

# WebFocus

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Contents

Chapter

# **Using Content**

After you have created and customized your content, learn how to distribute the content and create schedules.

### In this chapter:

- Creating Distribution Lists
- Maintaining Distribution Lists
- Creating Schedules
- Using Amper Variables as Parameter Values
- Tracking Schedules
- Maintaining Schedules
- Using Favorites
- Publishing Content
- Sharing Content
- Using Visualizations at Run Time
- □ Using the Deferred Report Status Interface

# **Creating Distribution Lists**

A Distribution List is an easy way to distribute content to multiple recipients by specifying the name of a list stored in the Repository that contains the individual recipients rather than entering each recipient separately into a schedule. A Distribution List can be made available to other users by sharing it or changing its ownership to be managed or published.

# **Creating a Distribution List**

You can create a Distribution List to distribute content to multiple recipients at one time. If you have an LDAP data source, you can access Email information that is stored in it by configuring the LDAP Email Setting in the ReportCaster Console Configuration tool. Once configured, you can select email addresses from within the email address book of your company, eliminating the need to type them in manually. For more information on the configuration of this functionality, see *LDAP Setting*.

For more information on using this feature, see *How to Retrieve Email Addresses from an LDAP Data Source* on page 10.

Before creating a Distribution List, understand what groups or individual users require access to it to determine the folder in which to create it.

# *Procedure:* How to Create a Distribution List

- 1. In the Resources tree, right-click a domain or folder.
- 2. In the shortcut menu, point to New and click Distribution List.

The Distribution List window opens, as shown in the following image.

CUntitled - Di	stribution Lis	t						
RO 🔒	0							
Distrib	oution List							
(initial)	뤁 Import	X	2	and to pro-	2	2	22	
Save & Close	ne Export	Delete	Members	Summary	Add New	Select Members	Remove	
	Actions		Sh	ow		Members		
Title:								
Path:			IBFS:/WFC/R	epository/Get	ting_Started	/~manager		
Method:			Email		-			
Burst Value			E-mail					

- 3. In the *Title* box, type a descriptive name for the Distribution List.
- 4. From the Method drop-down list, select the distribution method for the Distribution List. Email is the default distribution method.
  - □ If you select Email, you must provide a list of email addresses and can optionally burst values associated with an address. For details on entering burst values, see *Bursting a Report* on page 16.

On the ribbon, in the Members group, select the *Add New* button to specify the email addresses of the recipients (for example, *chuck\_hill@ibi.com* for an individual user or *#sales@ibi.com* for a email server list that contains multiple email addresses). Be careful typing this information because there is no edit checking. The maximum number of email addresses you can specify in a Distribution List is 9999. You can specify a maximum of 800 characters within a single address line.

You can specify multiple email addresses within a single address field. For more information, see *Specifying Multiple Email Addresses* on page 20.

**Note:** In the Allowed Email Addresses and Domains dialog box in the ReportCaster Console, if the Restrict user input with this list check box has been selected, user input of email addresses is restricted to a list of allowed email domains and addresses.

□ If you select Print, you must specify the printers that will receive the distribution and, optionally, burst values associated with the printer. For details on entering burst values, see *Bursting a Report* on page 16.

On the ribbon, in the Members group, select the *Add New* button to specify the printer using the following format:

queue@printserver

where:

queue

Is the name of the printer queue.

printserver

Is the host name or IP address of the printer.

Although ReportCaster supports specifying only the print server (host name or IP address), we recommend that you specify both the print queue and print server. (ReportCaster differentiates between the printer queue and the printer server by detecting the presence of the '@' separator.)

5. If you are finished creating a Distribution List, click Save & Close.

### Note:

□ The maximum length of a title value for a file is 256 characters.

If the title of your file has the same name of an existing file in the folder, you will receive a message asking if you wish to replace the file.

# *Procedure:* How to Retrieve Email Addresses from an LDAP Data Source

**Note:** In order to use this procedure, LDAP must be configured. For more information, see *Using the ReportCasterReport Broker Console*.

1. From the Distribution List toolbar, click Add New.

The Add New Member dialog box displays, as shown in the following image.

RCAdd New Member		X
Burst value:	Pattern:	
	Wildcard	-
(* = any thing, ? = any character, $=$ escape for	literals:*?)	
E-mail address:		
<u> </u>		
		i
	OK	Cancel

2. Click the Search button adjacent to the email address field.

The Find dialog box displays, as	shown in the following image.
----------------------------------	-------------------------------

N				
earch Criteria:				
Last Name	- Equ	Jals 🗨		
Maximum Retrieval	1: 300	)		Search
Name		Value	1	
To ->				

- 3. Select the criteria (Last Name, First Name, or Email) and the operator (Equals, Starts with, Ends with, or Contains). Enter the search string (for example, *M*\* to locate all records beginning with M).
- 4. Click Search.

ReportCaster retrieves and displays the specified names from the LDAP data source.

**Note:** You can select one record at a time or use the Ctrl key to select multiple records simultaneously.

- 5. Click the *To* button to add the selected email address or addresses to your selection.
- 6. Click OK to save them in the Distribution List.
- 7. On the Add New Member dialog box, click OK.

The email recipients are then listed in the Email column on the Distribution List dialog box.

# **Maintaining Distribution Lists**

A Distribution List is an easy way to distribute content to multiple recipients by specifying the name of a list stored in the Repository that contains the individual recipients rather than entering each recipient separately into a schedule. A Distribution List can be made available to other users by sharing it or changing its ownership to be managed or published.

### **Editing and Deleting a Distribution List**

If you are authorized to access the Distribution List tool, you can view and edit the Distribution Lists of which you are the owner. If the Distribution List is owned by a group or is published, you have to be authorized to edit it.

### *Procedure:* How to Edit a Distribution List

- 1. From the Resources tree, select a domain or folder that contains a Distribution List.
- 2. Right-click the Distribution List and click *Edit*. Optionally, you can double-click the distribution list to open it.

A window opens displaying the properties of the selected Distribution List, as shown in the following image.

CUntitled - Di	stribution List							
Distrib	🥐 ution List							
Save & Close	📝 Import 🛃	X Delete	Members	Summary	Add New	Select Members	Remove	
	Actions		Sh	ow		Members		
Title:								
Path:			IBFS:/WFC/R	epository/Get	ting_Started	/~manager		
Method:			Email		-			
Burst Value			E-mail					

- 3. From this window, you can perform the following:
  - **Change the name of the Distribution List by typing a new name in the** *Title* **field.**
  - □ Change the distribution method.

Click Add New or double-click within the area below the Burst Value column to add a New Member to the Distribution List below Burst Value and Email. The Add New Member dialog box appears, as shown in the following image.

Add New Member	×
Burst value:	Pattern:
	Wildcard 👻
(* = any thing, ? = any character, \ = esc E-mail address:	ape for literals:*?\)
	🗸 🗸 OK 🗍 🚱 Cancel

Delete a Distribution List entry by selecting the item to be deleted and then clicking Delete.

**Note:** In the Allowed Email Addresses and Domains dialog box in the ReportCaster Console, if the *Restrict user input with this list* check box has been selected, user input of email addresses is restricted to a list of allowed email domains and addresses.

4. When you have completed your changes, click Save & Close.

**Note:** If the title of your file has the same name of an existing file in the folder, you will receive a message asking if you wish to replace the file.

To exit the editing window without making changes, click Close.

# **Accessing Distribution Lists**

Sharing a private Distribution List allows you to permit groups and users to see its content and use it in schedules while you retain ownership. Authorized users can share their private Distribution Lists with groups and users with whom they are permitted to share. The Distribution List can be accessed by users authorized to access the folder in which the shared Distribution Lists are located.

Authorized users can publish and unpublish Distribution Lists to make them available to users authorized to access the folder in which they are located. Publishing requires the folder the item is located in to be published in order to publish an item within the folder. If the folder is subsequently unpublished, all items in that folder are unpublished.

# *Procedure:* How to Share a Distribution List

From the Resources tree, if you are authorized to share your private content, you can share a Distribution List with users authorized to access the folder in which the Distribution List is located by right-clicking the folder or Distribution List in the Resources tree and selecting *Share*.

**Note:** In order to share a Distribution List, it must reside in the My Content folder. If you have created the Distribution List in a different folder, simply drag the Distribution List into the My Content folder to enable the sharing options that are available to you.

If you are authorized for advanced sharing, you can share your private content with specific groups and users with whom you are authorized to share by performing the following steps.

- 1. From the Resources tree, select a domain or folder that contains a Distribution List.
- 2. Right-click the Distribution List and select Share with.

vailable:			Shared With:		
Name 🔿	Description		Name 🗠	Description	
EVERYONE	All defined users				
👸 Getting_Started	Getting Started	6			
👸 Getting_Started/Advanced	Getting Started Advanced Use				
B Getting_Started/BasicUse	r Getting Started Basic Users		5		
👸 Getting_Started/Develope	Getting Started Developers		9		
📸 Getting_Started/GroupAdı	Getting Started Group Adminis				
🚰 Managers	Managers				
📸 Retail_Samples	Retail Samples	$\sim$			
25 Date: Canadaa / Advanced	Detail Concles Advanced Uses				
Jsers					
vailable:			Shared With:		
Name 🚽	Description		Name 🚽	Description	
🐣 manager	Manager				
		-			
		G	5		
		0	9		

The Share dialog box displays, as shown in the following image.

- 3. Use the left and right arrow buttons to select which groups will have access to the Distribution List.
- 4. Use the left and right arrow buttons to select which users will have access to the Distribution List.
- 5. Click OK.

# *Procedure:* How to Publish Distribution Lists

The following steps allow you to publish a Distribution List or folder.

**Note:** A folder must be published in order to publish items within it. Published items or folders display in color. Those that are unpublished display in black and white.

- 1. From the Resources tree, select a domain or folder that contains a Distribution List.
- 2. Right-click the folder or Distribution List and select *Publish*.

# Procedure: How to Unpublish Distribution Lists

From the Resources tree, you can unpublish a Distribution List or folder.

- 1. From the Resources tree, select a domain or folder that contains a Distribution List.
- 2. Right-click the published folder or item that you want to unpublish and select Unpublish.

### **Bursting a Report**

Instead of distributing an entire report from a scheduled report procedure (FEX), you can use the ReportCaster burst feature to break the report into sections to be distributed separately to the same or different destinations. Bursting enables you to target relevant sections of a report to individual users. Each report section is saved to a separate file.

If you are distributing a burst tabular report, the burst value is determined by the first BY field. If you are distributing a burst graph report, the burst value is determined by the second BY field. The burst value is automatically determined by the internal matrix, which is a memory area that stores each database field value and calculates values referenced by the TABLE or GRAPH request.

You can send several report sections to one recipient by specifying the destination of that recipient (email addresses and files or printers) for each section you want to send. You can also send several report sections to one destination. The burst values you specify in the Distribution List must exist in the data source you are reporting against.

### Note:

- □ If you want to burst a report, you must enable the bursting option within the Task for a schedule. The burst values specified in the Burst Value column in the Distribution List are ignored unless the Task specifies to burst the report.
- Report names containing more than 60 National Language Support (NLS) characters are truncated to 60 characters prior to distribution. This prevents a report name from becoming corrupted when the report is emailed.

# *Example:* Specifying Burst Values in a Distribution List

You can specify sort field burst values and destinations (email addresses or printers) when creating or editing a Distribution List. The following image shows burst values and the destination email addresses specified in the Distribution List window.

CUntitled - Distribution Lis	t					
Distribution List						
Save & Close	X Delete	Members Summary	Add New	Select Members	Remove	
Title:	Coffee	Product Line Categories				
Path:	IBFS:/WFC/Repository/Getting_Started/~manage			ger		
Method:	Email	imail 💌				
Burst Value		E-mail				
South Sales	Tom_Gregory@ibi.com					
Midwest Sales		Tom_Gregory@ibi.com				
Northeat Sales		Chuck_Hill@ibi.com				

Using the primary sort field values (Northeast Sales, South Sales, and Midwest Sales), the email address of each representative is associated with the relevant sales report data. Since Chuck Hill needs only the data for the Northeast branch, the sort value Northeast is listed in the Burst Value column and is associated with his email address in the E-mail column.

However, Tom Gregory works in both the Midwest and South regions. Since he requires data for both regions, his email address is listed in the E-mail column twice, next to a Burst Value column entry for each region.

Note: You can click on a column heading to sort the data in that column.

**Tip:** You can specify multiple email addresses on a single Address line. For details, see *Specifying Multiple Email Addresses* on page 20.

### **Bursting Guidelines and Limitations**

This section provides detailed information to assist you in defining burst values.

When a schedule task specifies to burst a report procedure (FEX), all data values generated for each burst section are returned to the Distribution Server.

- ❑ For the Repository distribution method, each burst section is distributed to the repository. The owner of the schedule must have write access to the repository folder specified in the schedule when the scheduled job runs for the report output to be successfully distributed. Access to the report sections is controlled by the repository security rules that are created when the report is distributed.
- ❑ For the email and printer distribution methods, specific burst sections are distributed based on the burst values specified when creating the Distribution List or single address used by the schedule.

The following are guidelines and limitations that apply to the burst feature:

- **Case.** Burst values are case-sensitive.
- **Keywords.** Burst values can contain the following keywords:
  - Wildcard Characters. Use an asterisk (\*) and a question mark (?) as wildcards to represent characters at the beginning, end, or middle of the burst values. The asterisk represents one or more characters, while the question mark represents any single character. Precede each instance of a burst value using a wildcard with the wildcard keyword enclosed in brackets followed by a colon, [wildcard]:, as shown in the following examples.

[wildcard]:abc\* = all values that start with 'abc'.

[wildcard]:a?c = all three-character values that start with 'a' and end with 'c'.

[wildcard]:a? $c^*$  = all values that start with 'a' and have a 'c' as the third character.

□ Java Regular Expressions. Use to identify strings of text. Precede each instance of a burst value using a Java regular expression with the regular expression keyword enclosed in brackets followed by a colon, [regexp]:, as shown in the following examples.

[regexp]:[bcr]at = values that are bat, cat, or rat.

[regexp]:[^bcr]at = any value that is not bat, cat, or rat.

Default Distribution. You can provide a default destination for burst values that are not specified in the Distribution List. To do this, enter the following in the burst value column of the Distribution List. [elsesend] = reports for burst values not contained in the Distribution List will be sent to the named recipient.

□ '%BURST' Syntax. You can include a burst value in the name of a distributed file by using the '%BURST' syntax in the name. The use of '%BURST' is not supported in a zip file name when the Packet email setting is Yes.

The following are example entries in an email Distribution List that illustrate the use of the wildcard and default distribution keywords in burst values.

Burst Value	Address
[wildcard]:*an*	sml@company.com
England	ray@company.com
[elsesend]:	jt@company.com

Using a scenario where the report output from a scheduled report procedure (FEX) is burst on the Country field that contains values of Germany, USA, France, Canada, Italy, Chile, England, and Japan, then:

- □ Report information for Germany, France, Canada, England, and Japan will be delivered to sml@company.com.
- **□** Report information for England will be delivered to ray@company.com.
- **Q** Report information for USA, Italy, and Chile will be delivered to jt@company.com.
- ❑ Formats. All formats support bursting except XML and EXCEL. Each burst section of the report output from a scheduled report procedure (FEX) will be named burstvalue\_filename.format (for example, Northeast\_Sales.pdf).
- ❑ ACROSS command. This command is not evaluated as a primary sort field. To burst report output from a scheduled report procedure (FEX), you must also include a BY field. Bursting occurs on the BY field.
- **TABLEF.** No internal sort processing is performed. The specification of a BY field requires that the data already be sorted in the data source.

ON TABLE SUBHEAD/ON TABLE SUBFOOT. Creates a SUBHEAD for only the first page of the report output from a scheduled report procedure (FEX), and a SUBFOOT for only the last page of the report output from a scheduled report procedure (FEX). When bursting report output from a scheduled report procedure (FEX), the SUBHEAD and SUBFOOT should occur for each sort break. Therefore, specify the primary sort field in place of TABLE in the ON command. For example:

ON primarysortfield SUBHEAD

□ **A***n***V field types.** Bursting is not supported on a field with the A*n*V (where *n* is an integer value) field type.

### **Specifying Multiple Email Addresses**

When creating a schedule or Distribution List, you can specify multiple email addresses within a single field, row, or record.

When creating a schedule or Distribution List, you can separate each email address with a comma (,) or a semicolon (;).

The multiple email addresses will appear in the To line of a single email when the scheduled output is distributed.

### Note:

- □ To distribute separate emails for each address, specify the email addresses on separate lines within the Distribution List.
- If the Email Delivery, Restrict Email Domains option is set to yes in the Server Configuration tool, then only those email domains (the portion of the email address following the at (@) symbol) listed in Allowed Email Domains (also in the Server Configuration tool) are valid email recipients.

# *Example:* Specifying Multiple Burst Email Addresses

If you are using the default configuration (Packet Email = YES), one email is distributed for multiple burst values specified for the same email address. The email address values specified on each row are treated as a string that is a key. If there are multiple rows with the same address value (key), one email is distributed with all the burst values. For example, consider the following Distribution List:

### **Burst Value Address**

A userl@abcd.com;user2@abcd.com B userl@abcd.com In this example, user1@abcd.com receives two emails when the scheduled output is distributed. In the first email, user1@abcd.com; user2@abcd.com appears in the email To line and one attachment is distributed for burst value A. In the second email, user1@abcd.com appears in the To line and two attachments are distributed, one for burst value B and one for burst value C.

If you are using the configuration that specifies to distribute a single email for each row (Packet Email = NO), then the following behavior occurs for our example. Three separate emails are distributed. In the first email, user1@abcd.com; user2@abcd.com appears on the To line and one attachment is distributed for burst value A. The second email is sent to user1@abcd.com with one attachment for burst value B. The third email is sent to user1@abcd.com with one attachment for burst value C.

If a schedule has Packet Email = BURST, then for each burst value the output for each task is combined and distributed. In our example, three separate emails are distributed. In the first email, user1@abcd.com; user2@abcd.com appears on the To line and all output from the tasks for burst value A are distributed. The second email is sent to user1@abcd.com with all output from all tasks for burst value B. The third email is sent to user1@abcd.com with all output from all tasks for burst value C.

Another consideration is when using the default configuration (Packet Email = YES) and the same burst value is specified multiple times for the same Address (key) value. For example, consider the following Distribution List:

### **Burst Value Address**

A	user1@abcd.com;user2@abcd.com
В	user1@abcd.com
В	user1@abcd.com

In this Distribution List, only two emails are distributed for user1@abcd.com. In the first email, user1@abcd.com; user2@abcd.com appears in the To line and the attachment is for burst value A. In the second email, user1@abcd.com appears in the To line and the attachment is for burst value B. The third row in the Distribution List is ignored since it contains the same key and the same burst value, B, as the second row.

As a best practice, be sure to review your distribution information to make sure you have not duplicated the same burst and address value pairs.

# *Example:* Specifying Multiple Non-Burst Email Addresses

Consider the following sample Distribution List, which does not contain burst values:

### Address

user1@abcd.com;user2@abcd.com

user1@abcd.com

user2@abcd.com

user3@abcd.com

user1@abcd.com;user2@abcd.com;user3@abcd.com

In this Distribution List, an email is distributed for each address line regardless of whether Packet Email is set to YES or NO. This is because each address value is unique. For the first email, user1@abcd.com; user2@abcd.com appears in the To line and the attachment is for the full report output from a scheduled report procedure (FEX). The second email is distributed to user1@abcd.com, and so on.

If one of the address lines is repeated in the Distribution List (for example, if user3@abcd.com is added as the sixth line in the example Distribution List), the behavior would work as follows. If Packet Email = YES, only one email is distributed for user3@abcd.com. However, if Packet Email = NO, two separate emails are distributed to user3@abcd.com.

# **Creating Schedules**

A schedule allows you to specify when to run a report, the format in which to create the output, and how it will be distributed.

# About the Basic Scheduling Tool

The Basic Scheduling tool provides the ability to create a schedule for a procedure (FEX) when right-clicking a report procedure (FEX) from the portal. The WebFOCUS Client security authorization model controls whether users are authorized to access the application content stored in the Repository and the Scheduling tools.

To create a new schedule for a report procedure (FEX), navigate to the Resources tree and expand a domain to display your folders and report procedures (FEX). Right-click the report procedure (FEX) you want to schedule, point to *Schedule*, and then select the method to distribute the report procedure (FEX). You can distribute the report procedure (FEX) by Email, Printer, or Repository.

Reschedule_1- Schedule (	Basic)						
Schedule	0						
Save & Close Delete	Properties Recurrence	Task Distribution	Notification L	Log Reports	Parameters	Advanced Task Settings	
Actions		Show			O	ptions	
Title:	schedule						×
Path:	IBFS:/WFC/	Repository/Getting_Starte	d/~manager				
Job Priority Level:	Normal - 3		•				
No Report to Distribute:	Default (E	rror)	•				
Delete this schedule if i	t is not scheduled to run ag	ain.					
Enabled (Scheduled job	runs at specified time)						

# **Basic Scheduling Tool Quick Access Toolbar**

The Quick Access Toolbar, located at the top of the Basic Scheduling tool, is always visible no matter which options are selected. It provides access to the most commonly used functions. From the Quick Access Toolbar, you can select the ReportCaster button to access the New Distribution List, Save, Save As, Delete, and Close options. You can also access the Save, Run, and Help options from the toolbar.

Run options are available for selection from the Run drop-down list.

Note: The schedule must be saved for Run options to be available or enabled.

The Run options you can select include: Run with default traces, Run with no traces, Run with Schedule traces, and Run with Schedule and Report traces, as shown in the following image.



### Note:

□ If you have the Session Traces privilege, you will have the Run with Traces options in the schedule tools. If you are not authorized to run with traces, these options will not display.

Online help is available by clicking the online help icon



# **Basic Scheduling Tool Ribbon**

The Basic Scheduling tool ribbon partitions the scheduling options into the following categories:

### Actions

The Actions portion of the ribbon is shown in the following image.



- **Save & Close.** Saves and closes the schedule.
- **Delete.** Deletes the schedule and closes the Scheduling tool.

### Show

The Show portion of the ribbon is shown in the following image.



- ❑ Properties. Provides a Title, Path where the schedule will be created or was opened from, Summary, Job Priority Level, No Report to Distribute, and other settings for the schedule. The Delete this schedule if it is not scheduled to run again check box specifies to delete the schedule if, after it is run, it is not scheduled to run again. The Enabled (Scheduled job runs at specified time) check box specifies to run the schedule as specified by the Recurrence settings within the schedule. The No Report to Distribute drop-down list box specifies whether to process a No Report to Distribute result as an Error or a Warning.
- **Recurrence.** Provides run-time intervals for distribution and repeat options.
- **Distribution.** Provides options to specify the recipients or location to which the report will be distributed.
- **Task.** Provides information on the report procedure (FEX) that is being scheduled.
- **Notification.** Provides the options to set up notification of the schedule status.
- **Log Reports.** Shows the Number of Jobs and the Log Report for individual jobs.

