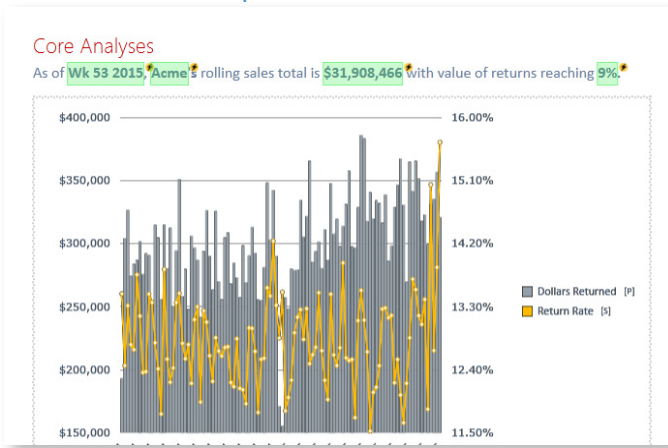


# BI Office Slicer Manager

In BI Office Publication, users can use the **slicer manager** to interconnect slices to components, artifacts, dynamic text elements, sections, and queries in a report. Slicers can also be connected to data elements that are contained in different models.

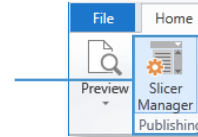
## ▶ Open A Publication

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

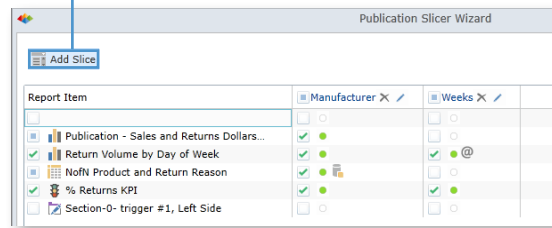


## ▶ Open the Slicer Wizard

Navigate to the **Home** tab, and click the **Slicer Manager** button.

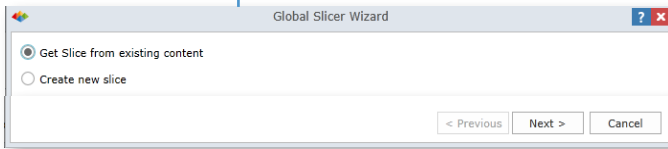


To add slicers click the **Add Slice** button.

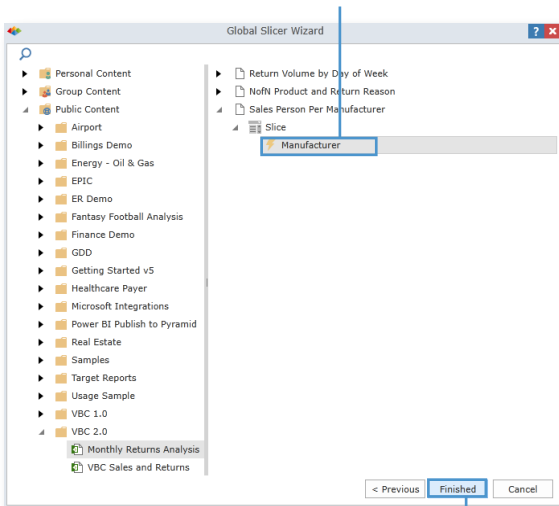


## ▶ Add Existing Slicers

Choose to either **Get Slice from existing content** or **Create a new slice**. Select **Next**.



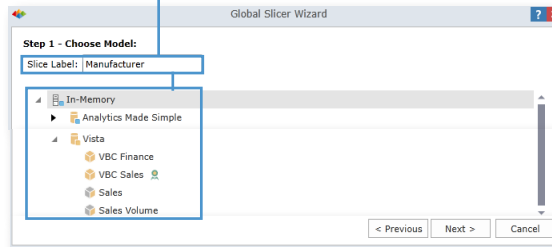
If adding a slice from existing content, in the **selection pane** navigate to the report that contains the desired **slice** and click on it.



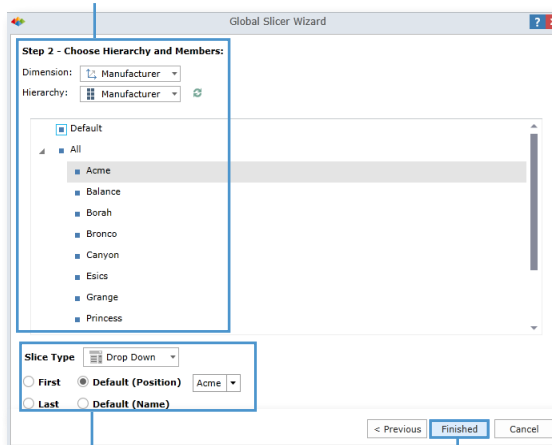
Choose **Finished**.

