[Enterprise Reporting Portal Toolbar Overview]

You can perform many actions using the Enterprise Reporting Portal Toolbar. Those actions vary, depending on where you are in the system. Use this instruction guide for a brief overview of the toolbar. Additional instruction guides are available for most complex tasks.

A. **Refresh** – Update the view by clicking this button after you’ve made a change in your portal
B. **List** – Shows the entries in a list format
C. **Details** – Shows the details for entries in the folder
D. **New Folder** – Create folders to organize shortcuts, report views and URLs
E. **New Page** – Customize your portal by creating your own portal pages; Choose from different types of content; Organize them in a way that works for you
F. **Select All** – Select all of the entries on the current page
G. **Deselect All** – Deselect all of the entries on the current page
H. **Cut** – Cut the selected entries
I. **Copy** – Copy the selected entries
J. **Paste** – Paste the clipboard contents to the current location
K. **Delete** – Delete the selected entries
L. **Set Properties** – Show and set the properties for the current folder. You can personalize the way data appears in the portal by changing the preferences. You can set the portal home page, language, and time settings as well as the preferred output format of reports. Changes take effect immediately in the current session. The preferences are stored and used for future sessions unless you change them.
M. **Order** – You can specify the order of folders and entries in the portal. Organize entries by level of usage, Place entries that you use daily at the top of the list
N. **Search** – Search for reports, report views, folders and URLs

HELP
For further assistance, please contact the Help Desk at 392-HELP or helpdesk@ufl.edu