

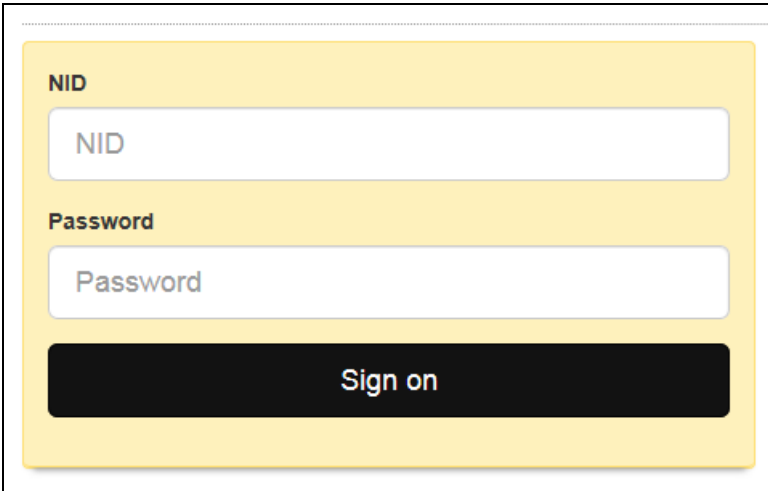
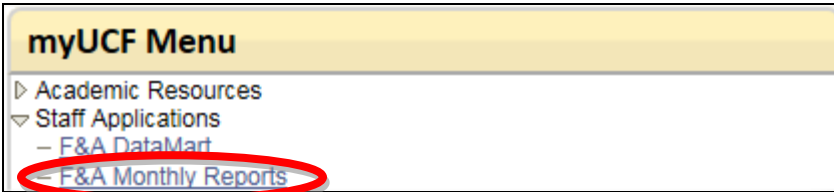
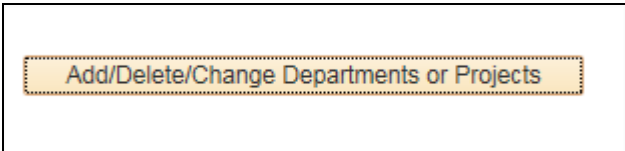


ADDY NOTES



Viewing or Printing Reports from myUCF

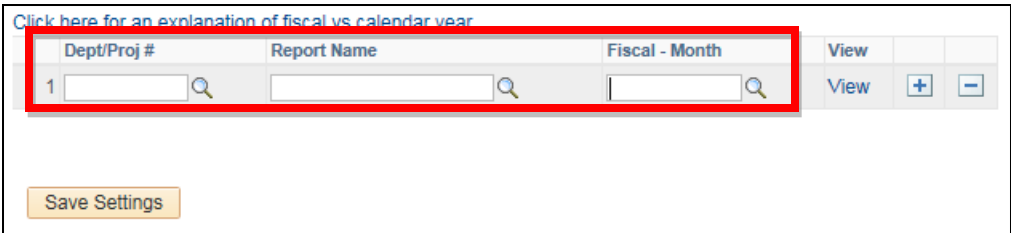
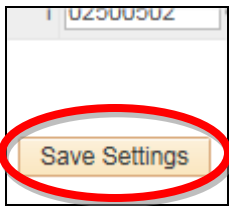
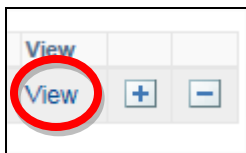
This Addy Note explains how to add a reporting pagelet to your myUCF home page; you will then be able to view and print UCF month-end reports.

Step	Action
1.	<p>Navigate to the myUCF web page and enter your login information.</p> 
2.	<p>In the Staff Applications section, select F&A Monthly Reports.</p> 
3.	<p>Scroll down and click Add/Delete/Change Departments or Projects.</p> 



ADDY NOTES



Step	Action
4.	<p>Complete the tree fields by entering information in the fields or clicking the lookup icon.</p>  <p>Note: To add another department, project, or month, click the Add (+) button.</p>
5.	<p>Click Save Settings.</p>  <p>Note: Follow Steps 2-7 each time you use myUCF to run a report.</p>
6.	<p>Click View.</p> 



ADDY NOTES



Step	Action
7.	<p>Open or save the file to view or print the report in Excel.</p> 