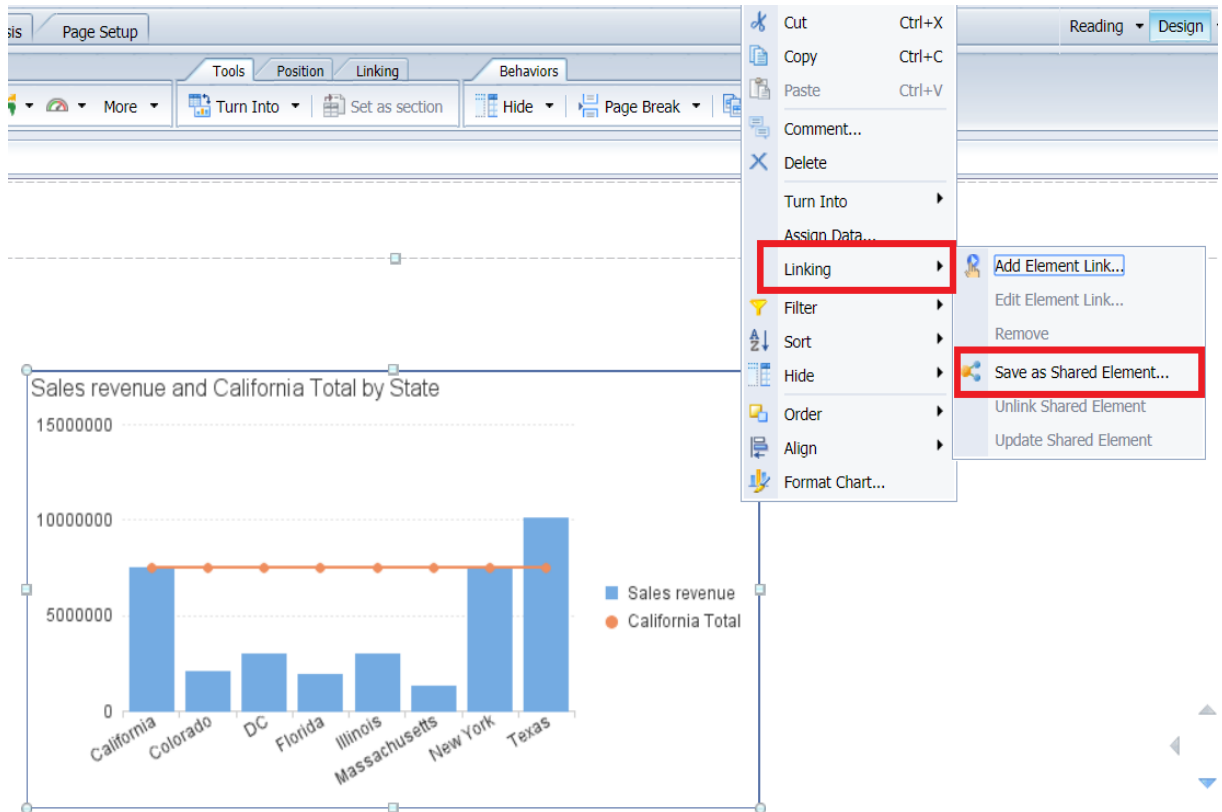


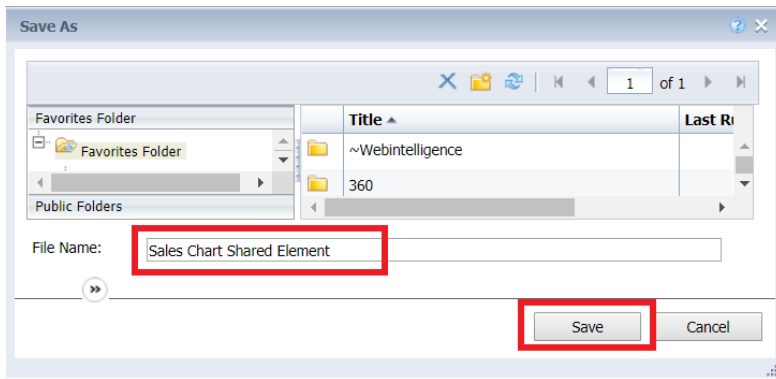
Shared Elements

Shared Elements give you the option to save elements (tables or charts) of a report and re-use them in another report. If a change is made to the shared element, any report using that shared element will have notification within its shared element section that a new version is available to update the content in the report. Shared elements are useful if you have a complicated table