

# Crystal Ball Software and Risk Analysis Tips

## Sharing Categories With Publish and Subscribe – Part 1 of 2

The ability to publish and subscribe to categories is a very powerful feature of Crystal Ball 7. You can create large numbers of specific and customized distributions (e.g., parts tolerances or cost estimates), add them to a category, and then publish that category on a network for other users in your organization.

Likewise, you can easily subscribe to categories published by others. This tip, part 1 of 2, shows how to publish categories on the network. Part 2 will show how to subscribe to categories published by others.

To publish a category to a shared folder on your computer or to a location on a network:

1. Select a category in the Distribution Gallery.
2. Choose Categories > Publish. The Browse For Folder dialog appears.
3. Browse to locate the folder where you want to place the category. You can click + to expand a folder and view its subfolders. If you need to create a new folder, select the folder that should include the new folder. The new folder appears, and you can rename it. For example, if you want to create a folder under My Documents, select My Documents. Then, when you click New Folder, the new folder appears under My Documents at the same level as My Pictures.
4. Click OK. The dialog closes, and a copy of your category is saved to your specified location. Others can now subscribe to this category (given that it is located in a folder that they have permission to access).

**Crystal Ball Note:** If several users copy a published category locally and then modify it, they can publish their own versions and overwrite each others' changes. If you are publishing a category, you might want to make the shared folder read-only to avoid this problem.

For more information or to contact us, browse to <http://helpdesk.crystalball.com>

This tip published February 2005 (Crystal Ball version 7.1)

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