



## Add items to a story

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](#) and at [Qlik Sense tutorials on YouTube](#).

### Add items to a story

The Data Exchange reports allow you to add different items to a story, this can include animations, media, shapes, sheets (pages), snapshots and text.

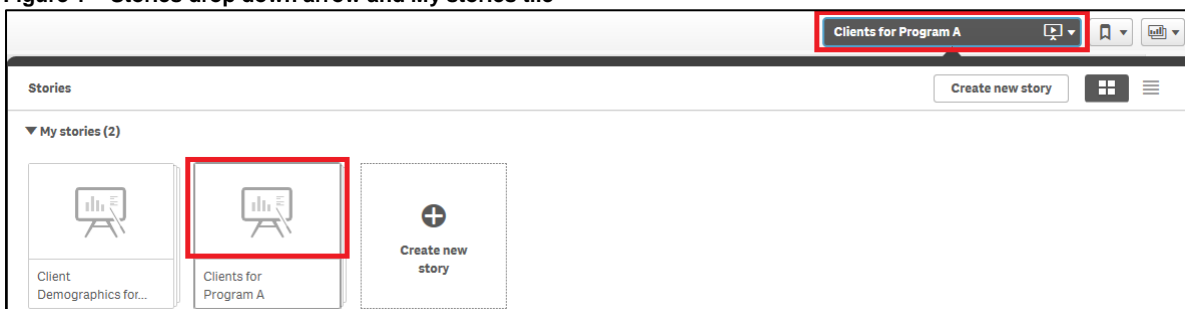
Table 1 – Add a new My story navigation icons

ITEM	DESCRIPTION
	Select the <b>Play</b> button to play your story.
	Select the <b>Camera icon</b> to select an image from your snapshots to insert into your story.
	Select the <b>A</b> icon to insert text into your story.
	Select the <b>Shapes</b> icon to select different shapes to insert into your story.
	Select the <b>Animation</b> icon to animate your shape or image in your story.
	Select the <b>Media</b> icon to select media objects to insert into your story.
	Select the <b>Add slide</b> button to add a new slide to your story.
	Select the <b>Cut</b> icon to remove an item from your story slide.

Access the required report and select . The **Stories** pop up box will display.

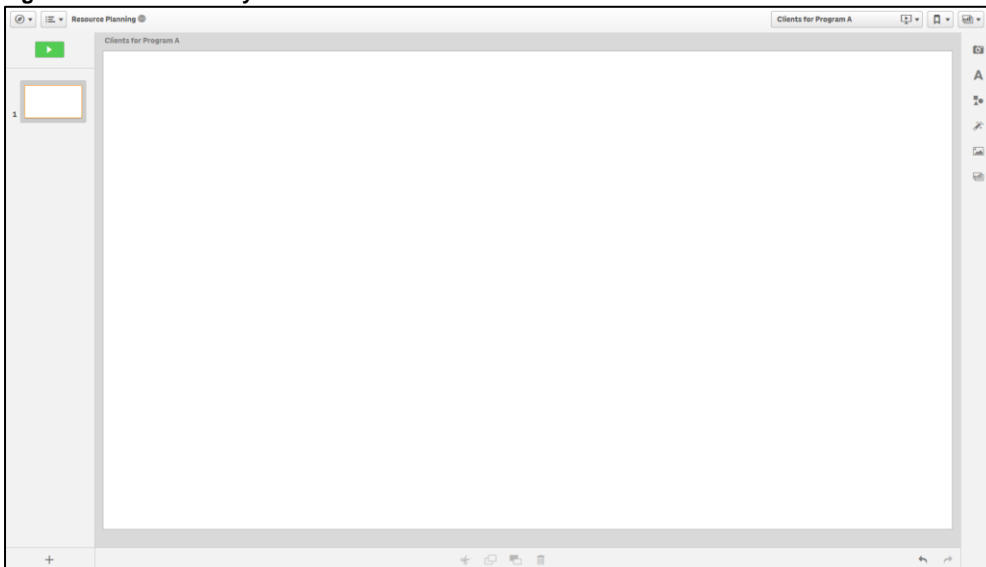
Select the required **My stories** tile.

Figure 1 – Stories drop down arrow and My stories tile



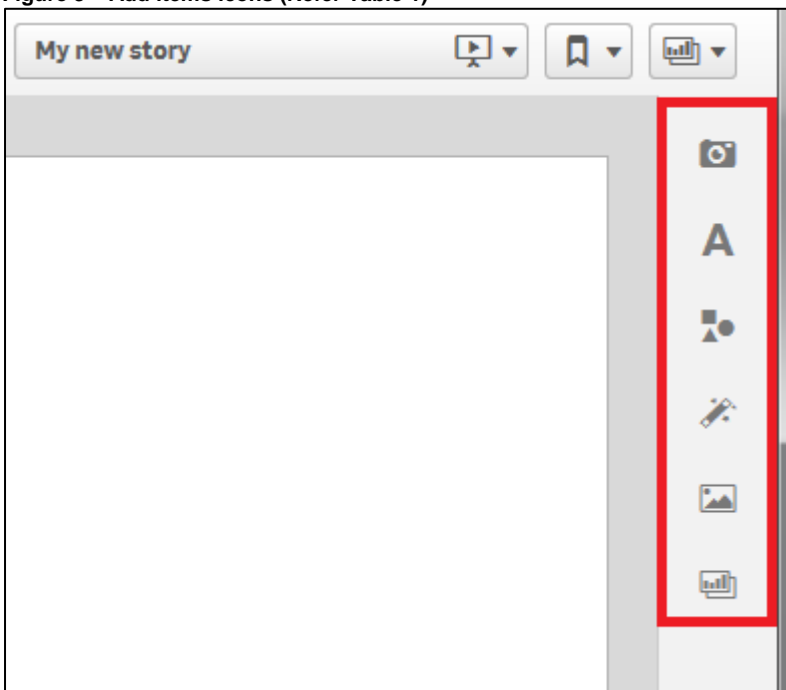
The **Story** page will display.

**Figure 2 – Create a Story sheet**



Add items to the story as required by selecting the appropriate icon.

**Figure 3 – Add items icons (Refer Table 1)**



More information on reporting requirements can be found in the [Data Exchange Protocols. Task Cards on reports functionality can be found on the Self-Service Reports tab.](#)

For technical support; contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.