# HOW TO CLONE REPORTS

3012

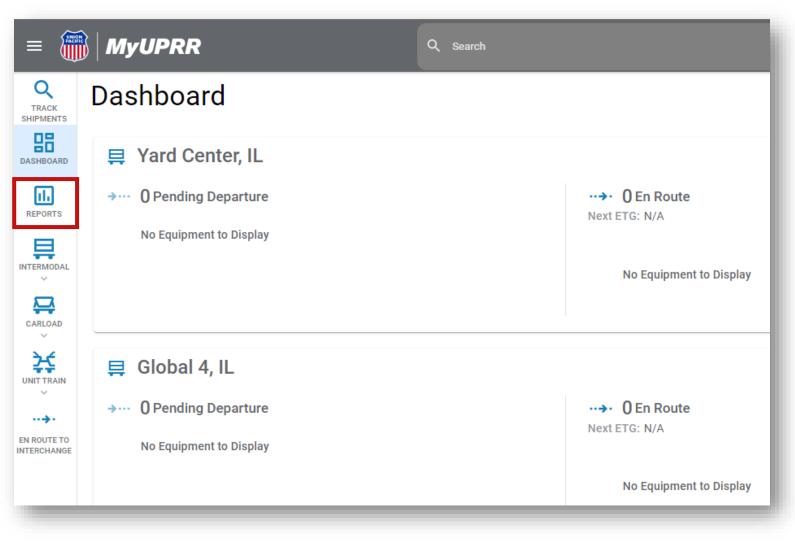


#### Why Clone?

- Simplify sharing:
  - Cloning effortlessly distributes replicas of your report to colleagues, enabling seamless collaboration.
- Personalized adjustments:
  - Your colleagues can tailor the cloned report to their preferences without affecting the original.
- Time savings:
  - Enhance productivity as the streamlined cloning process eliminates the need for recreating reports from the ground up.

Assure a seamless cloning process by verifying that your coworkers possess a Union Pacific user ID.

#### **Accessing Reports**



To access Reports, open Shipment Management.

Click on *Reports* located within the navigation rail.

### **Report Cloning**

=	MyUPRR		Q s	earch		
Q TRACK SHIPMENTS	Report Viewer					
DASHBOARD				We appreciate you	ur feedba	ack on the new application, so th
REPORTS	Report Filter	SUBMIT	Switch User	SU	BMIT	✓ Show Disabled Reports
	Reports					
CARLOAD	Name	Scheduled	Next Run 1	lime	L	ast Run Time
	Shipments En Route	Yes Dec 22, 2023, 8:00 AM CST				
	RUN					
··. <b></b>	CLONE					
IN ROUTE TO	EDIT					
	PREVIEW					
	DISABLE					
	DELETE					

- To share a report with one or more of your co-workers, click the dropdown arrow next to the report to be copied.
- Select CLONE

### **Report Cloning**

	Clone Shipments En Route to users		
User IDs xslr233 xtug075			
			11
Separate User IDs with com	ma, space or new line.		ADD
New Report Name Shipments En Route -	Cloned by OCSM298 - 12/21/23 10:24		
		CANCEL	SUBMIT

Enter the Union Pacific User ID(s) to whom you would like to clone the report. Then click the **ADD** button.

The user's name(s) and email address(es) will appear. Verify these are the correct users. Then click **SUBMIT**.

User IDs xslr233 xtug075			
Separate User IDs w	ith comma, space or new line	3.	ADD
Users			
	User Name	Email Address	
	<b>User Name</b> Jane Doe	Email Address janedoe@test.com	$\otimes$

## **Cloning Complete!**

=	MyUPRR		Q Search			
Q TRACK SHIPMENTS	Report Viewer					
DASHBOARD			We apprecia	ate your feedback on the new application, so that we optimize your online experience with Union Pacific.	×	
REPORTS	Report Filter	SUBMIT	Jser	SUBMIT Show Disabled Reports		
	Reports					
<b></b>	Name	Scheduled	ext Run Time	Last Run Time		
	Shipments En Route Yes Dec 22, 2023, 8:00 AM CST					
···						
N ROUTE TO TERCHANGE		ents En Route" to users XSLR233, XTUG075 CLOSE				

A message will appear at the bottom of the page indicating the cloning was a success!