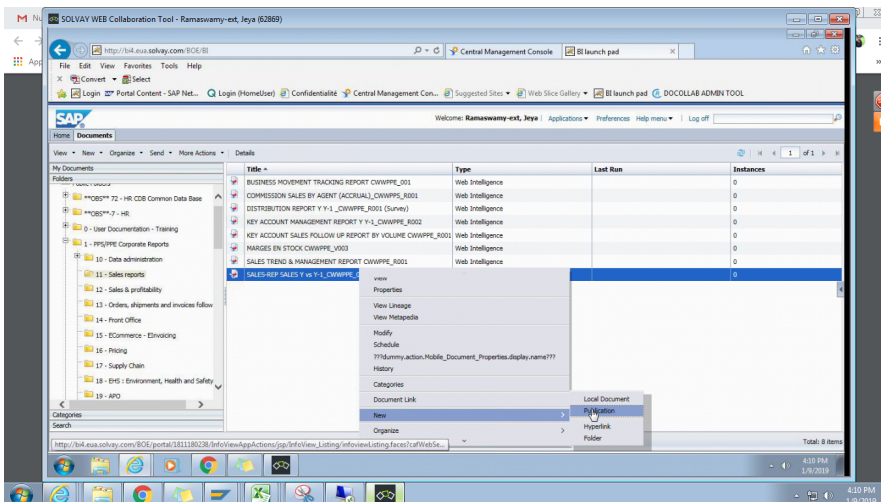


How to create a new Broadcast in SAP BO

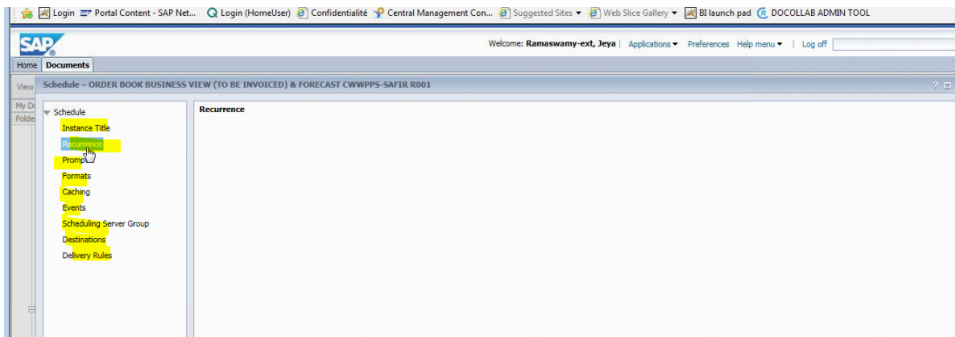
To create a new Broadcast or Publication, always use **PUBPILOT** login in BI Launch pad.



