

# Import and Export Workbooks in Oracle Analytics

## Before you Begin

In this lab, you import a workbook created and exported by another user, and then export the workbook.

## Background

The workbook that you import in this tutorial includes everything that you need to use in the workbook such as the associated data sets, connection string, connection credentials, and stored data. You also export the workbook.

Workbooks and data flows are exported as .dva files.

## What Do You Need?


- Access to Oracle Analytics Cloud
- Download the workbook, revenue\_insights.dva to your computer

## Import a Workbook

1. Sign in to Oracle Analytics.
2. On the Home page, click **Page Menu**, and then select **Import Workbook/Flow**.
3. In Import Workbook/Flow, click **Select File**.
4. In File Upload, locate and select the revenue\_insights.dva file to import. Click **Import**.
5. When the message, **Import successful** appears, click **OK**.  
You can open the workbook to view the contents or make changes.

## Export a Workbook

You can export the workbook without connection credentials and permissions. Supply a password to protect the workbook when you want to limit the workbook's access.

1. On the Home page, click **Workbooks and Reports**. Enter revenue\_insights in the search bar, and then press **Enter**.
2. Select the workbook, click the **Actions Menu** , and then select **Export**.
3. In Export, select **Include Connection Credentials**, and **Include Permissions**.
4. In Protect Password, enter the **Optional Password** and the **Confirm Password**, and then click **Save**.
5. In Opening revenue\_insights.dva, click **Save File**, and then click **OK**.
6. Select a location for the file, and then click **Save**.