# Create and Add Data to a Report

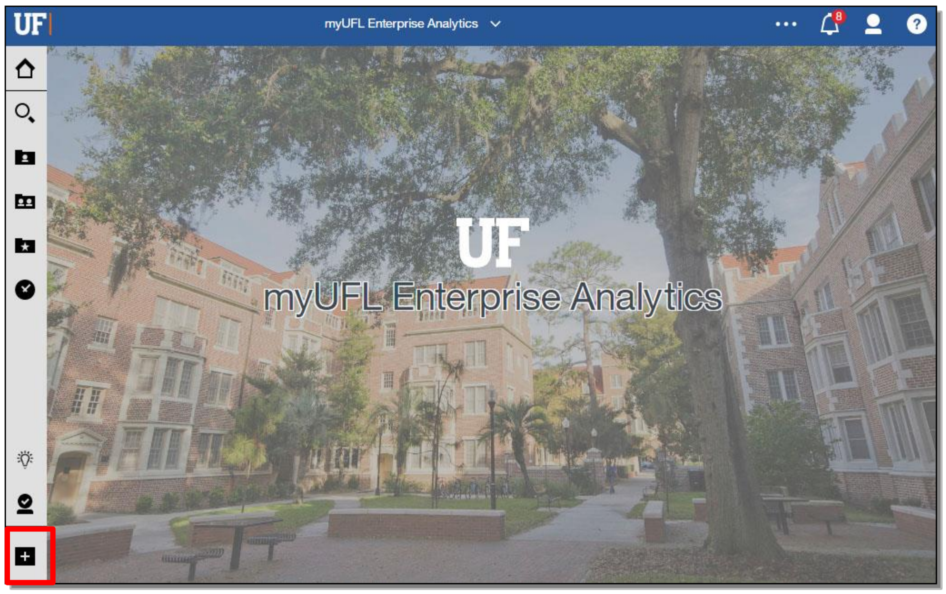
The following guide will walk you through the process of creating and adding data to a report in Enterprise Analytics.

## Navigation

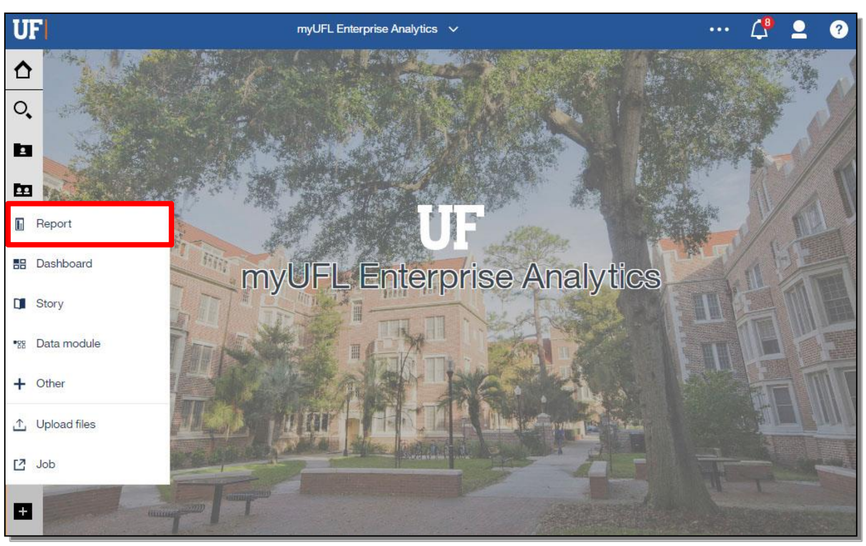
Login into myUFL and navigate to:

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

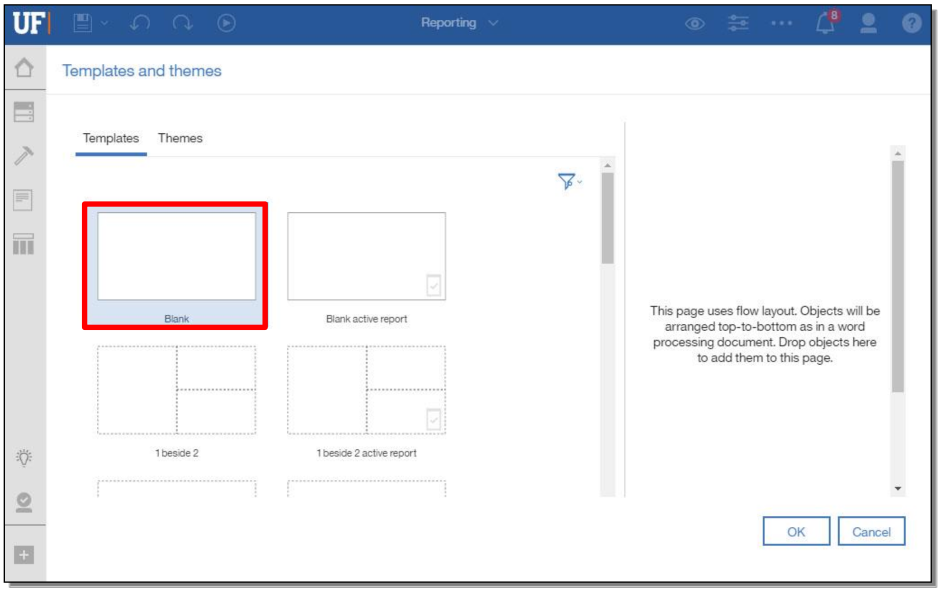
1. Click the **+** button.



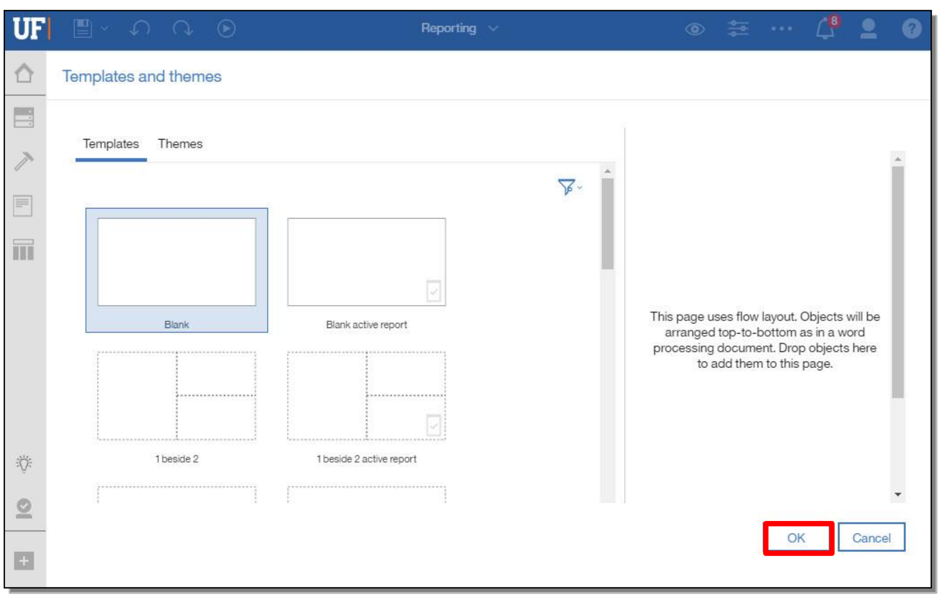

2. Click the **Report** option.



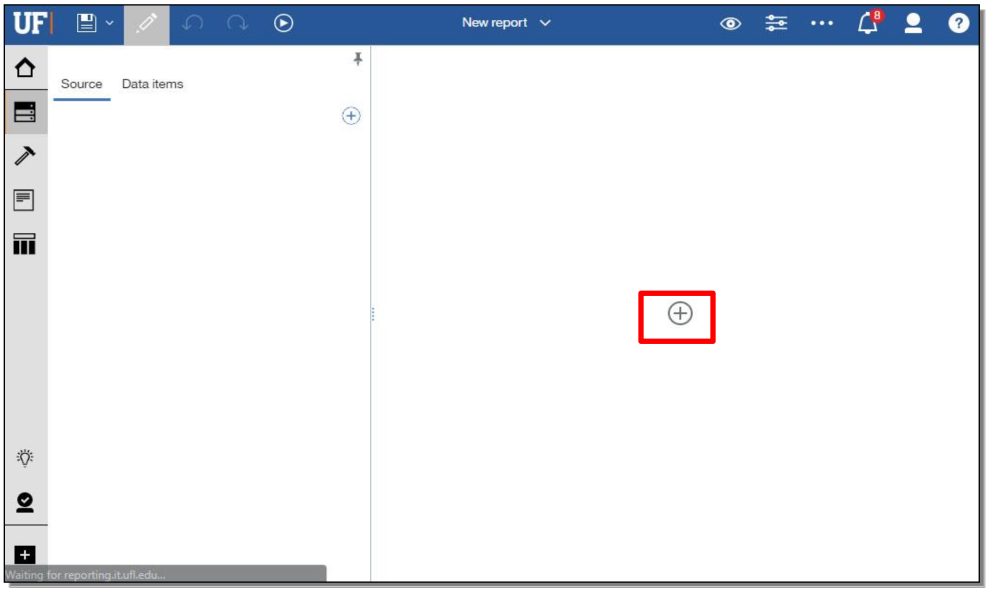
3. Select a **Template**.



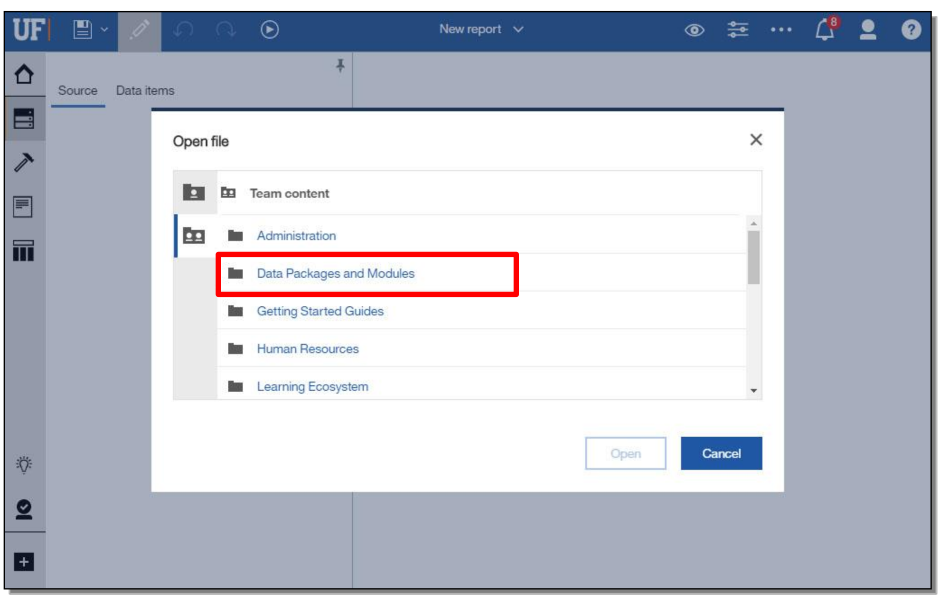

4. Click **OK**.



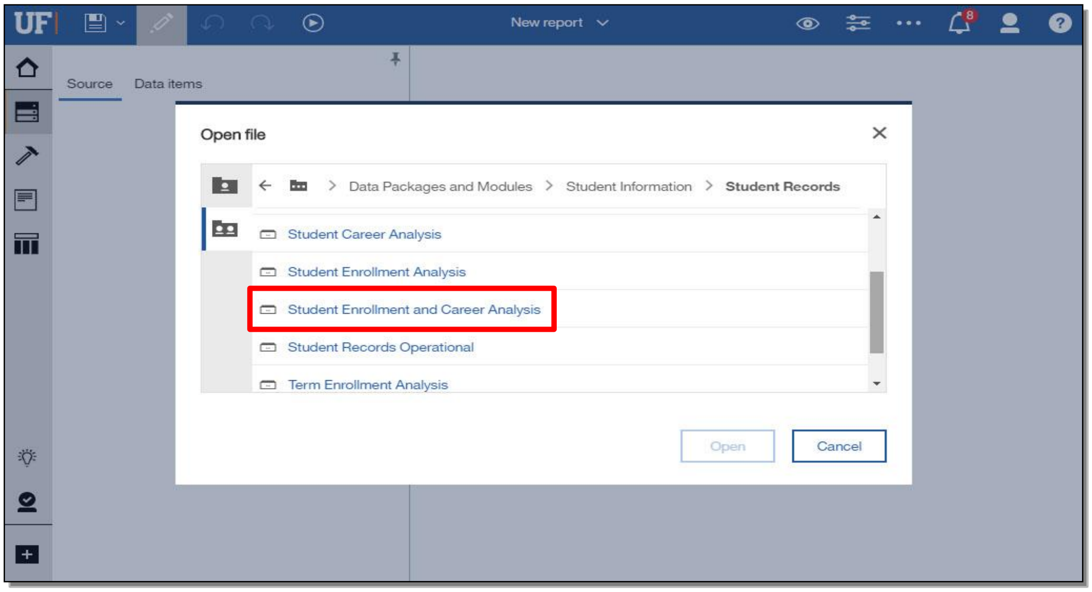
5. Click **+**, which will allow you to Add a Data Source to your Report. We will be using a UFIT prepared Data Package for this exercise.



