



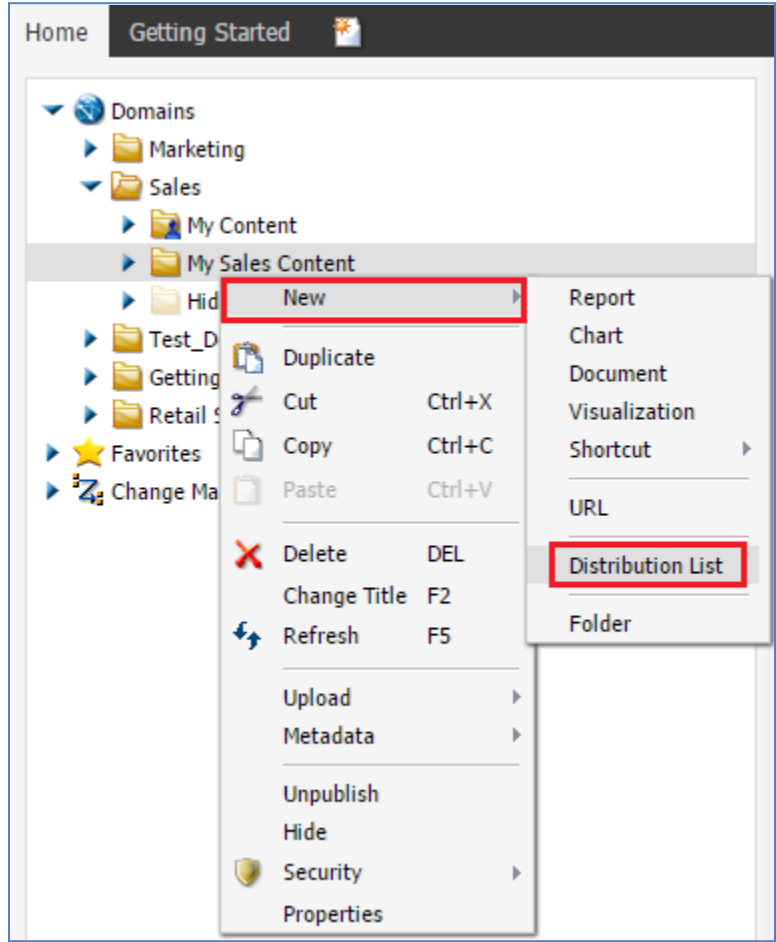
Module 5: Using Your Content → Lesson 1: Creating and Maintaining Distribution Lists → Learn

Welcome to *Module 5, Lesson 1*. In this lesson you will learn how to create and maintain a Distribution List used by ReportCaster, the scheduling and distribution feature of the WebFOCUS Business User Edition.