or chart that you want to reuse in multiple areas. In this example we will create a shared element from a chart within an existing report and then show how to use it in another report.

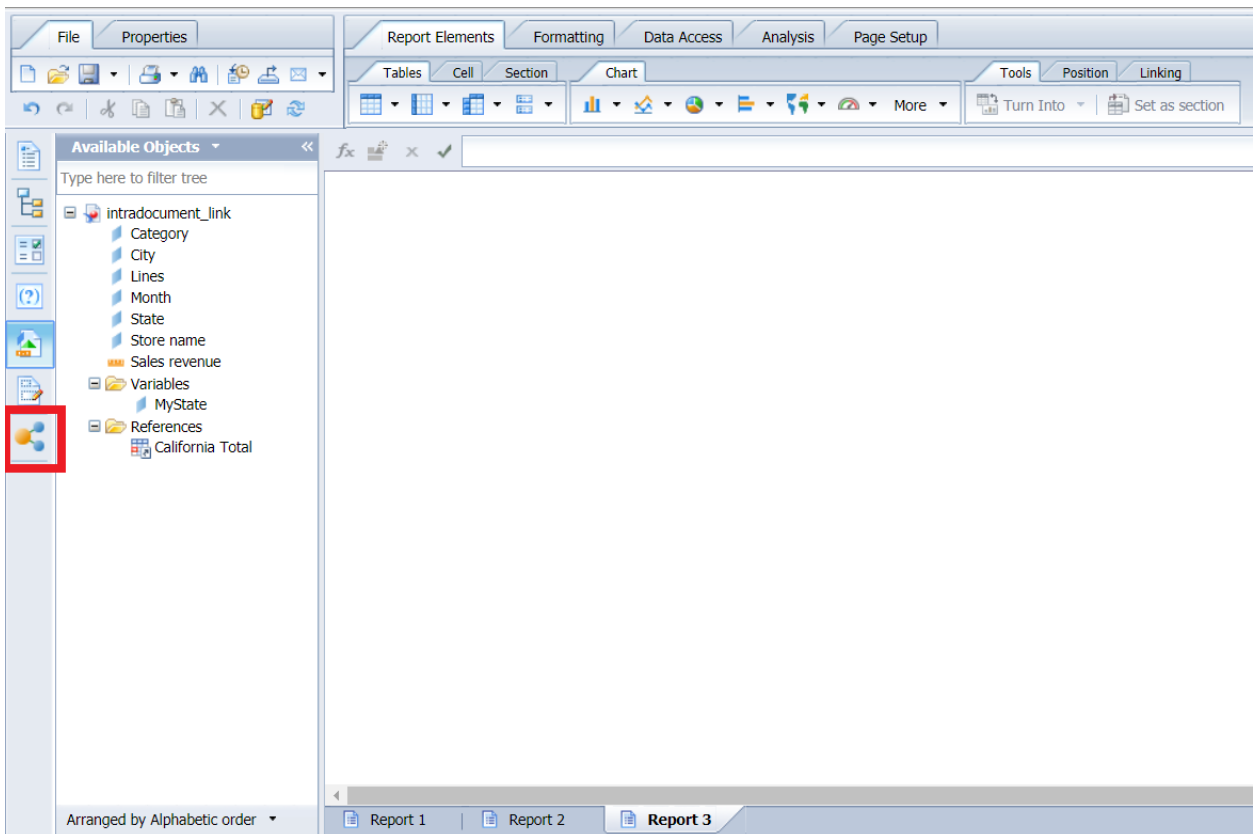
1. The example report below has a column chart with a line comparing sales revenue from multiple states with sales revenue from California. To make this chart a shared element, we right click on the chart, click on Linking and then Save as Shared Element.