### Options

The Options portion of the ribbon is shown in the following image.

Parameters	Advanced Task Settings				
Options					

□ **Parameters.** Specifies values for parameters that are required at run time by the report procedure (FEX) being scheduled.

Advanced Task Settings. Allows you to input the report language and additional FOC Errors to be processed as warnings.

# Creating a Schedule in the Basic Scheduling Tool

This section provides the overall procedure to create a new schedule for a report procedure (FEX). Some steps in the procedure contain details on the associated options, while other steps direct you to a separate section that contains detailed descriptions of the options and additional information, such as tips in making a selection.

To save a schedule, the required information in the Properties, Recurrence, Distribution, and Notification tabs must be provided. If required schedule information is missing when you save the schedule, a message will display informing you of the schedule information that needs to be entered.

# *Procedure:* How to Create a Schedule

1. Open the Basic Scheduling tool, as described earlier in this section. The Basic Schedule Distribution tab appears. For more information, see *About the Basic Scheduling Tool* on page 22.

In the Distribution tab, you can adjust your distribution preferences for your schedule. The options available will change depending on whether you have selected Email, Printer, or Repository distribution. For more information, see *Distribution Options in the Basic Scheduling Tool* on page 53.

2. In the Properties tab, you can edit the name for the schedule in the *Title* box.

This is a required field and a default name is provided.

3. Type a descriptive summary in the Summary box.

Note: This is an optional field.

4. Select a Job Priority Level.

Normal - 3 Job Priority Level is the default.

- 5. Check the *Delete this schedule if it is not scheduled to run again* check box if you do not want this schedule to be stored in the Repository if it will not run again as specified in the Schedule recurrence settings.
- 6. Leave the *Enabled* (Scheduled job runs at specified time) check box checked if you want scheduled jobs to run as specified in the recurrence settings.
- 7. Select the Recurrence tab and make the following selections.
  - a. From the Settings radio button list, select a time interval that the schedule will use to run the report procedure (FEX).

You can set the interval to Run Once, Minutes, Hourly, Daily, Weekly, Monthly, Yearly, or at Custom intervals.

b. From the Start Schedule options, select the date (from the drop-down calendar) and time you want the schedule to begin running.

**Note:** To change the time setting, select either the hour or minutes and use the arrows to increase or decrease the value.

- c. If applicable to the Run Interval selection, from the End Schedule options, select the date and time you want the schedule to stop running.
- d. If applicable to the Run Interval selection, from the Advanced settings, click the *Repeat schedule every:* check box to enable custom intervals.

**Note:** This option is disabled for the Run Once, Minutes, and Hourly settings options.

- 8. Select the *Task* tab. The Path, Procedure, Server Name, and Save Report As fields are populated according to the report procedure (FEX) you selected to schedule. For a description of the Task tab, see *About Tasks in the Basic Scheduling Tool* on page 28.
- 9. Select the *Notification* tab and specify whether or not you want to send a notification when the schedule runs and under what conditions to send it. The notification options are:
  - **Never.** ReportCaster will not send a notification of the schedule status under any circumstances. This is the default value.
  - Always. Send a notification each time the schedule runs.
  - **On Error.** Only send a notification when there is an error running the schedule.

For more information, see Notification Options in the Basic Scheduling Tool on page 64.

- 10. In the Log Reports tab, you can view logs and manage log reports for the schedule.
- 11. To save the schedule, click Save & Close on the ribbon.

**Note:** You can optionally click *Save* on the toolbar to remain in the Scheduling tool. The Save dialog box appears.

12. Select the folder that will contain the schedule.

### Note:

- You must be authorized to create content in this folder.
- ❑ The default location for saving a schedule is dependent upon your privileges. If you can create content in the folder where the Scheduling tool is launched, the Save dialog will be positioned in that folder. If you are not allowed to create content in that folder, the Save dialog will be positioned in the My Content folder located under that folder. If a My Content folder is not available, the Save dialog will be positioned in the first writable folder found.

13. Enter a name for the schedule and click Save.

### Note:

- □ The maximum length of a title value for a file is 256 characters.
- □ If the title of your file has the same name as an existing file in the folder, you will receive a message asking if you wish to replace the file.

# About Tasks in the Basic Scheduling Tool

When you access the Basic Scheduling tool, the information for the Task tab options is predefined with the selected report procedure (FEX) information. You can complete the available task options, such as specifying parameter values, as well as select whether or not to burst the report.

**Note:** You can use parameters (amper variables) when specifying a value in the Save Report As field of a schedule. These parameters can be system variables, such as &YYMD or any amper variable for which a value is returned by the Reporting Server when the scheduled procedure is executed. To use the dot file extension separator after a variable, terminate the variable with the '|' character, for example, &YYMD|.htm. Similarly, to use the ampersand character itself, follow the ampersand with the '|' character (for example, Smith&|Jones). If a value for a parameter specified in a schedule is not returned by the Reporting Server when the procedure executes, the schedule will fail with a "No report to distribute" error. If the scheduled task is burst, you can also use the '%BURST' symbol to include the burst value in the Save Report As field.

# Task Options in the Basic Scheduling Tool

The options available when you select the Task tab are:

- **Path.** Shows the report path in the Repository or on the Reporting Server.
- **Procedure.** The name of the procedure you are scheduling.
- **Server Name.** The Reporting Server to which the report procedure (FEX) will be submitted.
- **Execution ID.** The user ID running the report procedure (FEX) on the Reporting Server.
- □ Alert. Specifies how to reactivate the alert or to deactivate the alert condition when it is triggered. Click *Alert* to specify the alert options.

Select one of the following options from the Alert Options dialog box.

- ❑ Automatically Reset. After the alert is triggered, reactivate the alert when the condition is no longer true. The system will keep checking the condition after the alert has been triggered. As soon as the condition is no longer true, it will reactivate the alert. This is the default value.
- **Continue After Alert.** After the alert is triggered, reactivate the alert immediately.
- **Deactivate Schedule After Alert.** Deactivate the schedule after the alert is triggered.
- Delay. Restart the alert after a specified period. You can specify to restart the alert after a maximum of 99 hour(s), day(s), week(s), month(s), or year(s).

**Caution:** Be sure that you set the schedule interval to a time period greater than the time it takes to run the scheduled procedure. When the schedule interval is less than the time it takes to run the procedure and the Delay option is selected, an alert schedule will distribute (based on the Distribution that you selected) more frequently than expected. For email distribution, this can result in unnecessary distribution of emails which can impact the business or operational goals of the alert report distribution.

### **Report Properties**

- **Burst Report.** If you want to burst the report, select the *Burst Report* check box. The burst feature enables you to instruct the Reporting Server to create the report in sections so that they can be distributed separately.
- Override the Format Specified in the Procedure. Select this check box to display the list of report formats and indicate a format other than the one specified in the procedure.

**Note:** When editing an existing schedule, if the *Override the Format Specified in the Procedure* check box was selected, the list of formats will display. If you now clear the *Override the Format Specified in the Procedure* check box, the list of formats does not display. Conversely, if the *Override the Format Specified in the Procedure* check box was not selected, the list of formats will not display. If you now select the *Override the Format Specified in the Procedure* check box, the list of formats displays.

□ Save Report As. Allows you to specify a different name for the report, which defaults to the name of the report that you selected to schedule.

# **Specifying Parameter Values**

You can customize a report and control its execution with parameters. When scheduling a report procedure (FEX), the schedule task Parameters section allows you to supply a value for parameters referenced in the report procedure or add a parameter to the schedule by creating a new parameter and specifying the parameter name and value.

# Procedure: How to Specify Parameter Values

If the scheduled procedure contains parameters for which values must be supplied at run time, these parameters are displayed in the parameters section of the scheduling tool.

In the Basic Scheduling tool, click the *Parameters* tab to open the Task Parameters dialog box, shown in the following image.

Task Parameter	'S			
Name	Description	Display Value	Value	Use Default
Up	Down		New	Delete Refresh
Parameter Pro	perties			
Туре:				
Name:				
Description:				
Value:				
Display Value:				
Default Value:				
	🕢 Always Use [	Default Value Specified in	n the Procedure	
Data Type:	Minim	um:	Maximum:	
				OK Cancel

Parameters may have default values and may have values that can be selected from a static or dynamic list. For more information about selecting parameters in the Scheduling Task Parameters dialog box, see the examples provided in this chapter.

### *Reference:* Considerations When Specifying Parameter Values

The following are considerations when specifying parameter values for a procedure:

- ❑ The maximum number of characters for each individual parameter value is 3200. You can store multiple values for a single parameter. Multiple values for a parameter are stored as one entry, which must not exceed the 3200 maximum character limit.
- ReportCaster displays the description for the parameter when it is specified in the procedure. Otherwise, ReportCaster displays the parameter name.
- ReportCaster displays default variable values, as well as static or dynamic single-select and multiselect lists.

### Note:

- ❑ The No Selection option is displayed for dynamic multi-select lists. When selected, this option does not perform any data selection test on that field.
- ReportCaster does not support using the -HTMLFORM command to create a dynamic selectable list of parameter values.
- ReportCaster displays global variables that are used in FILTERS defined in Master Files and referenced by a procedure. For example, if a Master File contains

```
FILENAME=CAR,SUFFIX=FOC
VARIABLE NAME=&&COUNTRY1, USAGE=A10, DEFAULT=ENGLAND,$
FILTER FILTER1=COUNTRY EQ '&&COUNTRY1'; $
```

and the procedure being scheduled contains

WHERE FILTER1

then ReportCaster displays COUNTRY1 in the Parameters window.

ReportCaster does not prompt for the value of its internal variables that are set by the Distribution Server at schedule execution time. For example, &DSTOWNER is the user ID of the schedule owner. If this parameter is referenced in a scheduled procedure, the value will be available because the Distribution Server sets the value to the owner of the schedule at schedule execution time. However, the scheduling tool will not prompt for this value in the Task Parameters dialog box.

- ❑ Once a parameter is stored for a schedule, ReportCaster will continue to display that parameter in the Parameter list and submit the parameter to the Reporting Server when the schedule is run even if the parameter is removed from the underlying report. To remove the parameter from the schedule information, edit the schedule and delete the parameter. For information on how to delete a parameter from a schedule, see *Deleting a Parameter* on page 50.
- ❑ A parameter value that contains special characters should not be used in a schedule setting that refers to an output file name, since file names cannot contain special characters. Examples of affected schedule settings include the Save Report As value, the Report Name value for single-file FTP distribution, and the Zip File Name.
- □ A FEX can be coded to set the Display Value for any value. For example, if a value is named ENGLAND, the Display Value can be set to display as England.

# *Example:* Adding a Static Single-Select List of Parameter Values

The following image shows an example of a static parameter list for the CATEGORY parameter created in WebFOCUS InfoAssist.



The following image shows the Task Parameters dialog box displaying the CATEGORY parameter. The CATEGORY parameter has been encoded to only use the values Coffee, Food, or Gifts. InfoAssist, the content developer tool in WebFOCUS Business User Edition, does not allow you to set default values. Therefore, the Use Default column will always be blank.

lame	Description	Display Value	Value	Use Default			
CATEGORY	Product category:	Coffee	Coffee				
Up	Down		New	Delete Refresh			
Parameter Pro	Peport D	afinad					
Name:	CATEGO	CATEGORY					
Description:	Product	Product category:					
Value:	Coffee	Coffee					
Display Value:							
Defa <mark>ult</mark> Value:	Alway	r Lice Default Value Specifi	ad in the Procedure				
Data Type:		Minimum:	Maximun	n:			

To supply a value for a single-select parameter, select the Value field drop-down list box and choose a value. Your selected value will be shown in the value column. You can select only one value for a static single-select parameter.

# *Example:* Adding a Dynamic Single-Select List of Parameter Values

The following image shows an example of a dynamic single-select parameter list for the Product parameter. This filter is created in InfoAssist.

<ul> <li>Dynamic Parameter (Name: PRODUCT, F</li> <li>Type: Parameter</li> </ul>	ield: PRODUCT in GGSALES) -
Type: Parameter	
Name: PRODUCT	Description: Product name:
Simple Static	Oynamic
Select multiple values at runtime sitt/legacy/ggsales	
Search fields	
<ul> <li>ggsales</li> <li>Dimensions</li> </ul>	
Category Product ID	
Product	
Region	
	Name: PRODUCT  Simple Static Optional Select multiple values at runtime Stt/legacy/ggsales Search fields  Search fields  Category Category Product ID Product ID Product ID Region

The following image shows the Task Parameters dialog box displaying the PRODUCT parameter. To change a parameter value, click the *PRODUCT* parameter in the table and change the parameter value using the Value field drop-down list in the Parameter Properties section.

lame	Description		Display Value	Value	Use Default		
PRODUCT	Product name	:	Biscotti	Biscotti			
Up	Down			Ne	w Delete Refresh		
Parameter Pr	operties	Denest Defined					
Name:		PRODUCT					
Description:		Product name:					
Value:		Biscotti					
Display Value							
Default Value	:						
		Always Use	Default Value Specifi	ed in the Procedure			
Data Type:		Minim	ium:	Maxim	um:		

# *Example:* Adding a Dynamic Multiselect List of Parameter Values

The following image shows an example of a dynamic multiselect parameter list for the PRODUCT parameter. This filter is created in InfoAssist.

Create a filtering cond	lition					<b>0</b>	
🐺 New Filter 🛛 🐺 New		sion 🛛 💓 Inse	rt Before 🛛 🏋 Ir		🖨 Group 🛛 💠 Ui	ngroup	
🗙 🌮 🗅 🗋							
🖃 🐺 WHERE							
Product Equal to	Multisel	ect Dynamic Para	ameter (Name: PR	ODUCT, Field	: PRODUCT in sitt/le	gacy/GGSALES)	
	Type:	Parameter				<b>.</b>	
	Name:	PRODUCT		Description:	Product name:		
	Sirr	ple	Static		Oynamic		
	Opt	ional ect multiple value gacy/ggsales	es at runtime				
•	Search	fields				P	
		Product Product	t ID t			<b>A</b>	
	4	<ul> <li>Region</li> <li>State</li> <li>City</li> <li>Store II</li> </ul>	D			-	
					✓ ОК	S Cancel	
lame	Description		Display Value	Value	Use Default		
----------------	--------------	--------------	--------------------------	---------------------	--------------	-------	--
PRODUCT	Product name	e:	All Values	'_FOC_NULL'			
Up	Down			Nev	v Delete Ref	fresh	
Parameter Pro	operties						
Гуре:		Report Defin	ed				
Name:		PRODUCT					
Description:		Product nam	ne:				
Value		FOC_NULL'					
Display Value:		All Values					
Default Value:		'_FOC_NULL					
		Always U	se Default Value Specifi	ed in the Procedure			
Data Type:		Mi	nimum:	Maximu	m:		

The following image shows the PRODUCT parameter selected in the Task Parameters table.

In the Parameter Properties section, click the *Value* button to display the Parameter Value for Amper Variable dialog box, as shown in the following image.

BISCOTTI			
Capuccino			
Coffee Grinder			
Coffee Pot			
Croissant			
Espresso			
atte			
Чug			
Scone			
Thermos			

The All Values check box is selected by default. If the All Values check box is cleared, you can select a single value, or you can select multiple values by holding down the Ctrl key.

## Using Parameter Values to Burst Active Dashboards and Compound Reports

In addition to the ability to distribute sections of a single report to individual users using standard bursting, you can distribute sections of reports by using a filter with a static or dynamic multi-select parameter.

Active dashboards, which are compound reports that contain active reports, and reports that use an Excel format output, can be burst by using the parameter values saved in these reports. You can also burst Excel reports that contain a table of contents. You can burst these reports using a field other than the first BY field.

The Repeat Task for Each Selected Value check box must be selected in order to burst each parameter separately. In the Basic Scheduling tool, the Repeat Task for Each Selected Value check box is found in the Parameter Value for Amper Variable dialog box, as shown in the following image.

Parameter Value for Amper Variable		x
Please select value(s) for the Amper Varia	ble:	
All Values		
ENGLAND		
FRANCE		
ITALY		
JAPAN		
W GERMANY		
Repeat Task for Each Selected Value		
Run Pre/Post-RPC Every Time		
	OK	Cancel
	UN	Cancel

#### Note:

- □ This check box is cleared by default.
- The Repeat Task for Each Selected Value check box only displays for static or dynamic multiselect parameters.
- At least one parameter value must be selected.
- □ If the All Values check box is selected, the term \_FOC\_NULL appears in the Value field of the Task Parameters dialog box. The server then performs a WFDescribe at run time to generate the list of values for the parameter.
- The Repeat Task for Selected Parameter Value feature can only be applied to one parameter at a time.
- If the Burst Report check box within the Task tab of the Basic Scheduling tool is selected first, then the Repeat Task for Each Selected Value check box will be disabled and cannot be selected. The two bursting methods cannot be combined in one schedule.

□ If the Repeat Task for Each Selected Value check box is selected on the Parameter Value dialog box, then the Burst Report check box within the Task tab of the Basic Scheduling tool becomes the Burst Report by Parameterized Report Filter check box. This check box will now be automatically selected and cannot be cleared unless the Repeat Task for Each Selected Value check box is cleared.

The values you choose are shown in the Task Parameters dialog box and placed between square brackets in the Value column to indicate their selection, as shown in the following image.

Task Parameters								х
Name	Description		Display Value	Value		Use Default		
COUNTRY	COUNTRY:			["JAPAI	N","ITALY","FRAM			
Up	Down				New	Delete	Refre	sh
– Parameter Pro	perties							_
Type:		Report Defined						
Name:		COUNTRY						
Description:		COUNTRY:						
Value		["JAPAN", "ITALY	","FRANCE"]					
Display Value:		· · · ·	·					
Default Values		LEOC NULL						
Default value;			ofault Value Specif	od in the Proce	duro			
			erauit value opecin	eu in uie Froce	cuure			
Data Type:		Minimu	m:		Maximum:			
						OK	Cano	el

Once the schedule is run, the Distribution Server repeats the execution of the task for each parameter selected. For example, since the parameter values Japan, Italy, and France are selected, and the Repeat Task for Each Selected Parameter check box is selected, the schedule bursts the report information into three separate reports. Each report shows information related to one of the three selected parameters, as shown in the following image.

🛩 🦾 Folder 1
Mon, 24 Jul 2017 03:21 PM EDT Report1_FRANCE
🔤 Mon, 24 Jul 2017 03:21 PM EDT Report1_ITALY
🔤 Mon, 24 Jul 2017 03:21 PM EDT Report1_JAPAN
Report1
Report1

### Running Pre and Post-Processing Procedures for Each Parameter Value

Selecting the *Repeat Task for Each Selected Value* check box allows you to select the *Run Pre/ Post-RPC Every Time* check box, as shown in the following image.

Parameter Value for Amper Variable		x
Please select value(s) for the Amper Vari	able:	
All Values		
ENGLAND		
FRANCE		
ITALY		
JAPAN		
W GERMANY		
Repeat Task for Each Selected Value		
Pup Pre/Post-PPC Every Time		
with the first of the every fille		
	ОК	Cancel

The Run Pre/Post-RPC Every Time check box enables the Distribution Server to run preprocessing and post-processing procedures with each task repetition. For example, if three parameter values are selected, and the Run Pre/Post-RPC Every Time check box is selected, pre-processing procedures run before each selected value, and post-processing procedures run after each selected value.

If you do not select this check box, pre-processing procedures execute only once before the first task is executed, and post-processing procedures execute only once after the last task is executed. This check box is cleared by default.

**Note:** The Run Pre/Post-RPC Every Time check box cannot be selected unless the Repeat Task for Each Selected Value check box is selected first.

# *Procedure:* How to Burst a Filtered Active Dashboard or Excel Compound Report Using the Basic Scheduling Tool

- 1. Create an active dashboard or Excel compound report that contains at least one static or dynamic multiselect parameter. For more information, see *Creating Reports*.
- 2. Right-click the report, point to *Schedule*, and select a distribution method to begin a new basic schedule.
- 3. In the Options group, click Parameters.

The Task Parameters dialog box opens.

4. Choose the parameter you wish to edit.

Once the parameter is chosen, the Parameter Properties section is populated with information about the selected parameter.

5. In the Parameters Properties section, click the *Value* button.

**Note:** For the Value button to be able to be selected, the chosen parameter must be a multiselect parameter.

The Parameter Value for Amper Variable dialog box opens.

- 6. Choose the values that you want the schedule to burst. While holding the Ctrl key, use your mouse to select more than one value. To choose all values, select the *All Values* check box.
- 7. Select the Repeat Task for Each Selected Value check box.
- 8. Optionally, select the *Run Pre/Post-RPC Every Time* check box. For more information, see *Running Pre and Post-Processing Procedures for Each Parameter Value* on page 41.
- 9. Click OK.

ask Parameters	5						2
Name	Description		Display Value	Value	Value		
COUNTRY	COUNTRY:			["JAPAI	N", "ITALY", "FR	AN.	
Up	Down				New	Delete	Refresh
– Parameter Pro	perties						
Type:		Report Defined					
Name:		COUNTRY					
Description:		COUNTRY:					
Value		["JAPAN","ITAL	Y", "FRANCE"]				
Display Value:							
Default Values		LEOC NULL					
Default value;			Default Value Specifi	d in the Drock	ad una		
			Derault value specific	ed in the Proce	euure		
Data Type:		Minimu	ım:		Maximum:		
						ОК	Cancel

The selected parameter values now appear in square brackets in the Task Parameters dialog box in the Value column, as shown in the following image.

- 10. Click OK.
- 11. Input all other necessary options and settings for your schedule, then save the schedule. For more information, see *Creating a Schedule in the Basic Scheduling Tool* on page 26.
- 12. Run the schedule.

When the schedule is run, it distributes a report for every burst parameter that you selected, as shown in the following image.

🛩 🔤 Folder 1
Mon, 24 Jul 2017 03:21 PM EDT Report1_FRANCE
🚾 Mon, 24 Jul 2017 03:21 PM EDT Report1_ITALY
🚾 Mon, 24 Jul 2017 03:21 PM EDT Report1_JAPAN
Report1
Report1

Bursting an Active Dashboard or Excel Compound Report That Contains Filtered and Unfiltered Reports

When you create an active dashboard or Excel compound report that contain filtered and unfiltered reports, only the filtered reports can be configured for bursting.

The following image shows two reports created in InfoAssist on one dashboard. The report showing MODEL, CAR, COUNTRY, and DEALER COST data has a COUNTRY filter applied, which allows the user to filter report results by country. The report showing MODEL and RETAIL\_COST data does not have a filter.

