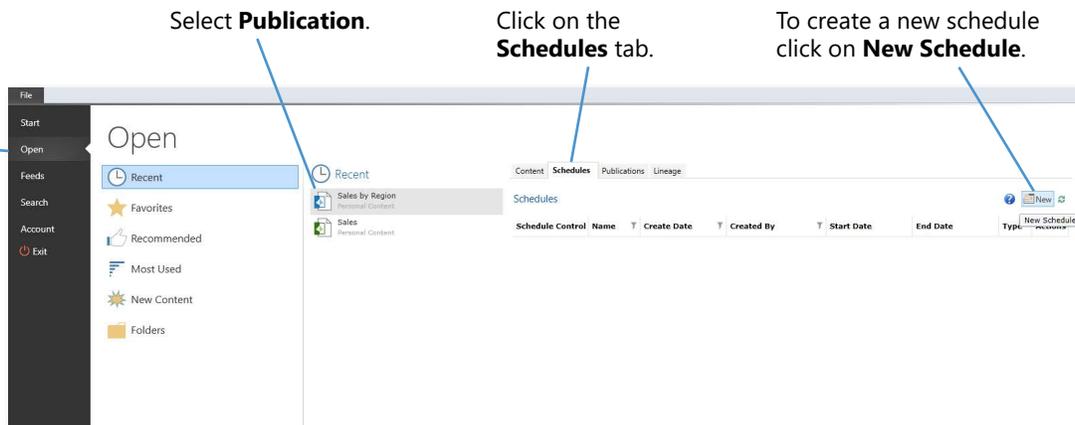


Quick Start Card BI Office Scheduling

Create a New Schedule

From the **Backstage** use the **open** options to locate a Publication.



Select **Publication**.

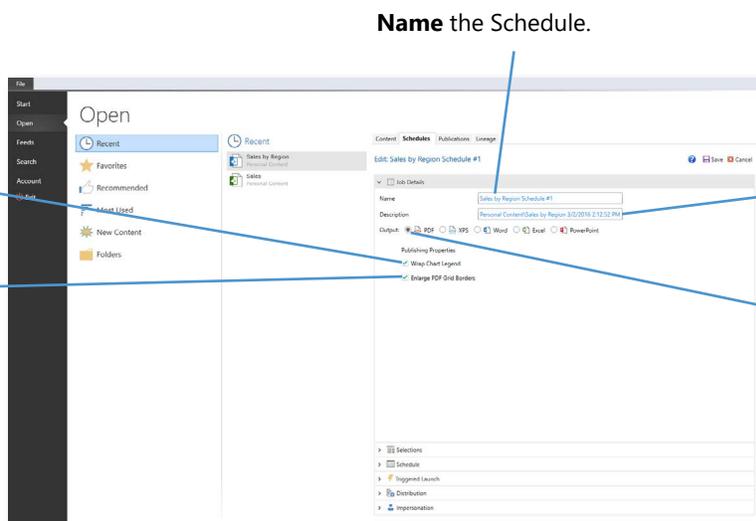
Click on the **Schedules** tab.

To create a new schedule click on **New Schedule**.

Job Details

Select the box to **Wrap Chart Legend** to see all the information in one screen.

Select to **Enlarge PDF Grid Borders** for output.



Name the Schedule.

Add a **description** of the Schedule.

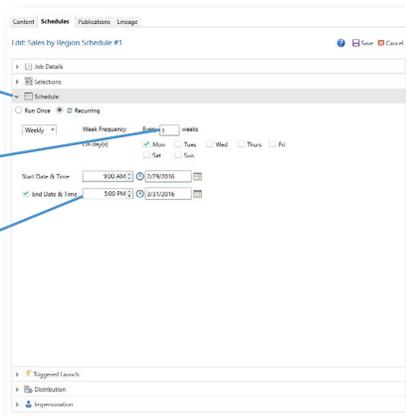
Choose the **Output** format for the scheduled item: PDF, XPS, Word, Excel, and or PowerPoint.

