

CREATING A VIEW AND SETTING PROMPT VALUES

The following instructions will walk you through the process of scheduling a report.

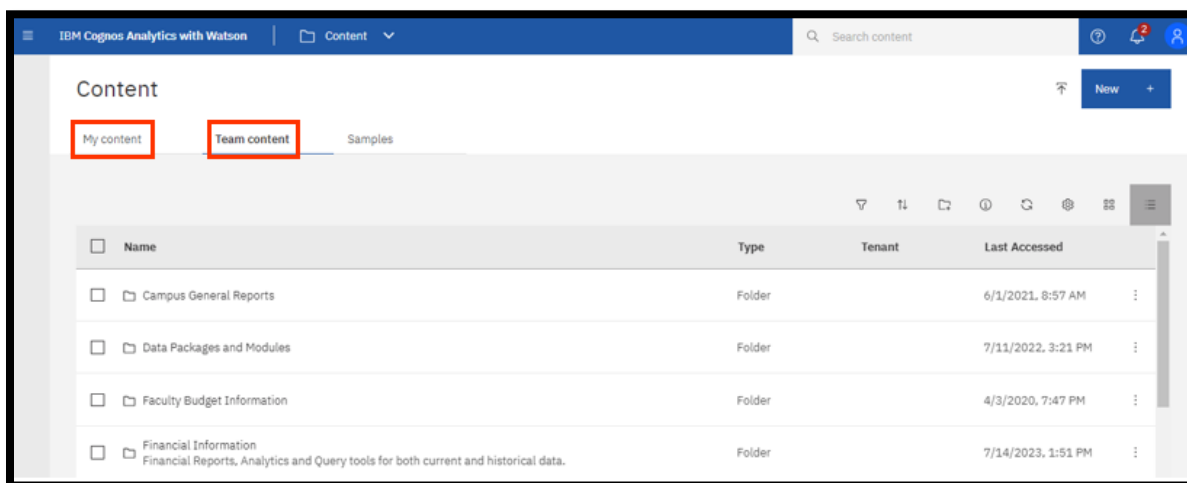
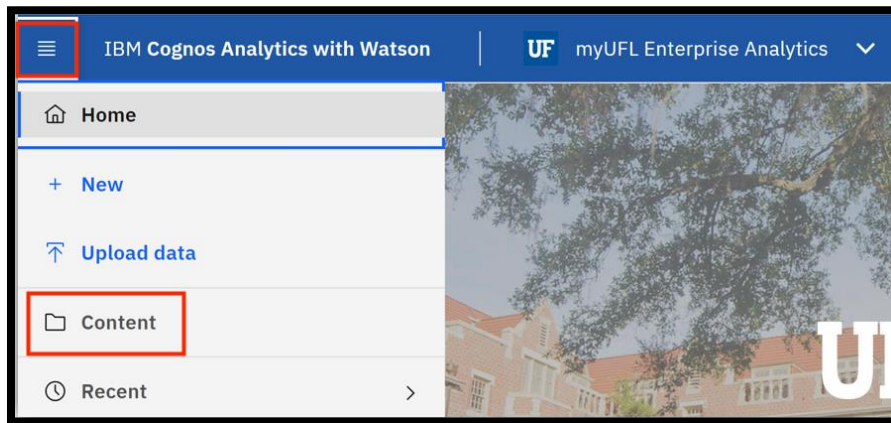
NAVIGATION

Login into myUFL and navigate to:

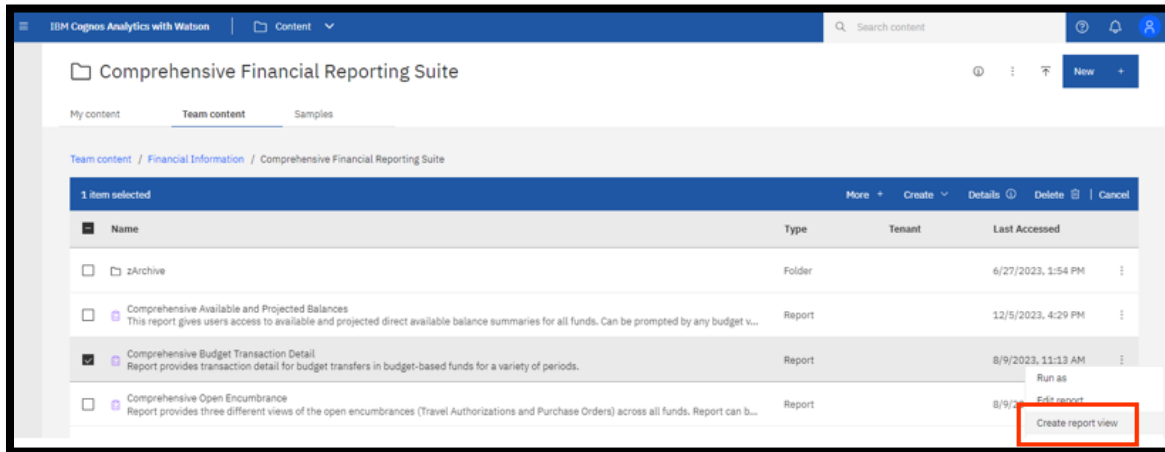
Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics

CREATE REPORT VIEW

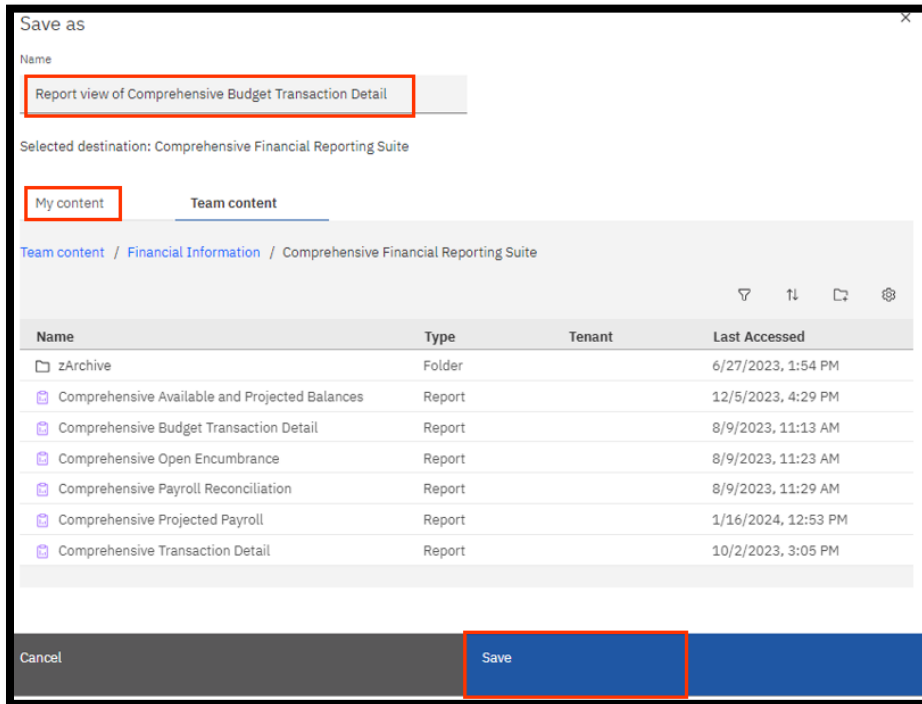
1. Click on the Navigation menu to expand the menu options. Select 'Content' to access 'My Content' and 'Team Content' folders.



- To create a new report view with set prompt values:
- Click the **Action Menu** then select **Create report view**.

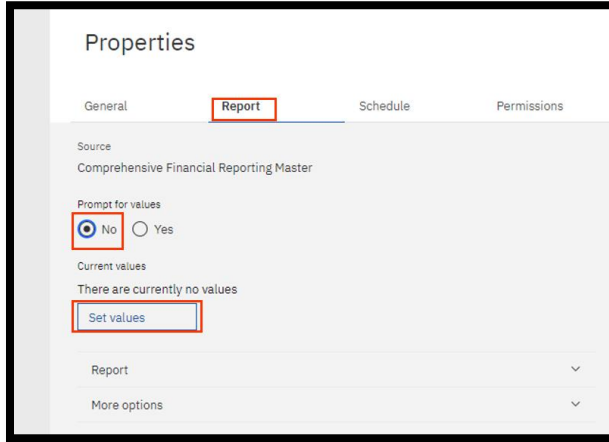


- Next Name the report as desired and save to your **My Content** folder; click **save**.



- Navigate to the report view, click the **Action Menu** and select **Properties**.

6. Select the **Report** tab.



7. Select the **No** radio button under Prompt for values.
8. Click **Set Values**.
9. Set the **Required** and **Optional** prompts and then click **Run Report**.

