RUN, SORT, EXPORT REPORTS

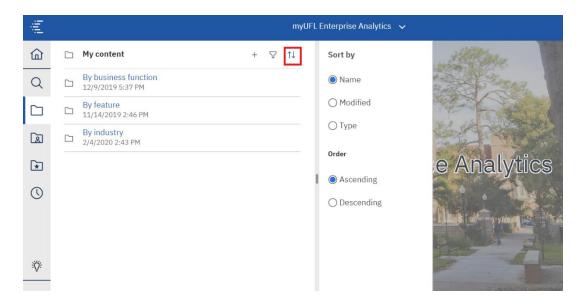
This guide will show you the steps for running, sorting and exporting reports, including:

- Sorting contents in My Contents folder
- Sorting contents in a report

NAVIGATION

- To begin this process, login to myUFL and navigate to: NavBar > Main Menu > Enterprise Analytics > Access Enterprise Analytics
- 2. Click on the My Content folder or the Team Content folder.
 - a. the My Content folder is used for your personal reports
 - b. the Team Content folder is used for reports shared by you and other members of your team.

Sort a Folder



If you would like to sort the contents of your folder, click the **Sort** icon. Reports can be sorted alphabetically or by the date the report was last modified.



SORT A REPORT

1. This time instead of using the My Content folder, we will use the Team Content folder as an example

E.	myUFL Enterprise Analytics 🗸 🗸	
₩ Home	Team content > Shared Folders	+ \7 ↑↓
Q Search	RA42HNER: List Honor Students for Fall 2018 9/2F/2019 4:48 PM	
My content	RAC9LWDN - Law Dean List 9/25/2019 4:51 PM	•••
Deam content	Student Data Workshop 8/1/2018 10:00 AM	
Reporting Services	Send to Enterprise Analytics Team 3/4/2020 3:51 FM	
🕔 Recent	C Reporting Services 5/7/2020 2:10 FM	
	Query Studio Users 5/23/2019 3:30 PM	
	ОпеUF 9/11/2019 3:03 РМ	
	New Folder 1/23/2020 3:59 PM	
	Deleteme 6/29/2018 8:45 AM	
	C 10000000 - 0007 (111 12/010	

- 2. Click the blue title of the report to run the report.
- Note: Report titles that are gray indicate restricted access.

jûj	■ • <i>2</i> · · · ◇ ▷ · ♂	RA09LWDN - Law Dean	List v 🖓 … 😪 🗘
ඛ			
Q	Required Prompts		
	Select Enrollment Term:	111	
	* Enrollment Term Long Des V	UF RA09LWDN -	Law Dean List
×	CANCEL FINISH	Description:	Eligible Law Dean List requires Hours >= 12, GPA >= 3.30. Grads not include S/S+. Exclude Students with Grads I*, N*, or U*
0		Inquiries:	Please contact reporting-services@ufl.edu with any questions or comments.
		Last Modified:	9/25/19

Student Information System

3. Enter the required prompts and any optional prompts you wish to use on the report.

Ξį.	💾 • 🖉 🕤 🔿 🗅 · Č		RA09LW	DN - Law Dean L	ist 🗸	V	&	¢
ඛ								
Q	Required Prompts							
	Select Enrollment Term:		A11-					-
	* Enrollment Term Long Des ✓		U;	RA09LWDN - L	aw Dean List			
×	Enrollment Term Long Description	FINISH		Description:	Eligible Law Dean List requires Hours >= 12, GF include S/S+. Exclude Students with Grads I*, N*, or U*	PA ≻= 3.30. Grads	not	
()	Fall 2018			Inquiries:	Please contact reporting-services@ufl.edu with comments.	any questions or		
	Fall 2019			Last Modified:	9/25/19			
	Fall 2020							
	Fall 2021							
	Spring 2019							
	Spring 2020							
	Spring 2021							
	Spring 2022							
	Summer 2019							
	Summer 2020							
	Summer 2021							

- 4. Select Fall 2019.
- Note: Sometimes you will have different types of prompts. These might include: dates, key words, choices, etc.

