

Occasionally, you are asked to send the XML code for your Analytics report to someone. That person might be trying to help you fix or modify your report, or they may just want a copy of that report for themselves.

### **Sending XML**

1. Open the report in edit mode by clicking the **Edit** link from the **Home Page** or the **Catalog**, or by selecting the report from the **Open** menu.
2. Once the report is open, click the **Advanced** tab near the upper-left corner of the screen. It's the fourth tab from the left.
3. On the Advanced tab, you'll see a large **Analysis XML** field near the top of the screen. Click anywhere in the field.
4. Press **CTRL-A** on your keyboard or right-click and choose **Select All** from the menu.
5. Press **CTRL-C** on your keyboard or right-click and choose **Copy** from the menu.
6. Using Notepad or some other plain text document program, open a new blank document. You may use Word or even a blank email, if you must.
7. On that new blank document, press **CTRL-V** on your keyboard or right-click and choose **Paste** from the menu. You could also click the **Edit** menu in Notepad and select **Paste**.
8. **Save** the text document to your desktop.
9. Email that document to the appropriate person.

The person receiving the XML code now needs to use that code to recreate your analysis under their login in Analytics. Here's what they need to do with that XML code when they receive it.

### **Receiving XML**

1. Open the **TXT** document.
2. Press **CTRL-A** on your keyboard or right-click and choose **Select All** from the menu.
3. Press **CTRL-C** on your keyboard or right-click and choose **Copy from** the menu.
4. Switch to **Analytics** and start creating a new analysis
  - a. Click the **New** button on the global header.
  - b. Select any **Subject Area** from the list to start a new analysis.
5. Click the **Advanced** tab for your new analysis.
6. **Delete** the existing XML coding.
  - a. Click anywhere in the large **Analysis XML** field.
  - b. Press **CTRL-A** on your keyboard or right-click and choose **Select All** from the menu.
  - c. Press the **Delete** key on your keyboard or right-click and choose **Delete** from the menu.
7. **Paste** in the new XML coding you received.
  - a. Press **CTRL-V** on your keyboard or right-click and choose **Paste** from the menu.
8. Click the **Apply XML** button.
9. Click the **Save** button and save your new analysis.

If you are in receipt of a modified version of your original analysis – you sent your report to someone, they fixed it, and then sent it back – you can follow the general instructions above. Just open your original analysis in **Step 4**, rather than creating a new one. Follow the remaining steps, then do a **Save As** in **Step 9** if you'd like to save a new version of the analysis while keeping your original report.