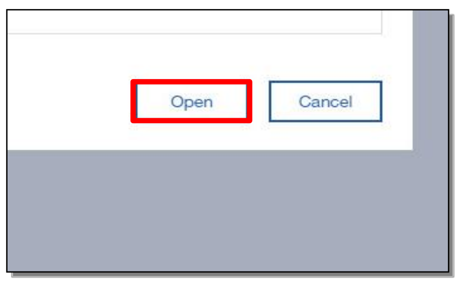

6. Click on the **folder** that houses your desired files. You may have to navigate through subfolders depending on your directory structure. For this example, when you click on this folder, you will be navigated through three subfolders



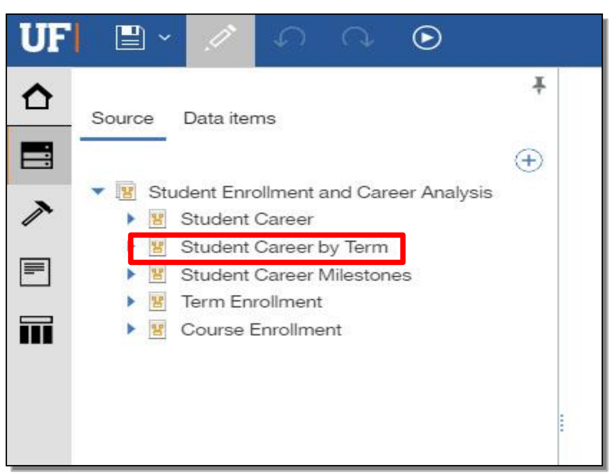
7. Select the **Package** you would like to use for your Report.



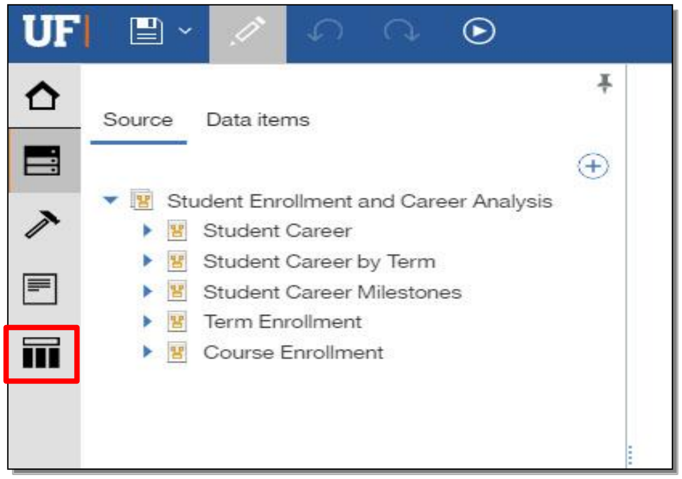

8. Click **Open**.



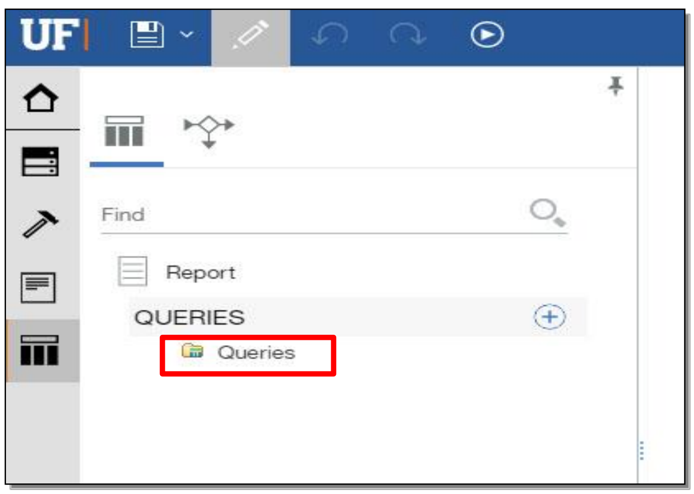

9. Your **Data Package** has been added to the report.



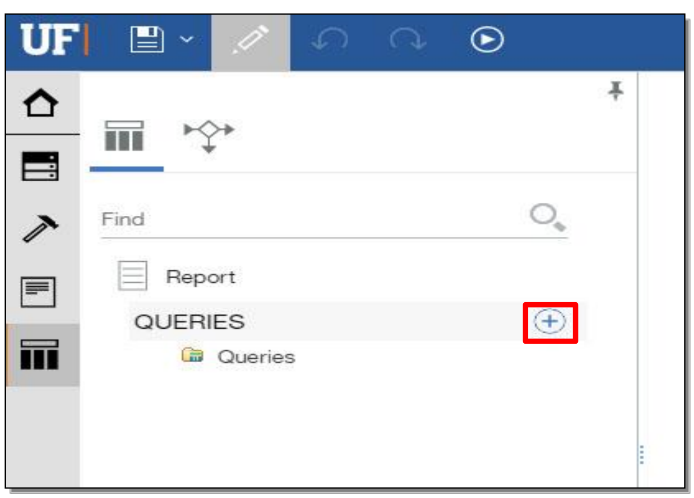
10. Click the **Queries** button.