<u>ii</u>		RA09LW	DN - Law Dean L	.ist ∨	\ \ \ \ \ \	. «	Ą
ඛ							
Q	Required Prompts						
	Select Enrollment Term:	111					-
	* Fall 2019 🗸	<u>U;</u>	RA09LWDN - L	.aw Dean List			
×			Description:	Eligible Law Dean List requires Hours >= 12, G include S/S+. Exclude Students with Grads I*, N*, or U*	PA >= 3.30. G	rads not	
	CANCEL FINISH		Inquiries:	Please contact reporting-services@ufl.edu with	any question	s or	
()	UF	•	Last Modified:	comments. 9/25/19			
			Last Modified.	9120/19			



5. Click Finish.

	-	<u></u>		Ç				RA09LW	DN - Law Dea	an List	~
<u>ශ</u> Q	UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address
	2	LWLAW	Powers,Rae A	31123141	N	W	53.34	16	3.334		rpowers@ufl.edu
	2	LWLAW	Ballou,Kiersten N	90531576	Ν	W	47.36	14	3.383	3.380	kballou@ufl.edu
*	1	LWLAW	Phillips,John C	17601199	N	W	44.66	13	3.435	3.430	john.phillips@ufl.edu
\bigcirc	2	LWLAW	Douglas,Kiana R	70636819	Ν	Н	53.33	14	3.809	3.800	kianardouglas@ufl.edu
	1	LWLAW	Coldiron,Jared T	31140196	Ν	W	45.31	13	3.485	3.480	jcold9@ufl.edu
	1	LWLAW	Geiger,Eric H	67938158	N	W	49	13	3.769	3.760	e.geiger@ufl.edu
	3	LWLAW	Proper,Faith Lynae	89160382	N	W	56	14	4	4	fproper@ufl.edu
	2	LWLAW	Cappadonna,Barrett D	41591711	Ν	W	59.35	16	3.709	3.700	bcappadonna@ufl.edu

6. The filtered report loads.

jûj.	- 1	Ø	. ~ ~ > ~	Ç				RA09LW	DN - Law Dea	an List	~	
ඛ		~ ک <u>ر</u>	∓↓ ∽ ∑ ∽ ⊘ ∽ ⊞	3 ~ 🗖	Privacy Flag	Race	Eligible Course GPT	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address	
Q	Loven		Sort in Layout	_			Total	0,01)	ourodiation			
Q	2	LWLA	≜ ↓ Ascending	123141	Ν	W	53.34	16	3.334	3.330	rpowers@ufl.edu	
			Z Descending									
	2	LWLA	A. Descending	531576	Ν	W	47.36	14	3.383	3.380	kballou@ufl.edu	
			থি Don't sort									
×	1	LWLA	Other Sort Options	601199	Ν	W	44.66	13	3.435	3.430	john.phillips@ufl.edu	
			Edit layout sorting									
()	2	LWLA	W Douglas,Kiana R	70636819	Ν	Н	53.33	14	3.809	3.800	kianardouglas@ufl.edu	
	1	LWLA	W Coldiron,Jared T	31140196	Ν	W	45.31	13	3.485	3.480	jcold9@ufl.edu	
	1	LWLA	W Geiger,Eric H	67938158	Ν	W	49	13	3.769	3.760	e.geiger@ufl.edu	
	3 LWLAW		W Proper,Faith Lynae	89160382	Ν	W	56	14	4	4	fproper@ufl.edu	
	2	LWLA	W Cappadonna,Barrett D	41591711	Ν	W	59.35	16	3.709	3.700	bcappadonna@ufl.edu	

