Storyboard Actions

- Overview
- Share
  - Distribute
  - Email
- Export
- Favourite
- Filter
- Comment
- Note

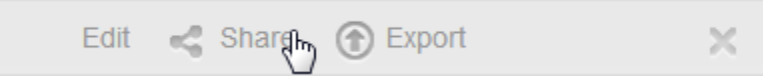
Overview

top
Once your Storyboard is active, there are several options that become available:

1. Share
2. Export
3. Favourite
4. Filter
5. Comment
6. Note

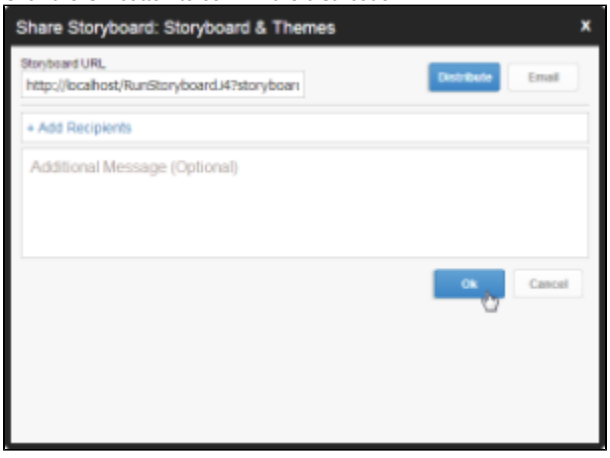
Share

top
The Share function allows you to distribute the Storyboard to a user's Yellowfin Inbox, or email. Access the Share menu by clicking on the link in the bottom navigation bar of the Storyboard.



Distribute

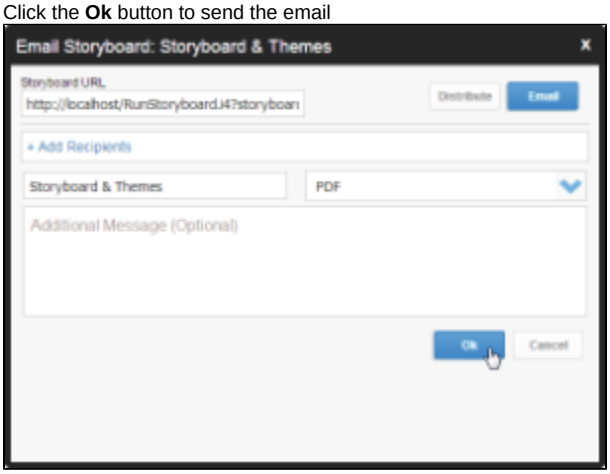
1. To distribute a Storyboard click the **Share** link on the bottom navigation bar of Storyboard. This will open the Share window from which you can select to either Distribute or Email the Storyboard. Click on the **Distribute** button.
2. You can now select the required Recipients. Click on the **+ 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: Storyboards will only be distributed to users that have the appropriate level of access for the Storyboard.
3. Next you are given the option to provide a message to go with your distribution.
   a. You may also choose to provide the users with the Storyboard URL, which provides them with a direct method of accessing the Storyboard.
4. Click the **Ok** button to confirm the distribution



Email

1. To distribute a Storyboard click the **Share** link on the bottom navigation bar of Storyboard. This will open the Share window from which you can select to either Distribute or Email the Storyboard. Click on the **Email** button.
2. 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.

