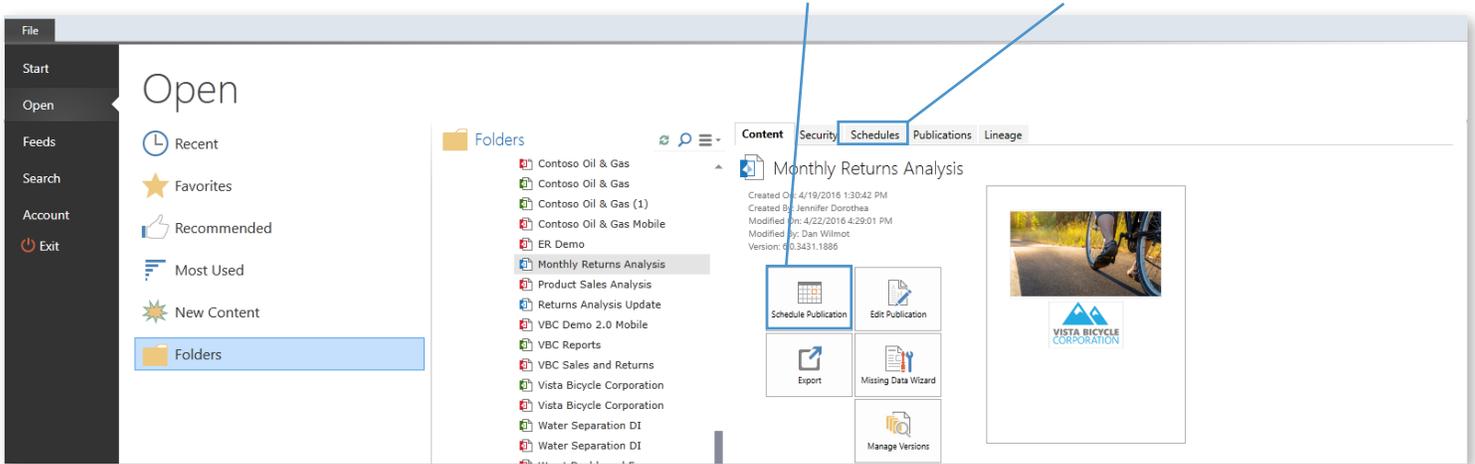


# BI Office Triggered Launch

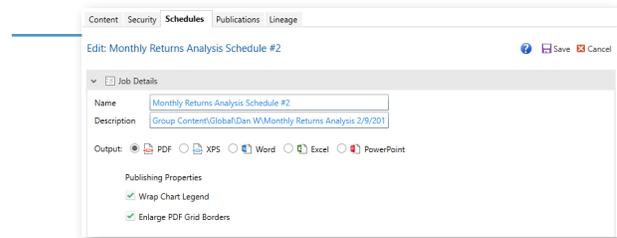
In BI Office Publication users can set **triggers** that will launch reports when certain trigger conditions are met. How the report is rendered and how it is delivered can also be customized.

## Open

Navigate to an existing publication in the Backstage. Click on the **Schedule Publication** or the **Schedules** tab.

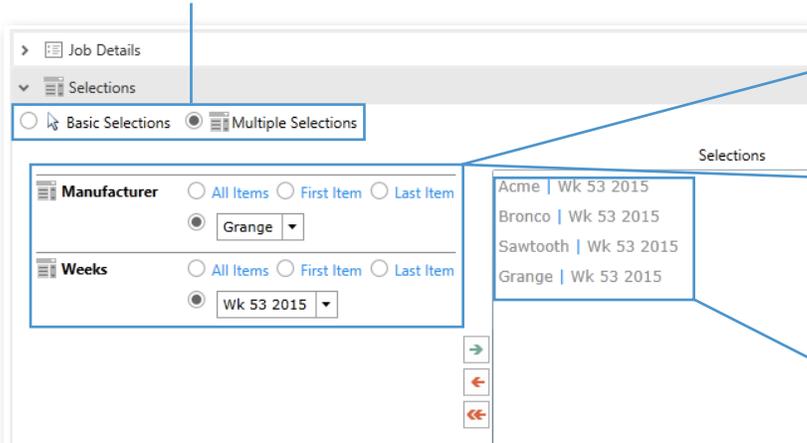


Notice the **Job Details** panel open. This is where the metadata for the scheduled item is located. If desired, edit the **Name**, **Description**, **Output** type, and **Publishing Properties**.



## Select Slices

Open the **Selections** panel to configure slicers. NOTE: The selection panel will only display when there are slicers contained in the report. Choose to use **Basic Selections** to choose from one slice to render the relevant output of the publication, or choose **Multiple Selections**.



