OPEN A REPORT TO EDIT

The following instructions will walk you through the process of opening a report to edit.

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



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3. Click Edit report.



4. The report may load in page preview mode. Click the Page Preview menu.

Report > Pages > Summary		~			
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5. Click Page design.





6. You can edit your report. Use the Save button to save your report to the My Content folder or your Shared folder in Team Content.



PLEASE NOTE: All requests for Shared folders can be emailed to reporting-services@ufl.edu.

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