HOW TO CREATE A PROMPT PAGE

The following guide will walk you through the process of creating a prompt page in Enterprise Analytics.

NAVIGATION

Login into myUFL and navigate to:

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

1. Navigate to your Report and Select the **Prompt pages** item.



2. Click the Plus button.

įĤ	≝ × <u>∕</u> ∽ ⇔ ⊳	New report * 🗸	& ¢ ? ©
۵	\ominus 🖂 Report 🗲 Prompt pages 🔹		* ≡
٩	Insertable objects		Ť
	<i>></i>	Preview:	
	D Page		Select an object to see its properties
:Ö:			
+			

© Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611



3. Click the Name text box and rename the new Prompt page.

	\$	≡
		I
Insertable objects Image: Image objects Image of the transformation of the transformatio		*
Prompt page1 Preview: Module path BOX		*
D Page Border		
Margin		
COLOR & BACKGROUND		
Background image		
Background color		- 6
Foreground color		- 1
Gradient		
FONT & TEXT		- 1
Font Font		- 1
Horizontal alignment		- 8
Direction & Justification		- 8
Positioning		- 1
		- 8
Missellareous Pro	mot page 1	- 1
lacee Pro	mpt page	- 1
	mpt page	
+		

4. When you click somewhere else on the page, the newly created Prompt page will be renamed. Click on your newly renamed **Prompt page** in the Pages column.

jĥj	🖺 × 🖉 🕤 🔿 🗅	New report *		··· a	\$ ¢	ŝ	?
ඛ	⊖ ⊖ Report > Prompt pages ⑤					۰	ŧ
=	Insertable objects	of @		Page			Ť
	7	D Mu Report	Preview:	Module path			
	De			BOX			
	Page			Border			
				Margin			
				COLOR & BACKGROUND)		
				Background image			_
				Background color			- 61
				Foreground color			- 11
				Gradient			- 8
				FONT & TEXT			- 1
		•		Font			-8
				Horizontal alignment			-8
				Direction & justification			- 81
				POSITIONING			- 11
				Size & overflow			-8
				MISCELLANEOUS	M. Durment		- 11
				Classes	Promot page		-8
.w.				0100305	r rompt page		- .
÷Ö:							
+				Name Specifies the name of the o	object.		

5. Click on the **Tools** icon.

	New report * 🗸		~~ ¢ ?	?
Export > Prompt pages > My Pro	mpt	0	Page design 🗸 🎄	
Insertable objects	Double-click to edit text	Page		Ť
🗖 🖬 🥕		Module path		*
		BOX		
		Border		
V PINNED		COLOR & BACKGROUN	D	
T Text item		Background image		
Block		Background color		_
III Table		Foreground color		
III List	\oplus	Gradient		
Crosstab		FONT & TEXT		
Visualization		Font		
> TEXTUAL		Horizontal alignment		- 1
> LAYOUT		Direction & justification		
		POSITIONING		
DATA CONTAINER		Size & overflow		- 1
> PROMPTING		MISCELLANEOUS		_
> ADVANCED		Name	My Prompt	- 1
> DEVELOPER		Classes	Prompt page	
				*
	Cancel <back next=""> Finish</back>			
	Insertable objects Insertable objects Image: Solution of the sector of the se	New report Prod Pind Pind <td>Notice pairs Notice pairs Notice pairs <</td> <td>New report*</td>	Notice pairs Notice pairs <	New report*

6. Click on the **Prompting** arrow.

jûj	≝ ֊ 🖉 ა ⇔ ⊳	New report * 🗸		80	ф	?
ඛ	Export > Prompt pages > My Pro	mpt	6	Page de	esign 🗸 🗴	k ≡
ŧ	Insertable objects	Double-click to edit text	Page			Ŧ
			Module path			*
	Q. Find		Border			
	· · · · · · · · · · · · · · · · · · ·		Margin			
	✓ PINNED		COLOR & BACKGROU	JND		
	T Text item		Background image			
	E Block		Background color			
	III Table		Foreground color			
	List		Gradient			
	Crosstab		FONT & TEXT			
	Visualization		Font			
	> TEXTUAL		Horizontal alignment			
	> LAYOUT		Direction & justification	n		
			POSITIONING			
	7 DATA CONTAINER		Size & overflow			
L	> PROMPTING		MISCELLANEOUS			
	> ADVANCED		Name	My P	rompt	
			Classes	Prom	pt page	
١Ö:						∇
	-					
+		CancelEinich				

© Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611



myUFL

UF

7. Click the **Select & Search prompt** option. Drag it into the center section of the page.

βţ	🖺 × 🖉 🕤 🗢 🗅		New report * 🗸		~~ ¢	8	?
۵		My Pror	pt	0	Page design	~ 🌣	tit
٩	Insertable objects	Ť	Double-click to edit text	Page			Ť
				Module path BOX			*
	O, Find	▼ 🖪	Bord Marg	Border Margin			
	> TEXTUAL > LAYOUT			Background image Background color			ī,
	> DATA CONTAINER > PROMPTING		F C	Gradient FONT & TEXT			1
	Text box prompt Use prompt Select & search prompt Date & time prompt			Font Horizontal alignment Direction & justification			
	Date prompt Compt Compt Date prompt Compt Com		PC Siz MI	POSITIONING Size & overflow MISCELLANEOUS			1
ÿ	 Interval prompt Tree prompt Generated prompt Prompt button 			Name Classes	My Promp Prompt pa	ot Ige	-
+	> ADVANCED > DEVELOPER	Ţ	Cancel <back next=""> Finish</back>				

8. Click the **Create a new parameter** text box. Type in a new parameter name.

Image: Constraining of the prompt Page design Insertable objects Image: Constraining of the prompt Page Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constraining of the prompt Image: Constraining of the prompt Module path Image: Constrainit Image: Constraining of the prompt <th>D D D D D D D D D D D D D D D D D D D</th> <th></th> <th></th> <th></th> <th></th> <th></th>	D D D D D D D D D D D D D D D D D D D					
Insertable objects Find Q. Find Image Would a path BOX Oracle a new parameter or use an existing parameter from a previously authored expression. COLOR & BACKGROUND Background image Background image Data CONTAINER Use existing parameter PROMPTING Use existing parameter Date Scient Search prompt Use global parameter Select & search prompt Use global parameter Date prompt Size & overflow Bit ima prompt Image Background color Font Horizontal alignment Directoral alignment Directoral alignment Directoral alignment Date prompt Justification Bittenad cover flow MiscelLANEOUS			6	Page design v	•	#
Prompt Wizard - Select & search prompt X Module path Q. Find Image: Choose Parameter Border Image: Wisualization Create a new parameter or use an existing parameter from a previously authored expression. Border > TEXTUAL Create a new parameter Create a new parameter > LAYOUT Image: Create a new parameter Background image > DATA CONTAINER Use existing parameter Background color Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt Image: Create a new parameter Fort Image: Wisue of the prompt<	Insertable objects	Doublo oliok to odit toxt	Page			Ŧ
Value prompt Use global parameter Horiz contal alignment Direction & justification & justification Direction & justification & j		Prompt Wizard - Select & search prompt Choose Parameter Create a new parameter or use an existing parameter from a previously authored expression. Create a new parameter Use existing parameter Use existing parameter V	Module path BOX Border Margin COLOR & BACKGROUN Background image Background color Foreground color Gradient Foreground color Gradient Fort & TEXT	ND		
Image: State prompt Image: State prompt Imag	Value prompt Select & search prompt Date & time prompt Date prompt Time prompt Time prompt Generated prompt Prompt button ADVANCED	Cancel Cancel Finish	Horizontal alignment Direction & justification POSITIONING Size & overflow MISCELLANEOUS Name Classes	My Prompt Prompt page		



9. Click the **Next** button.

jij.					
命	⊖ ⊖ Report > Prompt pages > Pro	pt page1	Dege Page	design 🗸 🏟	: =
=	Insertable objects	Doublo oliak to odit toxt	Page		Ŧ
		Prompt Wizard - Select & search prompt X	CONDITIONAL		-
		Choose Parameter	Conditional styles		
	🔍 Find 🛛 🤝	Create a new parameter or use an existing parameter from a previously	Style variable		
		authored expression.	Render variable		
	V PINNED		DATA		
	T Text item	Oreate a new parameter	Query		- 1
	Block	parameter1	Master detail relationships Una	available	- 1
	III Table		Properties		
	List	O Ose existing parameter	GENERAL		- 1
	Crosstab	× · · · · · · · · · · · · · · · · · · ·	Pagination		- 1
	Visualization	: O Use global parameter	Module path		
	> TEXTUAL		BOX		_
	> LAYOUT		Border		
			Margin		
	2 DATA CONTAINER		COLOR & BACKGROUND		
	✓ PROMPTING		Background image		
	i Text box prompt		Background color		
	Value prompt	Cancel < Back Next > Finish	Foreground color		
÷Ö:	Select & search prompt		Gradient		-
	I Date & time prompt				
+	III Date prompt	Connel Back North Elizab			
	So lime prompt				