7. You can sort by clicking on one of the column headers, then click the Sort icon. Then, select your sort options.

FILTER A REPORT

1. Filtering follows a similar process.

jî li	- ~	<u> </u>	∽ ↔ ▷ ∽	C				RA09LW	DN - Law De	an List	~
۵	UF Class Level1	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation	Term GPA	UF e-mail Address
Q [7]	2	₩ 7	- Ξ↓ - Σ - (e)) ~ 6		W	Total 47.36	14	3.383	3.380	kballou@ufl.edu
	1	LWLA	Include Null Exclude Null	119	9 N	W	44.66	13	3.435	3.430	john.phillips@ufl.edu
*	2	LWLA	Create Custom Filt	er 581	9 N	н	53.33	14	3.809	3.800	kianardouglas@ufl.edu
0	1	LWLAW	Geiger,Eric H	6793815	B N	W	49	13	3.769	3.760	e.geiger@ufl.edu
	3	LWLAW	Proper,Faith Lynae	8916038	2 N	W	56	14	4	4	fproper@ufl.edu
	1	LWLAW	Coldiron,Jared T	3114019	δN	W	45.31	13	3.485	3.480	jcold9@ufl.edu
			Cappadonna,Barrett D	4159171	1 N	W	59.35	16	3.709	3.700	bcappadonna@ufl.edu

- 2. To filter, click on the column header. Then, click the filter icon.
- 3. Click Create Custom Filter.



UF	myUFL
----	-------

Student Information System

UF Class Level	Academic Program	Business Name	UFID	Privacy Flag	Race	Eligible Course GPT Total	UF LAW Hours Earned(exclude S/S+)	Dean I GPA Calcula	A GPA	UF e-mail Address	Ac	.ocal Idress ine 1	L Ac L
2			00504570		W	47.36	14	3.	383 3.380	kballou@ufl.edu	98	83 N	
	₩ ¥	' ~ ∓↓ ~ Σ ~ 0	v = ₀ =	Filter	conditi	on - Aca	ademic Progran	n			×	ay	
	LWLAW	Phillips, John C	17601195	1 mor	oonan	011 7101							
							Individual		Condition		\$	St	
	LWLAW	Douglas,Kiana R	70636819										-
	LWLAW	Geiger,Eric H	67938158	Availal	ole item	s		S	elected iten	าร			
		-		O,	Search	1		~ (Manually	input items		St 13	
3	LWLAW	Proper,Faith Lynae	89160382		Selec	t all			Keep these	values	~	w st	
1	LWLAW	Coldiron,Jared T	31140196	~	LWLA	W			LWLAW		0	ve	
2	LWLAW	Cappadonna,Barrett D	41591711									Sw ≩t	
	LWLAW	McDonald,Ethan	19935592									g t 2	
2	LWLAW	Powers,Rae A	31123141									Vw 'e	
2	LWLAW	Tanase,Kaley E	18049931				⊼ ↑ ↓	<u>↓</u>		Rem	ove all	èw e 13	
1	LWLAW	Agudelo,Claudia	99635579	~	Advanc	ed setting	200					7c	
1	LWLAW	Cundall,Kyra	23218399		nuvanu	cu settini	93					r	
1	LWLAW	Pestcoe,Zachary Alan	10179131							OK Cano	el	20 Sw	

4. Select the options you would like to filter by. Then, click **OK**.

jûj.	-	Ø	Ś	⇔	Þ	Ç					RA09LW	DN - Law De
ඛ	UF Class Level1	Academic Program	E	m Ru	ın HTML			vacy lag	Race	Eligible Course GPT	UF LAW Hours Earned(exclude S/S+)	Dean List GPA Calculation
Q	2	114/1 414/		POF RU	un PDF			_	W	Total 47.36	14	3.383
		₩ 7	~	xs Ru	un Excel							
	1	LWLAW	Ph	xus Ru	un Excel	data			W	44.66	13	3.435
*	2	LWLAW	Doι	csv Ru	un CSV				Н	53.33	14	3.809
()	1	LWLAW	Geig	ger,Eric H	1	67938158	N		W	49	13	3.769
	3	LWLAW	Prop	oer,Faith	Lynae	89160382	Ν		W	56	14	4
	1	LWLAW	Colo	liron,Jar	ed T	31140196	N		W	45.31	13	3.485
	2	LWLAW	Cap D	padonna	,Barrett	41591711	N		W	59.35	16	3.709

