HOW TO CLONE REPORTS

3012

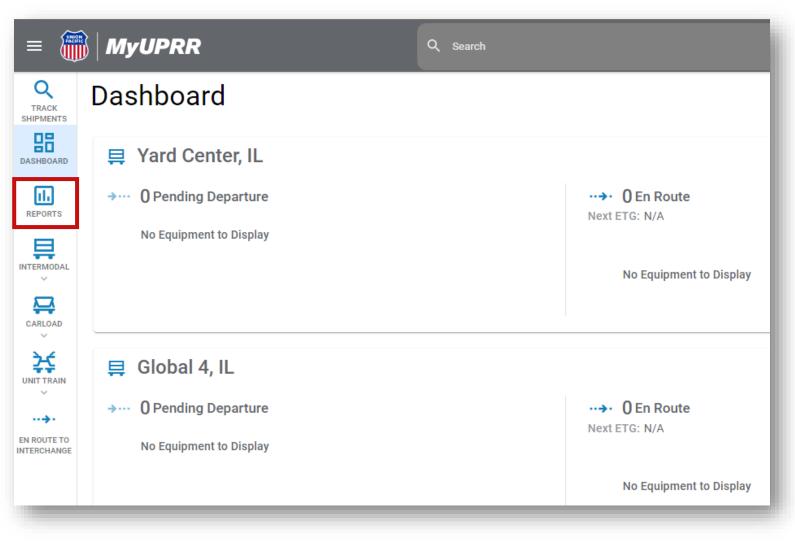


Why Clone?

- 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					
··. 	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	
	User Name 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					
	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!