Query	🕺 Doc	ument					Page 1*
<ul> <li>Report1 (car)</li> </ul>		0	Þ			6 7	0
🖌 \Sigma Sum	o 1						<u>^</u>
DEALER_COST		MODEL	CAR	COUNTRY D			
A 🛄 By		100 LS 2 DOOR AUTO	AUDI	W GERMANY	5 063	MODEL RI	ETAIL_COST
MODEL		2000 4 DOOR BERLINA	ALEA ROMEO	ITALY	4.915	100 LS 2 DOOR AUTO	5,970
CAR CAR		2000 GT VELOCE	ALFA ROMEO	ITALY	5.660	2000 4 DOOR BERLINA	5,925
	1	2000 SPIDER VELOCE	ALEA ROMEO	ITALY	5.660	2000 GT VELOCE	6,820
Coordinated	1	2002 2 DOOR	BMW	W GERMANY	5 800	2000 SPIDER VELOCE	6,820
Beport2 (car)		2002 2 DOOR AUTO	BMW	W GERMANY	6,000	2002 2 DOOR	5,940
		30 SL4 DOOR	BMW	W GERMANY	10,000	2002 2 DOOR AUTO	6,355
	2	30 SL4 DOOR AUTO	BMW	W GERMANY	11 000	3.0 SI 4 DOOR	13,752
		504 4 DOOR	PELIGEOT	FRANCE	4 631	3.0 SI 4 DOOR AUTO	14,123
		52014 DOOR	PMM	WIGERMANY	0 200	504 4 DOOR	5,610
		53014 DOOR AUTO	DMM	W GERMANY	8,400	530I 4 DOOR	9,097
		B210.2 DOOR AUTO	DATSUN	IAPAN	2 626	530I 4 DOOR AUTO	9,495
	2	COROLLA A DOOD DIX AUTO	TOYOTA	JADAN	2,020	B210 2 DOOR AUTO	3,139
		DORA 2 DOOR	MAREDATI	JAPAN	2,000	COROLLA 4 DOOR DIX AUTO	3,339
	1	INTERCEPTOR III	IENOEN	ENGLAND	25,000	DORA 2 DOOR	31,500
	1	INTERCEPTOR III	JENSEN	ENGLAND	14,940	INTERCEPTOR III	17,850
			TRIUMPH	ENGLAND	4,292	TR7	5,100
	۴.	V12XRE AUTO	JAGUAR	ENGLAND	7,427	V12XKE AUTO	8,878
		XJ12L AUTO	JAGUAR	ENGLAND	11,194	XJ12L AUTO	13,491
		-		2			
V Elhar							
	6 <sup>1</sup>						
COUNTRY Equal to Optional Multiselect Dynamic Parameter (Name: COUNTRY, Field: COUNTRY in ibisamp/CAR)							
	e						
	1						
	H						
	7						, ×
	7 <						~

When you access Task Parameters for this compound report through the scheduling tool, any edits you make to the parameter will only apply to the filtered report. Meaning, you will only be able to assign values to a parameter in the filtered report. An example of this is shown in the following image, where you can see the values that were assigned to the COUNTRY parameter.

ask Parametei	rs					
Name	Description	Display Value	Value		Use Default	
COUNTRY	COUNTRY:		["W GERMANY","	JAPAN","FRANCE"]		
Up	Down			New	Delete	Refresh
Parameter Pr	operties					
Type:		Report Defined				
Name:		COUNTRY				
Description:		COUNTRY:				
Value		["W GERMANY","JA	PAN","FRANCE"]			
Display Value	:					
Default Value	:	'_FOC_NULL'				
		Always Use Defa	ult Value Specified in th	e Procedure		
Data Type:		Minimum:		Maximum:		
					OK	Cancel
						OK

When you schedule a compound report to be burst, and the Repeat Task for Each Selected Value check box is selected, the reports that contain filters will burst based on the parameter values selected. In the following image, the compound report is distributed into three separate burst reports, which show filtered data about W GERMANY, FRANCE, and JAPAN, respectively.

- 🗸 🤛	Example
	Document1
	Document1
	🔤 Thu, 25 May 2017 02:57 PM EDT Document1_FRANCE
	🚾 Thu, 25 May 2017 02:57 PM EDT Document1_JAPAN
	Thu, 25 May 2017 02:57 PM EDT Document1_W GERMANY

For each burst report, the first chart shows data for the selected COUNTRY value.

MODEL	CAR	COUNTRY	DEALER_COST	MODEL R	ETAIL COST
100 LS 2 DOOR AUTO	AUDI	W GERMANY	5,063	100 LS 2 DOOR AUTO	5,970
2002 2 DOOR	BMW	W GERMANY	5,800	2000 4 DOOR BERLINA	5.925
2002 2 DOOR AUTO	BMW	W GERMANY	6,000	2000 GT VELOCE	6 820
3.0 SI 4 DOOR	BMW	W GERMANY	10,000	2000 SPIDER VELOCE	6.820
3.0 SI 4 DOOR AUTO	BMW	W GERMANY	11,000	2002 2 DOOR	5.940
530I 4 DOOR	BMW	W GERMANY	8,300	2002 2 DOOR AUTO	6.355
530I 4 DOOR AUTO	BMW	W GERMANY	8,400	3.0 SI 4 DOOR	13 752
7 of 7 records, Pag	e <u>1</u> of 1			3.0 SI 4 DOOR AUTO	14 123
				504 4 DOOR	5.610
				530I 4 DOOR	9.097
				530I 4 DOOR AUTO	9,495
				B210 2 DOOR AUTO	3.139
				COROLLA 4 DOOR DIX AUTO	3,339
				DORA 2 DOOR	31,500
				INTERCEPTOR III	17,850
				TR7	5,100
				V12XKE AUTO	8.878
				XJ12L AUTO	13.491
				18 of 18 records, Page 1 of 1	

The following image shows the W GERMANY burst compound report.

Because no filters have been applied to the second report, the results of the second report are the same for each burst compound report. Only the report that uses the COUNTRY filter changes.

### Bursting an Active Dashboard or Excel Compound Report That Contains Only Filtered Reports

If you attempt to burst an active dashboard or Excel compound report that contains only filtered reports, all reports will be compatible with bursting.

The following images show two reports created in InfoAssist on one dashboard. Both reports use the same filter for the MODEL data.