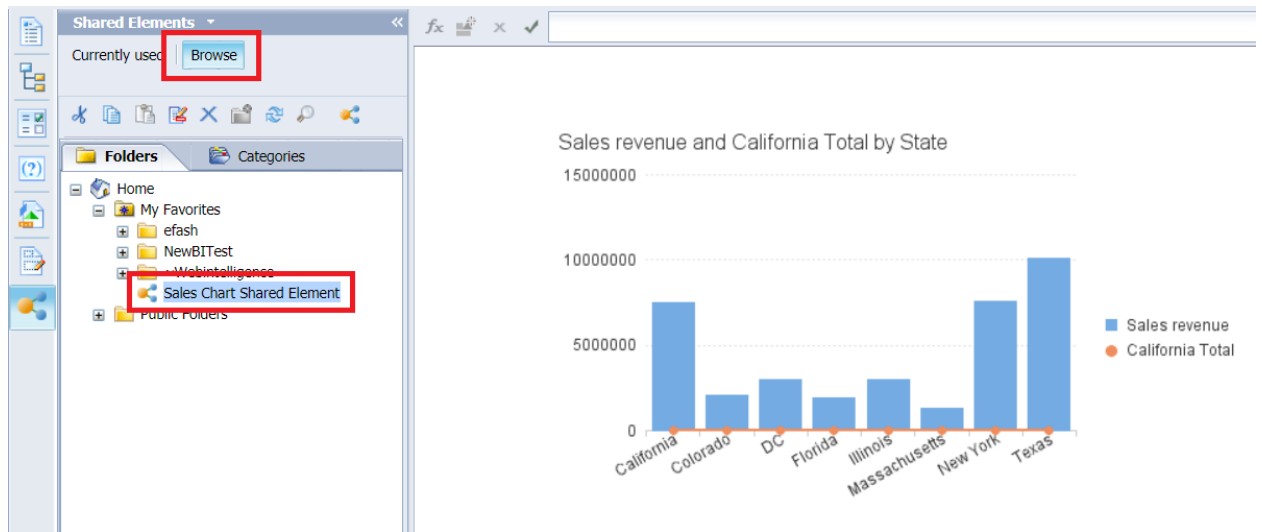
2. We save the shared element as "Sales Chart Shared Element" in our Favorites folder