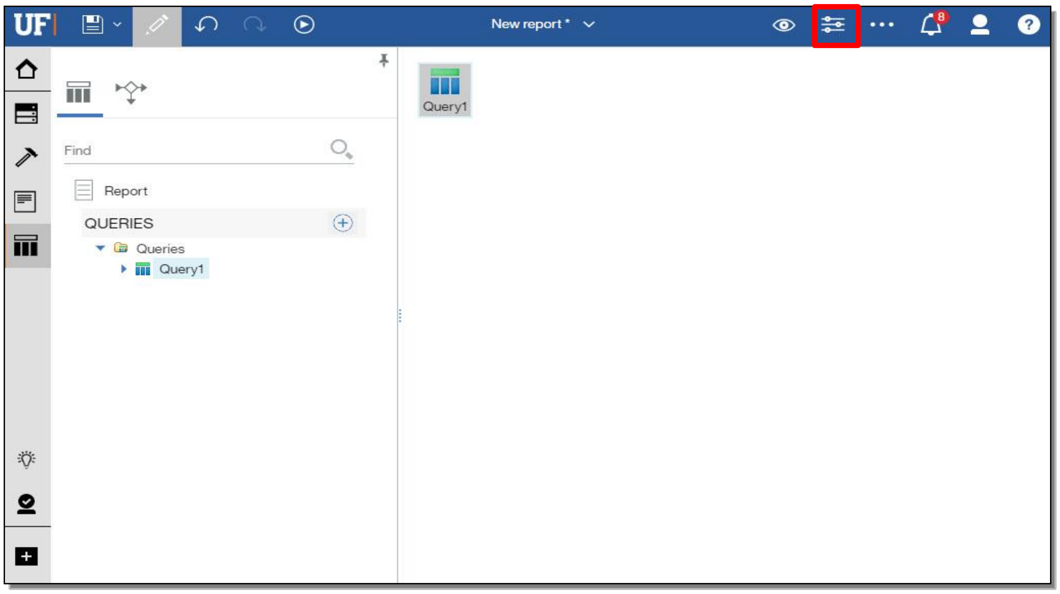

11. Click on the **Queries** folder.



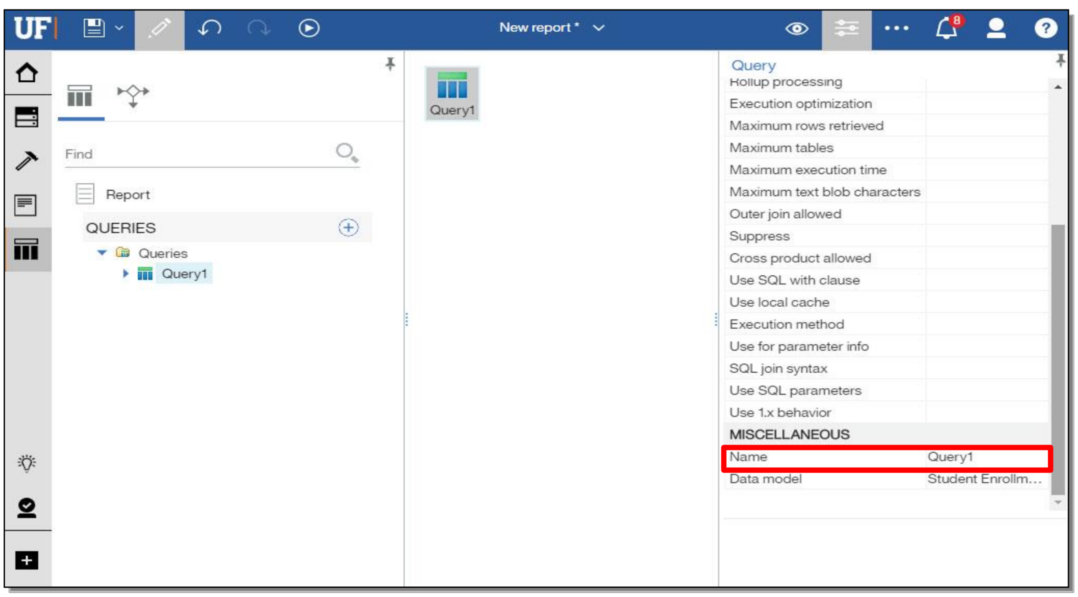

12. Click on the **+** button.



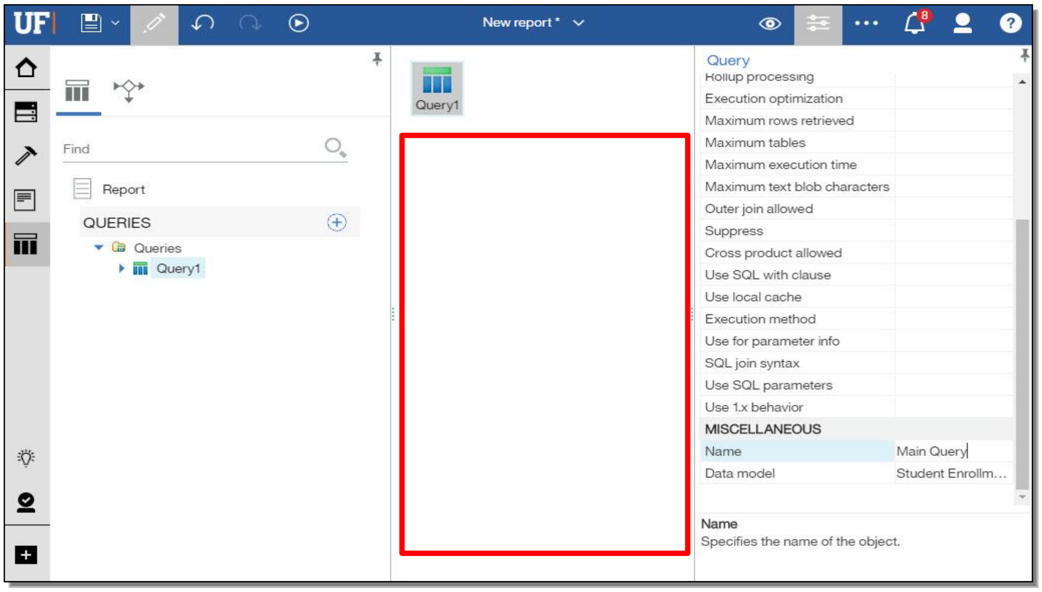
13. Click on the **Properties** button.



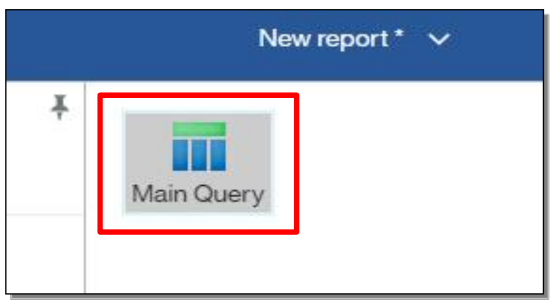

14. Scroll down and click on the **Name** option. For this example, by clicking on the Name option, the query will be renamed Main Query.



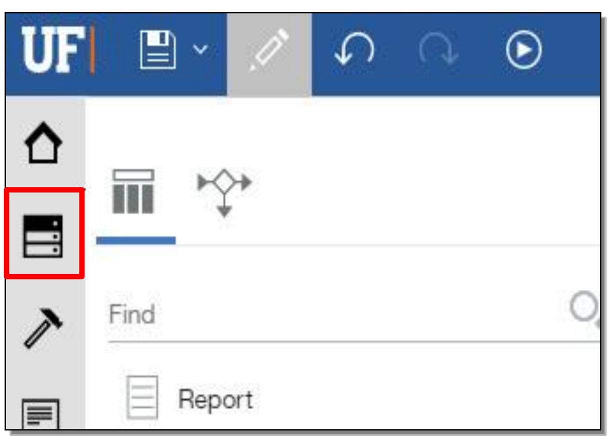
15. Click anywhere in the **empty space** for the query's name to change.