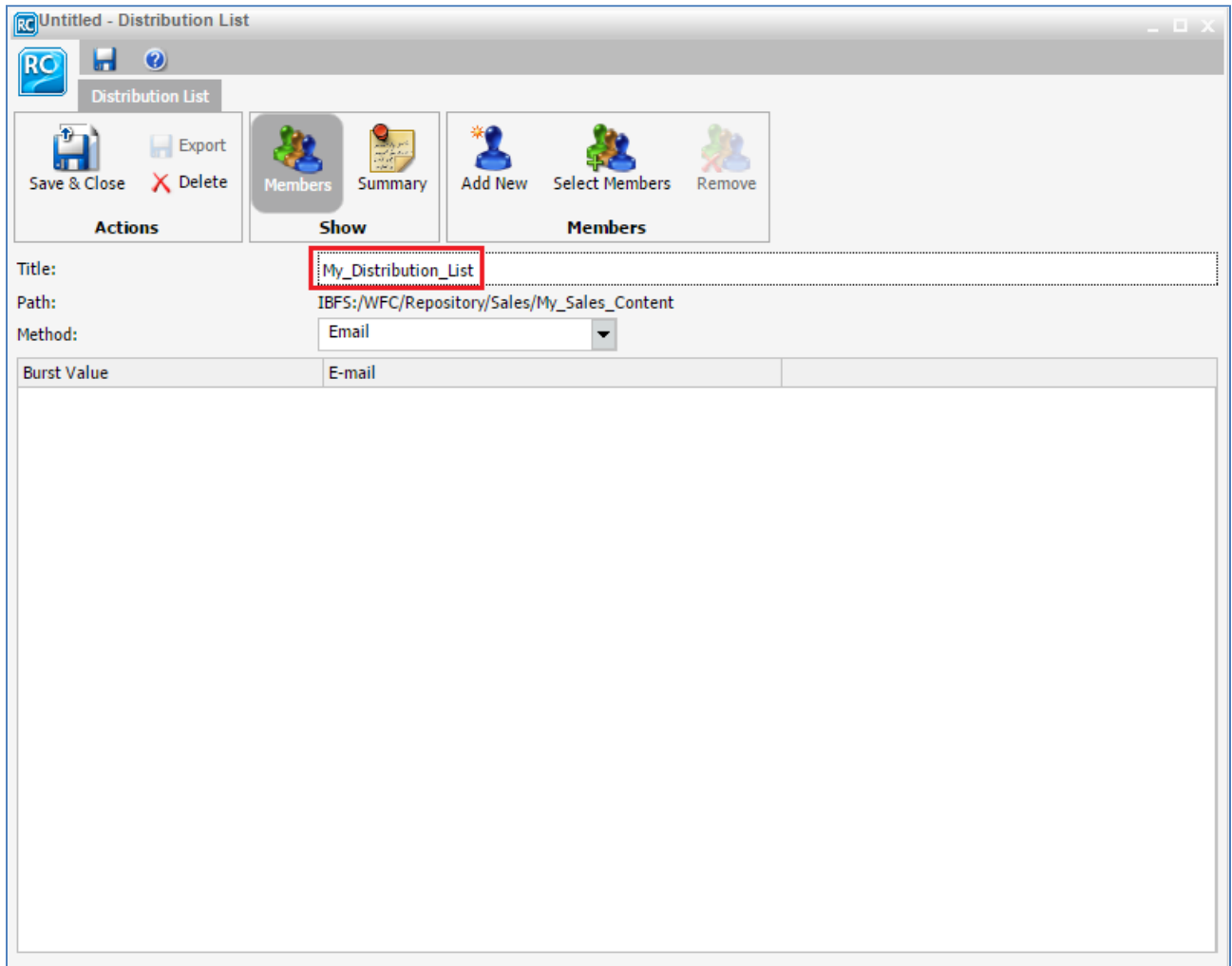
Distribution Lists can be a great way to save time in distributing your reports in ReportCaster. They eliminate the need to enter the same email addresses or printer names into multiple schedules.

Distribution Lists can also help you send specific information to the proper individuals by bursting your content. You can make one single report for distribution, instead of having to make different, filtered versions of the same report for multiple recipients.

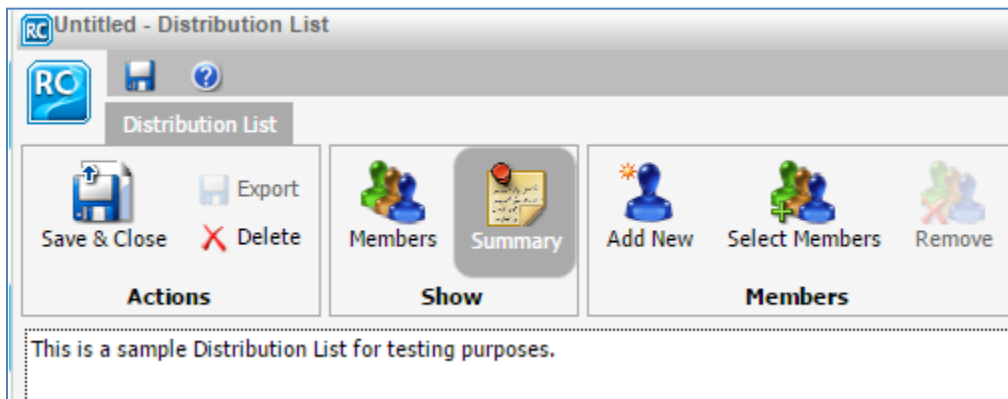
To create a Distribution List, right-click the folder in the Resource tree in which you want to create it, point to *New*, and then click *Distribution List*.