Query	🕺 Docui	ment					D Pi
A Report1 (car)	0		2		4		
<ul> <li>Σ Sum</li> </ul>	6						
DEALER_COST	1 1						
a 🔜 By		MODEL 100 LE 2 DOOD AUTO	CAR	COUNTRY	DEALER_COST	MODEL	RETAIL_COST
MODEL		2000 A DOOR REPLINA	ALEA ROMEO	ITALY	4,015	100 LS 2 DOOR A010	5,970
CAR CAR		2000 GT VELOCE	ALEA ROMEO	ITALY	5,660	2000 4 DOOR BERLINA	5,923
COUNTRY	11	2000 OT VELOCE	ALFA ROMEO	ITALY	5,000	2000 GT VELOCE	6,820
Across		2000 SFIDER VELOCE	PMM/	IN GERMANY	5,000	2000 SPIDER VELOCE	6,820
Report2 (car)		2002 2 DOOR 2002 2 DOOR AUTO	DMW	W GERMANY	5,000	2002 2 DOOR	5,940
- Indexer (co.)		2002 2 DOOR ADTO	DMM	W GERMANY	10,000	2002 2 DOOR AUTO	6,355
		3.0 SI 4 DOOR	BMW	WGERMANY	10,000	3.0 SI 4 DOOR	13,752
		5.0 514 DOOR AUTO	DELICEOT	FRANCE	11,000	3.0 SI 4 DOOR AUTO	14,123
		504 4 DOOR	PEUGEUT	FRANCE	4,031	504 4 DOOR	5,610
		5301 4 DOOR	BMW	W GERMANY	8,300	530I 4 DOOR	9,097
		53014 DOOR AUTO	BMW	WGERMANY	8,400	530I 4 DOOR AUTO	9,495
	ei I	B210 2 DOUR AUTO	DATSON	JAPAN	2,020	B210 2 DOOR AUTO	3,139
		COROLLA 4 DOOR DIX AUTO	TOYOTA	JAPAN	2,886	COROLLA 4 DOOR DIX AUTO	3,339
		DORA 2 DOOR	MASERATI	ITALY	25,000	DORA 2 DOOR	31,500
		INTERCEPTOR III	JENSEN	ENGLAND	14,940	INTERCEPTOR III	17,850
		TR7	TRIUMPH	ENGLAND	4,292	TR7	5,100
	4	V12XKE AUTO	JAGUAR	ENGLAND	7,427	V12XKE AUTO	8,878
		XJ12L AUTO	JAGUAR	ENGLAND	11,194	XJ12L AUTO	13,491
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Query     Resport (ar)     Sespeit (ar)     Sespeit (ar)     Sespeit (ar)     Sespeit (ar)     Sespeit (ar)	Docur	nent , , , , ,  1, , , , , , k	с <b>л</b> я		4 5		Pa
- Query		nent 	:	COUNTRY W GERMANY	4		RETAIL_COST
Query     Resport (cm)     Som     Besper2 (cm)     Som     B RETAL_COST     B Y		MODEL 100 LS 2 DOOR AUTO 2000 4 DOOR BERLINA	CAR AUDI ALFA ROMEO	COUNTRY W GERMANY	4  5 . DEALER_COST 5.063 4.915	MODEL 1001.52 DOOR AUTO 2000 A DOOR BEEL INA	Pa   RETAIL_COST   5,970   5,925
Qery     Qery     Qery     Qery     Qery     Qery     Qery     Σ    Σου     σ     FERAL_COST     G    V     FORD     SORL		ment MODEL 100 LS 2 DOOR AUTO 2000 GT VEI DOOR BERLINA 2000 GT VEI OCE	CAR AUDI ALFA ROMEO	COUNTRY W GERMANY ITALY	4	6	RETAIL_COST 5,970 5,925 6,929
Geny     Report (cr)     Seny     B RETAL_COT     C NOCL     C NOCL     C NOCL     C NOCL		MODEL 100 LS 2 DOCR AUTO 2000 4 DOCR BERLINA 2000 GT VELOCE 2000 SEINE VELOCE	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO	COUNTRY W GERMANY ITALY ITALY	4	MODEL 100.15.2 DOOR AUTO 2000 4 DOOR BERLINA 2000 6 OOR BERLINA 2000 6 TV ELOCE 2000 5 TV ELOCE	Pa RETAIL_COST 5,925 6,820 6,820
Qerry     Qery     Qerry     Qerry     Qerry     Qerry     Qerry     Qerry     Q		nent MODEL 100.13 2 DOOR AUTO 2000 4 DOOR BERLINA 2000 3T VELOCE 2000 3T VELOCE 2000 27 DEC	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY	4,,  s, DEALER_COST 5,063 4,915 5,660 5,660 5,660	MODEL 100 LS 2 DOOR AUTO 2000 4 DOOR BERLINA 2000 67 VELOCE 2000 SPIDER VELOCE	▶ Pa ■ Paa
Cerry  Proport (cr/)  Source		MODEL 11	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY	4	6	RETAL_COST 5,970 5,925 6,820 6,820 5,940 6,925
Query		Inent IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	CAR AUDI ALFA ROMEO ALFA ROMEO BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY	4,  s	ID         IZ           MODEL         100 L32 0000R AUTO           2004 DOOR BERUNA.         2004 ODOR BERUNA.           2000 OT VELOCE         2000 SPICEN VELOCE           2002 2 DOOR AUTO         2002 2 DOOR AUTO	▶ ₽           Pa           RETAIL_COST           5.970           5.925           6.820           6.820           6.325           0.325
Query     PeportI (ar)     PeportI (ar)     Son     Foreille (ar)     Son     Foreille (cost     Forei		MODEL 100 L3 2 DOOR AUTO 2000 4 DOOR BERLINA 2000 5 PUED RELINA 2000 SPIDER VELOCE 2002 2 DOOR AUTO 30 SI 4 DOOR AUTO 30 SI 4 DOOR BUTO	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY	4	B         P           MODEL         100.15 2 DOOR AUTO           2004 20 OOR BERUNA         2000 4 DOOR BERUNA           2000 570 EREN VELOCE         2002 2 DOOR AUTO           2002 2 DOOR AUTO         3 0 54 000R           3 0 54 000R         100	
Query     Report (car)     Seport (car)     Seport 2 (car)     S	2	MODEL 100.12 2000R AUTO 2000 4000 ERUNA 2000 GT VELOCE 2000 SPIDER VELOCE 2002 2 DOOR 2002 2 DOOR 2002 2 DOOR 30.81 4 DOOR 30.81 4 DOOR 4100 R	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY	4	Ib         I7           MODEL         100 L3 2 0000 AUTO           2004 J 000R BERUNA         2000 AUTO           2000 OT VELOCE         2000 SPICEN VELOCE           2002 2 000R         2002 2 000R           30 SI 4 DOOR         30 SI 4 DOOR           30 SI 4 DOOR         30 SI 4 DOOR	                 
Query     Q	2	MODEL 100 L3 2 DOOR AUTO 2000 4 DOOR BERLINA 2000 5 PUED R VELOCE 2002 2 DOOR AUTO 30 81 4 DOOR AUTO 504 4 DOOR 504 4 DOOR	CAR AUDI ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY W GERMANY W GERMANY W GERMANY W GERMANY FRANCE W GERMANY	4	B     P     MORL     MORL     100 IS 2 DOOR AUTO     2004 4 DOOR BERLINA     2004 57 VELOCE     2002 2 DOOR AUTO     3.0 SH ADOOR AUTO     54 4 DOOR AUTO     54 4 DOOR AUTO	■ Part Cost 5,925 6,820 6,
Cvery	2 Correction of the second sec	MODEL MODEL 100.12 2000R AUTO 2000 4 DOOR RETUNA 2000 SPIDER VELOCE 2000 SPIDER VELOCE 2002 2 DOOR 2002 2 DOOR 30.9 4 DOOR 30.9 4 DOOR 509 4 DOOR 509 4 DOOR 100 2	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY	4         ,	Implement         Implement           100.15.2 DOOR AUTO         2004 4000R BERUNA           2004 4000R BERUNA         2000 POOR BERUNA           2009 SPOER VELOCE         2008 2000R           2002 2 DOOR AUTO         30 SI 4000R           30 SI 4000R AUTO         30 SI 4000R           30 SI 4000R         30 SI 4000R           30 SI 4000R         30 SI 4000R           30 SI 4000R         30 SI 4000R	RETAIL_COST 5,070 6,025 6,020 5,940 6,355 13,772 14,123 5,610 9,007
Qery     Qery     Qery     Qery     Qertal     Qer	2	MODEL 100 Ls 2 DOOR AUTO 2000 4 DOOR BERLINA 2000 37 VELOCE 2002 2 DOOR VELOCE 2002 2 DOOR AUTO 30 8 14 DOOR AUTO 504 4 DOOR AUTO 504 4 DOOR 509 4 DOOR 509 4 DOOR 509 4 DOOR	CAR AUDI ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW PEUGEOT BMW BMW DATSIIN	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY	4	Ib         Iz           MODEL         100.132.0000F AUTO           100.132.0000F AUTO         20000 STORENENA           2000 STORENENE         20000 STORENENE           2000 STORENENE         20000 AUTO           2001 AUTO         2000 AUTO           3.0 SH 4.000R         3.0 SH 4.000R	■ RETAIL_COST 5,970 5,925 6,820 6,820 6,820 6,820 6,820 13,752 14,123 5,610 9,007 9,485 9,485
CerryReport (cr)  Report (cr)  Refrait_Cost  Refrait_Cost  Cost Cost Cost Cost Cost Cost Cost		MODEL 100.12 2000R AUTO 100.12 2000R AUTO 2000 4 DOOR BERLINA 2000 570 ERUINA 2000 570 ERUINA 2002 2 DOOR AUTO 2002 2 DOOR AUTO 2002 2 DOOR AUTO 3.0 51 4 DOOR 3.0 51 4 DOOR 3.0 4 4 DOOR 3.0 4 4 DOOR 2004 4 DOOR 2004 AUTO 2004 AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY	DEALER_COST 5.063 4.915 5.660 5.600 6.000 10.000 11.000 4.631 8.300 8.400 8.400 2.626	Ip         Ip           100 L5 2000R AUTO         100 L5 2000R AUTO           2004 4 DOOR BERLINA         2000 OT VELOCE           2005 SPICER VELOCE         2002 2 DOOR           2002 2 DOOR AUTO         3 SI 4 DOOR AUTO           3 SI 4 DOOR AUTO         504 4 DOOR           504 4 DOOR         504 4 DOOR           504 4 DOOR AUTO         520 4 DOOR AUTO           520 4 DOOR AUTO         520 4 DOOR AUTO	P           P           RETAIL_COST           5.925           6.820           6.820           5.940           6.355           13,772           14,123           9.907           9.405           3,139
Query		MODEL           100 Ls 2 DOOR AUTO           2004 DOOR BERLINA           2000 SPIDER VELOCE           2002 2 DOOR AUTO           2022 2 DOOR AUTO           30 84 DOOR AUTO           504 4 DOOR AUTO           CORDULA 4 DOR DIX AUTO           CORDULA 4 DOR DIX AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW DATSUN DATSUN DATSUN	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN	4	Import           Import           2004 JOOR BUTIO           2004 JOOR BERUNA           2005 OT VELOCE           2005 STIGER VELOCE           2002 2 DOOR AUTO           3 0 SI 4 DOOR AUTO           504 4 DOOR	B           RETAL_COST           5,970           5,925           6,820           6,820           6,820           5,840           6,355           13,752           14,123           5,810           9,007           9,446           3,139           3,330
Cerry Report (cr) Server Server RETAL_COST Coord Coo		MODEL 100125 2000R AUTO 100125 2000R AUTO 2000 4 DOOR BERLINA 2000 970ER VELOCE 2002 2 DOOR AUTO 2002 2 DOOR AUTO 2002 2 DOOR AUTO 2004 4 DOOR 30 41 DOOR AUTO 2014 4 DOOR AUTO 2014	CAR ALDA ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY I GERMANY I JAPAN JAPAN JAPAN	JeALER_COST           5,660         5,660           5,660         5,660           5,660         10,000           10,000         4,031           4,810         8,400           2,826         2,826           2,826         2,826           2,826         2,800	Image: bit is a constraint of the constrant of the constraint of the constraint of the constraint	P           RETAIL_COST           5,025           6,820           6,820           5,840           6,355           13,752           14,123           5,510           9,007           9,495           3,130           31,500
		Image:         Image:           MODEL:         100 LS 2 DOOR AUTO           2004 100 CR BERLINA         2000 SPIDER VELOCE           2000 SPIDER VELOCE         2002 2 DOOR AUTO           2002 2 DOOR AUTO         3.0 SI 4 DOOR AUTO           3.0 SI 4 DOOR AUTO         504 4 DOOR AUTO           504 4 DOOR AUTO         COROLA 4 DOOR AUTO           208/12 DOOR AUTO         COROLA 4 DOOR AUTO           DORA 2 DOOR         MITERCEFTOR III	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN JAPAN JAPAN JAPAN	4	IB         IP           MODEL         100 L3 2 000 R AUTO           2004 J 000R BERUNA.         2000 SPIDER VELOCE           2005 SPIDER VELOCE         2002 2 000R AUTO           2004 J 4000R         3 a 91 4 000R AUTO           30 41 4 000R         3 3 91 4 000R AUTO           5004 ADOOR AUTO         504 4 000R           5014 4 000R AUTO         2002 AUTO           502 4 200R AUTO         COROLAL 4 000R AUTO           1212 2 DOOR AUTO         000A 2 DOOR           107ENCEPTOR III         INTERCEPTOR III	RETAIL_COST 5,577 5,525 6,820 7,840 6,820 7,840
Court (cr)  Preport (cr)  S retra_cost Cost Cost Cost Cost Cost Cost Cost C		It         E           MODEL         100 LS 2006R AUTO           100 LS 2006R DOOR BERLINA         2000 4 DOOR BERLINA           2000 4 DOOR BERLINA         2000 SPIDER VELOCE           2002 2 DOOR AUTO         30 81 4 DOOR AUTO           2012 2 DOOR AUTO         30 81 4 DOOR AUTO           30 81 4 DOOR AUTO         2014 4 DOOR           30 81 4 DOOR AUTO         2014 4 DOOR           30 81 4 DOOR AUTO         2010 AUTO           2014 4 DOOR AUTO         2014 2 DOOR AUTO           2014 7 DOOR AUTO         2014 2 DOOR AUTO           DORA 2 DOOR         2007           TRT         2007	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW DATSUN TOYOTA MASERATI JENSEN TRIUMPH	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN JAPAN ITALY ENGLAND ENGLAND	Image: state	B         P           MODEL         100.15 2 DOOR AUTO           2004 4 DOOR BERUNA         2000 4 DOOR BERUNA           2000 5 PIDER VELOCE         2002 2 DOOR AUTO           2002 2 DOOR AUTO         2003 4 DOOR AUTO           2014 4 DOOR AUTO         30 81 4 DOOR AUTO           2014 4 DOOR AUTO         2004 AUTO           2014 2 DOOR AUTO         2007 AUTO           2014 2 DOOR AUTO         CORCULA 4 DOOR DIX AUTO           DORA 2 DOOR         MUTO           DORA 2 DOOR         MUTO           DORA 2 DOOR         MUTO           TR7         TR7	RETAL_COST 5,925 6,820 6,840 6
		MODEL MODEL 100 LS 2 DOOR AUTO 2000 4 DOOR BERLINA 2000 SPIDER VELOCE 2002 2 DOOR VELOCE 2002 2 DOOR AUTO 2002 2 DOOR AUTO 2003 ADOOR AUTO 504 4 DOOR AUTO 504 4 DOOR AUTO COROLLA 4 DOOR RDX AUTO DORA 2 DOOR INTERCEPTOR III TR7 VIZXEK AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN	4	IB         IP           MODEL         100 L3 2 000 R AUTO           2004 J DOOR BERUNA.         2000 R AUTO           2005 SPIDER VELOCE         2002 2 DOOR AUTO           2002 2 DOOR AUTO         3 0 si 4 DOOR AUTO           30 si 4 DOOR AUTO         504 4 DOOR           5014 4 DOOR AUTO         504 4 DOOR           5014 0 DOOR AUTO         504 4 DOOR           5014 0 DOR AUTO         504 4 DOOR           5014 0 DOR AUTO         1000 R AUTO           5014 0 DOR AUTO         DORA AUTO           1007A 2 DOOR         100 R AUTO           1177         1177           1170         1170	RETAIL_COST 5,070 5,025 6,020 6,035 6,035 6,035 5,040 6,355 13,172 14,123 5,510 9,067 9,446 3,139 3,33
Centy Report (cr) Second (cr) S BRFAL_COST Count of the second of th		MODEL           100.12 DOOR AUTO           100.22 DOOR AUTO           2000 4 DOOR BERLINA           2000 4 DOOR BERLINA           2000 SPIDER VELOCE           2002 2 DOOR AUTO           202 2 DOOR AUTO           20 81 4 DOOR           30 81 4 DOOR           30 81 4 DOOR           301 4 DOOR AUTO           501 4 DOOR           501 4 DOOR AUTO           501 4 DOR AUTO           502 4 DOR           503 4 DOR AUTO           504 4 DOR AUTO           505 4 DOR           507 4 DOR           508 4 DOR           509 4 DOR           500 4 DOR           501 4 DOR AUTO           502 4 DOR           503 4 DOR AUTO           504 4 DOR           505 4 DOR AUTO           506 4 DOR </td <td>CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW</td> <td>COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY FRANCE W GERMANY FRANCE ENGLAND ENGLAND ENGLAND</td> <td>Lengton 1 (1997) DEALER_COST 5,063 4,015 5,060 5,060 5,060 10,000 11,000 4,031 4,031 0,000 4,031 11,000 2,026 2,286 25,000 14,404 4,292 7,422 7,422 7,11,194</td> <td>B         P           MOREL         100.15.2 DOOR AUTO           100.15.2 DOOR AUTO         2000 4 DOOR BERLINA           2000 4 DOOR BERLINA         2000 SPIDER VELOCE           2000 5 PUDER VELOCE         2002 2 DOOR AUTO           200 4 DOOR AUTO         3.0 SI 4 DOOR AUTO           3.0 SI 4 DOOR AUTO         504 4 DOOR           3.0 SI 4 DOOR AUTO         504 4 DOOR           3.0 SI 4 DOOR AUTO         CORCILL 4 DOOR DIX AUTO           DORA 2 DOOR MUTO         DORA 2 DOOR           INTERCEPTOR III         TR7           YU2XKE AUTO         XH2L AUTO</td> <td>▶         ▶           ■         ■           RETALCOST         5,970           5,825         6,820           6,820         6,820           6,820         6,820           6,825         6,820           6,826         5,840           6,355         13,752           14,123         5,810           9,049         3,138           3,1,500         17,859           5,100         8,878           13,441         13,441</td>	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY FRANCE W GERMANY FRANCE ENGLAND ENGLAND ENGLAND	Lengton 1 (1997) DEALER_COST 5,063 4,015 5,060 5,060 5,060 10,000 11,000 4,031 4,031 0,000 4,031 11,000 2,026 2,286 25,000 14,404 4,292 7,422 7,422 7,11,194	B         P           MOREL         100.15.2 DOOR AUTO           100.15.2 DOOR AUTO         2000 4 DOOR BERLINA           2000 4 DOOR BERLINA         2000 SPIDER VELOCE           2000 5 PUDER VELOCE         2002 2 DOOR AUTO           200 4 DOOR AUTO         3.0 SI 4 DOOR AUTO           3.0 SI 4 DOOR AUTO         504 4 DOOR           3.0 SI 4 DOOR AUTO         504 4 DOOR           3.0 SI 4 DOOR AUTO         CORCILL 4 DOOR DIX AUTO           DORA 2 DOOR MUTO         DORA 2 DOOR           INTERCEPTOR III         TR7           YU2XKE AUTO         XH2L AUTO	▶         ▶           ■         ■           RETALCOST         5,970           5,825         6,820           6,820         6,820           6,820         6,820           6,825         6,820           6,826         5,840           6,355         13,752           14,123         5,810           9,049         3,138           3,1,500         17,859           5,100         8,878           13,441         13,441
Coerfy	2 2 2	II         I           MODEL         IIII           1011 52 DOOR AUTO         20004 DOOR BERLINA           2000 SPDER VELOCE         2002 DOOR AUTO           2002 2 DOOR AUTO         30 SI 4 DOOR AUTO           30 SI 4 DOOR AUTO         30 SI 4 DOOR AUTO           5014 DOOR         30 SI 4 DOOR AUTO           5014 DOOR         2002 RUTO           5014 DOOR         2002 RUTO           5014 DOOR         DOOR           5014 DOOR         DOR           5010 RUTO         DORA 2000 RUTO           DORA 2000 RUTO         DORA 2000 RUTO           UPRA 2000 RUTO         ITER           TUZ         VIZUXE AUTO           XIT2L AUTO         XIT2L AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW DATSUN TOYOTA MASERAT JRUSEN TRUMPH AGUAR JAGUAR	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN	<ul> <li>beater, cost</li> <li>5663</li> <li>5660</li> <li>5660</li> <li>5660</li> <li>5600</li> <li>6000</li> <li>11,000</li> <li>4,031</li> <li>8,000</li> <li>2,265</li> <li>2,888</li> <li>25,000</li> <li>14,940</li> <li>4,927</li> <li>7,427</li> <li>11,194</li> </ul>	IB         IP           MODEL         100 L3 2 000 R AUTO           2004 J DOOR BERUNA.         2004 J OOR BERUNA.           2006 J T ELOCE         2008 J PUER VELOCE           2008 J DOOR AUTO         2004 AUTO           2014 J DOOR AUTO         504 4 DOOR           3 81 4 DOOR AUTO         504 4 DOOR           501 4 DOOR AUTO         504 4 DOOR           501 4 DOOR AUTO         504 4 DOOR           501 4 DOOR AUTO         CORCULA 4 DOOR AUTO           ODRA2 DOOR AUTO         WITENCEPTOR III           TR7         VIZXXE AUTO           X121 AUTO         X121 AUTO	RETAIL_COST           5,970           5,825           6,820           6,820           5,940           6,355           13,752           14,123           5,810           9,007           9,485           3,339           3,339           31,500           5,100           8,773           13,491
Centy		MODEL           100.42 DOOR AUTO           100.52 DOOR AUTO           2000 4 DOOR BERLINA           2000 4 DOOR BERLINA           2000 SPIDER VELOCE           2002 2 DOOR AUTO           20 81 4 DOOR           20 81 4 DOOR AUTO           20 81 4 DOOR AUTO           20 81 4 DOOR AUTO           200 14 000R AUTO           170 700R AUTO           171 74           1727           1728           1720           1724           1720	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW PELIGEOT BMW PELIGEOT BMW DATSUN TOYOTA MABERATI JAGUAR TRIUMPH JAGUAR	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY I JAPAN JAPAN JAPAN ITALY ENGLAND ENGLAND	Letter Cost 5,060 5,060 5,060 5,060 5,060 5,060 10,000 4,031 10,000 4,031 10,000 4,031 10,000 4,031 10,000 4,031 11,000 4,0000 4,000 4,000 4,000 4,000 4,0000 4,000 4,0000 4,000 4,0000 4,	B         P           MOREL         1001 53 2000 RUTO           2004 4 DOOR BERLINA         2000 SPIDER VELOCE           2005 SPIDER VELOCE         2002 2000 RUTO           2002 2 DOOR AUTO         3.0 SH 4000R           3.0 SH 4000R AUTO         504 4000R           3.0 SH 4000R AUTO         504 4000R           534 4000R AUTO         504 4000R           534 4000R AUTO         504 4000R           534 4000R AUTO         0000 RUTO           504 2000R AUTO         0000 RUTO           1004 2000R         10000 RUTO           1004 2000R         10000 RUTO           1004 XUTO         XILL AUTO           XILL AUTO         XILL AUTO	B         Pa           BETAILCOST         5,970           5,825         6,820           6,820         6,820           6,820         6,820           6,820         5,840           6,355         13,752           14,123         5,810           9,047         9,046           3,138         3,1380           31,1500         5,100           5,17,860         5,100           5,17,860         5,100           6,876         8,767
		II         I           MODEL         IIII           1011 52 DOOR AUTO         20004 DOOR BERLINA           2000 SPDER VELOCE         2002 DOOR AUTO           2002 2 DOOR AUTO         30 SI 4 DOOR AUTO           30 SI 4 DOOR AUTO         30 SI 4 DOOR AUTO           5014 DOOR         30 SI 4 DOOR AUTO           5014 DOOR         2002 AUTO           5014 DOOR         2002 AUTO           5014 DOOR         DOOR           5014 DOOR         DOOR           5014 DOOR         DOOR           5014 DOOR         TO           20102 DOOR AUTO         COROLA 4 DOOR RUTO           COROLA 4 DOOR RUTO         TO           TR7         YIZXEE AUTO           XIT2L AUTO         XIT2L AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW DATSUN TOYOTA MASERAT JENSEN TRIUMPH TRIUMPH JAGUAR	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN JAPAN	<ul> <li>DEALER.COST 5,663</li> <li>5,660</li> <li>5,660</li> <li>5,660</li> <li>5,600</li> <li>6,000</li> <li>6,000</li> <li>11,000</li> <li>4,031</li> <li>8,000</li> <li>2,626</li> <li>2,888</li> <li>25,5000</li> <li>14,940</li> <li>4,927</li> <li>7,427</li> <li>11,194</li> </ul>	Ib         Ir           MODEL         100 L3 2 000 R JUTO           2004 J DOOR BERUNA.         2004 J DOOR BERUNA.           2006 J T VELOCE         2008 PUER VELOCE           2008 J DOOR AUTO         3 81 4 DOOR AUTO           3 81 4 DOOR AUTO         5004 4 DOOR           501 4 DOOR AUTO         5014 4 DOOR           501 4 DOOR AUTO         5014 4 DOOR           100 AUTO         5014 4 DOOR AUTO           COROLLA 4 000R 0X AUTO         DORA 2DOR           VIZXKE AUTO         YIZXKE AUTO           XI12L AUTO         XI12L AUTO	RETALL_COST 5,970 5,225 6,820 6,335 6,335 13,722 14,123 5,510 9,007 9,445 3,139 3,339 3,1500 17,850 5,100 6,878 5,100 13,401
		MODEL           100.42 DOOR AUTO           100.52 DOOR AUTO           2000 4 DOOR BERLINA           2000 4 DOOR BERLINA           2000 5 PIOER VELOCE           2002 2 DOOR AUTO           30 81 ADOOR AUTO           504 4 DOOR           30 91 ADOOR AUTO           504 4 DOOR AUTO           504 4 DOOR AUTO           504 4 DOOR AUTO           501 4 DOOR AUTO           520 20 DOOR AUTO           DORA 2000 RUTO           DORA 2000 RUTO           NITERCEPTOR III           TR7           X112L AUTO	CAR AUDI ALFAROMEO ALFAROMEO ALFAROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY I JAPAN JAPAN JAPAN I JAPAN I JAPAN ENGLAND ENGLAND	4	Ib         I7           MOREL         106 13 2 000 R JUTO           2000 4 DOOR BERLINA         2000 FUEDCE           2000 SPIGEN VELOCE         2002 2 DOOR AUTO           2002 2 DOOR AUTO         3.0 SH 4 DOOR AUTO           3.0 SH 4 DOOR AUTO         530 4 DOOR           5304 4 DOOR         5304 4 DOOR           5304 4 DOOR         5304 4 DOOR           5304 2 DOOR AUTO         COROLLA 4 DOOR DIX AUTO           DORA 2 DOOR         DORA 2 DOOR           1000 FUED DOOR AUTO         DORA 2 DOOR           1000 FUED DORA 2 DOOR         DORA 2 DOOR           100 FUED DORA	B         Pa           RETAIL_COST         5,970           5,826         6,820           6,820         6,820           6,820         6,820           6,820         13,752           14,123         5,610           9,007         9,485           3,139         3,139           31,1500         17,859           5,100         8,878           13,491         1
		It         It           100 L2 2000R AUTO         100 L3 2000R AUTO           2000 4 DOOR BERLINA         2000 4 DOOR BERLINA           2000 5POER KVLOCE         2002 2 DOOR           2002 2 DOOR AUTO         30 SI 4 DOOR           30 SI 4 DOOR AUTO         30 SI 4 DOOR AUTO           2004 4 DOOR AUTO         530 4 4 DOOR AUTO           2010 AUTO         2000 AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW DATSUN TOYOTA MASERAT JENUMPH JAGUAR JAGUAR	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN ITALY ENGLAND ENGLAND ENGLAND	4	Ib         Iz           MODEL         100 L3 2 000 RAITO           2004 DOOR BERUNA.         2004 ODOR BERUNA.           2000 OT VELOCE         2008 SPICEN VELOCE           2002 2 DOOR AUTO         3 8 14 DOOR           3 8 14 DOOR AUTO         30 81 ADOOR AUTO           5304 4 DOOR         304 AUTO           5304 4 DOOR BUX AUTO         DOOR AUTO           1000 RAITO         COROLLA 4 DOOR DIX AUTO           DORA2 DOOR III         TR7           V12XEE AUTO         XJ12L AUTO	RETALL_COST 5,970 5,925 6,820 6,820 5,940 6,355 14,123 5,510 0,007 9,485 3,139 3,130 17,650 17,650 8,678 13,491
		Image:	CAR AUDI ALFAROMEO ALFAROMEO ALFAROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY I JAPAN I JAPAN I JAPAN I JAPAN ENGLAND ENGLAND	4B DEALER_COST 5,060 5,060 5,060 5,060 5,060 5,060 10,000 10,000 10,000 10,000 4,031 8,000 2,028 2,006 2,208 2,208 2,208 2,208 2,208 2,209 4,400 4,331 4,940 4,331 4,940 4,331 4,940 4,331 4,940 4,331 4,340 4,331 4,340 4,331 4,340 4,331 4,340 4,331 4,340 4,331 4,340 4,440	Ib         I7           MODEL         100.132.000 AUTO           2000 STUELOCE         2000 STUELOCE           2000 STUELOCE         2002 2000 AUTO           2001 STUELOCE         2002 2000 AUTO           2002 2000 AUTO         3.0 SI 4.000 AUTO           3.0 SI 4.000 AUTO         504 4.000 R           2014 JOOR AUTO         2004 2.000 AUTO           2014 JOOR AUTO         2004 2.000 R           2014 JOOR AUTO         2007 AUTO           2014 JOOR AUTO         2007 AUTO           2014 JOOR AUTO         2014 AUTO           2014 JOOR AUTO         2014 AUTO           2014 JOOR AUTO         2014 AUTO	B           RETAILCOST           5,070           5,825           6,820           9,007           9,005<
		It         It           100 L2 DOOR AUTO         100 L2 DOOR AUTO           2000 4 DOOR BERLINA         2000 4 POOR BERLINA           2000 SPIDER VELOCE         2002 2 DOOR           2002 2 DOOR AUTO         30 SI 4 DOOR           30 SI 4 DOOR AUTO         30 SI 4 DOOR AUTO           5301 4 DOOR AUTO         5301 4 DOOR AUTO           5301 4 DOOR AUTO         COROLLA 4 DOR DUA AUTO           DORA 2 DOOR         TO           TR7         TR7           YL2XEE AUTO         XJ12L AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW DATSUN TOYOTA MASERAT JENUMPH JAGUAR JAGUAR	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN ITALY ENGLAND ENGLAND ENGLAND	4	Ib         Iz           MODEL         100 L3 2 000 RAITO           2004 DOOR BERUNA.         2004 ODOR BERUNA.           2000 OT VELOCE         2008 SPICEN VELOCE           2002 2 DOOR AUTO         3 0 SI A DOOR           3 0 SI A DOOR         30 SI A DOOR AUTO           3 0 SI A DOOR AUTO         504 A DOOR           3 0 SI A DOOR AUTO         504 A DOOR AUTO           504 4 DOOR AUTO         504 A DOOR AUTO           100 A AUTO         504 A DOOR AUTO           100 A AUTO         1000 A AUTO           100 A AUTO         110 AUTO           1177         V12XE AUTO           XJ12L AUTO         XJ12L AUTO	RETALL_COST 5,970 5,925 6,820 6,820 5,940 6,355 13,752 14,123 5,510 0,007 9,445 3,139 3,139 3,139 3,139 11,500 17,789 8,770 13,491
		Image:	CAR AUDI ALFAROMEO ALFAROMEO ALFAROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY N GERMANY ENGLAND ENGLAND ENGLAND	4B DEALER_COST 5,003 4,015 5,660 5,660 5,660 10,000 11,000 10,000 10,000 10,000 2,268 2,560 2,268 2,268 2,268 2,268 2,268 2,268 2,268 2,268 2,268 2,268 1,494 4,491 1,194 1,194	Ib         I7           MODEL         1001 13 2000F AUTO           1001 13 2000F AUTO         2000 STUELOCE           2000 STUELOCE         2002 2000R AUTO           2001 2000R AUTO         3 0 SI 4 000R AUTO           3 0 SI 4 000R AUTO         3 0 SI 4 000R AUTO           504 4 000R         5501 4 000R AUTO           504 4 000R AUTO         000R AUTO           504 4 000R         1000R AUTO           0000R JUTO         1000 AUTO           0000R JUTO         1000 AUTO           1000R JUTO         1000 AUTO	B           RETAL_COST           5,925           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           6,820           9,907           9,9495           3,139           3,339           3,1500           11,7550           5,100           6,878           13,491
		It	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY JAPAN ITALY ENGLAND ENGLAND ENGLAND	4	Ib         Iz           MODEL         100 L3 2 000 R JUTO           2004 DOOR BERUNA,         2004 OTVELOCE           2000 OT VELOCE         2000 R JUTO           2012 Z DORR AUTO         3.0 SI 4 DOOR           3.0 SI 4 DOOR         3.0 SI 4 DOOR           3.0 SI 4 DOOR AUTO         3.0 SI 4 DOOR AUTO           5304 4 DOOR AUTO         5304 4 DOOR AUTO           5304 2 DOOR AUTO         5304 4 DOOR AUTO           5304 2 DOOR AUTO         5304 4 DOOR AUTO           5304 2 DOOR AUTO         1000 R JUX AUTO           DORA2 DOOR INT         COROLLA 4 DOOR DIX AUTO           TR7         YU2XE AUTO           YU2XE AUTO         XJ12L AUTO	Image: Provide and
		Image: Control of the second	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY BAPAN ITALY W GERMANY BAPAN ITALY BAPAN ITALY BAPAN ITALY BAPAN ITALY BAPAN ITALY BAPAN ITALY BAPAN ITALY BAPAN	4 IB DEALER_COST 5,003 5,660 5,060 5,060 10,000 11,000 10,000 10,000 10,000 2,026 2,085 2,500 14,040 4,292 7,027 11,194	Ib         IP           MODEL         100 L3 2000R AUTO           2004 JOOR BERUNA         2000 STIGEN VELOCE           2005 STIGEN VELOCE         2002 2000R AUTO           2013 J SI 4000R         3 0 SI 4000R AUTO           30 SI 4000R AUTO         504 4000R AUTO           5014 4000R AUTO         2002 2000R AUTO           5014 4000R AUTO         00R04 AUTO           DDRA 2000R         MITENCEPTOR III           TR7         Y12XE AUTO           XJ12L AUTO         XJ12L AUTO	B           RETAIL_COST           5,925           6,820           6,820           6,820           5,440           6,353           14,123           5,810           9,097           9,465           3,139           3,339           3,130           11,560           5,100           8,077           13,491
		It         It           It         <	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW DATSUN TRUMPH JAGUAR JAGUAR	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY U GERMANY ENGLAND ENGLAND ENGLAND	4	Ib         I7           MODEL         100 L3 2 000 RAUTO           2004 J DORB ERUNA         2000 AUTO           2000 ST VELOCE         2000 SPICEN VELOCE           2002 2 DORB AUTO         30 SI 4 DORR           30 SI 4 DORR         30 SI 4 DORR           30 SI 4 DORR         30 SI 4 DORR           30 SI 4 DORR         30 A 100 RAUTO           5304 4 DORR         30 SI 4 DORR           2012 2 DORB AUTO         500 A DORR AUTO           5304 4 DORR AUTO         500 A DORR AUTO           5304 4 DORR AUTO         500 A DORR AUTO           5304 4 DORR AUTO         510 A DORA AUTO           5304 4 DORR AUTO         510 A DORA AUTO           5304 4 DORR AUTO         511 A DORA AUTO           5304 4 DORR AUTO         511 A DORA AUTO           5304 4 DORR AUTO         511 A DORA AUTO           5304 4 DORA AUTO         511 A AUTO           VIZAE AUTO         XI12L AUTO	RETALL_COST 5,070 5,025 6,820 6,820 5,940 6,355 13,752 14,123 5,510 9,045 3,137 9,445 3,139 3,1500 17,859 5,100 8,878 13,491
		II         F           MODEL         100 Ls 2 DOOR AUTO           100 Ls 2 DOOR AUTO         2000 4 DOOR BERLINA           2000 4 DOOR VELOCE         2002 DOOR AUTO           200 3 PIDER VELOCE         2002 2 DOOR AUTO           30 8 J 4 DOOR AUTO         30 8 J 4 DOOR AUTO           501 4 DOOR         30 8 J 4 DOOR AUTO           501 4 DOOR AUTO         COROLL 4 DOOR AUTO           DORA 2 DOOR AUTO         COROLL 4 DOOR DIX AUTO           DORA 2 DOOR         NITERCEPTOR III           TR7         X112, AUTO	CAR AUDI ALFA ROMEO ALFA ROMEO ALFA ROMEO BMW BMW BMW BMW BMW BMW BMW BMW BMW BMW	COUNTRY W GERMANY ITALY ITALY ITALY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY W GERMANY ITALY ENGLAND ENGLAND ENGLAND	4 JE. DEALER_COST 5063 55660 55660 55660 10,000 10,000 10,000 4,031 8,000 2,262 2,288 2,288 2,289 2,2500 14,940 4,922 7,727 11,194	IB         IP           MODEL         100 L3 2 000 RAITO           2004 JOOR BERUNA.         2000 RAITO           2005 SPIDER VELOCE         2002 2 000 RAITO           2004 2 DOOR AUTO         3 a 91 4 DOOR AUTO           3 a 91 4 DOOR AUTO         504 4 DOOR           5304 4 DOOR AUTO         504 4 DOOR AUTO           5304 4 DOOR AUTO         504 4 DOOR AUTO           5304 4 DOOR AUTO         1000 AUTO           5304 4 DOOR         1000 AUTO           5304 4 DOOR         100 AUTO           53	Image: Provide and the system           RETALL_COST           5,025           6,820           6,820           5,840           6,355           13,752           14,123           5,610           9,007           9,485           3,339           3,339           3,339           3,339           3,337           15,401           5,100           8,771           13,491

When Task Parameters are accessed through the Scheduling tool for this compound report, you can specify the MODEL values for both reports.

As shown in the following image, the MODEL parameter has the filter values 3.0 SI 4 DOOR, 100 LS 2 DOOR AUTO, XJ12L AUTO, B210 2 DOOR AUTO, and 2000 SPIDER VELOCE selected.

Parameter Value for Amper Variable	x
Please select value(s) for the Amper Variable:	
All Values	
100 LS 2 DOOR AUTO	
2000 4 DOOR BERLINA	
2000 GT VELOCE	
2000 SPIDER VELOCE	
2002 2 DOOR	
2002 2 DOOR AUTO	
3.0 SI 4 DOOR	
3.0 SI 4 DOOR AUTO	
504 4 DOOR	
530I 4 DOOR	
530I 4 DOOR AUTO	_
B210 2 DOOR AUTO	
COROLLA 4 DOOR DIX AUTO	
DORA 2 DOOR	
INTERCEPTOR III	
VIZXE AUTO	- 1
XJI2L AUTO	
C Depart Task for Each Calasted Value	
Repeat Task for Each Selected Value	
Run Pre/Post-RPC Every Time	
1	
OK Can	cel

The selected values appear in brackets in the Task Parameters dialog box, as shown in the following image.