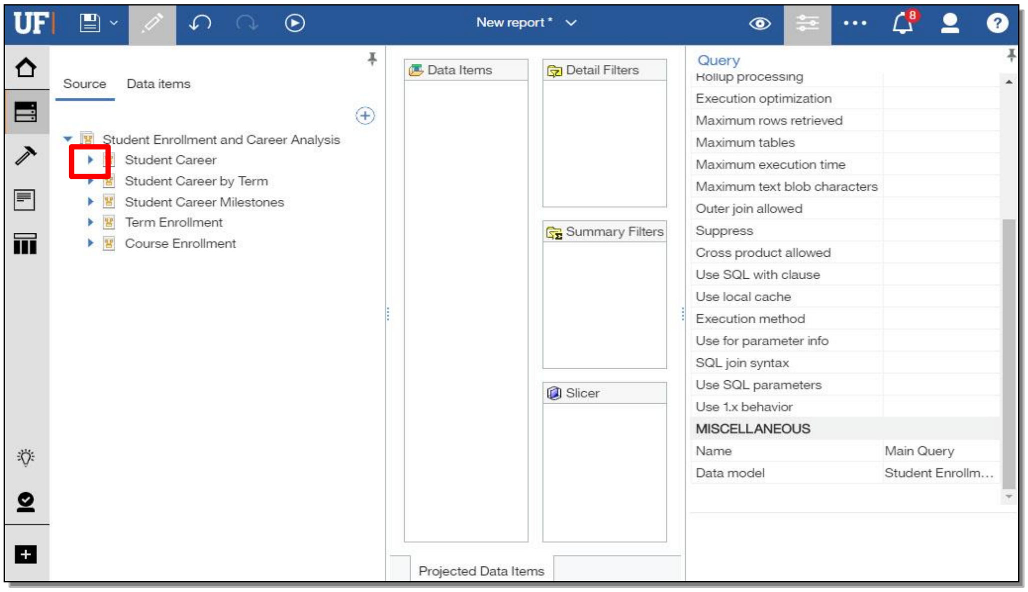

16. Double-click your renamed **Query**.



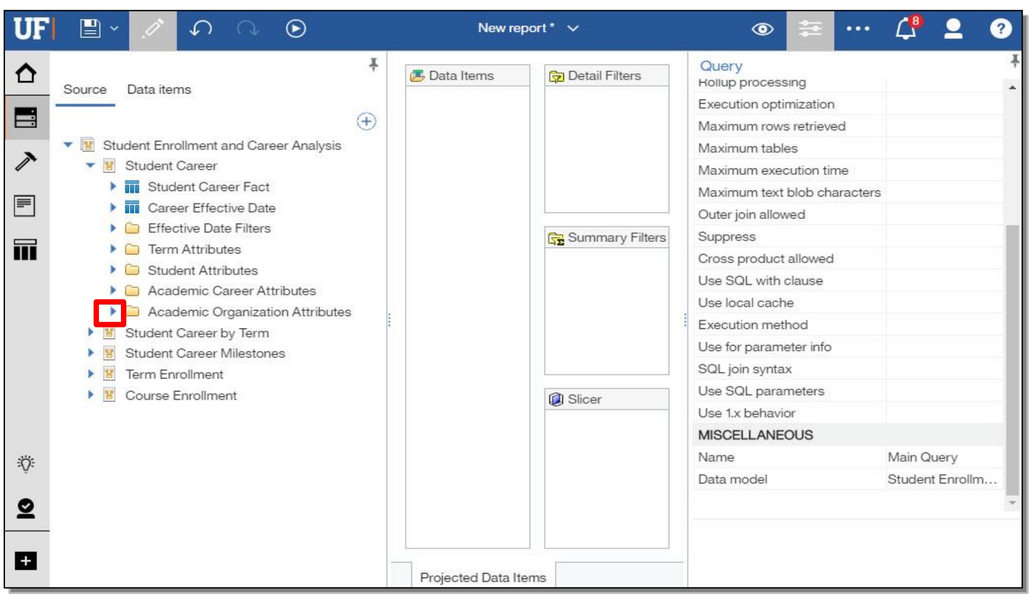

17. Click the **Source items** button.



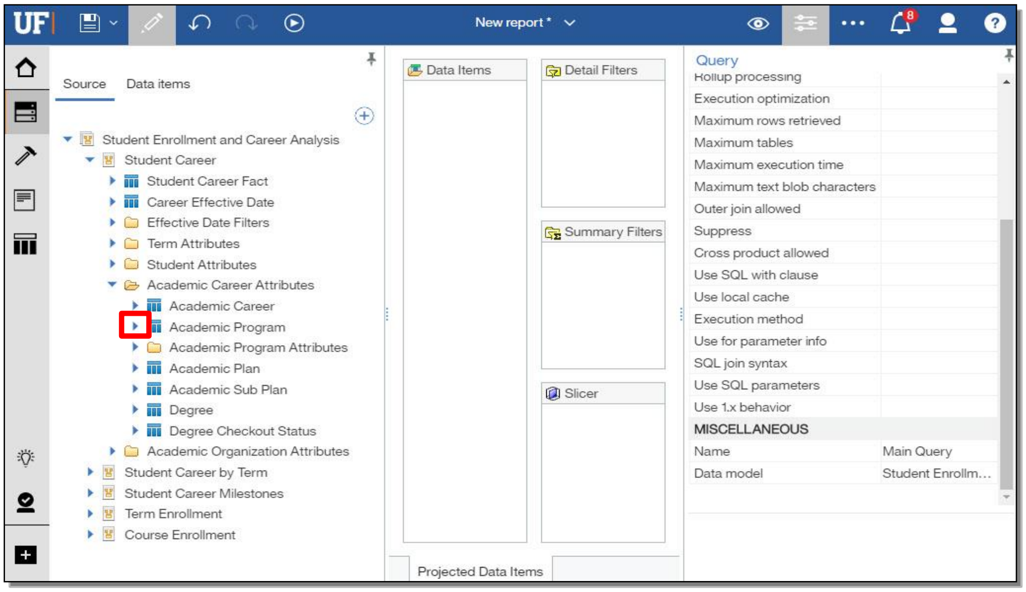
18. Navigate to your Source item by expanding the **Source item folder** that it resides in.