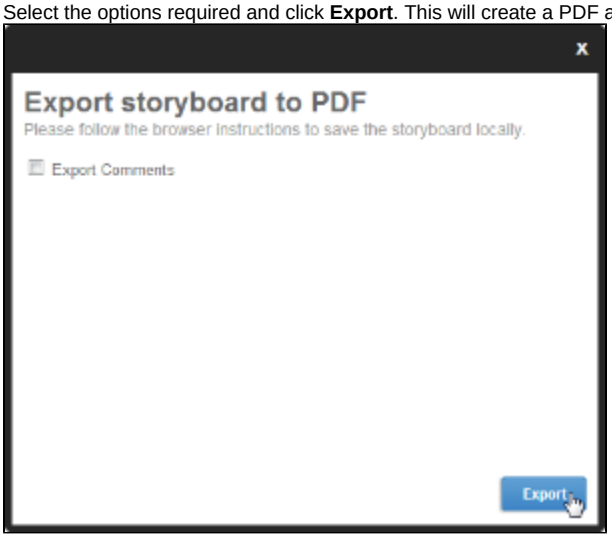
    b. Select the desired recipients. Once added, your recipients will be listed in the box
       Note: Storyboards will only be distributed to users that have the appropriate level of access for the Storyboard.
3. Select the format you wish the Storyboard to be sent as, from the list of; PDF and Link To Storyboard.
4. Provide a file name (no file extension required, just the name, eg. SampleStoryboard)
5. Next you are given the option to provide a message for the email.
    a. You may also choose to provide the users with the Storyboard URL, which provides them with a direct method of accessing the Storyboard.
6. Click the **Ok** button to send the email



Export

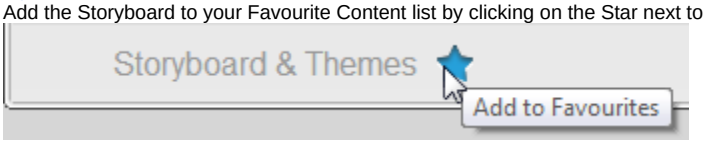
top
Create a PDF copy of the Storyboard, including comments if desired.

1. Click on the **Export** link in the bottom navigation bar of Storyboard.
2. A PDF format popup will open allowing you to choose if you want to include Comments.
3. Select the options required and click **Export**. This will create a PDF and prompt you to save it to your local drive.



Favourite

top
Add the Storyboard to your Favourite Content list by clicking on the Star next to its name in the bottom navigation bar. Click again to remove.



Filter

top
Apply filters to reports embedded in a slide.

> *See Storyboard Filters for more information.*

Comment

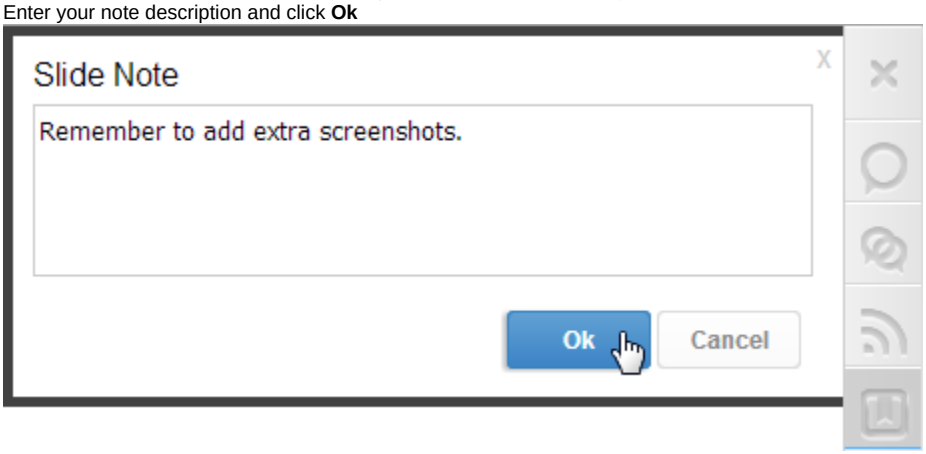
top
Collaborate with other viewers of the Storyboard by commenting on particular slides,

> *See Comments for more information.*

Note

top
Make private notes on selected slides during a presentation.

1. Click on the **Note** button on the Comment panel on the left of the Storyboard.
2. Enter your note description and click **Ok**



3. You will now have a note flag displayed on any slides with a note. Click to view or delete.

top