10. Click the **Choose Package item** button.

jî li	🖺 × 🖉 🗠 🗠 🗅						
ŵ		My Prompt		6	Page design 🗸 🥤	¢≡	
	Insertable objects	Ŧ	Daubla aliak ta adit taut	Page		2	Ť
			Prompt Wizard - Select & search prompt X	Module path			*
			Create Filter	BOX			
	O, Find	₹ 🗄	Choose the package item that will be used to filter the report.	Border			
	Visualization			Margin			
				COLOR & BACKGROUN	iD		
	> TEXTOAL		Create a parameterized filter	Background image			
	> LAYOUT		Package item:	Background color			ii.
	> DATA CONTAINER			Foreground color			
	✓ PROMPTING		Operator: = ~				
	Text box prompt			FONT & TEXT			
	Value prompt		Parameter: paramter1	Horizontal alignment			
	= Select & search prompt			Direction & justification			
	📰 Date & time prompt		Make the filter optional	POSITIONING			
	III Date prompt			Size & overflow			
	👸 Time prompt			MISCELLANEOUS			
	Interval prompt			Name	My Prompt		
	Eg Tree prompt			Classes	Prompt page		
:0:	Generated prompt		Cancel < Back Next > Finish				Ŧ
-Ų,	💖 Prompt button						
	> ADVANCED						
+	> DEVELOPER	Cancel	<back next=""> Finish</back>				



11. Click through the directory to find your desired Package item.



12. Click **OK**.

įĤį			New report * 🗸		« ¢	r ?
俞	⊖ ⊖ Report > Prompt pages > Pro	npt page1			👌 Page design 🗸	‡ ≡
=	Insertable objects	<u>با</u>	Double aliak to adit toxt		Page	Ť
	C Find Costab List Visualization > TEXTUAL > LAYOUT	Pro Cre Ci	Choose package Item ×	-×	CONDITIONAL Conditional styles Style variable Render variable DATA Query Master detail relationships Unavailable Properties GENERAL Basisation	
ېن +	 PROMPTING Text box prompt Value prompt Select & search prompt Date & time prompt Date prompt Time prompt Interval prompt Generated prompt Prompt button 	Cancel	Career Effective Date Career Effective End Date abc Academic Program Program Action Date abc Academic Plan OK Cancel		Module path BOX Border Margin COLOR & BACKGROUND Background image Background color Foreground color Gradient	
	> ADVANCED		Pilisi			



13. Click the **Next** button.

÷					
		> Prompt page1		🗟 Page design 🗸 🏚	: =
=	Insertable objects	Ŧ	Double aliak to adit taxt	Page	Ť
			Prompt Wizard - Select & search prompt X	CONDITIONAL	
			Over the Filter	Conditional styles	
	O Find		Create Filter	Style variable	_
	- List	-	onoode the package term that will be dated to hiter the topol t	Render variable	
		^		DATA	
			 Create a parameterized filter 	Query	
				Master detail relationships Unavailable	
	> TEXTUAL		Package item: [Student Career].[Student Career Fact].[UFID	Properties	
	> LAYOUT			GENERAL	
	> DATA CONTAINER		Operator: = V	Pagination	
			Descenter perspected	Module path	
	Taut how prompt		Parameter: parameter	BOX	
				Border	
	Select & search prompt		Make the filter optional	Margin	
	Date & time prompt	_		COLOR & BACKGROUND	
	Date prompt	_		Background image	
	88 Time prompt			Background color	
	 Interval prompt 		Cancel Rack Next > Finish	Foreground color	
:Ö:	Tree prompt			Gradient	-
Ŷ	Generated prompt				
	Prompt button				
-	> ADVANCED	- Can	cel Sack Next> Finish		

14. Click the **Query** where you would like to add filter.

jîji	≞· ⁄ ↔ ⊳					
â	E Seport > Prompt pages > My Pro	mpt			ء (ي	Page design 🗸 🏚 🗮
il.	Insertable objects		Double alials to adit taxt	-	Page	į
			Prompt Wizard - Select & search prompt X		Module path	
	Q Find 🛡 🗄		Apply filter Which queries do you want to filter?		BOX Border	
	Visualization				COLOR & BACKGROUND)
	> TEXTUAL		Queries:		Background image	
	> LAYOUT				Background color	
	> DATA CONTAINER				Foreground color	
			Query2		Gradient	
	Text box prompt				FONT & TEXT	_
	Value prompt		Query3		Font	
	⊐≢ Select & search prompt				Direction & justification	
	I Date & time prompt				POSITIONING	_
	III Date prompt				Size & overflow	
	88 Time prompt				MISCELLANEOUS	
	Interval prompt				Name	My Prompt
	Eg Tree prompt		Canada Back Navity Einich		Classes	Prompt page
-10:	Generated prompt		Californ < Daux IVext > Fillisi			
Ÿ	Harrompt button					
-	> ADVANCED					
- T	> DEVELOPER	Cancel	< Back Next > Finish			