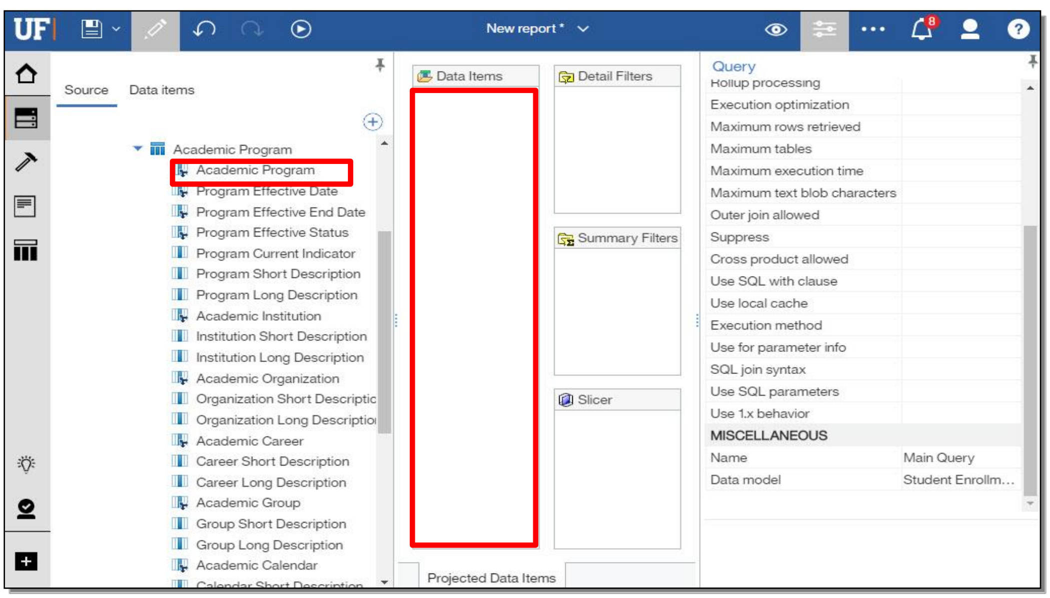

19. Expand the **Subfolder**.



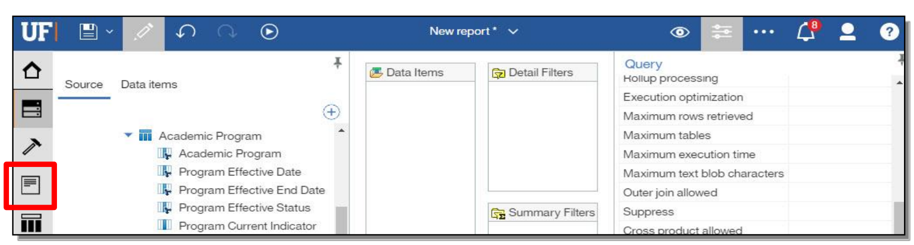
20. Expand the **Query**.



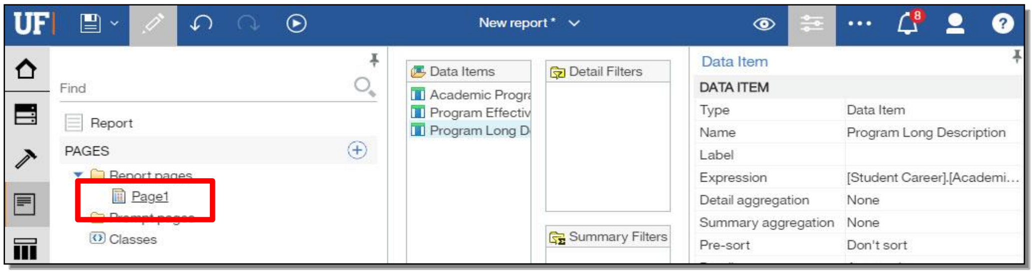

21. Click on the **Source item**. Drag it into the Data Items column. For this example, three Source items will be dragged into Data Items for you.



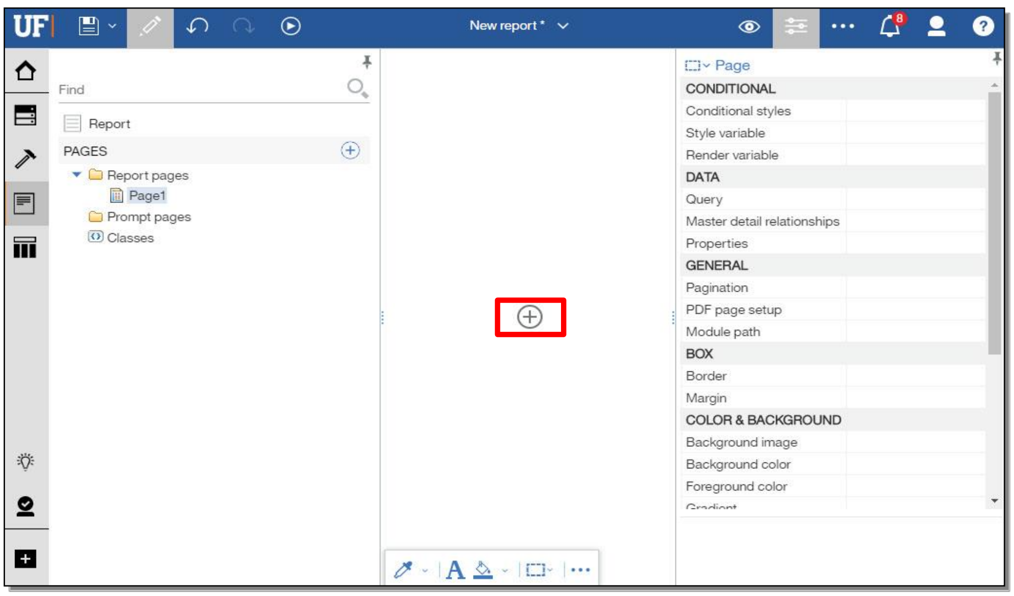

22. Click the **Report** button.



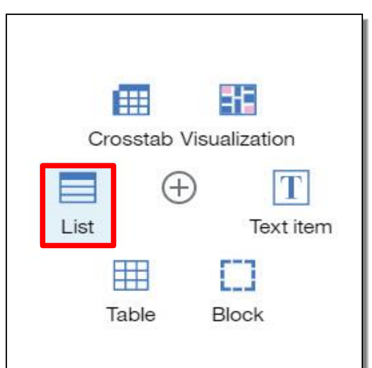
23. Select a **Report** page.



