Search for a Report

In this example, you will search for a Projected Payroll Cost Distribution report.

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. Enter "**Projected Payroll Cost Dist**" into the **Search** field.

4. Click the **Search Options** button.

   Note there are several options here:
   - **Name field**: Look only in the name field.
   - **Description field**: Look in the description field only.
   - **Name or description field**: Look in both the name or description field.

5. Click the **Search** button.

6. Click the **Advanced** link.

   Note the many options there:
   - Methods
   - Modified
   - Type
   - Scope

7. Click the **Run with options** button.

If you need assistance Contact the UF Help Desk:
   - 392-HELP
   - helpdesk@ufl.edu