Name	Description	Display Value	Value		Use Default	
MODEL	MODEL:		["3.0 SI 4 DOOR","100 LS 2 DO	OOR AUTO","X	ו	
Up	Down			New	Delete	Refresh
Parameter Pr	opartias					
	opercies					
Туре:		Report Defined				
Name:		MODEL				
Description:		MODEL:				
Value		["3.0 SI 4 DOOR	","100 LS 2 DOOR AUTO","XJ12	2L AUTO","B21	0 2 DOOR AUT	ro","2000 s
Display Value	:					
Default Value		' FOC NULL'				
Dendant Falle		Always Lise D	efault Value Specified in the Pro	ocedure		
				, courte		
Data Type:		Minimu	im:	Maximum:		
					OK	Cancel

When you schedule a compound report to be burst, and the Repeat Task for Each Selected Value check box is selected, burst reports are created based on the parameter values selected. In the following image, the compound report is distributed and burst into five separate compound reports, which show filtered data about each selected car model.

🕶 🔤 Example	e				
🖻 Doc	ument2				
🔯 Doc	ument2				
💷 Fri,	26 May 2017	03:43 PM	EDT Documen	t2_100 LS 2 DOOR A	UTO
🔟 Fri,	26 May 2017	03:43 PM	EDT Documen	t2_2000 SPIDER VEL	OCE
🚾 Fri,	26 May 2017	03:43 PM	EDT Documen	t2_3.0 SI 4 DOOR	
🔟 Fri,	26 May 2017	03:43 PM	EDT Documen	t2_B210 2 DOOR AU	то
🚾 Fri,	26 May 2017	03:43 PM	EDT Documen	t2_XJ12L AUTO	

For each burst compound report, both reports show data for the selected car model. In the following image, the burst compound report showing information about the 3.0 SI 4 DOOR car model is selected. Both reports in the burst compound report only show information about the selected model.

```
MODEL
         ▼ CAR ▼ COUNTRY ▼ DEALER_COST ▼
                                                                       MODEL
                                                                                 RETAIL_COST 
3.0 SI 4 DOOR BMW
                                            10,000
                    W GERMANY
                                                                       3.0 SI 4 DOOR
1 of 1 records, Page 1 of 1
                                                                           1 of 1 records, Page 1 of 1
```

## **Deleting a Parameter**

It is important to verify that the parameters you delete when scheduling a report procedure (FEX) will be handled, as follows, so that the scheduled job will run successfully:

- A default value is specified in the report procedure (FEX) being scheduled.
- A value will be dynamically assigned to the parameter by the report procedure (FEX) processing when the scheduled job runs on the Reporting Server.
- The parameter will not be referenced when the report procedure (FEX) is processed by the Reporting Server.

To delete a parameter so that it is not stored with the schedule information, highlight the parameter in the parameter table you want to delete, and click the Delete button.

### **Creating a New Parameter**

If you need to have the schedule job send a parameter and value that is not defined in the report procedure being scheduled, you can create a new parameter in the Task Parameters dialog box. Parameters referenced during processing by the Reporting Server must be assigned a value for the scheduled job to run successfully. The schedule job log report will contain information when required parameter values were not provided.

13,752

# *Procedure:* How to Create a New Parameter

You can create parameters for a task as follows:

1. On the ribbon, click *Parameters* to open the Task Parameters dialog box. The Task Parameters dialog box is shown in the following image.

Task Paramete	rs						
Name	Description		Display Value	Value		Use Default	
Up	Down				New	Delete	Refresh
Parameter Pr	operties						
Туре:							
Name:							
Description:							
Value:							
Display Value:	:						
Default Value							
		Always Use D	efault Value Spe	cified in the Pr	ocedure		
Data Type:		Minimu	ım:		Maximum:		
						OK	Cancel

2. Click the New button located above the Parameter Properties section.

The Task Parameter dialog box displays, as shown in the following image.

Task Parame	ter X
Name:	
Value:	
	OK

- 3. Enter a value in the *Name* and *Value* boxes.
- 4. Click OK.

The *Name* and *Value* boxes are populated in the Task Parameters dialog box Parameters table.

- 5. If you would like to change the parameter value, select the parameter in the Parameters table and specify the values in the *Description* and *Value* fields located in the Parameter Properties section.
- 6. Click OK when you have completed entering parameter settings for the task.

# Advanced Task Settings

The Advanced Task Settings option in the Options group provides access to the Additional FOC Errors to be Processed as Warnings dialog box, where you can specify one or more FOCUS error message numbers, separated by a comma. If one of these FOCUS error numbers is encountered during schedule execution, ReportCaster will process it as a warning rather than an error. For example, if a FOC1517 error is generated by the procedure, add *1517* to the text box to convert this error to a warning. This means that if a report is produced, it will be distributed in spite of the FOCUS error number. It also means that this FOCUS error number will not trigger error notification if the schedule is configured to notify on error.

**Note:** When an accordion report is distributed through ReportCaster, an error may be generated. To prevent this, the error FOC 3330 (EXPANDBYROW: Not Supported with BORDER) can been added to the list of FOC Errors to be Processed as Warnings.

The following image shows the error FOC 3330 saved in the Additional FOC Errors to be Processed as Warnings dialog box.

Advanced Task Settings	
Additional FOC Errors to be Processed as Warnings	
3330	
	OK Cancel

# Distribution Options in the Basic Scheduling Tool

The Distribution tab in the Basic Scheduling tool provides the options available for distributing the report output for the scheduled report procedure (FEX). You can distribute a report output using one of the following methods.

🖵 Email

Printer

Repository

## Note:

- Distribution methods can be limited globally (for all users) in ReportCaster configuration and for groups or individual users by security operations.
- Maps can be distributed to the Repository only. Maps distributed by email do not open correctly.

## Using the Email Distribution Option in the Basic Scheduling Tool

When you distribute a report through email, you can include the report in the body of the email (known as an inline email message) or send it as an attachment. Only the HTML, DHTML, WP, and DOC formats can be distributed as an inline email message.

**Note:** You must be authorized to distribute by email in order to create a schedule that uses Email distribution.

Distributing a report as an inline email message is particularly useful when the report is distributed to mobile devices or through email systems that do not support attachments.

You can also distribute a report to a fax machine, as explained later in this section. The following image shows the email distribution options in the Distribution tab of the Basic Scheduling tool when the email method is selected.

Reschedule_1- Schedule (B	lasic)	
Schedule		
Save & Close Delete	Properties         Recurrence         Task         Distribution         Notification         Log Reports         Parameters         Advanced Task Settings           Show         Show         State         Options         State         State <t< td=""><td></td></t<>	
Distribution: Email		
Distribution Information		
Type:	Email Address(s)	
🔍 то		
Krom	Manager	
Reply Address		
Subject:	schedule	
Email Information		
O Send the report as inlined.	ne message Select one report as inline message	
<ul> <li>Send all reports as att</li> </ul>	achments	
Message:	Please see attachment(s).	
Packet Email:	Default (Yes)	
Report Compression		
Add Report to Zip File		
Zip File Name:		
Zip Minimum Size:	0 KB ( Override Default )	

#### Note:

- □ The availability of the inline message option when you create a schedule depends on the *Inline Report Distribution* setting in the ReportCaster Configuration tool accessible from the ReportCaster Console.
- □ The display of a report that is distributed as an inline email message can be affected by settings and restrictions of your email server or email client.
- ❑ When distributing HTML reports by email, the scheduled report (.fex) must set a fully qualified FOCEXURL and FOCHTMLURL for the report styling options defined below. These reference the JavaScript components located on the web or application server where the Client is configured. The Distribution Server will set a fully qualified FOCEXURL and FOCHTMLURL for email distribution using the host name and port provided at installation time. This can be overridden by setting these values in the scheduled procedure. For example:

SET FOCEXURL='hostname:port/ibi\_apps/'

SET FOCHTMLURL='hostname:port/ibi\_apps/ibi\_html'

Styling options include:

- Accordion reports
- □ Table of Contents (TOC) reports
- Peer Graphics/Data Visualization graphical reporting
- Multi-drill reports
- HFREEZE options
- In the Allowed Email Addresses and Domains dialog box in the ReportCaster Console, if the Restrict user input with this list check box has been selected, user input of email addresses is restricted to a list of allowed email domains and addresses.

### *Reference:* Considerations When Sending a Report to Multiple Email Addresses

When you create a schedule that uses email distribution, you can type email addresses in the To field, as shown in the following image.

Distribution Information	
Туре:	Email Address(s)
То	
From	Administrator
From Reply Address	Administrator
From Reply Address Subject:	Administrator

If you type multiple email addresses in the To field, you can use a semi-colon or comma symbol between each email address, to designate how the Distribution Server delivers information.

### *Example:* Using a Comma to Separate Email Addresses in the To Field

If you use the comma symbol to separate email addresses, all email addresses are visible to every email recipient. The following image shows the email addresses EmailA@ibi.com and EmailB@ibi.com separated by a comma.

Туре:	Email Address(s)	•
То	EmailA@ibi.com, EmailB@ibi.com	

The schedule will distribute a report named Sales\_Metrics\_YTD.htm to these email addresses. When you run the schedule, the log report states that one report named

Sales\_Metrics\_YTD.htm has been distributed to both email addresses through a single email, as shown in the following image.

Starting distribution: Email Distribution method: Email Sales\_Metrics\_YTD.htm distributed to EmailA@ibi.com, EmailB@ibi.com Distribution finished.

# *Example:* Using a Semi-Colon to Separate Email Addresses in the To Field

If you use the semi-colon symbol to separate email addresses, each recipient only sees their own email address.

The following image shows the email addresses EmailA@ibi.com and EmailB@ibi.com separated by a semi-colon.

Туре:	Email Address(s)	•	
То	EmailA@ibi.com; EmailB@ibi.com		

The schedule will distribute a report named Sales\_Metrics\_YTD.htm to these email addresses. When you run the schedule, the log report states that two reports named

Sales\_Metrics\_YTD.htm have been distributed to EmailA@ibi.com and EmailB@ibi.com through separate emails, as shown in the following image.

Starting distribution: Email Distribution method: Email Sales\_Metrics\_YTD.htm distributed to EmailA@ibi.com Sales\_Metrics\_YTD.htm distributed to EmailB@ibi.com Distribution finished.

# Procedure: How to Use the Email Distribution Option

**Note:** You can use parameters (amper variables) when specifying values in the Email settings of a schedule. These parameters can be system variables, such as &YYMD, or any amper variable for which a value is returned by the Reporting Server when the scheduled procedure is executed. To use the dot file extension separator after a variable, terminate the variable with the '|' character (for example, &YYMD|.htm). Similarly, to use the ampersand character itself, follow the ampersand with the '|' character (for example, &YYMD|.htm). Similarly, to use the ampersand character itself, follow the ampersand with the '|' character (for example, Smith&|Jones). If a value for a parameter specified in a schedule is not returned by the Reporting Server when the procedure executes, the schedule will fail with a "No report to distribute" error. If the scheduled task is burst, you can also use the '%BURST' symbol to include the burst value. If the Packet Email setting is Yes, the burst value will not be substituted in the Zip filename.

1. Right-click a report procedure (FEX), point to Schedule, and then select Email.

The Basic Scheduling tool appears.

- 2. Select the Distribution tab.
- 3. From the Type drop-down list, select the method you will use to provide the email addresses that will receive the distribution. The options are Distribution List and Email Address(s). These options all show where the report procedure (FEX) distributes To and From, the Reply Address, and the Subject. Additionally, in the Email Information section, select whether you would like to send all reports as attachments or send a report as an inline message.
  - ❑ **Distribution List.** The report will be sent to all email addresses in the selected email Distribution List.
  - Email Address(s). This is the default method for supplying email addresses in the scheduling tools. The default value of this field is the email address of the user that is creating the schedule. You can specify multiple email addresses in the Email Address(s) field. Separate each email address with a comma (,) or a semicolon (;). The email addresses will appear in the To line of a single email when the scheduled output is distributed. Each individual email address can be a maximum of 130 characters, according to the SMTP specification. The total maximum length of this field is 800 characters.

Additionally, you can use group mail lists (defined on your mail server) with the Email Address(s) option. You can use group mail lists to distribute a report or notification to multiple recipients without having to maintain multiple email addresses in the Repository. The format of the group mail list depends on the mail server being used. For example, if you are using a Microsoft Exchange Server and your group mail list is defined as #group1, you would enter group1@*listdomain* in the Email Address(es) field. If the group mail list contains a space within its name, enclose the space with double quotation marks ('' ''). For more information, see your mail server administrator.

- 4. In the To box, type the email address of the recipient.
- 5. Optionally, click the *To* button to open the Enter Email Addresses dialog box and type an email address in the To, Cc, Bcc, and Reply fields.

#### Note:

- ❑ You can create a schedule that bursts sections of a report to different email recipients. However, if you type an email address in the Cc or Bcc field, every section of a burst report will distribute to the same Cc or Bcc email address.
- □ If you type multiple email addresses in the Cc and Bcc fields, Cc and Bcc emails are always sent to each email address individually, regardless of whether a comma or semi-colon is used to separate addresses.
- 6. In the From box, type any value (for example, the name of the person creating the schedule). ReportCaster does not require a value for this field, but your email system may require one.
- 7. In the Reply Address box, type a valid email address. If recipients reply to the email, their messages will be sent to this address. If your email system is unable to deliver the content, the undeliverable output message is also returned to this address. ReportCaster requires this field.

**Note:** If a default Mail Reply Address was not provided in the ReportCaster Configuration tool, the default Reply Address used for this field is the email address of the user that is signed to WebFOCUS. ReportCaster obtains the email address of the user from the WebFOCUS security system.

- In the Subject box, type the text that you want to appear in the email subject line. ReportCaster may not require this information, but it may be needed by your email system. The value you entered in the schedule Title field is the default Subject value.
- 9. Specify whether you want to send the report as an email attachment, or within the body of the email inline by selecting or clearing the *Send all reports as attachments* option. For more information, see *Using the Email Distribution Option in the Basic Scheduling Tool* on page 53.
- 10. Optionally, you can type a message to appear in the email body to replace the default message, *Please see attachment(s)*.

**Note:** You can also provide a custom default distribution message using the Email Distribution and Notification settings in the ReportCaster Configuration tool in the ReportCaster Console. This allows you to override the default message, *Please see attachment*(s), by enabling you to create a custom message specific to your organization. The message displays when creating a schedule using Email distribution. For more information, see *ReportCaster Configuration*.

- 11. Optionally, specify a value for the Packet Email or accept the default value. The Packet Email option is set to the default value configured by the Manager. For a schedule that has a task that is burst, you can decide how many emails to send to each recipient. Options include:
  - □ No. Sends each attachment in a separate email.
  - **Yes.** Sends one email that contains all attachments.
  - **By Burst Values.** Sends one email with multiple attachments for each burst value.
- 12. Specify whether to send the report as a compressed (.zip) file by selecting or clearing the *Add Report to Zip File* check box.

You have the option of converting your distributed report into a password-protected compressed file. By default, the Add Report to Zip File check box is not selected and the report will not be compressed.

13. If the *Add Report to Zip File* check box is selected, enter the name of the Zip file in the *Zip File Name* box.

**Note:** Support of Unicode characters in a Zip file name and content within a Zip file on Windows 7 and Windows 2008 Server R2 requires the following hotfix from Microsoft: *http://support.microsoft.com/kb/2704299/en-us*. Without this hotfix, file names are corrupted after you decompress a .zip file in Windows 7 or in Windows Server 2008 R2.

- 14. Additionally, you can specify the minimum size (in KBs) a file must exceed before it is automatically added to a Zip file. The Zip minimum size is set to the default value configured by the administrator. To automatically zip an attachment that exceeds a certain size, set this value to the desired size.
- 15. Select the *Notification* tab to specify whether to send an email notification of the schedule job status. If you select *Always* or *On Error*, then you have to specify the Reply Address, Subject, Brief Message To, and Full Message To.
- 16. Next, select the *Properties* tab to specify the Title, Priority, whether a warning or error will display if there is no report to distribute, whether to delete the schedule if it will not run again, and whether the schedule is enabled to run. For more information, see *About Properties in the Basic Scheduling Tool* on page 66.

- 17. Select the *Recurrence* tab to specify how often to run the schedule. If you want the schedule to run on the current day, set the Start Date and Start Time to values later than the current time. For more information, see *About Recurrence in the Basic Scheduling Tool* on page 68.
- 18. Click Save & Close to save the schedule.

## Using the Printer Distribution Option in the Basic Scheduling Tool

The report formats that support printing are DOC, PDF (when you configure ReportCaster to enable PDF to print and the printer has the appropriate driver), PS, and WP.

#### Note:

- ❑ You must be authorized to distribute to a printer in order to create a schedule that uses Printer distribution.
- Deroblems may occur in printed output if the distributed reports contain UTF-8 characters.
- ❑ Since a Printer schedule will not work unless the report output format is a valid print format, ReportCaster always sets the format of a schedule with distribution to a printer to a valid format. If the default configuration of PDF as a valid print format is in place, the override format is set to PDF. Otherwise, the override format is set to DOC. You can change this format on the Task tab.

## *Procedure:* How to Use the Printer Distribution Option

**Note:** You can use parameters (amper variables) when specifying a value for the Printer Name field of a schedule. These parameters can be system variables, such as &YYMD, or any amper variable for which a value is returned by the Reporting Server when the scheduled procedure is executed. To use the dot file extension separator after a variable, terminate the variable with the '|' character (for example, &YYMD|.htm). Similarly, to use the ampersand character itself, follow the ampersand with the '|' character (for example, &YYMD|.htm). Similarly, to use the ampersand character itself, follow the ampersand with the '|' character (for example, Smith&|Jones). If a value for a parameter specified in a schedule is not returned by the Reporting Server when the procedure executes, the schedule will fail with a "No report to distribute" error. If the scheduled task is burst, you can also use the '%BURST' symbol to include the burst value.

1. Right-click a report procedure (FEX), point to Schedule, and then select Printer.

The Basic Scheduling tool appears.

2. Click the Distribution tab.

- 3. From the Type drop-down menu, select the method in which you will provide the file names to distribute to the printer. The options are:
  - **Distribution List.** The report will be sent to all printers in the selected Distribution List. To select a Distribution List, click the icon next to the Distribution List field.
  - **Printer.** Specify the printer using the following format.

queue@printserver

where:

queue

Is the name of the printer queue.

#### printserver

Is the host name or IP address of the printer.

ReportCaster can differentiate between the printer queue and the printer host name or IP address due to the presence of the '@' separator. Although ReportCaster supports specifying only the host name or IP address of the printer, we recommend that you specify both the printer queue and host name or IP address when distributing ReportCaster output to a printer. The maximum length of this field is 800 characters.

- 4. If you select *Distribution List*, click the *Name* button, which will display the Open dialog box to allow you to select a Distribution List. If you select *Printer*, specify the printer name in the Name field.
- 5. Select the *Notification* tab to specify whether to send an email notification of the schedule job status. If you select *Always or On Error*, then you must specify the Reply Address, Subject, Brief Message To, and Full Message To.
- 6. Select the *Properties* tab to specify the Title, Priority, whether a warning or error will display if there is no report to distribute, whether to delete the schedule if it will not run again, and whether the schedule is enabled to run. For more information, see *About Properties in the Basic Scheduling Tool* on page 66.
- 7. Select the *Recurrence* tab to specify how often to run the schedule. If you want the schedule to run on the current day, set the Start Date and Start Time to values later than the current time. For more information, see *About Recurrence in the Basic Scheduling Tool* on page 68.
- 8. Select Save & Close to save your changes.

# Using the Repository Distribution Option in the Basic Scheduling Tool

When distributing scheduled output to Repository in the Basic Scheduling tool, specify the Repository folder location to which to distribute the report output.

**Note:** You must be authorized to distribute to repository in order to create a schedule that uses Repository distribution.

The best practice for recurring and burst schedules is to create and specify a different folder location for each report being distributed for the same report procedure (FEX). This is important so the security access can be defined and managed at the folder level and when opting to burst the distributed report output because the burst value is assigned as the title value to each report section that is distributed. The title value is the value that displays in the Resources tree.

When the report output is distributed using the Repository distribution option, the Day, Date, and Time information is prepended to the Save Report As value specified in the schedule task information. For example, the Schedule for the Product Packaging & Price report is assigned the default *Save Report As* value 'Product\_Packaging\_Price.htm' (blanks and special characters are replaced with an underscore character).

The report output distributed to the Repository on Monday December 19, 2011 at 1:35pm EST is assigned the description: Mon, 19 Dec 2011 01:35 PM EST Product Packaging Price.

## Procedure: How to Use the Repository Distribution Option

- 1. Right-click a report procedure (FEX), point to *Schedule*, and then select *Repository*. The Basic Scheduling tool displays in a new window.
- 2. Enter or verify task information.
- 3. Click the Distribution tab.

The Distribution Server adds Day, Date, and Time to the beginning of the Save Report As value specified in the Task tab.

Verify that the folder location is the folder to which you want to distribute the report output. The folder location defaults to the same folder as the report procedure (FEX) being scheduled. Users can select a different folder to distribute the report output to by clicking the *Folder Location* button, which will display a dialog box of the Resources tree from which a folder location can be selected, as shown in the following image.

Browse for Folder	х
Choose the folder:	
💌 🎯 Domains	
Accounts	
Electronics Sales SW	
Public	
OK Cancel	

- 4. Optionally, select the *Do not add a timestamp to the filename* check box if you want the report output to be overwritten with each distribution.
- 5. Select the *Notification* tab to specify whether to send an email notification of the schedule job status. If you select *Always* or *On Error*, then you must specify the Reply Address, Subject, Brief Message To, and Full Message To.
- 6. Select the *Properties* tab to specify the Title, Priority, summary, whether a warning or error will display if there is no report to distribute, whether to delete the schedule if it will not run again, and whether the schedule is enabled to run.
- 7. Select the *Recurrence* tab to specify how often to run the schedule. If you want the schedule to run on the current day, set the Start Date and Start Time to values later than the current time.

8. Select Save & Close to save your changes.

## Notification Options in the Basic Scheduling Tool

The Notification tab in the Basic Scheduling tool, shown in the following image, provides the options to send a notification of the schedule status to specific email recipients. **Note:** 

- Notification will not work unless a mail server is configured. If a mail server is not configured, notification will fail and an error message will be recorded in the schedule job log.
- ❑ You can use parameters (amper variables) when specifying values for the Notification fields of a schedule. These parameters can be system variables, such as &YYMD, or any amper variable for which a value is returned by the Reporting Server when the scheduled procedure is executed. To use the dot file extension separator after a variable, terminate the variable with the '|' character (for example, &YYMD|.htm). Similarly, to use the ampersand character itself, follow the ampersand with the '|' character (for example, Smith&|Jones). If a value for a parameter specified in a schedule is not returned by the Reporting Server when the procedure executes, the schedule will fail with a "No report to distribute" error.
- ❑ Note: In the Allowed Email Addresses and Domains dialog box in the ReportCaster Console, if the *Restrict user input with this list* check box has been selected, user input of email addresses is restricted to a list of allowed email domains and addresses.