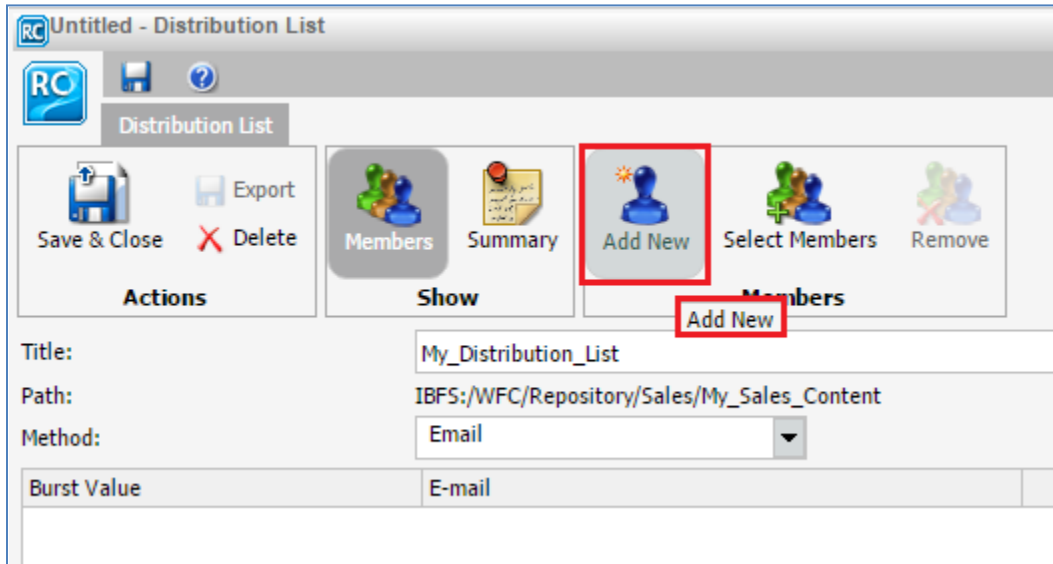
The first step is to give the Distribution List a title, so that you'll remember where to find it if you need to go back and edit it.



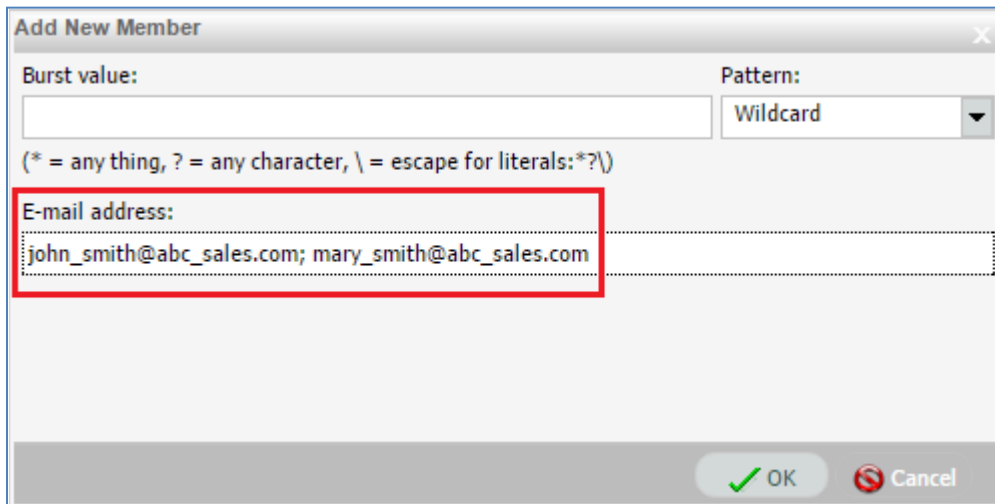
You can also add a description in the Summary section.