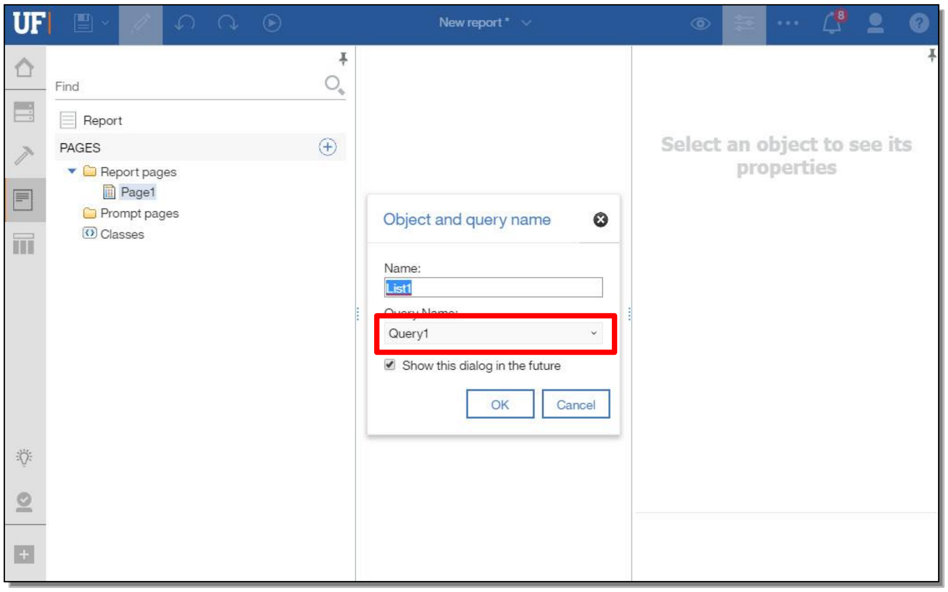
24. Click the **+** button.



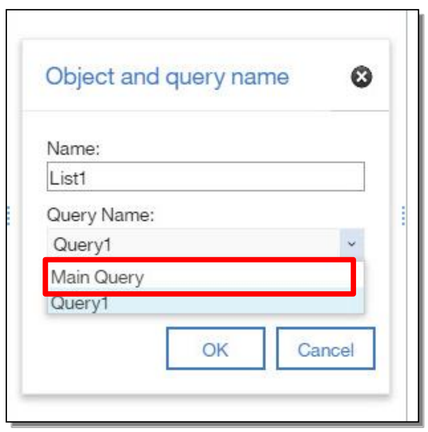
25. Click the **List** button.



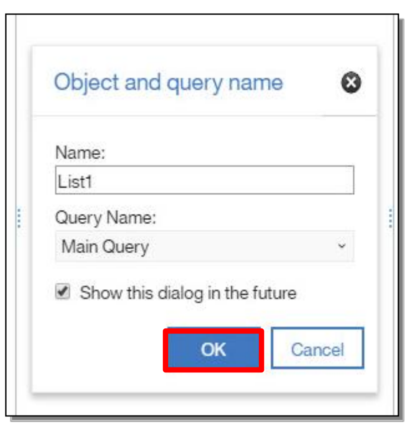
26. Click the **Query Name** dropdown.



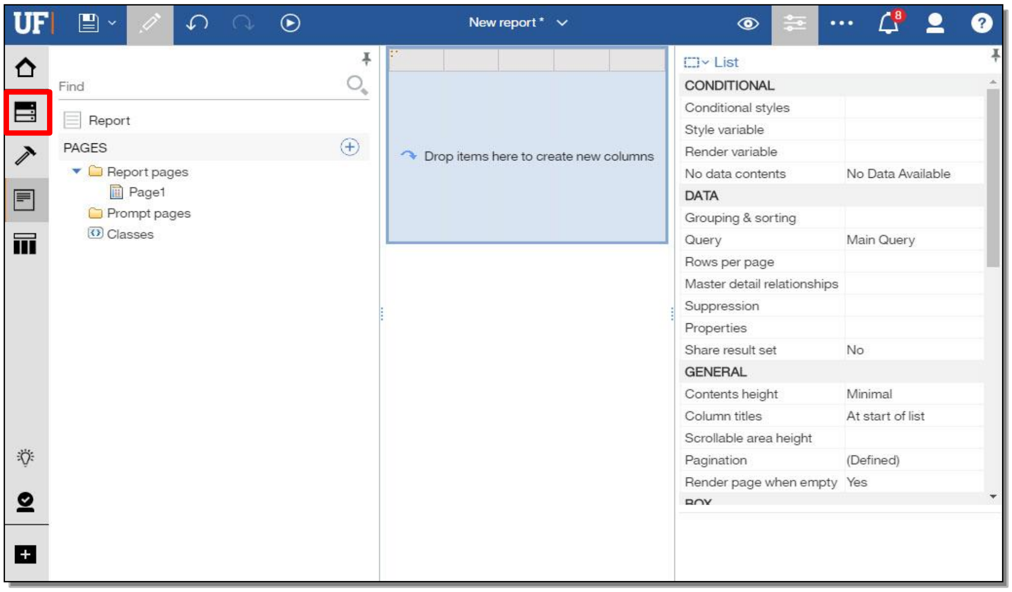

27. Click the **Query** that you created.



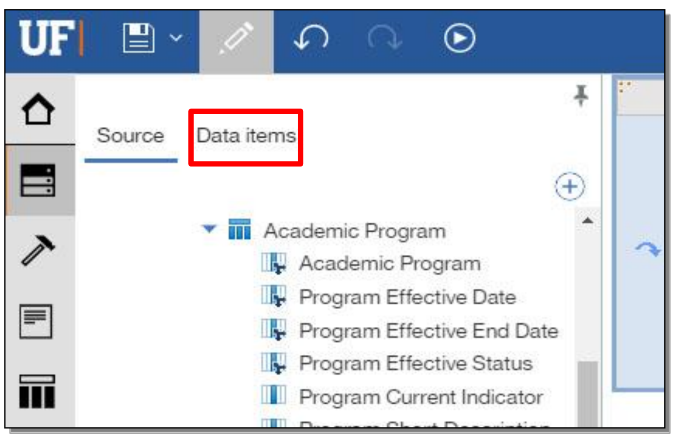

28. Click **OK**.



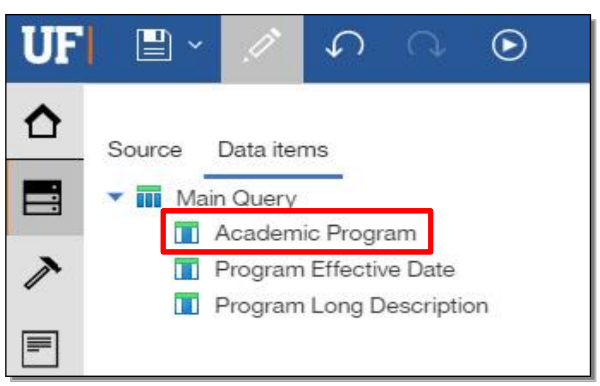
29. Click the **Source and Data items** button.