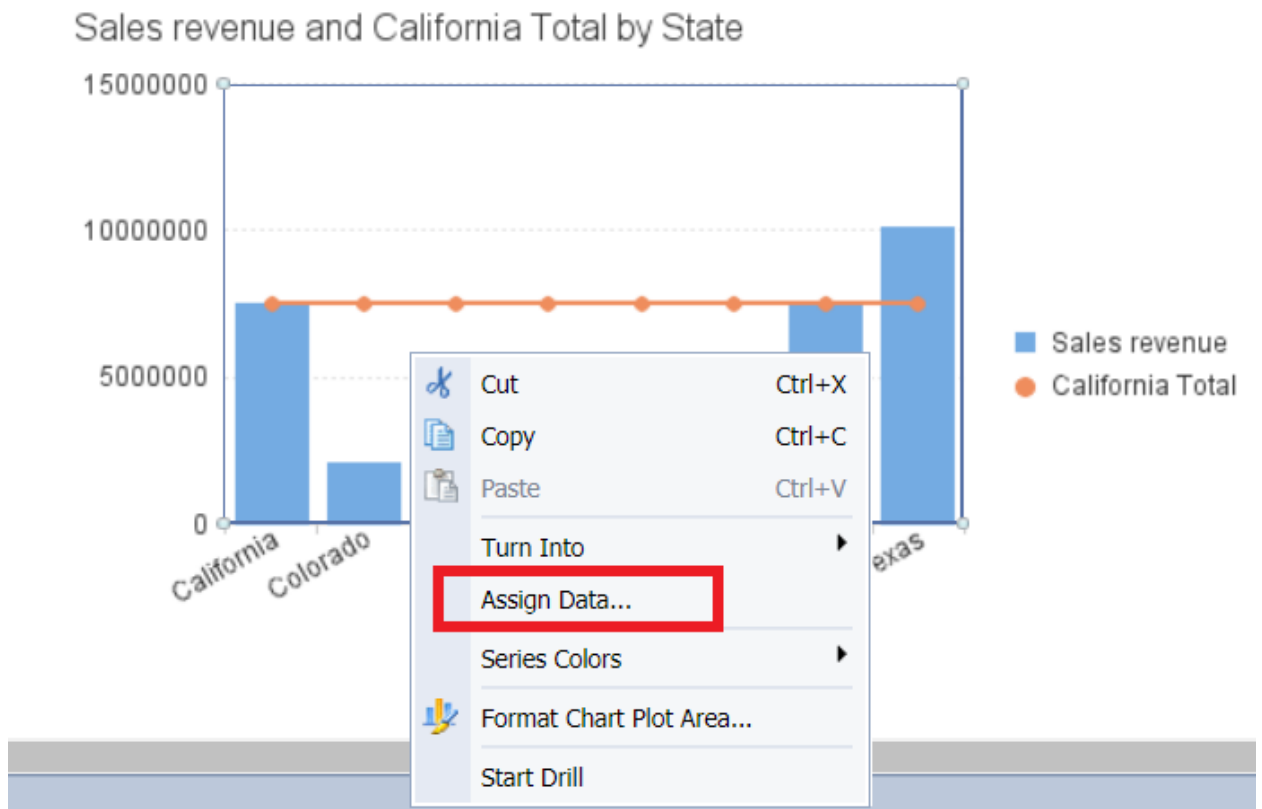
3. We now create a new report and in design mode, select the shared elements section on the left



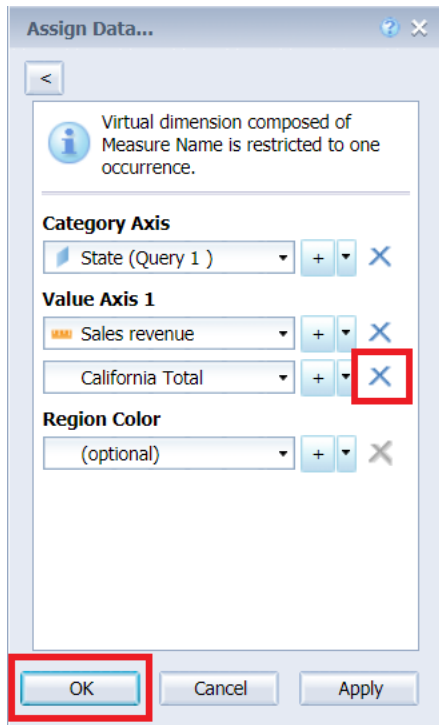
4. We click on Browse and drag and drop the Sales Chart Shared Element we created into the white space on the right. Notice in the image below that the California Total line in the chart is not returning data as normal. This is because the cell reference used for that object is from a different report.



