



HOW TO CLONE REPORTS

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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

The screenshot shows the MyUPRR Dashboard interface. At the top left is the Union Pacific logo and the text "MyUPRR". To the right is a search bar with a magnifying glass icon and the word "Search". Below the header is a navigation rail on the left side with several menu items: TRACK SHIPMENTS, DASHBOARD, REPORTS (highlighted with a red box), INTERMODAL, CARLOAD, UNIT TRAIN, and EN ROUTE TO INTERCHANGE. The main content area is titled "Dashboard" and contains two sections: "Yard Center, IL" and "Global 4, IL". Each section displays "0 Pending Departure" and "0 En Route" with "Next ETG: N/A" and "No Equipment to Display".

To access Reports, open Shipment Management.

Click on **Reports** located within the navigation rail.

Report Cloning

The screenshot shows the MyUPRR Report Viewer interface. At the top, there is a search bar and a notification: "We appreciate your feedback on the new application, so th". Below the notification, there are filters and controls: "Report Filter", "SUBMIT", "Switch User", "SUBMIT", and a checked checkbox for "Show Disabled Reports". The main content area is titled "Reports" and contains a table with the following columns: "Name", "Scheduled", "Next Run Time", and "Last Run Time". The table has one row: "Shipments En Route", "Yes", "Dec 22, 2023, 8:00 AM CST". A dropdown menu is open next to the "Shipments En Route" row, with the "CLONE" option highlighted by a red box. Other options in the menu include "RUN", "EDIT", "PREVIEW", "DISABLE", and "DELETE".

Name	Scheduled	Next Run Time	Last Run Time
Shipments En Route	Yes	Dec 22, 2023, 8:00 AM CST	

- 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

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

Clone Shipments En Route to users

User IDs
xslr233
xtug075

Separate User IDs with comma, space or new line.

ADD

New Report Name
Shipments En Route - Cloned by OCSM298 - 12/21/23 10:24

CANCEL **SUBMIT**

Clone Shipments En Route to users

User IDs
xslr233
xtug075

Separate User IDs with comma, space or new line.

ADD

New Report Name
Shipments En Route - Cloned by OCSM298 - 12/21/23 10:24

Users

User Id	User Name	Email Address	
XSLR233	Jane Doe	janedoe@test.com	⊗
XTUG075	John Doe	johndoe@test.com	⊗

CANCEL **SUBMIT**

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



Cloning Complete!

The screenshot displays the MyUPRR Report Viewer interface. At the top, there is a search bar and a navigation menu. The main content area is titled "Report Viewer" and contains a table of reports. A notification banner at the top right reads: "We appreciate your feedback on the new application, so that we optimize your online experience with Union Pacific." Below the banner, there are controls for "Report Filter" and "Switch User", both with "SUBMIT" buttons, and a checked checkbox for "Show Disabled Reports". The table below has the following data:

Name	Scheduled	Next Run Time	Last Run Time
Shipment En Route	Yes	Dec 22, 2023, 8:00 AM CST	

A dark grey message box at the bottom of the page, highlighted with a red border, contains the text: "Successfully cloned 'Shipment En Route' to users XSLR233, XTUG075" followed by a yellow "CLOSE" button.

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