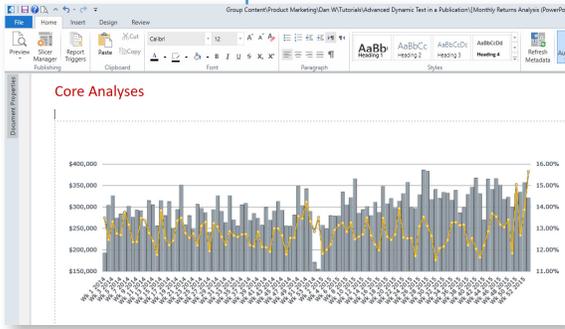


BI Office Publication Dynamic Text

In BI Office Publication, **Dynamic Text** allows users to tie specific words and numbers to reports. Users can then build sentences out of them and use conditional logic to enable those sentences to update and change when the data is filtered. This dynamic data-driven narrative provides deeper understanding and context of the reports and data shown in the Publication.

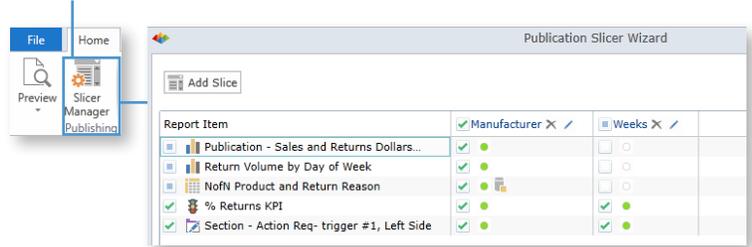
Open A Publication

Open an existing **Publication** report, or create a new one.



View Publication Slicers

From the **Home** tab select **Slicer Manager**. See the **filters** that are tied to reports that are being used in the Publication. Also, add any necessary slicers. Click **Cancel**.



Add Text

In the publication, click where the desired text will be **located** and notice the blinking cursor appear. With the slicer filters in mind, start crafting the **text**.

Core Analyses

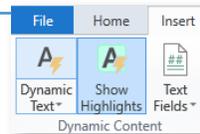
While drafting the narrative, leave **place holders** for elements that will be turned into dynamic text.

Core Analyses

Select the first **place holder** in the text and delete it. Leave appropriate spacing.

As of Week X, Manufacturer X's rolling sales total is \$X with overall returns reaching X%

From the **Insert** tab on the ribbon, click the **Dynamic Text** button.



Add New Dynamic Formulations

Notice the **Dynamic Text Wizard** appear. **Name** the element and give it a **description**.

The screenshot shows the 'Dynamic Text Wizard' dialog box. It has a 'Name' field containing 'Publication - Sales and Returns' and an 'Auto Title' checkbox. Below is a data grid with columns for 'Week', 'Dollars Returned', 'Return Rate', and 'Sales'. A 'Used' pane on the right shows a tree view of reports. A 'New' tab is selected, displaying a list of functions like 'Get Label Value', 'Sum Column Value', etc.

	0	1	2
Dollars Returned	\$199,231.38	13.49%	\$2,174
Return Rate	\$304,323.34	12.46%	\$3,896
Sales	\$326,399.05	13.31%	\$3,697
Wk 1 2014	\$274,301.69	12.76%	\$3,593
Wk 2 2014	\$283,840.33	12.69%	\$3,913
Wk 3 2014	\$287,034.46	15.76%	\$3,618
Wk 4 2014	\$301,657.27	15.17%	\$3,568
Wk 5 2014	\$275,766.29	12.37%	\$3,352
Wk 6 2014	\$292,271.81	12.37%	\$3,964
Wk 7 2014	\$290,749.84	13.48%	\$3,270
Wk 8 2014	\$255,189.77	13.36%	\$3,580
Wk 9 2014	\$314,809.38	12.79%	\$4,021
Wk 10 2014			
Wk 11 2014			
Wk 12 2014			

In the selection pane, click on the **New** tab. This tab references reports built in Data Discovery.

Notice the function generate showing the **coordinates** of the dynamic element found in the grid. Select **Test**.

TotalColumn(2) |

A success **message box** will then appear. Click **OK** and **Save** the dynamic text.

Browse to the **report** that contains the desired dynamic element.