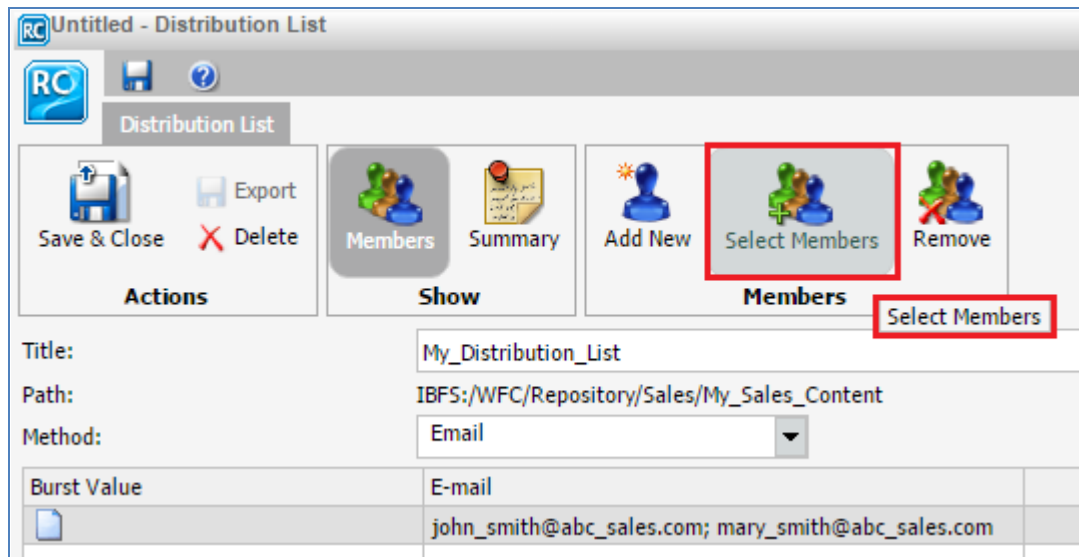
To add email addresses or printers to the Distribution List, click *Add New* on the ribbon and type in the location or address.



You can add multiple email addresses by separating them with a comma or semicolon. Email addresses separated in this way will receive all of the same files.

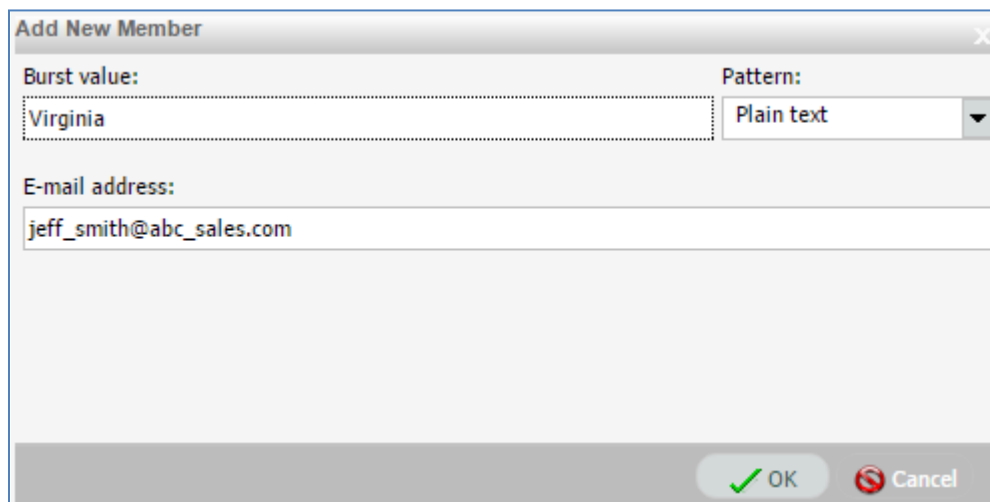


If you have made a Distribution List in the past and it is accessible to you, the recipients from that list can be added by clicking *Select Members*.



If you want to send different parts of a scheduled report to different people, you can enter a burst value for each one.

The burst value must correspond to the first By field in the report. If you want to send information on sales in different states to different people, the primary By field of the report being sent to this Distribution List must contain state names corresponding to the burst values.



The By field is generally the primary sort field in the leftmost column of a report or the field represented by segments of a chart.

Using the wildcard format, you can burst reports for multiple values at once. A question mark represents a single character, while an asterisk can be any quantity of characters.

For instance, if you want to distribute a report with information about Maine, Maryland, and Massachusetts, you can use Ma* as the burst value.

Add New Member

Burst value: Pattern:

(* = any thing, ? = any character, \ = escape for literals:*?)

E-mail address:

OK Cancel

Alternatively, if you want to send someone a report containing New Jersey and New Mexico, but not New York or New Hampshire, you can enter New followed by a space and six question marks as the burst value. If you change the pattern type to *Regular Expression*, then you can burst values with shared characters and put the different characters in brackets.