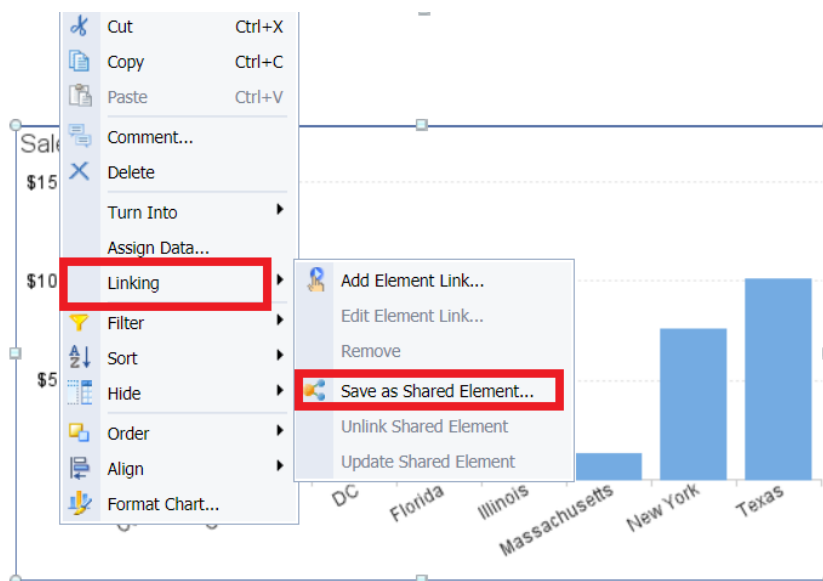
5. We are now using a shared element. To show the capability to edit and re-use shared elements, we will go back to the report in which we created the Sales Chart Shared Element and remove the California Total line since it doesn't carry to other reports correctly. We open the first report and right click on the chart and select Assign Data as shown below.



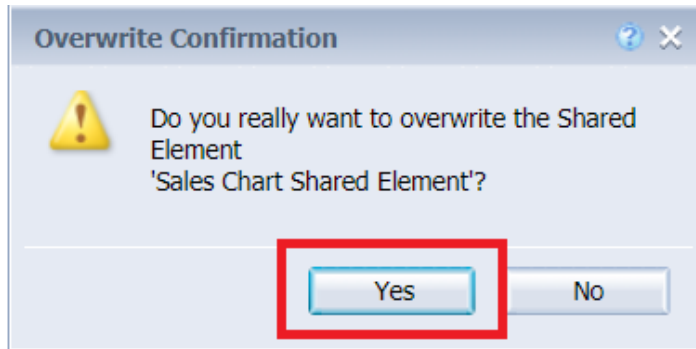
6. Clicking the X to the right of the California Total object we remove it from the chart and click OK



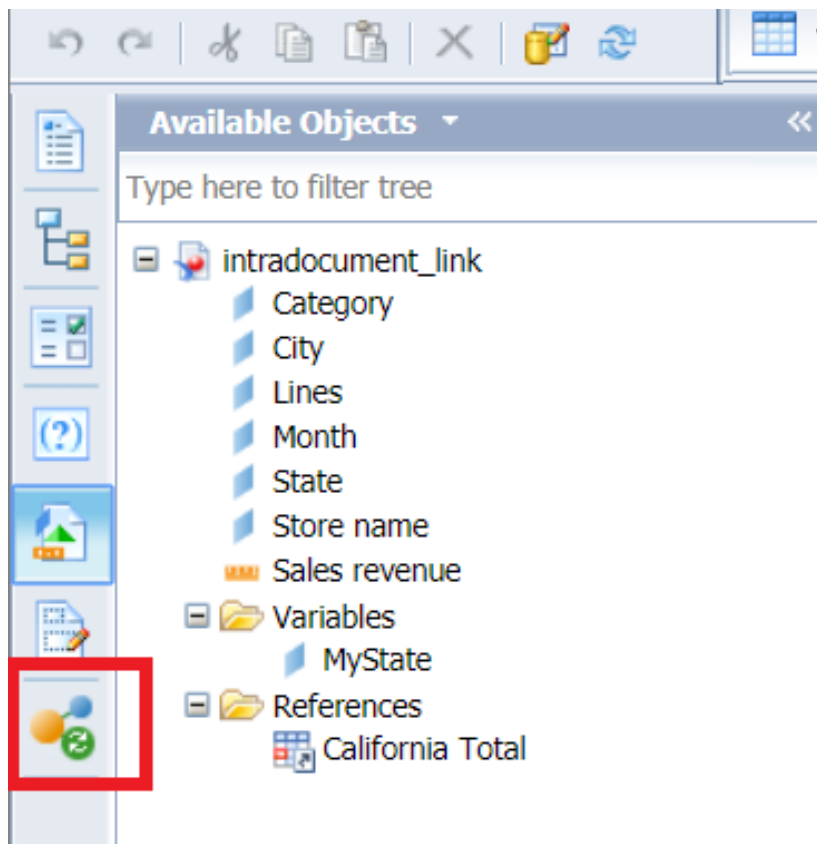
7. We then save the chart as a shared element as we did before by right clicking on the chart and clicking on Linking and Save as Shared Element as shown below.