See a **grid** view of the selected report appear. Right click the desired **element** to see the functions **menu**. To calculate the value of the dynamic text, select the desired **mode** of operation.

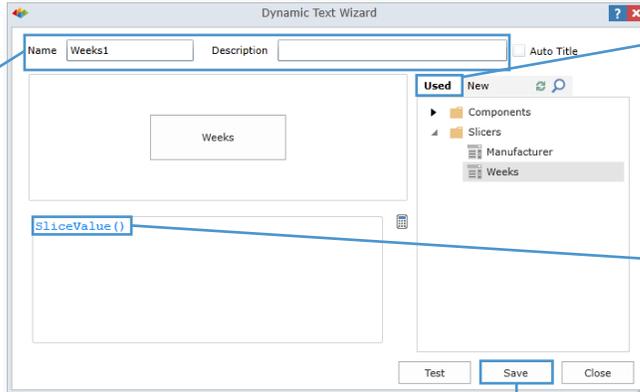
► Add Used Dynamic Formulations

See the **dynamic text** update in the report. Continue to turn elements dynamic by deleting the next place holder and then click the **Dynamic Text** button.

Core Analyses

As of **Wk 53 2015**, **Acme** rolling sales total is with overall returns reaching X%

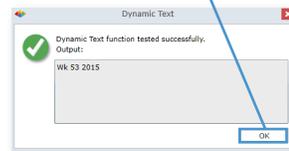
Notice the **Dynamic Text Wizard** appear. **Name** the Dynamic element and add a description.



To add a queries and slicers that are already used in the report, navigate to the **Used** tab in the selection pane. Choose the desired **element** and see it appear in the center of the edit window.

Click the selected **element** to add its value to the report then see the **slicer function** appear. Select **Test**.

A success **message box** will appear. Click **OK**.

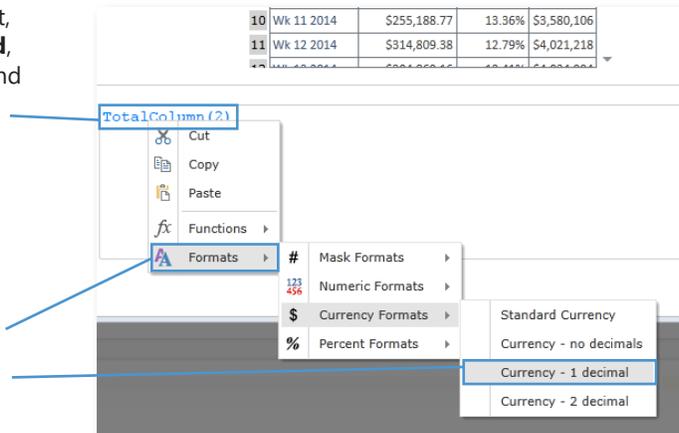


Save the dynamic element.

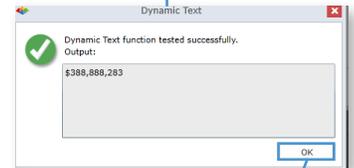
► Format Dynamic Text

To change the value's format, in the **Dynamic Text Wizard**, highlight the **coordinates** and right click to open the **function** menu.

Select **Formats** and select the desired format.



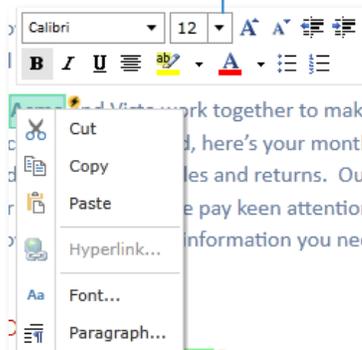
Select **Test** and notice the value in the **message box** change.



Click **OK**.

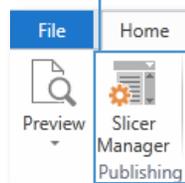
► Managing Dynamic Text

Once the dynamic element is inserted into the publication, right-click to **cut**, **copy**, **paste**, **delete**, or change the **font** or **paragraph**.



► Tie Text to Slicers

Tie the dynamic text elements to the slicers that are filtering the report. From the **Home** tab on the ribbon, select **Slicer Manager**.



See the **slicers** configured for the Publication across the top, and the **reports** and **dynamic text** elements in the left column. To tie the new text elements to the slicers, check the **box** next to each element. Click **OK**.