Add New Member

Burst value: Pattern:

(* = any thing, ? = any character, \ = escape for literals:*?)

E-mail address:

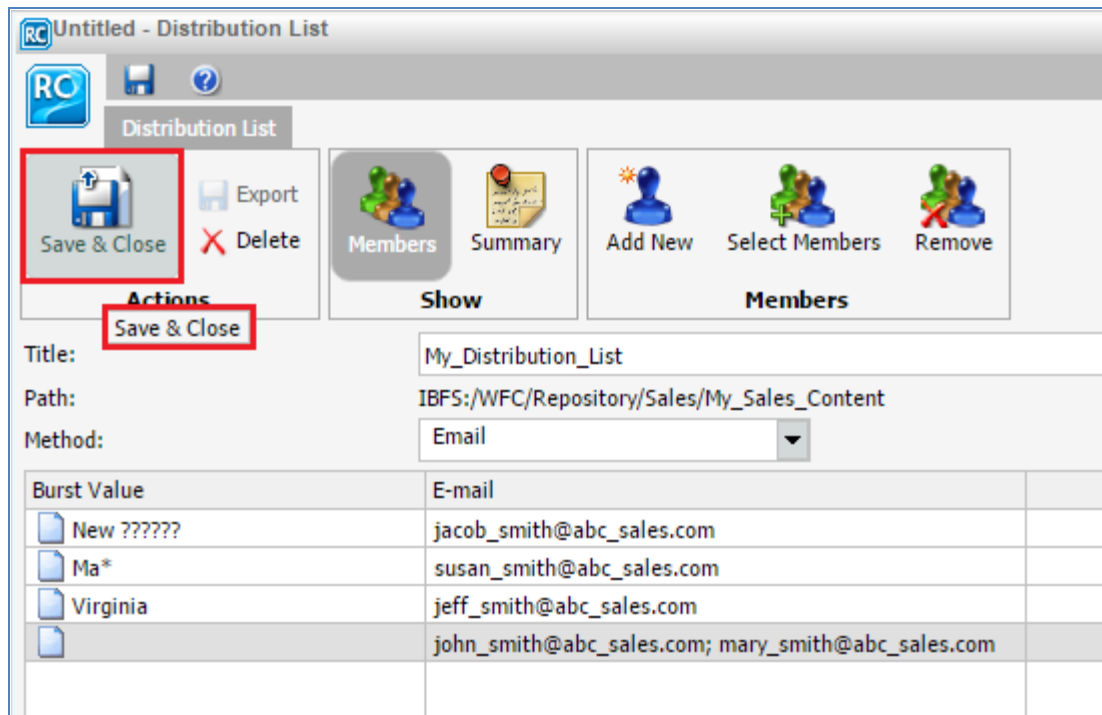
OK Cancel

You cannot use the asterisk or question mark method with the regular expression pattern type, so it may be easier in some situations to just use wildcards.