## ▶ Add New Slicers

If creating a new slice, type in the **Slice Label** then choose the desired **data model**. Select **Next**.



Select a **Dimension** and **Hierarchy** then choose one or more **Members**.



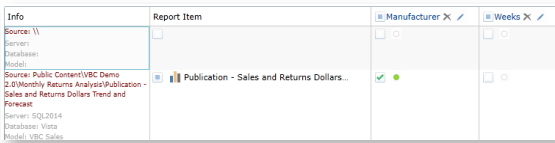
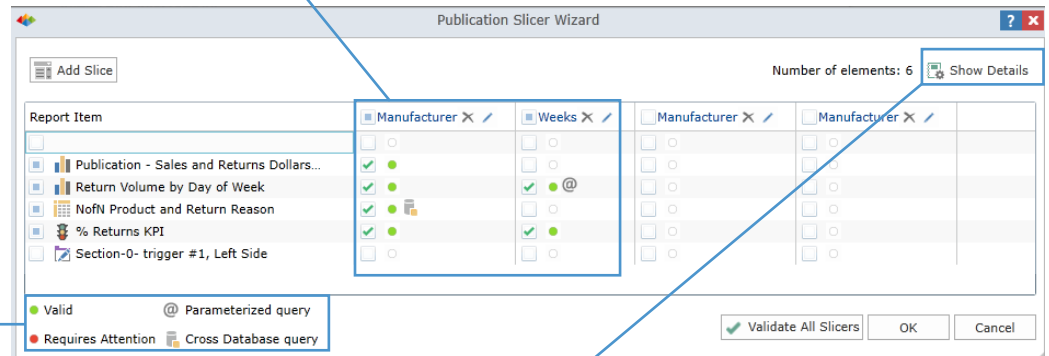
**Options** are available to set the default selection for the slicer.

Click **Finished**.

## Enable Slicers

Slicers will now be available in the **Slicer Manager**. Determine which elements each slicer will run against when the report is published by checking the correlated box. These can be grids, charts, gauges, labels, calculations, and sections.

Notice the different icons next to slicers. The **Valid green dot** means that the slicers can run against the element with no issues. The **Parameterized query** symbol means that the slice will interact with a parameter on the element. A **Requires Attention red dot** means there is an issue. Click on the red dot to investigate further and choose different enablement actions to resolve. **Cross Database query** means that the slice and element come from different data models.



Click on the **Show Details** button to see additional information on elements. Choose to **Validate All Slicers** if there is a high number of slicers. When finished select **OK**.

## Save

From the **Quick Menu** click **Save**.

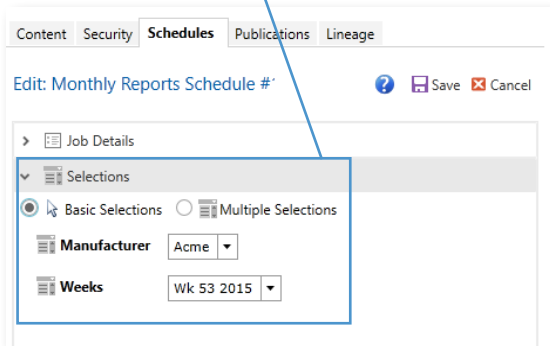


To run the slicers to automatically generate the reports, click on the **File** tab to navigate to the **Backstage**.

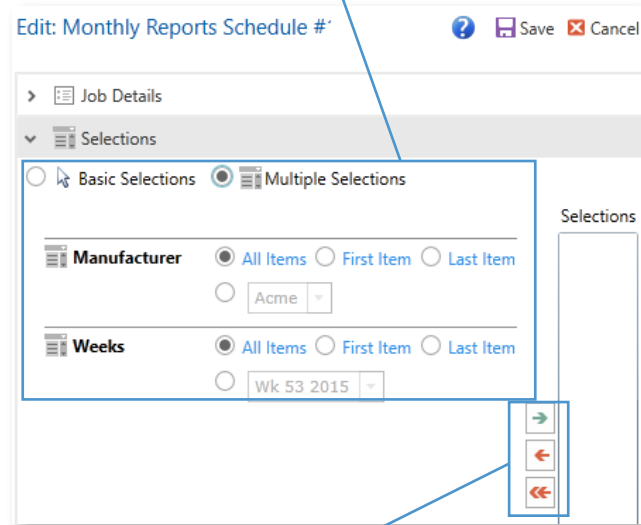


## Run Slicers

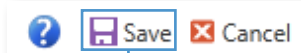
Select the **Content** tab from within the publication options. Choose **Schedule Publication** then expand the **Selections** menu.



Here users can select one or more of the **slicers**. The number of slicers will determine the number of **reports** that get created.



## Run the Schedule



Select **Save** to run the job.

To add multiple selections, add them with the **green arrow**.