
Create a Folder

You can organize entries into folders. Having folders that are logically labeled and organized helps you easily locate reports.

1. Login to myUFL
 - Open an internet browser
 - Navigate to my.ufl.edu
 - Click the Access myUFL button
 - Enter your GatorLink username and password
 - Click the Login button
2. Click the **NavBar > Main Menu > Enterprise Reporting > Access Reporting > My Folders**
3. You create personal folders and use them to organize entries in your **My Folders**. My Folders are accessible by you only when you are logged on.
4. Click the **New Folder** button.
5. Enter a **Name** for your folder.
6. The **Description** field is optional.
7. The **Screen tip** field is also optional and is limited to 100 characters. It appears when you pause your pointer over the icon for the entry in the portal.
8. If you do not want to use the target folder shown under Location, you can select another location.
9. Click the **Finish** link.
 - To view the screen tip, point to the **FI Reports - All funds** button.
 - Note the pop-up message displays the name of the folder and the screen tip.
 - To edit the name of the folder, description or screen tip, click the **Set properties** button.
 - On this screen you can make the desired changes.
 - Click the **OK** link.

If you need assistance Contact the UF Help Desk:

- 392-HELP
- helpdesk@ufl.edu