot]
12. Use the Delivery section to select how you would like to receive the report. Click the arrow icon next to delivery.

13. To receive your report via email, click the box next to Send report by email.
14. Enter the recipient's email address.

15. 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.
16. If you have prompts in the report, click **Set values** to set the prompts for the recipient.

17. Click **Set**.
18. Click **Create**.

19. 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