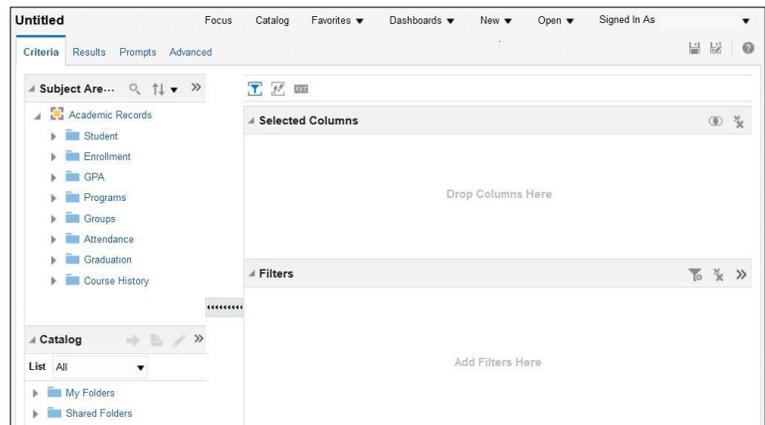


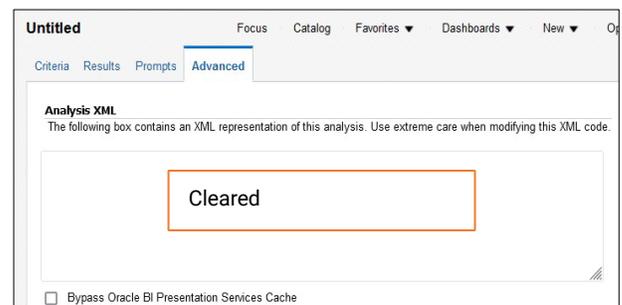
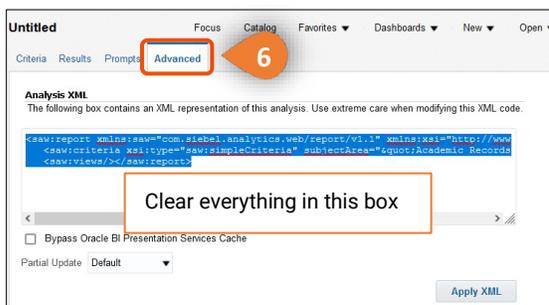
- In Focus, click the **Create Report** button next to the Analytic Areas.
- From the Create section, click **Analysis**.
- Choose any **Subject Area** from the popup window. When pasting a XML you don't need to know which subject area you will be using.

5. Composer View will open.

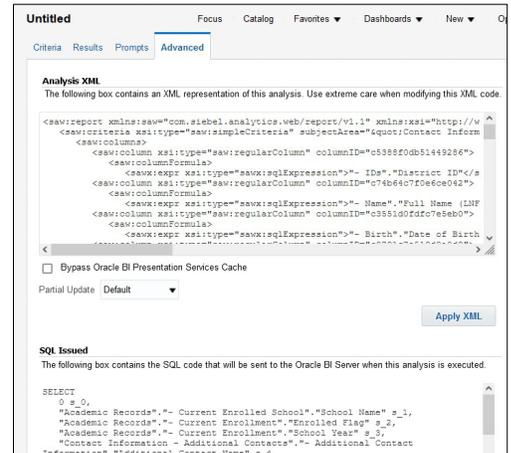
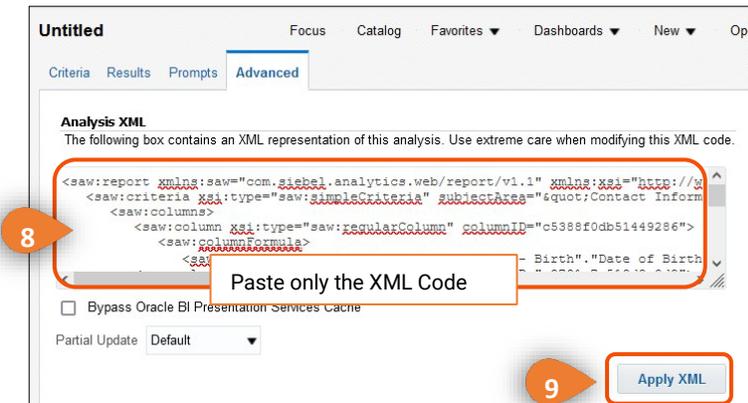


6. Click on the **Advanced** tab.

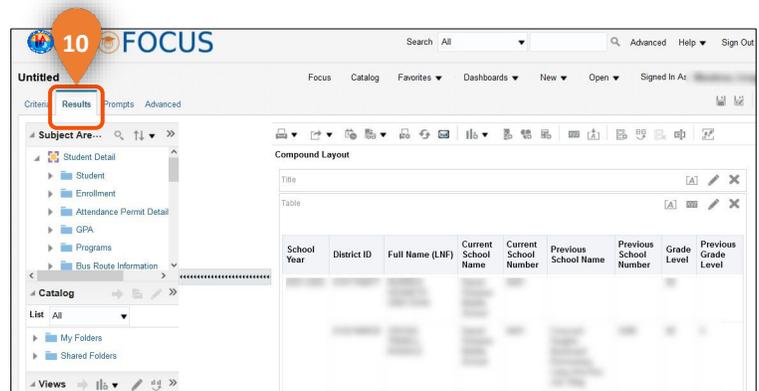
7. Highlight and delete all the existing text in the Analysis XML box.



- Paste the copied XML Code that was sent to you in the blank Analysis XML box.
- Click the **Apply XML** button. If you forget this step it will not work.



- Click on the **Results** tab to see your Analysis.

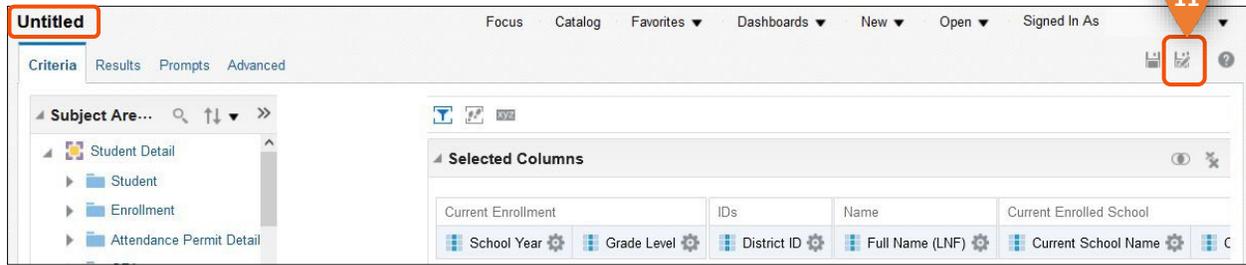


Save your Analysis

Your report is Untitled (see top left). You can save an analysis in My Folders for future use.



11. Click on **Save As** to save the report (Analysis) in the **My Folders** section.



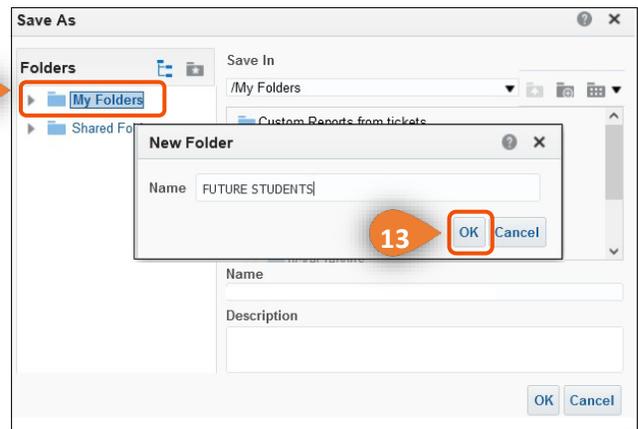
12. Click on **My Folders** to highlight it and select it

12

13. If you want to create a new folder to save it in, click on the **New Folder Icon** on the top right; otherwise, just select the folder you want to save it in.

13

14. Name the folder and click **OK** (the description is optional).

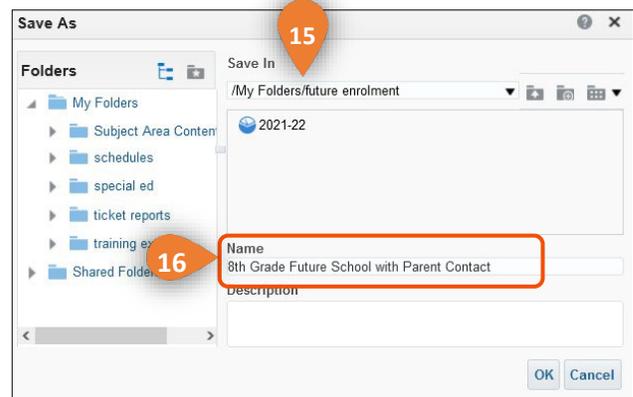


15. Your new folder will open.

16. Name you report and click **OK**.

17. Once saved, the new name will appear on the top left of the report, click **Save** after you make any changes.

16



15

NOTE: If you know you made changes and the **Save** button doesn't look available click the **Save As** button and when it asks "do you want to overwrite?" Click **OK**.



18. You can access your analysis by clicking on **Catalog** on the home screen and then open the folder you saved it in.