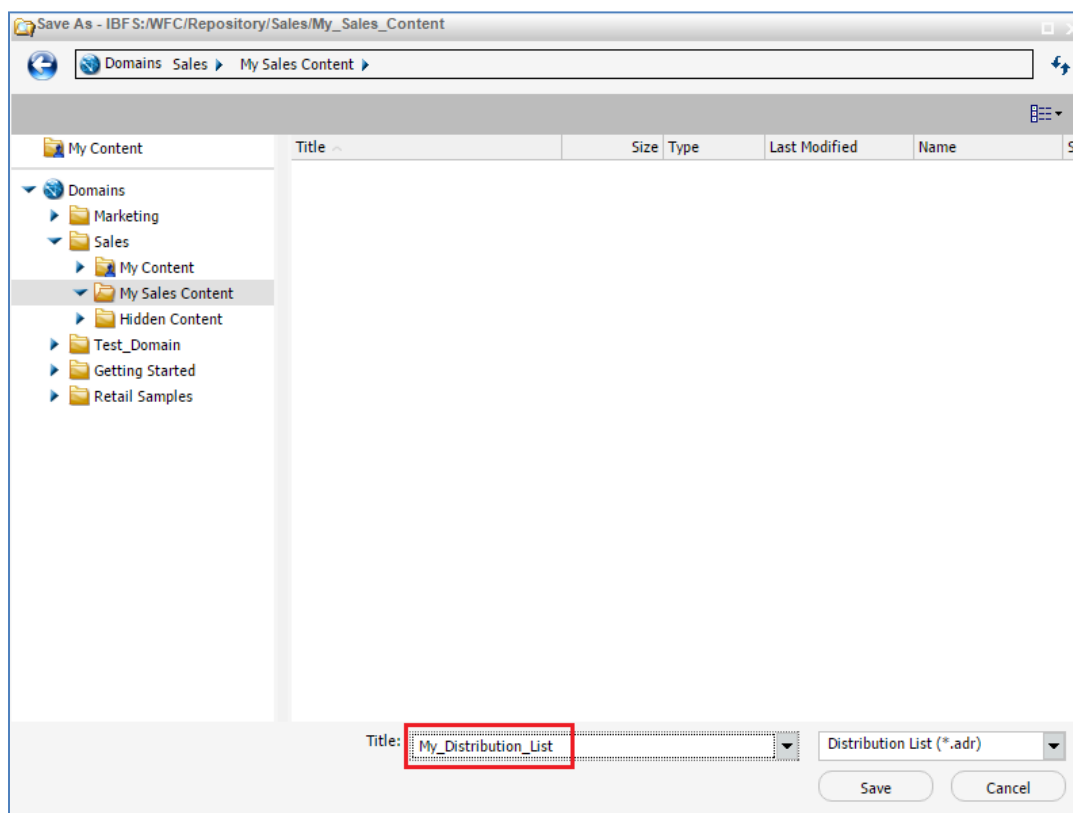
You can always enter multiple burst values for the same email, so you don't necessarily need to use wildcards at all. You can simply type the name of each burst value manually.

Remember that only scheduled reports with bursting enabled that are set to use this Distribution List will burst these values. Bursting can be enabled in the Task tab of the Scheduling tool.

When you're done creating your Distribution List, click *Save & Close*.

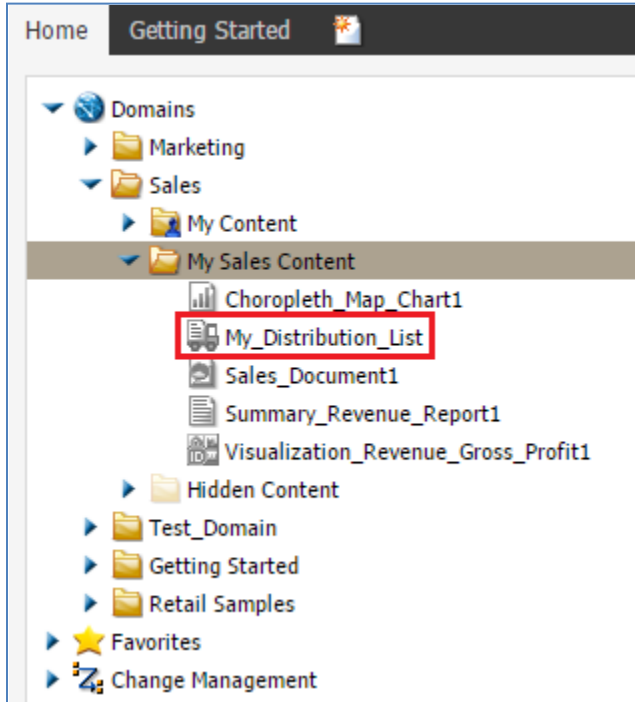


The Save As dialog box opens.