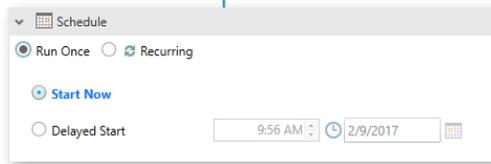
Notice the **slicers** that are configured and applied to each piece of content used in the publication.

Choose to select **All Items**, the **First Item**, **Last Item**, or **Specified Item** in the slices list to run. If specified items are chosen, use the drop-down menu to select and combine slicer elements.

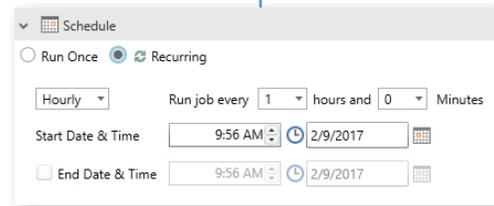
The number of items listed in the **Selections** pane will produce that many uniquely filtered reports when the publication is processed. For example, this schedule will run 4 reports.

## Schedule

Click on the **Schedule** pane to determine when the publication should run. Choose to **Run Once** and either **Start Now** or select **Delayed Start** to run the report at a later selected day and/or time.



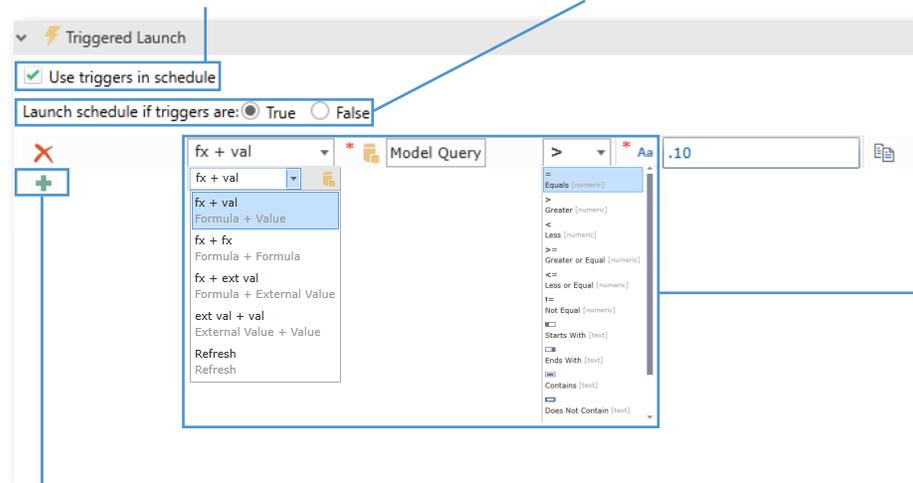
Choose **Recurring** to run the report multiple times based on the determined time frame. Decide to run the publication on an hourly, daily, weekly, or monthly basis with a specified start and end date and time.



## Set Triggers

Open the **Triggered Launch** pane. Create triggers that set certain conditions that will launch publication's schedule. First check the **Use triggers in schedule** box.

Choose to launch the schedule if the condition is **True** or if it is **False**. For example, choose True to have a trigger launch the processing schedule if the Return Rate KPI exceeds ten percent at the scheduled run time, the schedule will process all documents. If the value of that KPI is below 10 percent at that time, the schedule will not run at all.

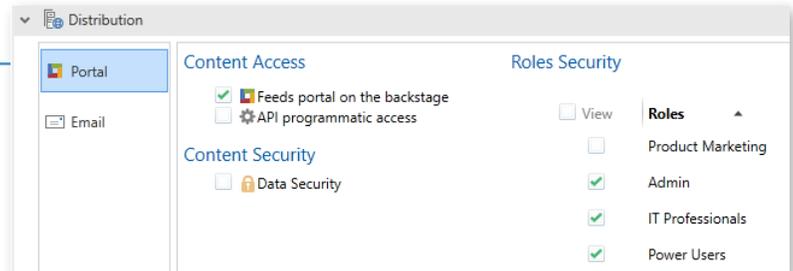


Select which of the four types of condition to set. Choose **fx + val** for a formula and value combination option where a query is selected from a data model and triggered by a chosen operator. Choose **fx + fx** for a formula and a formula combination where the results of two model queries are compared against each other. **Fx + Ext val** for a formula and an external web source. **Ext val + val** for an external web source and a model query. Lastly select **Refresh** to trigger the schedule processing when a specific data model is refreshed.

Click on the **green plus sign** to add multiple triggers.

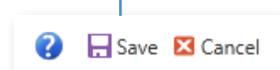
## Select Distribution Methods

See where the reports are distributed by clicking on the **Distribution** pane. Click on **Portal** to only show the scheduled publications in the portal or deliver the publication to specific a specific **Email** instead.



## Test

Click **Save** in the top right hand corner of the **Schedules** pane.



View the output by clicking on the **Publications** tab and selecting the new **schedule** from the drop-down list.