15. Click the **Finish** button.

	Export > Prompt pag	🗟 Page design 🗸 🏟 🇮		
=	Insertable objects	Ť	Double oliek to adit tout	Page Į
			Prompt Wizard - Select & search prompt X	CONDITIONAL
			Populate control	Conditional styles
	Q, Find	≂ 🖪	What values do you want to pick from? Use values are the retrieved data, and	Style variable
	List	_	Display values are the selectable values that the user sees.	Render variable
	III Crosstab			DATA
	Visualization		 Create new query 	Query
			Name: Overv/	Master detail relationships Unavailable
	TEXTORE		Name. Guorya	Properties
	> LAYOUT		Values to use: [Student Career][Student Career Fact][UFID	GENERAL
	> DATA CONTAINER			Pagination
	✓ PROMPTING		Values to display:	⁵ Module path
	i Text box prompt	_	variation to anophay.	BOX
	Value prompt			Border
	Select & search prompt		Cascading source:	Margin
	Tote & time prompt			COLOR & BACKGROUND
	Date prompt			Background image
	S Time prompt			Background color
	Interval prompt		Cancel < Back Next > Finish	Foreground color
:Ö:	te prompt			Gradient
	Generated prompt			
+	Prompt button			



16. Click the **Queries** icon.

jili	🖹 ~ 💋	°_ ↔ ▷			New report * 🗸				~~ ¢		?
ඛ	\odot	Report A Prompt page	es > Prompt p	page1				6) Page design ~	*	#
=	Insertable	Report	Ť		Double-clicl	- •••		C Select & sea	arch prompt		Ŧ
	Pages Page1 Prompt pages						CONDITIONAL			*	
						Q		Style variable			
								Render variable			
		Prompt pages	_					DATA			
	✓ PINNED		<u> </u>					Sorting			
	T Text	Prompt page1						Data format			
	🖸 Bloc	Queries						Query	Query4		
	🌐 Table							Use value	UFID		
	III List	Query1						Display value			
	🛄 Cros							Static choices			
	Visu: Gueryz	1					Rows per page	5000			
	> TEXTUAL	Query3						Properties			
	> LAYOUT							GENERAL			
		Query4	_					Required	Yes		
	> DATA COI	Classes				_	1	Multi-select	No		
	✓ PROMPTI	_				~		Cascade source			
	📥 Text	✓ Variables						Hide adornments	No		
	📼 Value	prompi						Parameter	parameter1		
ö	🖙 Selec	t & search prompt						Case insensitive	Yes		*
-	Tate Date	& time prompt									
+	m Date	prompt									
Ŧ	88 Time	prompt	-	Cancei < Back	Next > Finish						

17. Click your desired **Query**.

$\ \hat{\eta}\ $	" <u>₽</u> ∽ ~ ⊳	New report * 🗸	«Ç	<u> </u>
ඛ	Export > Queries C		All o	queries 🗸 🏚 🗮
=	Insertable objects	· 🔶 🖻 💼 🔚	Query	Ť
	Cuery	Query1 Query2 Query3	Data source Auto group & summarize Generated SQL Override dimension info Define member sets QUERY HINTS Auto-sort Processing	Student Career Yes No No
÷Ö:		i Query4	Rollup processing Execution optimization Maximum rows retrieved Maximum tables Maximum execution time Maximum text blob characters Outer join allowed Suppress Cross product allowed	
+				



18. Click the Filter that you created.

jîlij	" <u></u> ∽ ~ ⊳		New re	port* 🗸		&	ф,	ĥ	?
ඛ	⊖ ⊖ Report > Queries > Query1							¢ I	Ħ
=	Insertable objects	Ť	of 📴 💼 🔚			Query			Ť
						DATA			-
			Data Items O T Detail Filters	0	Data source	Student C	areer		
	Query calculation		UFID	[Student Career].[Student Career Fact].[UFID] =	Auto Gene Over	Auto group & summarize	Yes		
	Y Filter					Generated SQL			
	 Slicer member set 					Override dimension info	No		
						Define member sets	No		
						QUERY HINTS			
				∑ _v Summary Filters	Auto Proc	Auto-sort			
						Processing			
						Avoid division by zero			
		1				Rollup processing			
						Execution optimization			
					Maxir	Maximum rows retrieved			
					_	Maximum tables			
				Slicer	0	Maximum execution time			
						Maximum text blob characters			
						Outer join allowed			
						Suppress			
ö						Cross product allowed			-
Ŷ									
-									
+			Projected Data Items						

19. Review if the prompt was added to the Query you want to filter.

Ξį.			
命	E S Report > Queries > Query1		* ≡
=	Insertable objects	Detail filter expression - Query1 X	Detail Filter
	 Query calculation Filter Slicer member set 	Available Components: Available Components:	DATA Definition [Student Career][Student Career Fact] GENERAL Usage Required Application Before Auto Aggregation
:Ö:		E III III f(u) III III Errors	
+		Projected Data Items	

20. If it is correct, click **OK** and then **Save**.





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