Search for a Report

In this example, you will search for a Projected Payroll Cost Distribution report.

1. Login to myUFL
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Click the NavBar > Main Menu > Enterprise Reporting > Access Reporting

3. Enter "Projected Payroll Cost Dist" into the Search field.

4. Click the Search Options button.
   
   Note there are several options here:
   - **Name field**: Look only in the name field.
   - **Description field**: Look in the description field only.
   - **Name or description field**: Look in both the name or description field.

5. Click the Search button.

6. Click the Advanced link.
   
   Note the many options there:
   - Methods
   - Modified
   - Type
   - Scope

7. Click the Run with options button.

If you need assistance Contact the UF Help Desk:
- 392-HELP
- helpdesk@ufl.edu