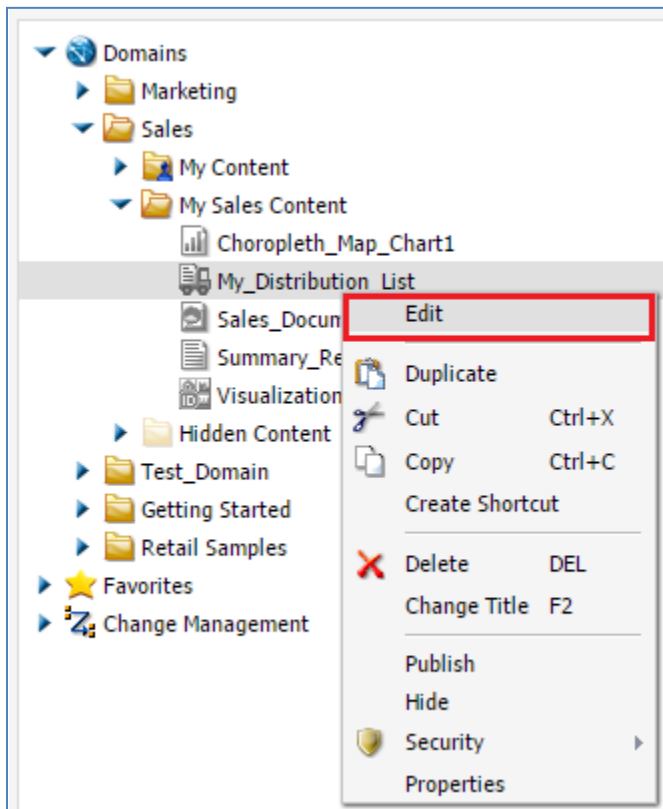


Click Save.

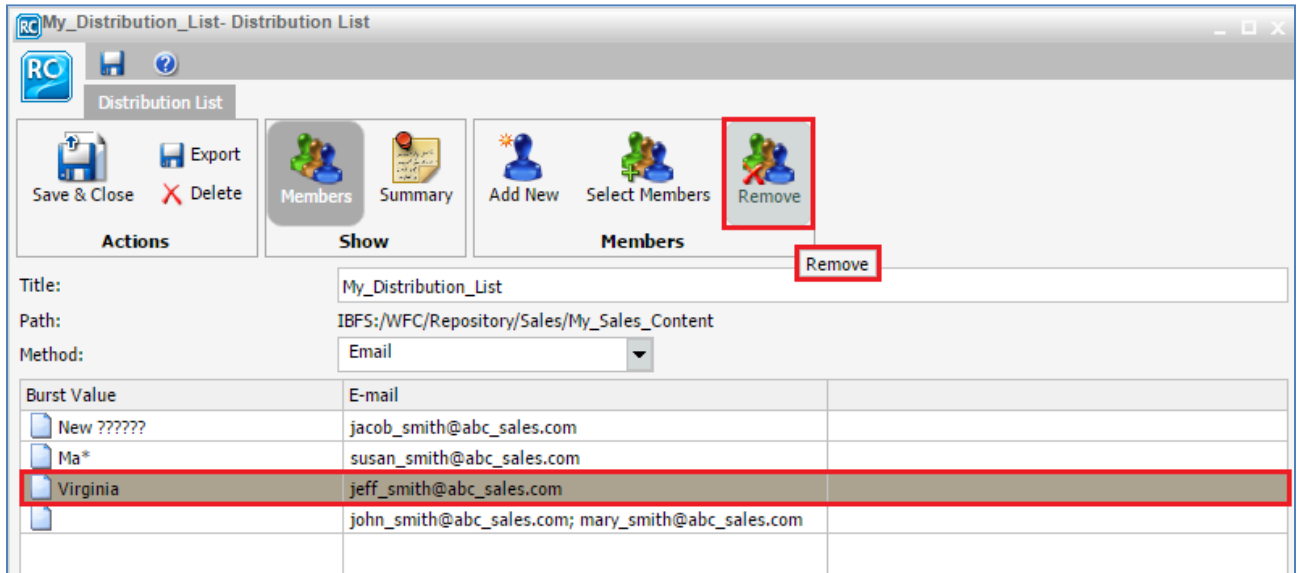
Your new Distribution List is now listed and available in the specified folder in the Resources tree.



You can open it again to edit it by double-clicking the Distribution List in the Resources tree or by right-clicking it and selecting *Edit*.



If you want to remove a recipient, select them from the list of members and click *Remove* in the ribbon.



Once you're done configuring your Distribution List, you can add it as the recipient of a Schedule. Recipients on the Distribution List will receive content whenever the Schedule is set to run. If the Schedule has bursting enabled, then they will receive only the content for their assigned burst value or values.

You are now ready to move on to *Module 5, Lesson 2* where you will learn how to quickly schedule and distribute content (a report, chart, or document) from the WebFOCUS Business User Edition portal.