Chart1- Sch	edule (Bas	sic)							
Real Sched	🕒 🔹	0							
Save & Close	X Delete	Properties	Recurrence	 Distribution	Notification	Log Reports	Parameters	Advanced Task Settings	
Action	s			Show			Op	otions	
Notification E	mail								
Notification Ty	/pe:		Never			-			
Reply Address	:								
Subject:			Chart1						
Brief Message	To:								
Full Message 1	Го:								

The notification options are:

□ **Never.** ReportCaster will not send a notification of the schedule status under any circumstances. This is the default value.

- Always. The specified users are always notified when the schedule runs.
- □ **On Error.** The specified users are notified when errors are encountered while running the schedule. Information Builders recommends the use of the On Error notification option.

## Setting On Error and Always Notification in the Basic Scheduling Tool

When you select the On Error or Always notification option, additional options become available.

Chart1- Schedule (Basic) _ D X										
Reference Sched	🕒 🔹	0								
Save & Close	X Delete	Properties	Recurrence	Task	Distribution	Notification	Log Reports	Parameters	Advanced Task Settings	
Action	s				Show			O	otions	
Notification E	mail /pe: :		On Error							
Subject:		Chart1								
Brief Message	To:									
Full Message T	To:									

The On Error and Always notification options are:

■ **Reply Address.** Type the email address of the sender. If report recipients reply to the report sender, then their messages are sent to this address. If your email system is unable to deliver a report, then the undeliverable report message is also returned to this address.

#### Note:

- □ If you are authenticating to the mail server with your user ID and password, then the reply address will be the email address associated with that user ID.
- □ If the mail server is configured with authentication and the Reply Address is configured in the ReportCaster Configuration tool, then the Reply Address field in the scheduling tools will be disabled. If a Reply Address is not configured, then the field is enabled to allow a Reply Address to be sent to the email server, however the actual Reply Address of the delivered email will be that of the authenticating account.
- □ **Subject.** Type the text you want to display in the subject line of the email notification. There is a limit of 255 alphanumeric characters. By default, this field contains the report name and date and time stamp.

**Brief Message To.** Type the email address where you want a full notification sent. There is no syntax error checking for this field.

**Tip:** Use the Brief Message To option when you are sending notification to devices that have limited memory, such as pagers and cell phones. If you want to notify multiple recipients, you can use group mail lists defined on your mail server provided that you append an at sign (@) followed by a valid domain.

**Full Message To.** Type the email address to which you want a full notification sent. There is no syntax error checking for this field.

## About Properties in the Basic Scheduling Tool

When you access the Basic Scheduling tool, the Title and Path Properties options are predefined for the selected report procedure (FEX). The following image displays the Properties tab in the Basic Scheduling tool.

Chart1- Schedule (Basic)										
Schedule										
Save & Close Delete Propertie	Recurrence Task Distribution Notification Log Reports Advanced Task									
Actions	Show Options									
Title:	Chart1									
Path:	IBFS:/WFC/Repository/Getting_Started									
Summary:		11								
Job Priority Level:	Normal - 3									
No Report to Distribute:	Default (Error)									
Delete this schedule if it is not sch	neduled to run again.									
Enabled (Scheduled job runs at specified time)										

The options within the Properties tab are:

□ **Title.** This allows you to provide a brief description of the purpose of the schedule. It is prepopulated with the title of the report procedure being scheduled when creating schedules with the Basic Scheduling tool. You can edit the title while creating the schedule or after saving the schedule from within the Schedule tools. You can also edit the title from the Properties option from the Resources tree after saving the schedule.

The title of the schedule is the default name assigned when saving the schedule. If the name value already exists in the selected tree folder, a message is displayed informing you that the name already exists. You can change the Title field in the Save dialog box, which when saved, will also update the Title field within the schedule information.

- **Path.** This is the Repository path of the report procedure (FEX) you selected to schedule.
- **Summary.** This allows you to insert a detailed description for the schedule. This is an optional field.
- Job Priority Level. This specifies the priority the scheduled job will be given when processed by the Distribution Server. The default Job Priority Level is set to Normal - 3. However, you can use the drop-down list to set the priority level, as shown in the following image.



- ❑ No Report to Distribute. This option is set to the default value configured by the Manager. To trigger error notification if no report is generated, set this value to *Error*. If you do not want to trigger notification when no report is generated, set this value to *Warning*.
- Delete this schedule if it is not scheduled to run again. This check box allows you to specify that the schedule should be deleted after the scheduled job processing is completed if the schedule is not scheduled to run again. Selecting this option for schedules you will not utilize again is recommended as it will improve overall performance within the Resources tree listing folder contents and within the ReportCaster Explorer tool when listing schedules.
- Enabled (Scheduled job runs at specified time). This check box is selected by default to specify that the schedule should be evaluated by the Distribution Server when polling for scheduled jobs to run. If you do not want to distribute the schedule based on its NEXTRUNTIME value, clear this check box.

# About Recurrence in the Basic Scheduling Tool

When you access the Basic Scheduling tool, the Recurrence tab options allow you to define how often to run the schedule. The following image displays the Recurrence tab in the Basic Scheduling tool.

Chart1- Schedule (Ba	sic)							
RO 🖬 🗎 🕇	0							
Schedule								
Save & Close Delete	Properties	Recurrence	Distribution	Notification	Log Reports	Parameters	Advanced Task Settings	
Actions			Show			Ор	tions	
Settings								
Run Once	The time zone	for the Start Time, End	Time and Until	Time is Eastern	Standard Time	GMT-04		
Minutes	Start:	Monday, April 4, 2010	6	•	10: 47 A	м 🗘		
Hourly	End:	Thursday, December	31, 2099	-	11: 59 P	M T		
Daily								
Monthly								
Yearly								
Custom								
- Advanced settings								
			Minute(a)					
Repeat schedule eve	ery:	10	Minute(s)	•				
Until Time:		7: 27 PM	-					
Last For:		1 A	our(s) 0	👘 mi	nute(s)			

Options that users must determine include frequency of distribution, start and end times, and Advanced interval settings. Select one of the following frequency of distribution settings:

- Run Once
- Minutes
- Hourly
- Daily
- Weekly
- Monthly
- Yearly
- Custom

You can assign start and end times by using the drop-down lists. When you click on the down arrow, a calendar will display that enables an authorized user to set the date for schedule distribution. Use the up and down arrows to set a specific time for schedule distribution. Alternatively, you can enter the time manually.

If the user has the privilege to set Advanced settings, check the *Repeat schedule every* check box to enable Advanced interval setting options. Set how often you want to repeat schedule distribution, when you want to stop distributing the schedule (Until Time), and the duration to distribute the schedule (Last For). Enter this information manually or use the up and down arrows to set parameters.

# The Run Once Interval

The Run Once option sets the job to execute immediately. This is the default value. You can modify the date or time if you do not want the schedule to run immediately. You can specify the date and time you want the schedule to run using the Start Schedule options, as shown in the following image.

Settings			
Run Once	The time zo	e for the Start Time, End Time and Until Time is Eastern Standard Time (GMT-04	
Minutes	Start:	Monday, April 4, 2016 🔹 10: 47 AM 🔹	
<ul> <li>Hourly</li> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Yearly</li> <li>Custom</li> </ul>	End:	Thursday, December 31, 2099 🔹 11: 59 PM 🐴	
Advanced settings Repeat schedule e Until Time: East For:	every:	10     ▲       7: 27 PM     ▲       1     ▲       hour(s)     0	3

To select a date, choose a date from the drop-down date calendar. To select a time, select either the hour or minutes, and use the up and down arrows to increase or decrease the value. Alternatively, you can enter the time manually.

# The Minutes Interval

The Minute(s) option sets the schedule to run every *n* minutes.

In the Every minute(s) field, type or select the minutes interval (1 to 59), check the days of the week on which you want to run the schedule, and select the *Start* and *End* date and time to define the time period in which the schedule will run. For example, the following image shows a schedule that will run every 30 minutes on Mondays beginning at noon May 16, 2012 and ending 6:00 PM October 30, 2012.

Settings								
Run Once	The time zone for	or the Start Time, End Time an	d Until Time i	s Eastern Stan	dard Time (GM	IT-0400).		
Minutes	Start:	Wednesday, May 16, 2012		•	12:	00 AM	*	
Hourly     Daily	End:	Tuesday, October 30, 2012		-	6:	00 AM	+	
<ul> <li>Weekly</li> </ul>	Every 30	🔹 minute(s) on: 🖉 Mo	n 🗌	) Sat				
Monthly		Tue		Sun				
Yearly		We	d					
Custom		🔲 Thu	J. Contraction of the second sec					
		Eri						
Advanced settings								
Repeat schedule every	:	10 Minu	te(s)	•				
Until Time:		7: 27 PM						
Last For:		1 hour(s	s) 0	in the second s	inute(s)			

**Tip:** Selecting this option may affect system performance if you choose to run the schedule every 5 minutes or less. We recommend specifying a minimum of 30 minutes. The minute interval option is primarily for alert schedules.

## The Hourly Interval

The Hourly option sets the schedule to run every *n* hours.

In the Every hour(s) field, type or select the hours interval (1 to 24), check the days of the week on which you want to run the schedule, and select the *Start* and *End* date and time to define the time period in which the schedule will run. For example, the schedule shown in the following image will run every three hours on Mondays and Fridays beginning at noon May 16, 2012 and ending 6:00 PM October 30, 2012.

Chart1- Schedule (Basi	sic)	
Point and a second seco	0	
Schedule		
Save & Close Delete	Properties Recurrence Task Distribution Notification Log Reports Parameters Advanced Task Settings	
Actions	Show Options	
Settings		
Run Once	The time zone for the Start Time, End Time and Until Time is Eastern Standard Time (GMT-0400) .	
Minutes	Start: Wednesday, May 16, 2012 🔹 12: 00 AM 🗘	
Hourly	End: Tuesday, October 30, 2012 👻 6: 00 AM 🗘	
Daily		
Weekly	Every 3 🗸 hour(s) on: 🖉 Mon Sat	
Monthly	Tue Sun	
Yearly	Wed	
Custom	Thu	
	🖉 Fri	
Advanced settings		
Repeat schedule even	ery: 10 Minute(s)	
O Until Time:	7: 27 PM	
Iast For:	1 $\stackrel{\land}{\longrightarrow}$ hour(s) 0 $\stackrel{\land}{\bigvee}$ minute(s)	

# The Daily Interval

The Daily option in the Settings list sets the schedule to run every *n* days. In the Every day(s) field, type or select the days interval to run the schedule and select *Start* and *End* date and time to define the period in which the schedule will run. For example, the schedule shown in the following image will run every five days beginning at noon May 16, 2012 and ending 6:00 PM October 30, 2012.

Chart1- Schedule (Bas	asic)	
Schedule	0	
Save & Close Close Close Actions	Properties Recurrence Task Distribution Notification Log Reports Show	
Settings		
Kun Unice     Minutes     Hourly     Daily     Weekly     Monthly     Yearly     Custom	Start:     Wednesday, May 16, 2012     Ime is Eastern Standard Time (GMT-0H00).       End:     Tuesday, October 30, 2012     6: 00 AM       Every     1     day(s)	
Advanced settings Repeat schedule ever Until Time: East For:	ery: 10 Minute(s) 7: 27 PM 1 hour(s) 0 minute(s)	

You can also set a secondary run interval. For information about this setting, see *Advanced Settings* on page 78.
## The Weekly Interval

The Weekly option in the Settings list sets the schedule to run every *n* weeks.

In the Every week(s) field, type or select the weekly interval to run the schedule, check the days of the week on which you want to run the schedule, and select the *Start* and *End* date and time to define the time period in which the schedule will run. The following image shows a schedule that will run every two weeks on both Monday and Friday beginning at noon May 16, 2012 and ending at 6:00pm on October 30, 2012.

Chart1- Schedule (Basic	sic)	
RO 🖬 🥯 🔹 🤅	0	
Schedule		
Save & Close Delete	Properties Recurrence Task Distribution Notification Log Reports Advanced Task Settings	
Actions	Show Options	
Settings		
Run Once	The time zone for the Start Time, End Time and Until Time is Eastern Standard Time (GMT-0400) .	
Minutes	Start: Wednesday, May 16, 2012 💌 12: 00 AM 🖨	
Hourly     Daily	End: Tuesday, October 30, 2012 🗸 6: 00 AM 🗘	
Weekly	Every 2 🜩 week(s) on: 🕑 Mon 💿 Sat	
Monthly	Tue Sun	
Yearly	Wed	
Custom	🔲 Thu	
	🕑 Fri	
Advanced settings		
Repeat schedule every	ry: 10 Amute(s)	
Until Time:	7: 27 PM	
Iast For:	1 hour(s) 0 initiation minute(s)	

**Note:** When selecting the *Weekly* interval, set the *Start* to the date of the first day (current or future) of the week you want the schedule to run. If you select the current date, then you must make sure that the *Start* time is later than the current time when you save the schedule. If the *Start* time is less than or equal to the current time, the calculation for the next run time results in the schedule not running on the current date.

You can also set a secondary run interval. For more information about this settings, see *Advanced Settings* on page 78.

# The Monthly Interval

The Monthly option sets the schedule to run every n months. You can then refine the monthly interval with one of the following options. Note that these options are mutually exclusive.

- ❑ Every first, second, third, fourth, or last *n* day of the week (where *n* is Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday) every *n* months.
- Specific days every *n* months.

Additionally, select the *Start* and *End* date and time to define the time period in which the schedule will run. The following image shows a schedule set to run on the first Monday of every month beginning at noon May 16, 2012 and ending 6:00 PM October 30, 2012.

Settings	ers Advanced Task Settings Options						
Schedule  Save & Close Delete Actions  Properties  Recurrence Task Distribution Notification Log Reports Paramete Show	ers Advanced Task Settings Options						
Save & Close     Delete       Actions     Properties       Settings	ers Advanced Task Settings Options						
Settings	options						
Settings							
Due Once The time sees for the Chart Time. End Time and Until Time is Destern Chardend Time (CMT 040)	(2)						
Kun Once     Ine une zone for une start, nime, zho nime and unur nime is Eastern standard nime (simi-0+0)     Minutes							
Handes Start: Wednesday, May 16, 2012   Hourly	M						
Daily End: Tuesday, October 30, 2012	м 🗘						
Weekly Every 1 + month(s) on:							
Monthly The first V Monday V of the month(s)	● The first ▼ Monday ▼ of the month(s)						
Yearly  Day(s)  Day(s)							
Custom							
22 23 24 25 26 27 28							
29 30 31 Last Day of Hontin							
Advanced settings							
Repeat schedule every: 10 Minute(s)							
Ultil Time: 7: 27 PM							
last ror;							

The following image shows a schedule set to run on the 2nd, 9th, 16th, 23rd, and 30th of every month, regardless of the day of the week on which those dates fall.

Minutes	Start:	Wednesday, May 16, 2012 💌	12: 00 AM	*	
Hourly	End:	Tuesday, October 30, 2012 💌	6: 00 AM	* *	
Weekly Monthly Yearly Custom	Every The firs Day(s)	1      month(s) on:     Monday     of the month(s)     1 2 3 4 5 6 7     8 9 10 11 12 13 14     15 16 17 18 19 20 21     22 23 24 25 26 27 28     29 30 31 Last Day of Month			
lvanced settings					
Repeat schedule eve	ry:	10 Minute(s)			
Until Time:		7: 27 PM			
Until Time:		7: 27 PM	minute(s)		

You can also select the *Last Day of the Month* option at the end of the calendar to run the schedule on the last day of the month.

**Note:** When selecting the *Month*(s) interval, set the *Start* date to the date of the first day (current or future) of the month you want the schedule to run. If you select the current date, then you must make sure that the *Start* time is later than the current time when you save the schedule. If the *Start* time is less than or equal to the current time, the calculation for the next run time results in the schedule not running on the current date.

You can also set a secondary run interval. For information about this setting, see *Advanced Settings* on page 78.

# The Yearly Interval

The Yearly option sets the schedule to run every n years during a specific time period. The following image shows a schedule set to run every two years beginning at noon May 16, 2012 and ending 6:00 PM October 30, 2022.

Settings					
Run Once	The time zone f	or the Start Time, End Time and Until Time is I	astern Standard Ti	me (GMT-0400) .	
Minutes	Start:	Wednesday, May 16, 2012	•	12: 00 AM	•
Hourly	End:	Tuesday, October 30, 2012	•	6: 00 AM	<b>*</b>
Daily	-				
Weekly	Every	2 year(s)			
Monthly     Monthly					
Custom					
Custom					
Advanced settings					
Repeat schedule every	:	10 Minute(s) 👻			
O Until Time:		7: 27 PM			
Iast For:		1 hour(s) 0	minute(s	)	

You can also set a secondary run interval. For information about this setting, see *Advanced Settings* on page 78.

# The Custom Interval

The Custom option allows you to select a set of dates that do not follow a specific pattern. For example, if you want to run a quarterly report on a different day of each quarter, then you can use the Custom run interval to set the schedule to run on dates, such as March 3 (Saturday), June 4 (Monday), September 7 (Friday), and December 2 (Sunday).

The following image shows the Custom Run Interval options, which includes Start (initially set to the current date and time) and the End date and time options, the Custom calendar, and the Custom Date List node that appears in the right panel.

Minutes	Start:			Wednesday, May 16, 2012 Tuesday, October 30, 2012			<ul> <li>▼ 12: 00 AM </li> <li>▼ 6: 00 AM </li> </ul>	+					
<ul> <li>Hourly</li> <li>Daily</li> </ul>	End:												
Weekly	(( ) December 2012 ) )												
Monthly Yearly Custom	•	5un 1 25 2 9 16 23 30	Mon 26 3 10 17 24 31	Tue 27 4 11 18 25 1	Wed 28 5 12 19 26 2	Thu 29 6 13 20 27 3	Fri 30 7 14 21 28 4	Sat 1 8 15 22 29 5	~~				
ttings chedule every				1	.0				Minute(s)	•			
Until Time:						7:	27	PM	*				
Last For:				1				-	hour(s) 0		minute(s)		

Define the time period in which the schedule will run by selecting the *Start* date and time and the *End* date and time. Select the specific days on which to run the schedule by clicking the day in the calendar. (Use the forward and back buttons at the top of the calendar to move through the months and years.) As you select a date, it appears in the Custom Date List. If it does not already exist, a folder for the year and month of the date you select is automatically created under the Custom Date List node. The following image shows an example of a selection of Custom dates in the calendar and the Custom Date List.

Settings			
Run Once	The time zone fo	or the Start Time, End Time and Until Time is Easte	rn Standard Time (GMT-0400) .
Minutes	Start:	Wednesday, May 16, 2012	▼ 12: 00 AM 🗘
Hourly	End:	Tuesday, October 30, 2012	▼ 6: 00 AM 🗘
<ul> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Yearly</li> <li>Custom</li> </ul>	••••••••••••••••••••••••••••••••••••	ember 2012         >         >          Satt         Mon         Frid         Satt         Mon         Frid         Satt         Satt<	urday, March 3, 2012 vday, June 4, 2012 Jay, September 7, 2012 vday, December 2, 2012
Advanced settings	y:	10 Minute(s) V	
Until Time:		7: 27 PM	
Last For:		1 hour(s) 0	minute(s)

To remove a date from the list, click the date in the calendar. The date is no longer highlighted in the calendar and will not appear in the Custom Date List. You can optionally use the left single arrow to remove a date from the list. The double arrow button removes all defined lists.

You can also set secondary run interval. For information about this setting, see *Advanced Settings* on page 78.

# **Advanced Settings**

The Advanced settings option enables you to create a secondary run interval within the day the schedule runs. You can apply the secondary run interval every *n* minutes or hours for a specified number of hours and minutes or until a specified time. This option is available for schedules that run every day(s), week(s), month(s), or year(s).

**Note:** When a schedule is saved, the hours setting is converted to minutes. When a schedule is edited, this value appears as minutes.

The secondary run interval will not be validated when the schedule is created. Instead, validation is performed every time the next run time of the schedule is calculated when running within the secondary run interval. The secondary run interval cannot exceed the next run time for the primary run interval. For example, a daily schedule cannot have a secondary run interval greater than Every 1 day(s). If you schedule a secondary run interval to run after the next primary run interval of the schedule, the secondary run interval is stopped and an error message appears. This error message is also written to the log file.

The Advanced settings section allows you to specify repeat options, as well as time intervals. The following image shows an example of set secondary run interval options.

Advanced settings		
Repeat schedule every:	10 Minute(s) -	
Until Time:	4: 10 PM 🜲	
Last For:	1 hour(s) 0	

The Apply secondary run interval options are:

- **Repeat schedule every.** Applies the secondary run interval every *n* minutes or hours (in this example, every 10 minutes) within the day the schedule runs.
- ❑ **Until Time.** The time up until which the secondary run interval will be applied. In this example, the schedule will rerun every 10 minutes until 4:10 PM when the Until Time option is selected.
- ❑ **Last For.** The duration, specified in hours and minutes, during which the secondary run interval will be applied. This option and the Until Time option are mutually exclusive.

**Note:** When a schedule is updated, the next run time is recalculated based only on the primary run interval. This means that if a schedule that includes a secondary run interval is updated before the secondary schedule is able to run, then the secondary run interval is ignored and the NEXTRUNTIME is calculated based on the primary interval.

For example, a schedule exists that is set to run daily at 2:00 PM with a secondary run interval of every 10 minutes from 2:00 PM to 3:00 PM. When the schedule runs at 2:00 PM, the NEXTRUNTIME resets to run at 2:10, which honors the secondary run interval. If this schedule is updated at 2:03 PM, the NEXTRUNTIME is recalculated to be 2:00 PM the next day, rather than 2:10 PM on the current day.

# Using Amper Variables as Parameter Values

When a parameterized report is scheduled, you can set the value of a parameter to a variable, rather than a literal value. This ability reduces the need for a schedule to be updated before it is run. For example, instead of editing a schedule daily in order to display up-to-date information, a report can be scheduled to always display the date of the day that it is running. This is done by setting the value of the parameter as &YYMD. In the Task Parameters dialog box, there is a check box labeled *The value contains a system variable*, as shown in the following image.

Report Defined	
Sale_Date	
Sale Date: Use &YYMD in Schedules	
&YYMD	
The value contains a system variable	
Always Use Default Value Specified in the Pro	ocedure
Minimum:	Maximum:
	Report Defined         Sale_Date         Sale Date: Use &YYMD in Schedules         &YYMD         Image: The value contains a system variable         Image: Always Use Default Value Specified in the Property Minimum:

This check box is cleared by default. When this check box is selected, a string beginning with the ampersand character is processed as a variable. When this check box is cleared, the ampersand character is then processed as a literal value. This feature works with both system variables, and global variables that have been set in the Reporting Server global profile edasprof.