- 5. To export a report, click the **arrow icon**. Then, select the **output type** you would like for the exported report.
- **Note:** Some prompts may appear at the end, such as selecting a date. Select the option you want applied to the exported report.
- 6. Click on "Run Excel". The file will be downloaded on your computer.



UF myUFL

Student Information System

Autos	iave 💽 🗍 🏷 🖓 🦷	~ =		RA09LW	/DN - La	w Dean List - Excel	
File	Home Insert Draw F	age Layout Formulas Data	Review	View Help	Tea	m	
Paste	X Cut Copy ∼ B I U ~	$\begin{array}{c c} \bullet & \bullet & \bullet \\ \hline \bullet & \bullet & \bullet \\ \hline \bullet & \bullet & \bullet & \bullet \\ \hline \hline \bullet & \bullet & \bullet & \bullet \\ \hline \hline \bullet & \bullet & \bullet & \bullet \\ \hline \hline \bullet & \bullet & \bullet & \bullet \\ \hline \hline \bullet & \bullet & \bullet & \bullet \\ \hline \hline$		rap Text erge & Center 🔹		~ % ● ←0 .00 Cond	itional Format as Check Cell Exp.
	≪ Format Painter		_	5		Forma	tting v Table v
(lipboard 🖓	Font 🕠	Alignment		F <u>u</u>	Number 😼	
A1	▼ : × √ f _x	UF Class Level1					
		-		_	_	_	
4 115	A B Class Level1 Academic Program	C Business Name	UFID	E Privacy Flag	F	G	H
1 UF 2 2	Class Level1 Academic Program	Powers.Rae A			Race W	Eligible Course GPT Total 53.34	UF LAW Hours Earned(exclude S/S+) 16
3 2	LWLAW	Ballou.Kiersten N			W		14
3 Z 4 1	LWLAW		17601199		W		14
5 2	LWLAW	Douglas,Kiana R	70636819		H		14
6 1	LWLAW	Coldiron, Jared T	31140196		W		13
7 1	LWLAW	Geiger,Eric H	67938158		W		13
8 3	LWLAW	Proper, Faith Lynae	89160382		W		14
9 2	LWLAW	Cappadonna.Barrett D	41591711		W		14
10 1	LWLAW	McDonald.Ethan	19935592		W		14
11 2	LWLAW	Tanase.Kaley E	18049931		W		14
11 2	LWLAW	Agudelo,Claudia	99635579		0		15
13 1	LWLAW		10179131		w		15
13 1	LWLAW	Pestcoe,Zachary Alan Cundall.Kvra	23218399		W		14
14 1	LWLAW	Butcher Curran James	16305181		W		14
16 1	LWLAW	Behan, Christina N	81352161		W		13
17 2	LWLAW	Badger,Mackenzie Clark	00692962		H		13
18 2	LWLAW	Rubin,Hanna Beth	66812199		W		16
18 2	LWLAW		11970072	N	W		16
	LWLAW	Blakeney, Joshua R	17783307	N			14
			05780621		0		
21 1 22 1	LWLAW	Pina,Camila			H		14
	LWLAW	Cognasi,Anthony Mark	19811581		W		14
23 1	LWLAW	Mader,Kelcee L	49761308		W		14
24 1	LWLAW	Otis,Caitlin N	90127424		W		13
25 1	LWLAW	Kim,Sang Wan		N	0		13
26 2	LWLAW	Campbell,Sebastian F	94296951	N	W	48.3	14

7. The downloaded report.

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