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## Create View, Set Prompts and Schedule an Email

In this example, you will create a view, set the prompts and schedule it to be delivered.

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**
3. Find a report you want to replicate. For this example, I'm using the Employee Training Record
4. Click the **Create a report view of this report** icon.
5. Click the **Select My Folders** link.
6. Click the **Finish** link.
7. Click the **My Folders** link.
  - You have now created a view of the Employee Training Record.
8. Click the **Set properties** button.
9. Click the **Report view** link.
10. Click the **Default action** list.
11. Point to the **Run the report** list item and select the **Run the report** list item.
12. Click the **Override the default values** option, and select the **Format** list, **PDF**.
13. Click the **Set** link.
  - This is where you will set the prompts for this report.
14. Click the **Prompt for values** option to remove the check and use only the prompts you entered.
15. Click the **OK** link.  
Next you'll need to set the calendar and schedule the email.
16. Click the **Calendar** link and select the start time and end times.
17. Click the **Override the default values** option.
18. Click the **Edit the options** link.
19. Your email address appears in the To field. Add other people to the list as needed.

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- The **Subject** field will be the subject of the email. If you leave this alone, when the recipient sorts his or her email, it will appear together.
  - Click in the **Body** of the email and enter what you would have appear there.

20. Click the **Attach the report** option.

- **Include a link to the report** will give the recipients access to the report via a link. To access the link, he or she would have to be signed in.
- **Attach the report** means that a copy of the report will be attached to the email.

21. Click the **OK** button.

22. Click the **OK** button.

If you need assistance Contact the UF Help Desk:

- 392-HELP
- helpdesk@ufl.edu