To use the &YYMD variable as a parameter value, create or locate a FEX file that contains a date parameter. This date parameter can then be used with the &YYMD variable. The following image shows a Task Parameters dialog box that displays a date parameter named Sale\_Date.

lame	Description	Display Value	Value	Use Default
🗋 Sale_Date	Sale Date: Use &YYMD in Schedules			
				_

The following image is an example of a distributed report that uses the &YYMD amper variable as a parameter value. The Widgets&More company report distributed on March 27th, 2018 shows the number of items sold on March 27th, 2018, 2017, and 2016.

Tue	e, 27 Mar 20	18 02:04 F	PM EDT Dail	y_Quantity	/_Sold		[	3>	<
Don			Wid	gets&Mo	re				
Q S	Store Business Region	Sale Date	Quantity Sold	Last Year	Quantity Sold Last Year	Two Years Ago	Quantity Sold Two Years Ago		
	EMEA	2018/03/27	1,199.00	2017/03/27	858.00	2016/03/27	590.00		
Itor	North America	2018/03/27	2,813.00	2017/03/27	1,546.00	2016/03/27	525.00		
nter	Oceania	2018/03/27	13.00	2017/03/27	.00	2016/03/27	.00		
	South America	2018/03/27	89.00	2017/03/27	55.00	2016/03/27	35.00		
	_								
		-		×					

# **Tracking Schedules**

Information about a schedule, such as date, time, execution status, and recipients of a distributed job, can be accessed by running a log report and checking the job status in the ReportCaster Console Job Status tool.

## Log Reports

Log reports are stylized HTML format and appear in a separate browser window. You can search, print, or save the log report. The log report displays information according to your specifications in a separate browser window. One log record is produced for each scheduled job run in the specified time frame.

# Tracking Schedules in the Console

Information about a schedule, such as date, time, execution status, and recipients of a distributed job, can be accessed by running a log report and checking the job status. For more information, see *Using the ReportCaster Console*.

# **Using Schedule Logs**

Log reports enable you to view information about a distributed job, such as whether or not the job executed successfully, when the scheduled output was distributed, in what format the distributed output was sent, and the method of distribution. Log reports are stylized HTML format and display in a separate browser window. You can search, print, or save the log report. Log reports can be accessed within the scheduling tool when editing a schedule or by right-clicking a schedule from the Home page.

The log file accumulates information. You should periodically purge log records to manage the number of log reports stored in the Repository, as well as the performance of log report information that is displayed.

The list in the right panel provides basic information about the job execution, including the job ID, the time the job started running, the amount of time it took to complete the execution of the job, and the general status of the job. To view a full log report for a job, double-click the job in the job list.

# **Checking the Job Status**

Another resource for tracking schedules is the schedule job status. The schedule status provides a list of scheduled jobs that are in the Distribution Server queue. Status information includes the schedule ID, the time it started running, and the status of the job.

To access the schedule job status information, see the Job Status tab in the ReportCaster Console. For more information, see *Using the ReportCaster Console*.

# *Procedure:* How to View a Log Report From the Home Page

1. Right-click the schedule from the content area and select *View Log*.

The Schedule Log Options diale	og box appears, as shown	in the following image.
--------------------------------	--------------------------	-------------------------

Schedule Log Opti	Schedule Log Options X					
Last Executed						
🔘 All						
Date						
Start Date/Time						
Start date:	April 7, 2016 🗨					
Start time:	4: 18 PM					
End Date/Time						
End date:	December 31, 2099 💌					
End time:	4: 18 PM					
The time zone for the s Eastern Standard Time	start and end times of the schedule log is (GMT-0400) OK Cancel					

2. Specify which log report you would like to view by selecting Last Executed, All, or Date.

If you select *Date*, you will have the option to specify your search using start date and time and end date and time parameters.

3. Click OK.

The log reports that match your search criteria appear, as shown in the following image.

	Job Process Log Report								
Job Description: Chart2 (IBFS:/WFC/Repository/Getting_Started/Chart2.sch)									
User: Procedule ID Start Time: End Time:	manager 12:033305;1869;4843;8554;32746661ee87 15:6d76:568;13:314=82:838162;776fds42959f2 2016:04:06:05:28:07 PM EDT 2016:04:06:05:28:14 PM EDT	Schedule Executed Due To NEXTRUNTIME at X1117742:26030 (YA117742/172.30.234.99) Job placed in the waiting queue at 2016-04-06 17:28:07.683-0400 (1,459,978,087,083) Job started running at 2016-04-06 17:28:08.119-0400 (1,459,978,088,119) Job remained in waiting queue for 0.436 seconds Starting task: Task 1 Task type: WebFOCUS Report WebFOCUS Report: //WFC/Repository/Getting_Started/Chart1.fex Task domain: Getting_Started Connecting to server EDASERVE with execution id manager at 2016-04-06 17:28:10.503-0400 (1,459,978,090,503) Executing focexee. (FOC002) MULTIPLE PARENTAGE IS NOT SUPPORTED FOR THIS OPERATION Task error: IBFSException 6000: Error executing procedure: Chart1.fex No report to distribute. Job finished at 2016-04-06 17:28:13.798-0400 (1,459,978,093,798) Job time on distribution server after the report completed was 0.013 seconds Total running time was 5.679 seconds							

The log report first lists the job description for the record, which is the unique description identifier that you specified when you created the schedule. Underneath the Job Description, the left column of the log report includes the following information:

- **User.** ReportCaster user ID, indicating the owner of the schedule.
- ❑ Procedure. Unique key generated by ReportCaster that identifies a specific execution of a scheduled job.
- **Schedule ID.** Unique key generated by ReportCaster that was assigned to the job when it was scheduled.
- **Start Time.** Date and time the job started running.
- **End Time.** Date and time the job finished running.
- In the second column, the log report specifies messages consisting of the following:
- General information, such as the method of distribution for a particular job (for example, email distribution).
- Processing information, indicating that the request started, distribution was successful, and the request was completed. Processing information also includes reasons why a request failed, such as the unavailability of a data source.

## *Procedure:* How to View a Log Report in the Scheduling Tool

- 1. From the Resources tree, choose a domain or folder that contains a schedule.
- 2. Right-click the schedule for which you want to see the logs, and click Edit.

The Basic Scheduling tool opens.

3. From the Basic Scheduling tool, click the *Log Reports* tab.

The Log Reports panel appears, as shown in the following image.

Schedule										
e & C	Close Delete	Properties F	Recurrence	Task Di	istribution No	vtification	Parameters	Advanced Task Settings Options	Advanced	
mber	r of Jobs: 1									
	Job Number	r	Start Time			End Time		Status		
	📄 Jca0330	05cj1869j48d3j855c	d 4/6/2016 0	05:28:07 PM		4/6/2016 05:28:14 PM		Error		
g Rep	port for Job: Jca Code	103305cj1869j48d3j Time	j855dj327d6	5661ee87 Message				Status		
g Rep	Code	03305cj1869j48d3j Time 4/6/2016 05:28:08	j855dj327d6	5661ee87 Message Schedule Exect	uted Due To NE)	XTRUNTIME at YA117742:2	6030 (YA1177	Status		
g Rep	Code Dort for Job: Jca Code BTP101	03305cj1869j48d3j Time 4/6/2016 05:28:08 4/6/2016 05:28:09	j855dj327d6 1 8 PM 9 9 PM 2	5661ee87 Message Schedule Exect Job placed in t	uted Due To NE)	XTRUNTIME at YA117742:2 Je at 2016-04-06 17:28:07	6030 (YA1177 683-0400 (1,4	Status		
) Rep	Code BTP101 BTP101 BTP101	03305cj1869j48d3j Time 4/6/2016 05:28:08 4/6/2016 05:28:09 4/6/2016 05:28:09	j855dj327d6 1 8 PM 9 9 PM 2 9 PM 2	5661ee87 Message Schedule Exec Job placed in t Job started rui	uted Due To NE) the waiting queu nning at 2016-04	XTRUNTIME at YA117742:2 Je at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1	6030 (YA1177 683-0400 (1,4 ,459,978,088,1	Status		
g Rep	Code BTP101 BTP101 BTP101 BTP101 BTP101	03305cj1869j48d3j Time 4/6/2016 05:28:08 4/6/2016 05:28:09 4/6/2016 05:28:09 4/6/2016 05:28:09	3855dj327d6 1 8 PM 9 9 PM 2 9 PM 2 9 PM 2	5661ee87 Message Schedule Exec Job placed in t Job started rui Job remained i	uted Due To NE) che waiting queu nning at 2016-0• in waiting queue	XTRUNTIME at YA117742:2 Le at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds	.6030 (YA1177 .683-0400 (1,4 .459,978,088,1	Status		
) Rep	Code Code BTP101 BTP101 BTP101 BTP101 BTP101 BTP102	a03305cj1869j48d3j Time 4/6/2016 05:28:08 4/6/2016 05:28:09 4/6/2016 05:28:09 4/6/2016 05:28:09 4/6/2016 05:28:10	j855dj327d6 I 8 PM 9 9 PM 2 9 PM 2 9 PM 3 0 PM 9	5661ee87 Message Schedule Exec Job placed in t Job started ru Job remained Starting task:	uted Due To NE) the waiting queu nning at 2016-0- in waiting queue Task 1	XTRUNTIME at YA117742:2 e at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds	6030 (YA1177 683-0400 (1,4 ,459,978,088,2	Status		
g Rep	Code Code BTP101 BTP101 BTP101 BTP101 BTP102 BTP102 BTP102	03305cj1869j48d3 Time 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:10 4/6/2016 05:28:10	j855dj327d6 8 PM 2 9 PM 2 9 PM 2 9 PM 2 0 PM 9 0 PM 9	5661ee87 Message Schedule Exec Job placed in t Job started ru Job remained Starting task: ' Task type: Wel	uted Due To NE) the waiting queu nning at 2016-0- in waiting queue Task 1 bFOCUS Report	XTRUNTIME at YA117742:2 ue at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds	6030 (YA1177 683-0400 (1,4 ,459,978,088,1	Status		
g Rep	Code BTP101 BTP101 BTP101 BTP101 BTP101 BTP102 BTP102 BTP102	03305cj1869j48d3j Time 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:10 4/6/2016 05:28:10 4/6/2016 05:28:10	1855dj327d6 1 8 PM 2 9 PM 2 9 PM 2 9 PM 2 0 PM 5 0 PM 5 0 PM 1	5661ee87 Message Schedule Exect Job placed in t Job started ru Job remained i Starting task: Task type: Wel WebFOCUS Re	uted Due To NE) the waiting queu ning at 2016-0- in waiting queue Task 1 bFOCUS Report pport: /WFC/Rep	XTRUNTIME at YA117742:2 ue at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds	16030 (YA1177 .683-0400 (1,4 .459,978,088; hart1.fex	Status		
g Rep	Code BTP101 BTP101 BTP101 BTP101 BTP101 BTP102 BTP102 BTP102 BTP102	03305cj1869j48d3 Time 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:10 4/6/2016 05:28:11 4/6/2016	1855dj327d6 1 9 PM 2 9 PM 2 9 PM 2 9 PM 2 0 PM 2 0 PM 1 0 PM 1 0 PM 1 0 PM 1	5661ee87 Message Schedule Exect Job placed in t Job started ru Job remained i Starting task: Task type: Wel WebFOCUS Re Task domain: (	uted Due To NE) the waiting queu nning at 2016-0- in waiting queue Task 1 bFOCUS Report sport: /WFC/Rep Getting_Starten	xTRUNTIME at YA117742:2 Je at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds boository/Getting_Started/C	16030 (YA1177 .683-0400 (1,4 .459,978,088,1 hart1.fex	Status		
g Rep	Code Code BTP101 BTP101 BTP101 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102	003305cj1869j48d3) Time 4/6/2016 05:28:06 4/6/2016 05:28:06 4/6/2016 05:28:06 4/6/2016 05:28:10 4/6/2016 05:28:11 4/6/2016 05:28:10 4/6/2016 05:28:10 4/6/20	1855dj327d6 1 9 PM 2 9 PM 2 9 PM 2 9 PM 2 9 PM 2 0 PM 1 0 PM 1 0 PM 1 0 PM 1 0 PM 1	5661ee87 Message Schedule Exec Job placed in t Job started ru Job remained Starting task: Task type: Wel WebFOCUS Re Task domain: ( Connecting to	uted Due To NED the waiting queu nning at 2016-0- in waiting queue Task 1 bFOCUS Report eport: /WFC/Rep Getting_Started server EDASER\	XTRUNTIME at YA117742:2 ue at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds pository/Getting_Started/C /E with execution id manage	6030 (YA1177 .683-0400 (1,4 ,459,978,088,1 hart1.fex jer at 2016-04	Status		
g Rep	Code BTP101 BTP101 BTP101 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102 BTP102	003305cj1869j48d3) Time 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:00 4/6/2016 05:28:10 4/6/2016 05:28:11 4/6/2016 05:28:11 4/6/2016 05:28:11 4/6/2016 05:28:11	1855dj327d6 1 8 PM 2 9 PM 2 9 PM 2 9 PM 2 9 PM 2 0 PM 1 0 PM 1 0 PM 1 1 PM 1 3 PM 1	5661ee87 Message Schedule Exect Job placed in t Job started rui Job remained Starting task: Task type: Wei WebFOCUS Re Task domain: ( Connecting foce Executing foce	uted Due To NED the waiting queu nning at 2016-0- in waiting queue Task 1 bFOCUS Report FFOCUS Report: /WFC/Rep Getting_Started server EDASER\ xec.	XTRUNTIME at YA117742:2 Je at 2016-04-06 17:28:07 4-06 17:28:08.119-0400 (1 e for 0.436 seconds pository/Getting_Started/C /E with execution id manage EMENT DOES NOT CONTAIN	6030 (YA1177: .683-0400 (1,4 ,459,978,088,2 hart1.fex per at 2016-04	Status		

- 4. Observe the Number of Jobs that have run.
- Click the Job Number to view the log report information for that job in the panel below the job listing.

## *Reference:* Considerations When Viewing a Log Report

When viewing a log report, be aware of the following considerations.

#### **Task and Report Names**

The ReportCaster Log references WebFOCUS folders and procedures (FEXs) by their path and file names and not their descriptions.

### **Email Addresses**

ReportCaster cannot validate email addresses since email validation is performed by the mail server. The log report will include any email addresses validated by the mail server and returned to ReportCaster.

### **Burst Reports**

- If a valid burst value is omitted in a Distribution List, ReportCaster treats the blank value as if it is a valid burst value and no entries indicating a blank burst value appear in the log file. This will significantly reduce the size of the log file, particularly when the database contains many values for the primary field and only a small subset of those values are burst.
- □ If a burst value is specified in a Distribution List, and it is not found in the database, the following message appears in the log file:

Burst Value: value is not in the database.

❑ When a report procedure (FEX) is successfully burst, the log file will include the following message for each burst value:

FILE filename SUCCESSFULLY DISTRIBUTED TO destination FOR burst value.

#### **Unavailable Options**

- ❑ When schedules with unavailable task types or distribution methods are not permitted to run, an error notification is triggered. The error is shown in red text within the job process log report. The log report, as well as the full and brief notifications, contains information on the unavailable options that the owner of the schedule must change.
- When schedules with unavailable task types or distribution methods are permitted to run, normal job execution occurs and a message appears in the log report indicating that existing schedules using the unavailable task types or distribution methods are able to run. For more information on configuring available task types and distribution methods, see *Configuration Tab Folders*.

## **Maintaining Schedules**

Maintaining a schedule allows you to edit schedule properties or delete the schedule when it is no longer needed. If a schedule contains properties that you want to use in a new schedule, the duplicate or copy option creates a template with those properties for the new schedule. You can also check the status of a schedule and run a log report to obtain detailed information about the schedule.

## About Maintaining a Schedule in the Basic Scheduling Tool

As a user with the ability to access the Basic Scheduling tool, you can perform various maintenance functions on the schedules you are authorized to access.

If you right-click a schedule, the following options are available.

Note: The options shown are dependent on your security effective policy.

### Edit

Allows you to open and edit an existing schedule.

#### Run

Runs the schedule.

### **View Log**

Allows you to view a log report for one or more selected schedules.

### **Enable and Disable**

You can enable or disable schedules from the Home page. This option is also found in the Properties tab of the Basic Scheduling tool.

### Duplicate

Creates a new schedule with the same properties in the same folder. The new schedule is disabled automatically, because it is a duplicate of an existing schedule.

### Cut

Allows you to move the schedule from the original folder to a target folder using the Paste operation.

#### Сору

Allows you to create a new schedule by copying an existing schedule.

#### **Create Shortcut**

Allows you to create a shortcut to the schedule.

#### Delete

Deletes the existing schedule.

### **Change Title**

Allows you to rename the schedule.

### **Publish and Unpublish**

An owner of a schedule can make a schedule available to other members of the top-level folder in which the schedule resides. The schedule owner remains the execution ID. The following table describes the shortcut menu options for published schedules permitted to the different groups associated with a top-level folder.

Note: The default setting is Unpublish.

#### **Hide and Show**

Once an owner publishes a schedule, they can elect to Hide the schedule from groups not authorized to create content in the folder. To hide or show a schedule, right-click on a schedule and select the *Hide* or *Show* option.

Note: The default setting is Show.

#### Share

Allows you to share the selected schedule. You can subsequently Unshare the schedule via the same menu.

#### Share with

Allows you to specify the groups and users with whom you want to share the selected schedule.

### Unshare

Allows you to remove sharing on a shared schedule. This option only displays if you have previously shared the schedule.

#### Security

Allows you to view and modify the ownership of the schedule. Options include: Rules, Rules on this Resource, and Effective Policy.

#### Properties

Allows you to view properties of the schedule, as well as modify title and summary information. You can also change the name of a schedule using the Properties dialog box. In addition, you can access Security features, including Owner and Sharing.

	Basic	Advanced	Developer	Group Administrator	Manager
Run	×	*	<b>~</b>	*	*

	Basic	Advanced	Developer	Group Administrator	Manager
View Log	×	✓	~	×	~
Edit	×	×	~	×	✓
Enable/Disable	×	×	~	×	✓
Publish/Unpublish	×	×	~	1	~
Security	×	×	~	×	✓
Hide/Show	×	×	~	×	✓
Copy/Duplicate	×	✓	~	×	1
Properties	1	~	~	<b>v</b>	✓
Change Title	×	×	~	×	1
Delete	×	×	~	×	~

# Editing a Schedule in the Basic Scheduling Tool

From the Home page, you can edit the schedules you are authorized to access.

# *Procedure:* How to Edit a Schedule in the Basic Scheduling Tool

- 1. Right-click the schedule you want to edit and select *Edit*.
- 2. Make the required changes to the schedule. For details on the Basic Scheduling tool options, see *Creating a Schedule in the Basic Scheduling Tool* on page 26.
- 3. Click Save & Close.

# *Reference:* Considerations When Editing a Schedule in the Basic Scheduling Tool

When you open a schedule that uses unavailable options, such as a distribution method, information is displayed that describes the change or changes that you must make for the schedule to use available options. Changes to the schedule cannot be saved until the schedule uses available options.

- □ If you selected *Run once* for the run interval, the schedule runs immediately unless you change the Start Time to a time later than the current time. All other run intervals run at the next primary run-time interval of the schedule.
- □ You must save your changes in order to be able to run from within the scheduling tool.
- If you want your selected schedule or schedules to run immediately, click *Run*.
- ❑ When editing an existing schedule, if the Override the Format Specified in the Procedure check box was selected, the list of formats will display. If you now clear the Override the Format Specified in the Procedure check box, the list of formats does not display. Conversely, if the Override the Format Specified in the Procedure check box was not selected, the list of formats will not display. If you now select the Override the Format Specified in the Procedure check box, the list of formats does not display.

### Enabling or Disabling Schedules Using The Right-Click Menu Option

Disabling a schedule will prevent it from executing immediate and scheduled tasks. You can enable and disable schedules from the Home page. The Enable setting can also be accessed in the Properties tab of the Basic Scheduling tool.

Note: The enable and disable options display when you are authorized to use these options.

From the Home page, in the content area, right-click an enabled schedule and select *Disable*. If the schedule is already disabled, the menu option appears as Enabled.

### Copying a Schedule in the Basic Scheduling Tool

For your convenience, you can copy an existing schedule for use as a template to create a new schedule. The copied schedule is created disabled because it is a duplicate schedule.

### *Procedure:* How to Copy a Schedule in the Basic Scheduling Tool

Note: The cut, copy, and paste options display when you are authorized to use these options.

- 1. From the Resources tree, choose a domain or folder that contains a schedule.
- 2. In the content area, right-click the schedule you want to copy and select Copy.
- 3. Right-click the folder you wish to copy the schedule into and select Paste.

## Deleting a Schedule in the Basic Scheduling Tool

From the Home page, you can delete schedules using the following procedure.

## *Procedure:* How to Delete a Schedule in the Basic Scheduling Tool

Note that the Delete option displays when you are authorized to delete the selected schedule.

1. In the content area, right-click the schedule you want to delete and select *Delete*.

**Note:** To select multiple schedules, use the Shift key and Ctrl key as in a standard Windows interface. A message appears asking to confirm if you want to delete the selected schedules.

2. Click OK to delete the schedule or schedules.

### **Sharing Schedules**

The owner of a schedule that is located in a My Content folder can share that schedule with other users.

### *Procedure:* How to Share Schedules

You can share one or more schedules by performing the following steps.

- 1. In the Resources tree, choose a domain or folder that contains a schedule.
- 2. Select one or more schedules that you want to share.
- 3. Right-click the selected schedule or schedules and select Share.

If you are a group administrator or user with the share schedule privilege, the schedule or

schedules are shared. The Schedule icon we changes to denote that it is shared.

## Procedure: How to Share Schedules With Specific Groups or Users

From the Home page, you can specify the groups or users with whom you want to share the selected schedule or schedules.

- 1. On the Home page, in the content area, select one or more schedules that you want to share.
- 2. Right-click the selected schedule or schedules and select Share with.

vailable:			Shared With:		
lame 🗠	Description		Name	Description	
EVERYONE	All defined users				
Getting_Started	Getting Started				
Getting_Started/Advance	ed Getting Started Advanced Use				
Getting_Started/BasicUse	er Getting Started Basic Users		5		
Getting_Started/Develop	e Getting Started Developers		9		
Getting_Started/GroupAd	dr Getting Started Group Adminis				
Managers	Managers				
Retail_Samples	Retail Samples	~			
/ailable:			Shared With:		
lame 🗠	Description		Name	Description	
🔒 manager	Manager				
		6			
			3		

The Share dialog box displays, as shown in the following image.

- 3. Use the left and right arrow buttons to select which Groups will have access to Schedules.
- 4. Use the left and right arrow buttons to select which Users will have access to Schedules.
- 5. Click OK.

### **Publishing Schedules**

A published schedule is visible to all users with access to the folder in which it resides. The shortcut menu options that appear on the schedule depend upon the privileges of the user that is signed in. For example, a user with the Run privilege is able to run the published schedule. When a published schedule runs, it runs as the creator of the schedule and not as the signed in user that initiated the run.

