

# Distribute

## Overview

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Through Yellowfin, you can distribute reports to other users Timelines. In this way you can share reports with people that need access to the same data as you have.

1. To distribute a report click the **Share** button on the active report menu. This will open the Share window from which you can select to either Distribute, Email, or Embed the report.



2. Ensure the **Distribute** option is selected.

A modal dialog box titled 'Share' with a close button (X) in the top right corner. On the left, there are four radio button options: 'Distribute' (selected), 'Email', 'Embed', and 'Link'. Below these is a 'Share Settings' link with a gear icon. On the right, there is a text input field labeled 'Add Recipients' and a larger text area labeled 'Additional Message (Optional)'. At the bottom is a large blue 'Submit' button.

3. You can now select the required Recipients. Click on the **+ Add Recipients** link.
  - a. From here you are able to search through Yellowfin Users and Groups.
  - b. Select the desired recipients. Once added, your recipients will be listed in the box

**Note:** reports will only be distributed to users that have the appropriate level of access for the report.
4. Next you are given the option to provide a message to go with your distribution.

5. Click the **Submit** button to confirm the distribution


Share


☒ Distribute

☐ Email

☐ Embed

☐ Link

 Share Settings

 Captain SysAdmin

Please review the March results and comment.

Submit

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