# OPEN A REPORT

The following instructions will walk you through the process of opening 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.
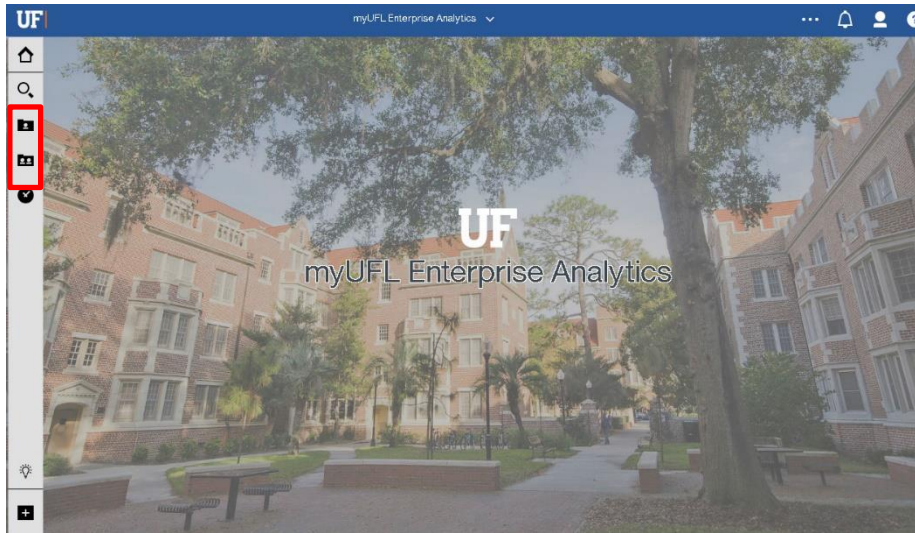
2. To open the report you would like to edit, click the **More** icon
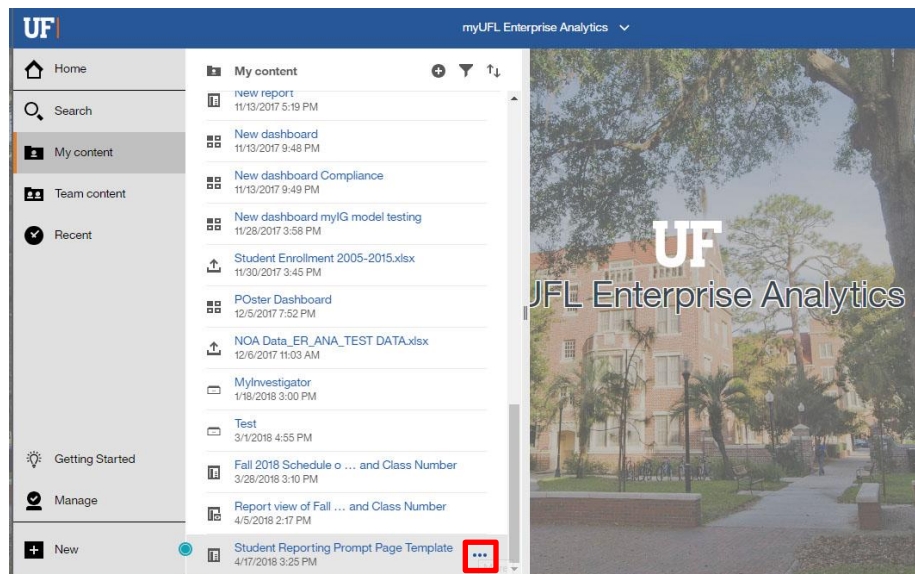
3. Depending on what you would like to do, click **Run as** or **Edit report**.