

BI Office Publication

With BI Office **Publication** users can easily design, create, and distribute reports that use pre-defined BI Office views and can present it in a preferred report format which can be scheduled and distributed on a secured basis.

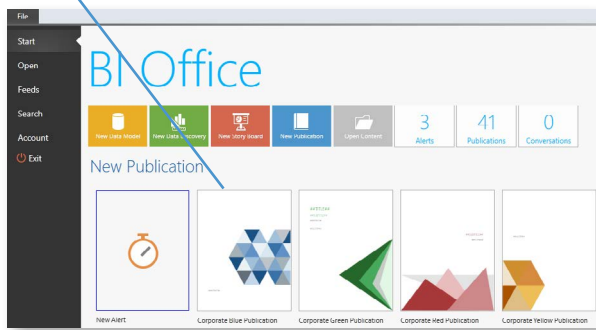
New Publication

Click Start: From the backstage in the main client.

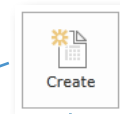
Press **New Publication.**



Select a theme to get started.



Once selected, a pop-up window will appear prompting options for **page size and orientation.**



Choose a theme and layout and press **Create.**

Important Panels

Quick Menu: Quick **Save, Help, and Run Publications.**

Main Ribbon: Includes the **File, Home, Slide, Interactions, and Text.**

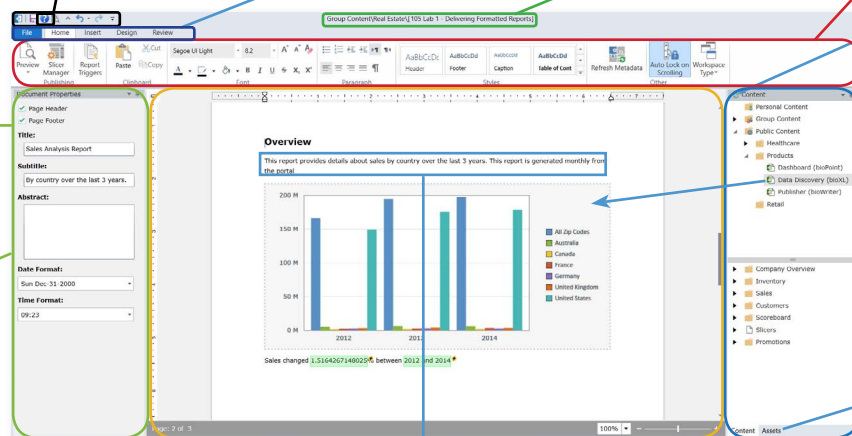
Status Bar: Title of the currently opened dashboard is displayed.

Ribbon: Features, tools, and commands to edit a Publication.

Document Properties Panel:

This panel contains the information for the publication that will be rendered at runtime.

The **fields** are used to populate **tags** or dynamic values in the rendered document.



NOTE: Click on the **refresh** icon in the corner of the section to grab the most recent content.

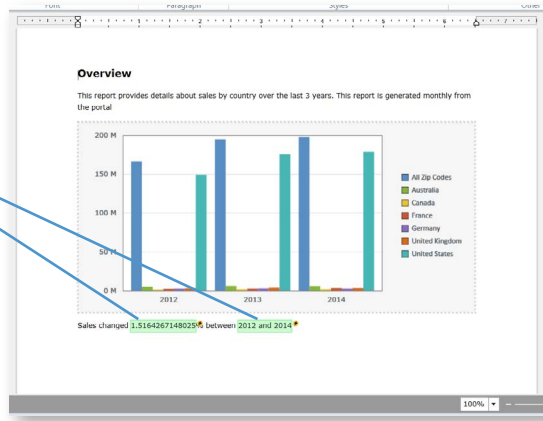
Content Panel: Display the reporting content to add into the publication. Click on a folder to see reports in a tree structure.

Assets Panel: Add objects by dragging and dropping them into the publication. Click on a folder to display files in a tree structure.

Publication Panel: Key in text and incorporate report context.

