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 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