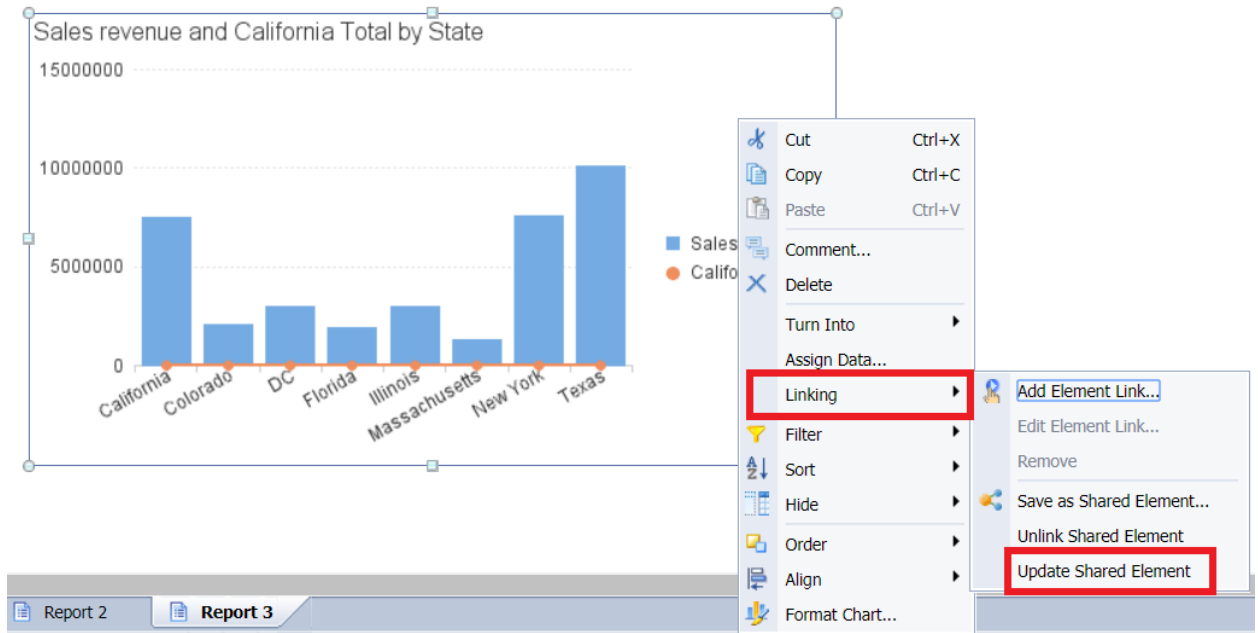
8. We select the same “Sales Chart Shared Element” file and click OK. We click Yes to overwrite the past shared element.



9. Now if we close this report and open the second report where we had added the shared element and change to Design Mode, the shared element section now has a green synchronize logo on it. This tells us that we should update the content of our shared element.



10. We right click on the shared element, choose Linking and Update Shared Element



11. When the shared element updates, the orange line is now gone. With this capability one person can update the shared element and others utilizing the shared element have the option to synchronize their report with the update on their own schedule.