Schedule

Select between **Run Once** or **Recurring** for rendering.

Determine the **Frequency** for the Publication.

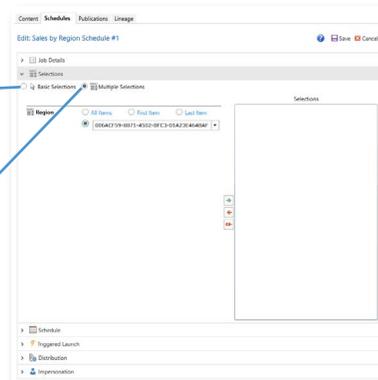
Identify the **Start Date**, **End Date**, and **Time**.



Selections

Basic Selections: Takes the user's selection for one variation of slice selections to be used in rendering the relevant output of the Publication.

Multiple Selections: Takes the user's selection for multiple variations of slice selections to be used in rendering the relevant output of the Publication.

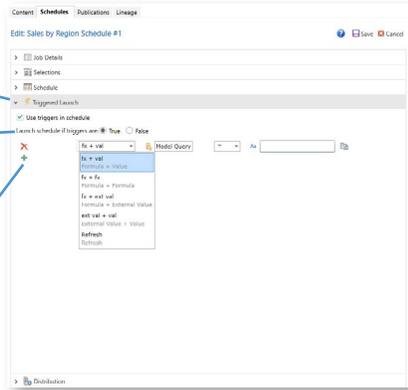


▶ Triggered Launch

Select to include **Triggers** in schedule.

Delineate the condition's **Formula**.

Report **Multiple Triggers** with the plus button.

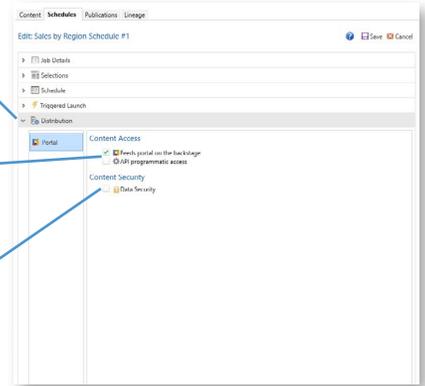


▶ Distribution

The **Distribution Panel** controls how the rendered publications will be delivered to recipients.

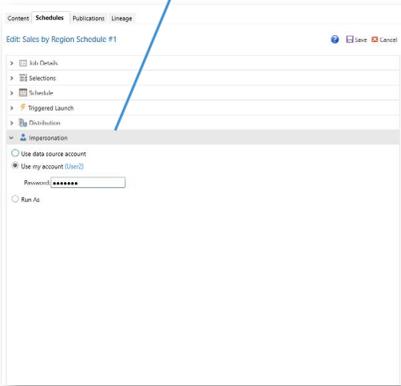
Location of the rendered Publication.

Delineate by which **Slice** from the Publication the data security will be determined.



▶ Impersonation

Determine under whose **Credentials** the Publication will be run.

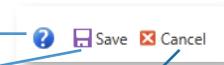


▶ Save

Access the **Help** Guide.

Save the scheduled item.

Cancel the current scheduled item.



▶ Schedule Listing

See the list of **Schedules**.

Expand to see details on **Job Executions**.

Schedule Control	Name	Create Date	Created By	Start Date	End Date	Type	Actions
Sales by Region...	Sales by Region...	03-03-18 18:40	User2 User2	03-31-18 09:00	03-31-18 17:00	Weekly	[Refresh] [Delete]

Job ID	Processing	Distribution	Start Date	End Date	Actions
SLR#...	[Progress Bar]	[Progress Bar]	03-23-18 22:38	03-23-18 23:39	[Refresh] [Delete]

This is the list of **Jobs Executions** for the selected scheduled item from the section above.