
Set Prompts

In this example, you will set the prompts on an existing report in your folder.

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**

- You must have a report in your My Folders to set the prompts.

3. Click the **Set properties - Report View of Employee Training Record** button.

4. Click the **Report view** link.

5. Click the **Default action**

You can select:

- View the most recent report – Will run the most recent report
- Run the report – Will run a new report

6. Click the **Run the report** list item.

7. Click the **Set** link.

8. Select the prompts you want to set.

- Note: Keep in mind, any time there is a date option that you complete, it will always run using that date option

9. Press **Enter** on your keyboard.

10. Click the **Prompt for values** option to uncheck the box

11. Click the **OK** link.

- If the report takes a while to run, you can select to have the report delivered to you by email.

12. Click the Select a delivery method

- Save Report will save the email in your My Folder when it is done running
- **Email Report** will email you the report immediately upon its completion

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu