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## How to Copy and Save a Shared XML Code

## Copy the XML Code

You are sent an email or a word document with XML Code for you to copy an analysis/report.

 Open the document containing the shared XML code, highlight and copy just the XML code or it will not work. 2. In Focus, click the **Create Report** button next to the Analytic Areas.

- 3. 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 <u>delete</u> all the existing text in the Analysis XML box.

Untitled Focus Catalog Favorites - Dashboards - New - Open - Criteria Results Prompts Advanced	Untitled Focus Catalog Favorites  Dashboards  New  O Criteria Results Prompts Advanced
Analysis XML The following box contains an XML representation of this analysis. Use extreme care when modifying this XML code.	Analysis XML
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Clear everything in this box	Cleared
Partial Update Default   Apply XML	Bypass Oracle BI Presentation Services Cache

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



10. 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.



Save As

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My Folders

Save In

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New Folder

- 12. Click on **My Folders** to highlight it and select it
- 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.
- 14. Name the folder and click **OK** (the description is optional).



- 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.

**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.





Save As

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Save

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ancel

OK

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