**Note:** A published schedule runs as the creator of the schedule. A user that is allowed to edit a published schedule may make a change to the schedule that the creator of the schedule is not permitted to make. In this case, the schedule will fail at run time. For example, a user may change the Distribution List used in the schedule to a private Distribution List that is not available to the creator of the schedule. When the changed schedule runs, it will fail due to inability of the creator to retrieve the Distribution List from the Repository.

## *Procedure:* How to Publish a Schedule

From the Home page, you can publish a schedule by performing the following steps.

- 1. On the Home page, in the content area, select a schedule that you want to publish.
- 2. Right-click the selected schedule and select Publish.

The schedule is published.

# **Using Favorites**

You can customize the view of content on your Home page using the Favorites feature. When you save content as a favorite, it automatically appears in the Favorites view of the sidebar. Here, you can interact with your content and view its properties.

## Procedure: How to Add Content to Favorites

- 1. On the Home page, right-click a report, chart, document, visualization, shortcut, or URL, and then click *Add to Favorites*.
- 2. On the sidebar, click Favorites.

The item now appears in the Favorites view, as shown in the following image.

Home	Sales dashboard 🕂
<u>.111</u>	Favorites
☆	Items
	🚰 C2223546

If you right-click the item, a shortcut menu of options opens. Here, you can do the following:

- Click *Run* or select a different way to run the item by clicking *Run....*
- Point to Schedule, and choose a scheduling option for the item.
- Click *Edit* to edit the item in the appropriate tool.

- **Click** *Remove favorite* to remove the item from the Favorites view.
- **Click** *Properties* to open the Properties panel, and edit the properties of the item.

# *Procedure:* How to Remove a Favorite

- 1. In the Favorites view, right-click an item.
- 2. Click Remove favorite.

The item is removed from the Favorites view.

# **Publishing Content**

When you create a new folder, report, or chart, it is private. Only you can see it, run it, edit it, and so on. A private item is illustrated with a gray icon.

When you are ready to allow others to access the item, you can publish it. This turns on any rules set on the item itself or inherited from a higher level. The icon of the item appears in full color to indicate the item is live.

Managers and developers have the ability to publish items. Once the item is published, it becomes visible to all users.

# Sharing Content

Each domain in the repository, comes with the private My Content folder. Whenever you create content inside the My Content folder, this content remains private and only visible to you, unless you share it with other users and groups. You can share content in one of two ways:

- ❑ Share with all users. This method makes the content available to all users that have access to the domain.
- □ Share with specific users and groups. This method allows you to choose which users and groups get access to your private content.

In both scenarios you can easily revoke access to your content by unsharing it.

### *Procedure:* How to Share Content with All Users

- 1. In the Resources tree, navigate to a domain of your choice and open the *My Content* folder.
- 2. In the My Content folder, right-click the item that you want to share, and then click Share.

The Share icon now displays next the default icon, as shown in the following image.



The item is now shared with all users that have access to this domain.

3. To unshare the item, right-click it, and then click *Unshare*.

# Procedure: How to Share Content with Specific Users and Groups

- 1. In the Resources tree, navigate to a domain of your choice and open the *My Content* folder.
- 2. In the My Content folder, right-click the item that you want to share, and then click *Share with*.

The Share with other dialog box opens.

3. In the Search field type the name of the user or group with which you want to share this item.

4. Click the correct entity from the drip down list, as shown in the following image.



The name now displays below the Search field. The item is shared.

5. Optionally, add more users or groups.

You can narrow your search by clicking an arrow and selecting *Users* or *Groups*, as shown in the following image.

Share with others					$\times$
<b>Q</b> Enter users and groups					•
Shared with					Users
Administrator admin	×	迹	Healthcare Healthcare	~	Groups Users/Groups
					OK Cancel

6. Once you are happy with your choices, click OK.

The icon now indicates that the item is shared. You can unshare it at any time or go back to the Share with others dialog box and edit your choices.

# Using Visualizations at Run Time

In InfoAssist, you can run visualizations that are either saved or run dynamically. In this case, the visualization opens in a separate browser window, as shown in the following image.



In the Business User Edition portal, all users can run stored visualizations that are available to them. In this case, the visualization opens in a new page, as shown in the following image.



# Working With Filters at Run Time

If you have added a filter to your visualization, you can use the Prompts panel to control the display of information. When you run your visualization, the Prompts panel appears. This enables you to select additional values by which to filter the visualization.

**Note:** The filters that you apply at run time can be removed using the Remove Filter option in the Run-Time toolbar. This does not apply to filters that were added prior to running the visualization.



The following image shows an example of a visualization with an open Prompts panel.

**Note:** If you select (or lasso) components of your visualization, the Prompts panel does not automatically update to reflect your selections.

## Procedure: How to Filter Data With Tooltips at Run Time

- 1. Run a visualization from one of the following locations:
  - From the Home page, in the Business User Edition portal.
  - **I** From the Application Main Menu or Quick Access Toolbar in InfoAssist.
- 2. Click, point to, or lasso data in your visualization.



A tooltip opens, as shown in the following image.

The tooltip includes the following options:

- **Filter Chart.** Filters the visualization by the data values that you have selected.
- **Exclude from Chart.** Excludes the selected data values from the visualization.
- **Remove Filter.** Removes the filter and returns the visualization to its original state.

**Note:** The same run-time options are available when you run your visualization on a mobile device.

## Viewing Data at Run Time

When viewing data at run time, you can access the data behind each visual in your visualization. Using the Show Data option, which is available from the Run-Time toolbar, you can view your data in summary format. This grid display includes totals for the categories in your visual, based on the data fields that you selected. All InfoAssist users can use this option with the visualizations that are available to them.

# *Procedure:* How to View Data at Run Time

- 1. Run a visual or visualization from one of the following locations:
  - □ From the Application Main Menu or Quick Access Toolbar in InfoAssist.
  - □ From the Home page, in the Business User Edition portal.
- 2. In the bottom-right corner of the visual cell, click the arrow.

The Run-Time toolbar opens.

3. Click the Show Data button

The visual changes to the grid view, displaying the underlying data for the selected visual.

Click the Show Data button again to return to your visual.

**Note:** The same run-time options are available when you run your visualization on a mobile device.

# Using the Run-Time Toolbar Options

You can access the Run-Time toolbar by clicking the arrow button, which is located in the bottom-right corner of each visual cell at run time. The Run-Time toolbar is shown in the following image.



The Run-Time toolbar options are described in the following table:

lcon	Name	Description
	Show Data	Alternates between the visual and the grid view, which shows the underlying data. To return to the visual view, click the Show Data button again.
	Reset to Default	Resets all changes and returns the visualization to its original state.
T	Remove Filter	Removes the filter and returns the visualization to its original state. This option is only available if a filter is applied at run time.

**Note:** The same run-time options are available when you run your visualization on a mobile device.

# Using the Deferred Report Status Interface

The following topics provide an overview of the Deferred Report Status Interface including a detailed description of its appearance and functions. Specific procedures guide you through viewing, saving and deleting reports, deleting deferred reports that are being processed but are not yet complete, and reviewing parameters for reports containing amper variables.

The Deferred Report Status Interface enables you to obtain information about deferred reports. From this Interface, you can perform the following actions on a deferred report:

- Sort deferred report output by date, description, domain, and server ID.
- □ View deferred report output.
- Delete a deferred report from the Reporting Server.
- Save the report output as private content.
- **Q** Review or change parameters associated with a deferred report.
- Use whe number of days remaining prior to expiration (deletion) on the server.
- Terminate a deferred request that is in the deferred report queue.
- Terminate a deferred report that is running.
- Delete all expired, unknown, completed, running, and queued tickets.

You can access the Deferred Status Report Interface from the portal by clicking *Tools,* in the Menu bar, and then clicking *Deferred Status*.

## **Running a Report as Deferred**

When you run a report as deferred, the report title is assigned as the deferred report description by default. If the Custom Deferred Report Description feature is enabled, you are prompted to edit a report description. This feature allows you to distinguish between the outputs of the same report that you ran at different times.

You can view information about a deferred report in the Deferred Report Status Interface window. The window indicates the time the report was submitted and whether the report was completed, and also provides Delete, View, Save, as well as Run or Parameters options.

## *Procedure:* How to Run a Report as Deferred

- 1. From the Resources tree, choose a Domain or folder that contains a schedule.
- 2. Right-click a report that you want to run as deferred, point to *Run* and then click *Run deferred*.

If the Custom Deferred Report Description feature is enabled, the Deferred Report Description dialog box opens, as shown in the following image. If you run a parameterized report as deferred, the Deferred Report Description field is displayed in the Parameters prompt window.

Deferred Report Description	
Arc - Sales by Region	
	OK Cancel

**Note:** The Custom Deferred Report Description feature is disabled by default. To enable this feature, in the Administration Console, click *Configuration*. Under Application Settings, click *Deferred Reporting*, and then set the IBI\_Deferred\_Custom\_Description setting to *True*.

3. Optionally, type a new or updated description and click OK.

The Deferred Report Notification dialog box appears, reflecting the updated description, as shown in the following image.



- 4. To open the Deferred Report Status window directly from the dialog box, click the *Deferred Report Status* link.
- 5. To review the deferred report later, close the dialog box. On the menu bar, click *Tools*, then click *Deferred Status*.

# Deferred Report Status Interface Features

The Deferred Report Status Interface includes:

- A banner at the top of the window that lists the date and time of the request.
- A gray toolbar below the banner that contains Refresh and Help options, a Sort By dropdown list to select sort values, a sort order button to toggle between ascending and descending order, and a Delete drop-down list. The Delete drop-down list has options to delete All, All Completed, All Running, All Queued, All Expired, or All Unknown reports, depending on which report status types exist in the Interface.
- □ The status of each report within the Interface.

# Sort Controls for the Deferred Report Status Interface

The sorting feature pertains to the entire report. When the default sort value (Date/Time Submitted) is changed, the new primary sort becomes your choice, but the secondary sort is always fixed as Date/Time Submitted. To re-sort the list, select the Sort by option:

- Date (default)
- Description
- Domain

You can optionally change the sort order (ascending or descending) by clicking the Reverse

Sort Order **button**, which toggles between A to Z and Z to A.

**Note:** When the sort value is Date, the sort order option A to Z means from new to old and not alphabetical from A to Z.

To see the results of the new sort options, click Refresh.

## **Deferred Report Status**

The status of deferred requests are organized under the following sections within the Interface:

- **Completed.** Indicates that the Deferred Receipt request has finished processing.
- **Running.** Indicates that the Deferred Receipt request is processing.
- **Queued.** Indicates that the Deferred Receipt request is queued for processing.

□ **Unknown.** Indicates that the Deferred Receipt request cannot be identified. This can occur when the file containing the deferred report results cannot be found. For more information, see *Deferred Report Expiration Setting* on page 107.

The following image shows a sample Deferred Report Status window with completed reports.

Deferred Report Status as of 4/11/2016, 6:23:00 PM						
Refresh 💙 🛛 Sort B	By Date 👻 🛓	🖡 🛛 Delete 🗙 🗾 Help				
Refresh every	Refresh every seconds. (min. 5 seconds) Enable Refresh:					
Completed						
Date/Time Submitted	Domains	Description	Expires In	Options		
4/11/2016, 6:22:56 PM	Retail Samples	Margin by Product Category	29 days	Delete View Save Run		
4/11/2016, 6:22:38 PM	Retail Samples	Regional Analysis	29 days	Delete View Save Run		
4/11/2016, 6:22:21 PM	Retail Samples	Choropleth Map - Sales by State	29 days	Delete View Save Run		
4/11/2016, 6:21:57 PM	Retail Samples	Bar - Highest Margin Products	29 days	Delete View Save Run		

Column headings provide information about the published content including the date and time the published content was submitted, the domain of origin, a description of the report (the report name), an expiration indicator, and an Options heading for options within the Deferred Report Status Interface.

When you select the Deferred Status option, the status for all the deferred requests submitted by your Managed Reporting user ID is retrieved. Depending on how Managed Reporting is configured, deferred status may be coming from multiple WebFOCUS Reporting Servers on various platforms. If credentials are required for the connections, you are prompted by the WebFOCUS Dynamic Server System Signon feature. You can view the status of all the deferred requests submitted by your Managed Reporting user ID, but can only delete, view, save, stop, or review parameters for deferred requests submitted with an identical WebFOCUS Reporting Server user ID.

The options available in the Deferred Report Status Interface are based upon the status of the report request and security validation. You can perform various functions by clicking the buttons under the following options.

- **Delete.** Available for all report status types. The Delete option deletes the deferred request according to the report status, as follows:
  - **Queued.** When a deferred request is listed in the Queued tab, the Delete option removes the deferred report from the Reporting Server and deletes the deferred request ticket from the WebFOCUS Repository.
  - **Unknown.** When a deferred request is listed in the Unknown tab, the Delete option deletes the deferred request ticket from the WebFOCUS Repository.

- □ **Completed.** When a deferred request is listed in the Completed tab, the Delete option removes the report from the window, deletes the deferred report results from the Reporting Server, and deletes the deferred request ticket from the WebFOCUS Repository.
- **Running.** When a deferred request is listed in the Running tab, the Delete option deletes the deferred request ticket from the WebFOCUS Repository and cancels the job on the Reporting Server.

**Note:** The Delete drop-down list in the toolbar at the top of the Interface provides options to delete All, All Completed, All Running, All Queued, All Expired, or All Unknown reports, depending on which report status types exist in the Interface.

**View.** Available when the report status is Completed.

The View option displays the completed report in a new browser session, or the report format may result in the opening of a Windows dialog box that prompts you to save the report to disk or open the report within an application (such as  $Microsoft^{\&}$  Excel<sup>®</sup>,  $Microsoft^{\&}$  Word, or  $Adobe^{\&}$  Acrobat<sup>®</sup>).

**Note:** Auto Drill functionality is not available for reports that are run deferred because Auto Drill uses live data, in an interactive session, for data drilling. Data values and totals may not be the same if the data has changed since the last deferred execution. Mixing past data with current data could impact the data analysis.

**Save.** Available when the report status is Completed.

The Save option allows you to save Deferred Receipt reports to the WebFOCUS Repository, if you are authorized to save deferred reports and to create private content. You can save the report output to your My Content folder or a folder you are authorized to create content in and write to. When your deferred report is saved to the WebFOCUS Repository, it is removed from the Deferred Report Status Interface.

Note: This option appears for users authorized to save deferred reports.

**Run.** Available for reports without parameters when the report status is completed or queued. The Run option runs the report deferred again.

**Note:** Auto Drill functionality is not available for reports that are run deferred because Auto Drill uses live data, in an interactive session, for data drilling. Data values and totals may not be the same if the data has changed since the last deferred execution. Mixing past data with current data could impact the data analysis.

□ **Parameters.** Available for reports with parameters when the report status is completed or queued. The Parameters option allows you to review or change report variables. Changing report variables generates a new report that does not overwrite the original request.

**Note:** Deferred reports run from within any report development tool do not have an option to view or change amper variable parameter values in the Deferred Status Interface window.

Under certain circumstances, WebFOCUS Business User Edition is unable to submit the request to run in deferred mode. This can occur, for example, when the Reporting Server is unavailable. When WebFOCUS Business User Edition is unable to submit a deferred request, a Deferred Receipt Notification window opens, notifying you of the failure.

# **Deferred Report Expiration Setting**

The number of days until expiration appears next to each report. On the last day, the value Today appears.

The following image shows the results of a deferred status request, run on the afternoon of Tuesday, March 15. (The current date appears in the status bar at the top of the page.) Each report is listed with the time remaining before it is deleted from the WebFOCUS Reporting Server. The time remaining is based on 24-hour intervals (rather than whole days), beginning with the time that the report was submitted. For example, the last report shown on the list will be deleted shortly after 3:51 pm on March 14, not at midnight on March 13.

Deferred Report Status as of 3/15/2016, 4:07:35 PM						
Refresh 🚺 Sort B	By Date 👻 🛔	🕌 🛛 Delete 🗙 💌 🛛 Help				
Refresh every seconds. (min. 5 seconds) Enable Refresh:						
Completed						
Date/Time Submitted	Domains	Description	Expires In	Options		
3/15/2016, 3:51:52 PM	Retail Samples	Margin by Product Category	29 days	Delete View Save Run		
3/15/2016, 3:51:34 PM	Retail Samples	Choropleth Map - Sales by State	29 days	Delete View Save Run		

If a deferred report is not saved or deleted prior to its expiration, the output is automatically deleted from the Reporting Server dfm\_dir directory and the deferred report is moved to the Unknown status tab in the Deferred Report Status Interface. From here, you can only delete the orphaned report.

If deferred output expiration is not configured on your Reporting Server, then the value never appears next to each report under the Expires In column.

Note: This setting does not affect deferred output saved to your private content area.

# Saved Deferred Output Subject to Temporary Expiration

Saved Deferred Reports that utilize features that create temporary files, such as OLAP, Ondemand paging, and redirected formats, are subject to expiration as defined by the WebFOCUS Client parameter, EXPIRE\_REPORTS (located in cgivars.wfs).

## Setting the Automatic Refresh Interval

You can set the automatic refresh interval to any value. The default is 5 seconds and there is no maximum value.

## Procedure: How to Set the Automatic Refresh Interval

1. Enter a time interval (in seconds) in the input box below the gray toolbar.

The default value is 5 seconds. There is no maximum value.

2. Check the box to enable automatic refresh.

# **Viewing Deferred Reports**

You must access the Deferred Report Status Interface to view deferred reports.

## Procedure: How to View a Deferred Status Report

- 1. Open the Deferred Report Status Interface.
- 2. To view the output of a deferred report:
  - a. Locate the report description under the Completed tab.
  - b. Click View, under the Options column, to view the report.

The output appears in a new window.

- 3. The Deferred Report Status Interface remains open until closed.
  - a. To return to the Deferred Report Status Interface, close or minimize the report output window.
  - b. To return to your reporting environment, close or minimize the report output window, then close the Deferred Report Status Interface.
- 4. Click Refresh to obtain the most current status of deferred requests.
# **Reviewing Deferred Report Parameters**

The Deferred Report Status Interface enables you to retrieve parameters submitted with a deferred request. You access parameters by opening the Deferred Report Status Interface and clicking the parameters button for the report of your choice. The parameters button is not available when the deferred request is submitted from within a report development tool, such as InfoAssist.

You can also change the parameters associated with a report and submit the report to run deferred with the new parameters you specified. WebFOCUS generates your report again using the new parameters and does not overwrite your original report request.

## Procedure: How to Retrieve Deferred Request Parameters

- 1. Open the Deferred Report Status Interface.
- 2. In the Completed or Unknown tabs, identify the report containing the parameters to review.
- 3. Click Parameters under the Options column heading.

An intermediate window (HTML form) opens.

- a. To review and accept the original parameters, close the browser window.
- b. To change the parameters, enter a new value in the input box.

The original request runs in addition to the newly submitted request.

4. Click Submit.

The Deferred Report Notification window opens.

5. Close the Deferred Report Notification window to return to the Deferred Report Status Interface.

## Saving Deferred Reports

You can save Deferred Receipt reports to the WebFOCUS Repository, if you are authorized to save deferred reports. You can save the report output to your My Content folder or a folder you are authorized to create content in and write to. When your deferred report is saved to the WebFOCUS Repository, it is removed from the Deferred Report Status Interface.

## *Procedure:* How to Save a Deferred Report

- 1. Open the Deferred Report Status Interface.
- 2. Under the Completed tab, locate the report you want to save.
- 3. Under the Options column, click Save, which is located to the right of the deferred report description.

The Save File Content dialog box opens.

- 4. Navigate to your My Content folder or another folder you are permitted to create content in and write to.
- 5. Click Save to save the deferred report results.

#### Note:

- □ The maximum length of a title value for a file is 256 characters.
- □ If the title of your file has the same name of an existing file in the folder, you will receive a message asking if you wish to replace the file.

To return to your reporting environment, close the Deferred Report Status Interface.

# Deleting Tickets for all Report Status Types

From the Deferred Status Interface, you can delete tickets for all report status types using the Delete drop-down list located in the toolbar at the top of the Interface. The drop-down list provides options to delete All, All Completed, All Running, All Queued, All Expired, and All Unknown reports, but only when one or more reports exist for that status type in the Deferred Status Interface. If a report status type is not displayed in the Interface, the corresponding status option does not appear in the Delete drop-down list.

You can also delete individual tickets using the Delete button, located in the Options column next to each report.

The following image shows the Deferred Status Interface with the Delete drop-down list expanded showing the available options.

Deferred Report Status as of 3/29/2012, 10:32:28 PM						
Refresh 🍏 Sort By Date	<u>▼ ĝ</u> ↓ c	)elete	X	- Help		
Refresh every secor	afresh every seconds. (min. 5 seconds) Enab		×	All All Completed All Running		
Date/Time Submitted	Domains	Desc	2	All Queued	Expires In	Options
Thursday, March 29, 2012 10:15:16 AM	Acme Manufacturing	olap	1	All Expired All Unknown	29 days	Delete View Save Run
Thursday, March 29, 2012 10:14:31 AM	Accounting	Salary by Division			29 days	Delete View Save Parameters
Date/Time Submitted	Domains	Description		Status	Options	
Monday, September 26, 2011 11:26:45 AM	Domain 1	cartst	cartst		Expired	Submitted by Server ID:bigscm Current ID is:
Thursday, September 22, 2011 11:02:21 AM	Exk	0824			Expired	Submitted by Server ID:bigscm Current ID is:

For Unknown tickets, the status column shows:

- **Expired** if the report has expired and is no longer stored on the Server.
- □ *Unknown* for cases where the status cannot be determined, including situations where the server is not running so a connection could not be made to determine the status.

**Note:** For Unknown reports, the Options column displays the Server ID that submitted the report along with the Current ID.

# Procedure: How to Delete Tickets for All Report Status Types

- 1. Open the Deferred Status Interface.
- 2. Click the down-arrow next to Delete and select one of the following from the drop-down list that opens:
  - 🖵 All
  - □ All Completed
  - All Running
  - All Queued
  - All Expired
  - All Unknown

You are prompted to conform the deletion.

3. Click *OK* to delete all tickets for the selected status type or click *Cancel* to cancel the request.

## **Deferred Status Delete Confirmation Messages**

The Deferred Status Interface presents the user with a delete confirmation message before deleting a deferred report that is in Completed, Running, or Queued states. (A confirmation message is already displayed for deferred reports in Unknown status.)

When you click the delete button from the Deferred Report Status page, you are prompted to confirm the delete before the deferred report is actually deleted. A similar confirmation message is used for all deferred reports, but the message varies depending on the conditions.

The following are the confirmation messages and the associated conditions:

- □ If the report is expired or was deleted from the server, the message recommends deletion and indicates that there is no report output on the specific Reporting Server.
- □ If the Reporting Server is unavailable, the message indicates there is an error attaching to the specific Reporting Server.
- If there is no entry for the server in the WebFOCUS client configuration, the message recommends deletion and indicates that the specific Reporting Server is not defined in the WebFOCUS client configuration file.

Each of the deletion confirmation messages also displays the date and time the deferred report was submitted, and the description that is displayed in the Deferred Status Interface.

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Information Builders, Inc. Two Penn Plaza New York, NY 10121-2898