

You've learned how to use agents, and you have a few agents that deliver data to your personal University email address. Because you're the person in your office who "knows" agents, you also own several agents that deliver analyses to your office manager and other colleagues.

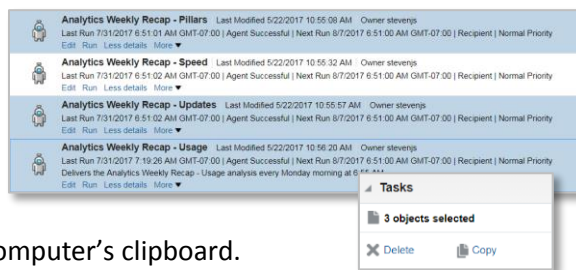
Up to now, you've been instructed to save those agents that deliver data to others in your own personal My Folders folder, or in a subfolder. We'll call them shared agents. Starting now, you have the option of copying or moving those shared agents into a shared folder in your department or college folder. You'll still be the owner of those agents – no one else can edit them – but they will live in a more logical location. It's also easier to transfer ownership at some point, if necessary.

Before You Begin

1. Take inventory of the shared agents you have saved in your own personal folder.
 - a. Make sure they're running properly and make sure they're delivering the desired data.
 - b. Make any necessary edits to either the agents or the delivered analyses.
 - c. Disable any agents that are no longer required. You can delete them later when you're sure you no longer need them. (See steps 7 and 8 on the next page if you're not sure of the process.)
2. Create an **Agents** folder in your shared college or department folder. It's usually best if you have a central place in which to store the agents that are delivering data to people in your department or college, rather than just having the agents copied or saved into a main folder that also contains other types of saved items.

Copy Your Shared Agents

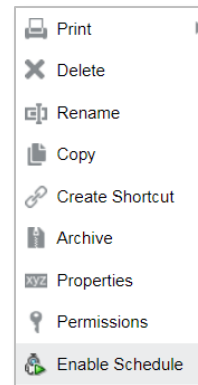
1. Open your own **My Folders** folder again and navigate to where you've saved those shared agents.
2. Select (highlight) the shared agents. Hold down the **Ctrl** key on your keyboard as you click to select multiple agents.
3. Click the **Copy** link in the **Tasks** pane in the lower-left corner of the Catalog screen. All of the agents will have been copied to your computer's clipboard.
4. Navigate to your new shared **Agents** folder. Click on the name of that folder to highlight it.
5. Click the **Paste** link in the **Tasks** pane. The copied items will be pasted into the highlighted Agents folder. This process can take a minute or more. Be patient.



Enable Your Copied Shared Agents

Once the agents have been copied into your new shared Agents folder, you'll need to enable them. The copy process essentially turns the copies off.

6. Click the **More** link for the first copied agent; select **Enable Schedule** from the menu. Repeat for each of the copied agents.
 - a. If the Enable Schedule option does not appear – or is slow to appear – on the menu, click the **Edit** link for the agent.
 - b. Once the agent opens, navigate to the **Schedule** tab and check the **Enabled** checkbox.
 - c. **Save** the agent.



Disable the Original Shared Agents

Now you should return to your own personal **My Folders > Agents** folder and disable the original version of those copied agents. You don't want two separate copies of those agents each delivering the assigned analyses. You also may not want to delete those agents just yet. It never hurts to have a backup copy, just in case.

7. Navigate to your **My Folders > Agents** (or other) folder.
8. Click the **More** link for the first agent you copied; select **Disable Schedule** from the menu. Repeat for each of the other agents you copied into your shard Agents folder.
 - a. If the Disable Schedule option does not appear – or is slow to appear – on the menu, click the **Edit** link for the agent.
 - b. Navigate to the **Schedule** tab and remove the checkmark from the **Enabled** checkbox.
 - c. **Save** the agent.

Transferring Ownership of Shared Agents

Contact the UAIR Leads (uair-leads@list.arizona.edu) via email to transfer ownership of those shared agents from one person to another within your department or college. The person to whom ownership is being transferred must be a member of the organization, and must have the requisite roles assigned within Analytics to be able to accept ownership.