# SAVE AND SHARE A REPORT

## QUICK REFERENCE GUIDE

OAC

## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide how to **Save and Share a Report** in Oracle Analytics Cloud (**OAC**) Classic.

## Introduction and Overview

This QRG covers the process of **saving and sharing a report in OAC Classic.** Users can save reports in either My Folders or Shared Folders. My Folders is a personal workspace unique to each user for private report storage. Shared Folders allow users to share reports with designated agencies, such as OSBM, OSC, and the Fiscal Research Division.

## Save and Share a Report

Follow the eight steps to save and share a report in OAC classic.

Step 1: To save a report, navigate to the desired report and perform the required analysis.

Step 2: Once the changes are complete, you can find the **Save As** icons in the top right corner to save your report.

      a. **Save As** icon - To save a copy of the report to My Folder or Shared Folder.
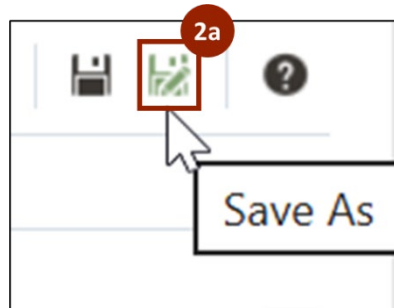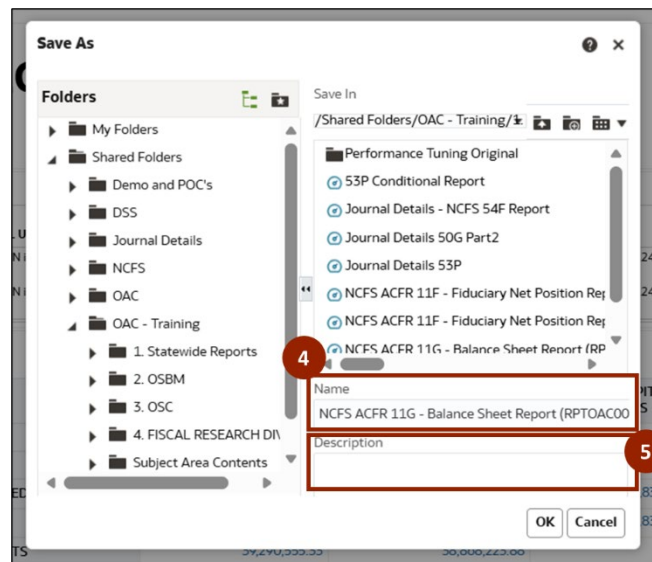


Step 3: If you would like to save a copy of the report in My Folder or the Shared Folder, click the **Save As** icon.
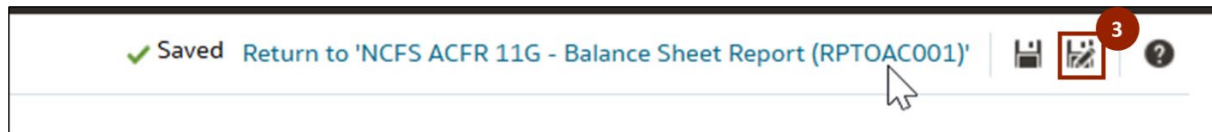


Step 4: A **Save As** pop-up window is displayed. Enter the name of the report in the **Name** field.

Step 5: Enter the required description in the **Description** field.
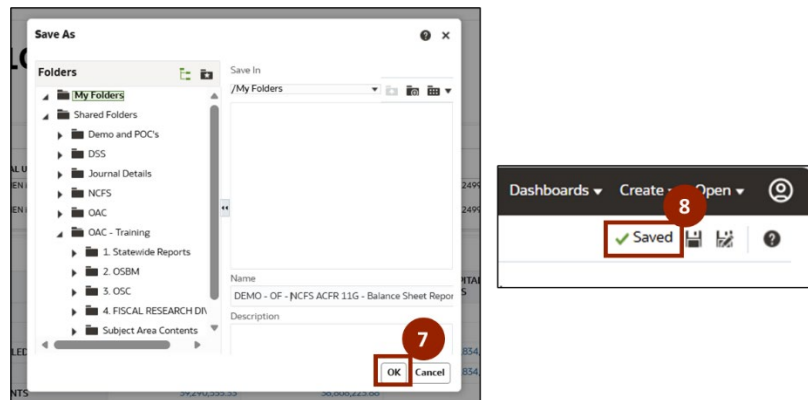


Step 6: The user can save the report in My Folders or Shared Folders:

      a. **My Folders**: This is a personal workspace unique to each user.

      b. **Shared Folder:** This enables sharing of the report with specific agencies such as OSBM, OSC, and the Fiscal Research Division.
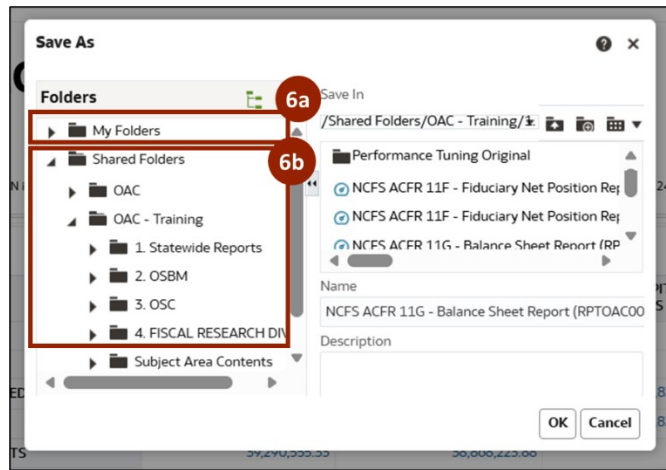
Step 7: After selecting the desired folder, click **OK** to complete the save process.

Step 8: After saving, a **Saved** message appears at the top of the report, confirming that a copy of the report has been successfully saved in the selected folder.



**Note:** The user can navigate to the folder where the report was saved (such as My Folders or Shared Folder) to view and access the saved report at any time.

## Wrap-Up

Users can **save and share a report** in classic using the steps above by storing reports in My Folders for personal use or in Shared Folders for designated agencies.

## Additional Resources

**Virtual Instructor Led Training (vILT)**

- OAC for NCFS 1