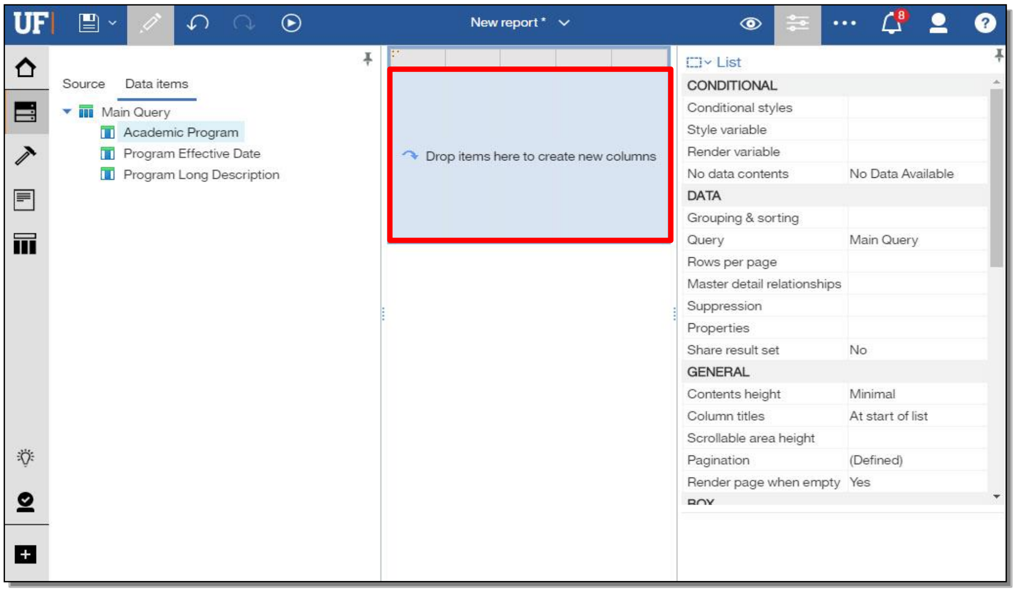

30. Click **Data items**.



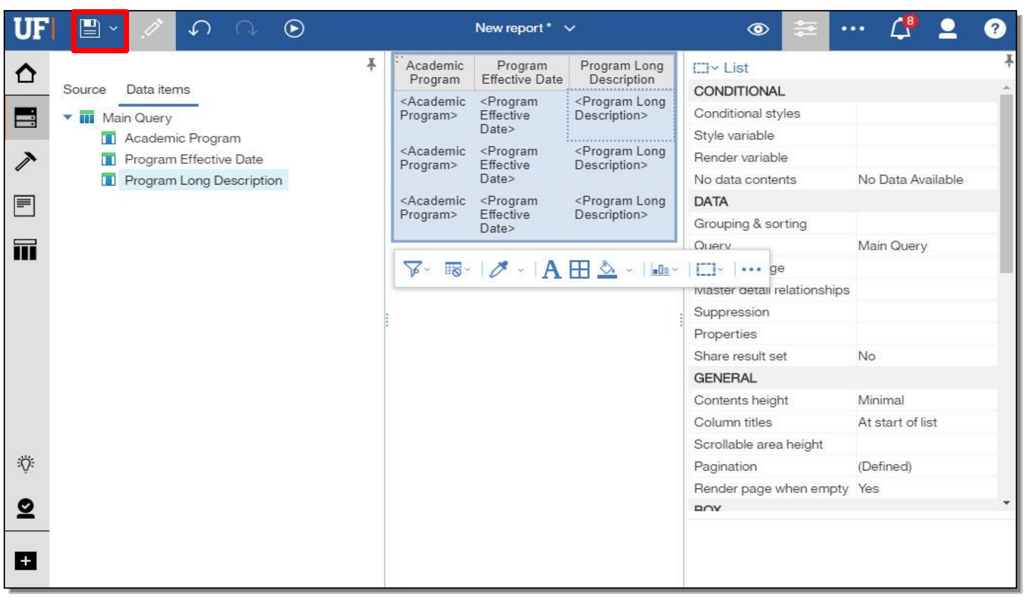

31. Click on a **Query**.



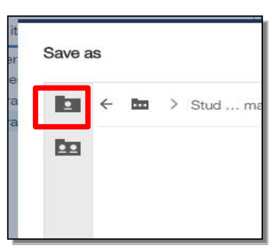
32. Drag it into the **center column**. For this example, three Data items will be dragged into center column for you.



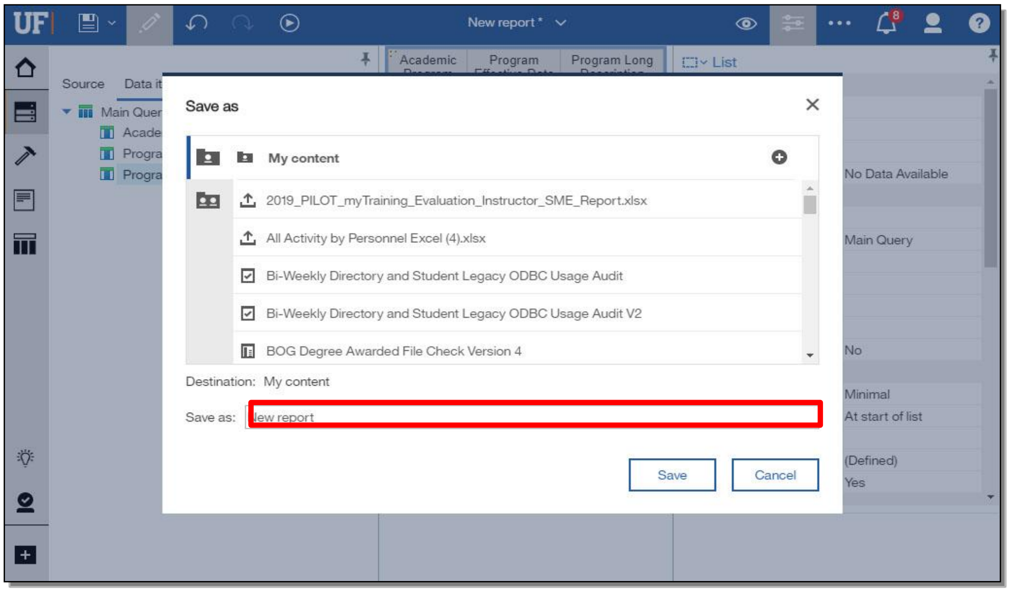

33. Click the **Save** button.




34. Click **My content**.



35. Rename your **Report**.




36. Click **Save** and your report will be saved.