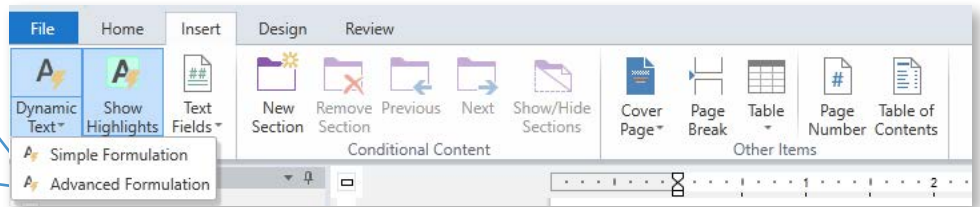
Dynamic Text

Build a report with content that will **pull live data into the narrative** at runtime in order to integrate text based on queries in the publication using formulas and functions.



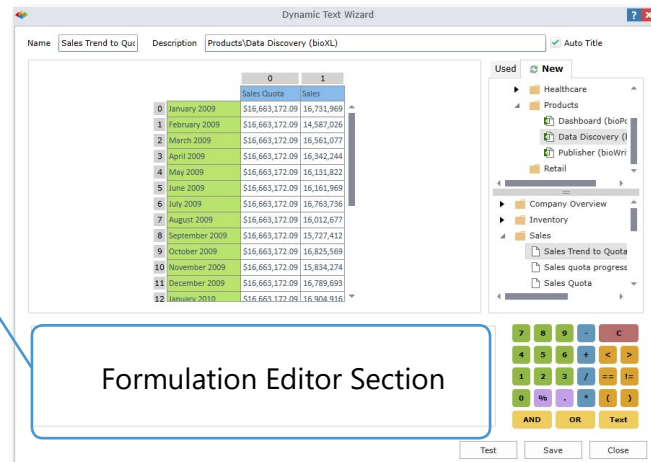
Simple Formulation: Compose textual content using a single query result.

Advanced Formulation: Compose textual content utilizing multiple query results.

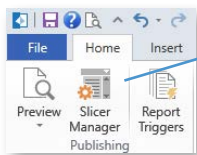


Using the Dynamic Text Wizard

1. **Name** and describe the formulation.
2. **Create** the formulation:
 - Select the query or slice to base the formulation on from the right-side panel.
 - Select the specific piece of content/data to insert and see it appear in the **Formulation Editor**.
3. Add mathematical operators or functions to the formulation by either right-clicking or using the **Mathematic Operators** in the section to the right.
4. Click **Test** to see the result.
5. Click **Save** to insert the formulation.

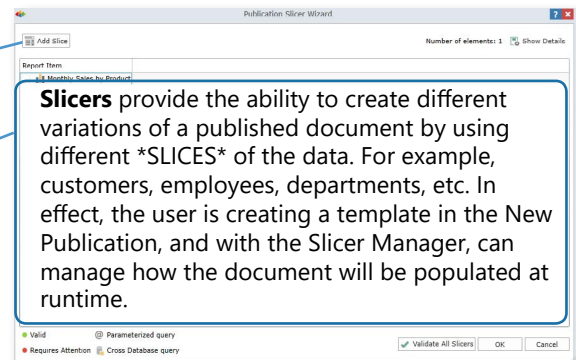


Slicer Manager

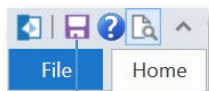


Click on the **Slicer Manager** icon then this **pop-up window** will appear.

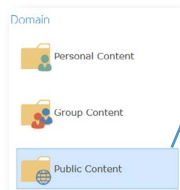
Slicer Manager: This interface is used to connect **sliders** to: components, dynamic text elements, sections, and queries in the publication.



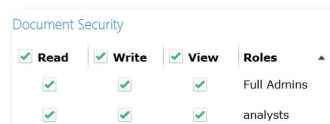
Save and Schedule



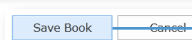
Click to **Save** the Publication.



Select destination folder.



Determine **Document Security** for group or public content.



Provide name and **Save Book** so that the Publication can be scheduled.