

ECW Library

Import Process

Date Created: August 23, 2009

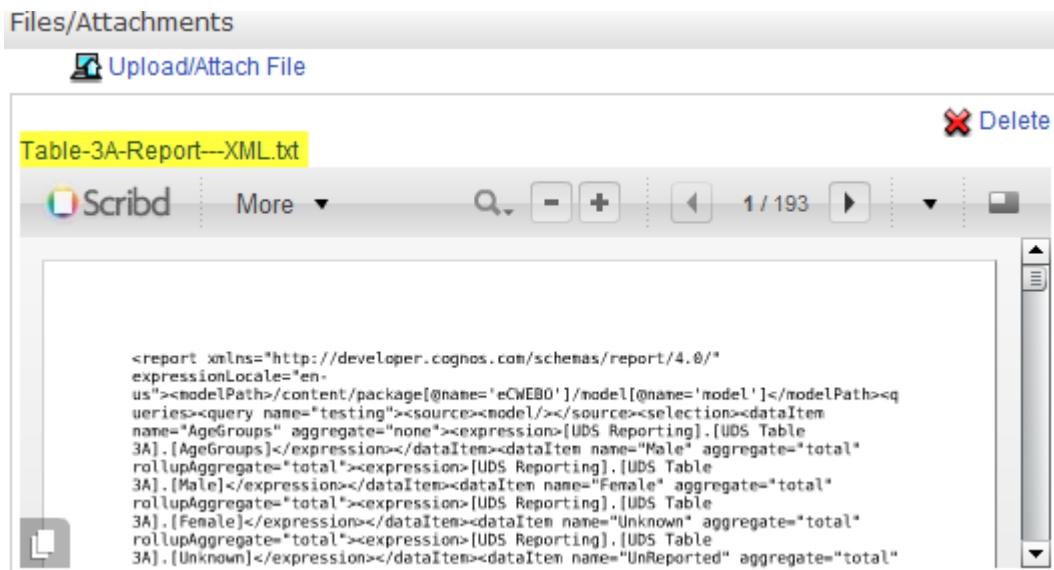
Description

This document provides instructions for:

- a. Downloading a file from the eCWShare Library
- b. Importing the file into Report Studio.

Download Instructions

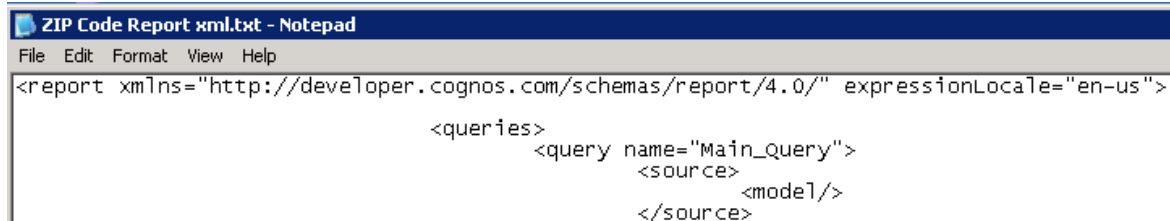
1. Locate the file to download (as shown highlighted in the screen below).



2. Right Click on the file and select "Save Target As" and save the file.

Importing the file into Report Studio

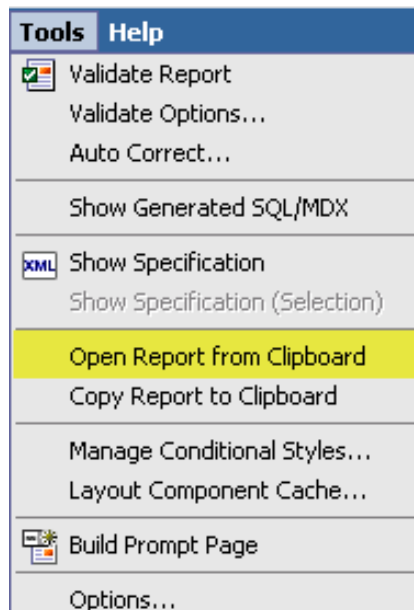
1. Open the downloaded file into Notepad. Copy the text within Notepad to the clipboard. A sample Notepad file with XML is show below.



The screenshot shows a Notepad window titled "ZIP Code Report xml.txt - Notepad". The menu bar includes "File", "Edit", "Format", "View", and "Help". The text content is XML code:

```
<report xmlns="http://developer.cognos.com/schemas/report/4.0/" expressionLocale="en-us">  
    <queries>  
        <query name="Main_Query">  
            <source>  
                <model/>  
            </source>  
        </query>  
    </queries>  
</report>
```

2. Open Report Studio. Create a New, Blank report.
3. Select **Tools > Open Report from Clipboard** from the Menu bar at the top of the screen as shown below:



4. The report appears in Report Studio.