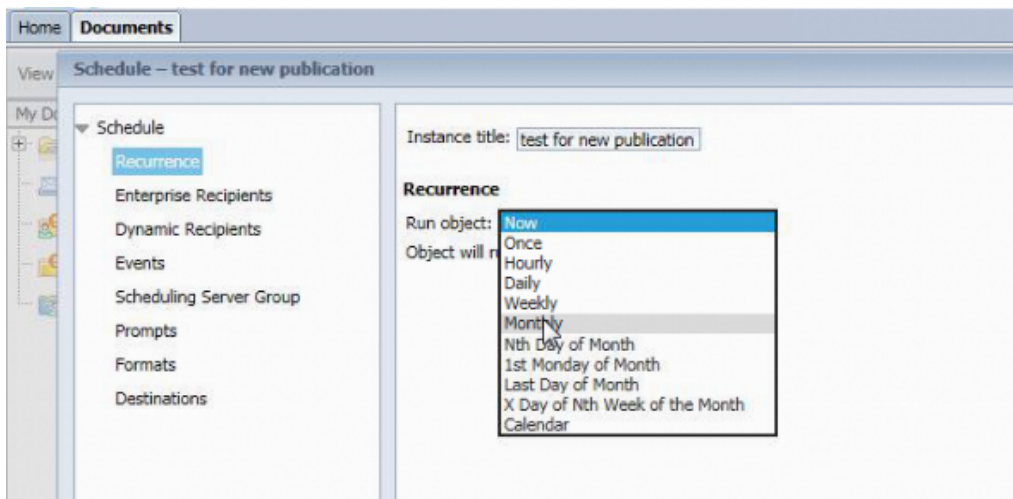
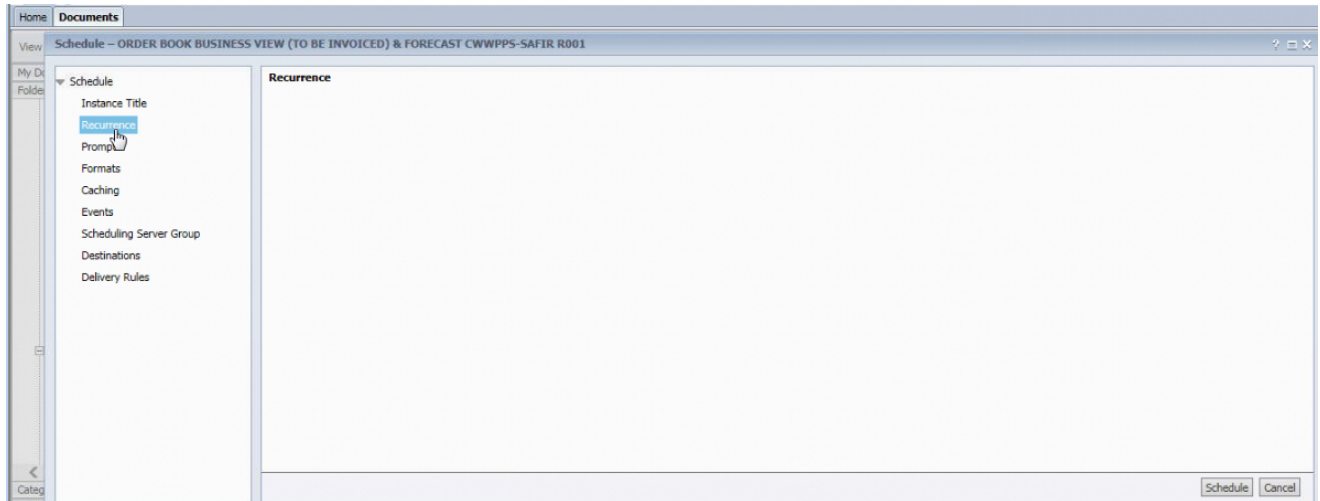
- Navigate to the report for which broadcast has to be created.



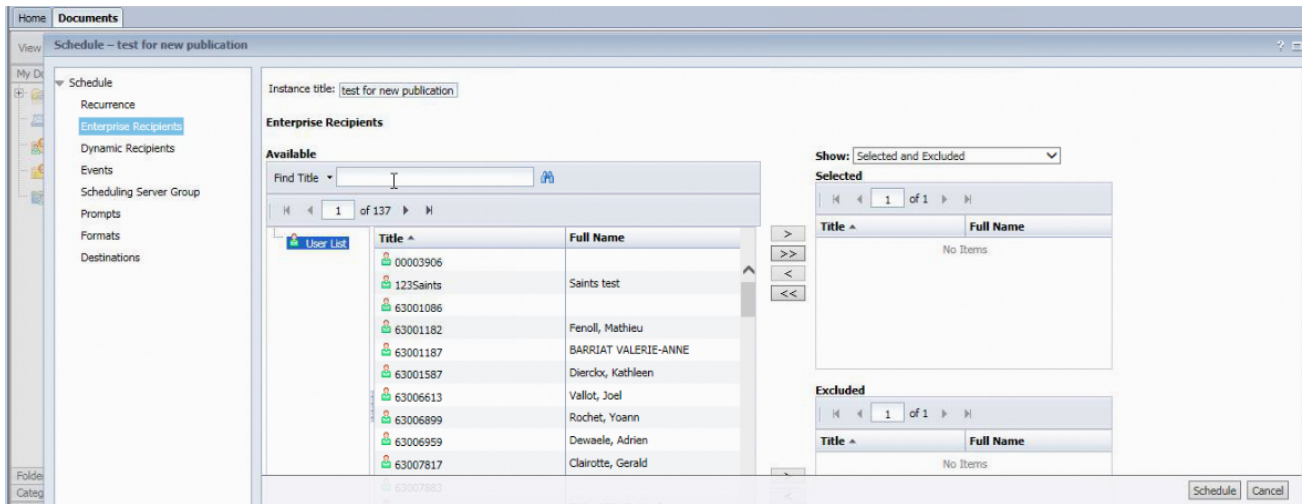
- We need to navigate to each section and give values as per the user's request.



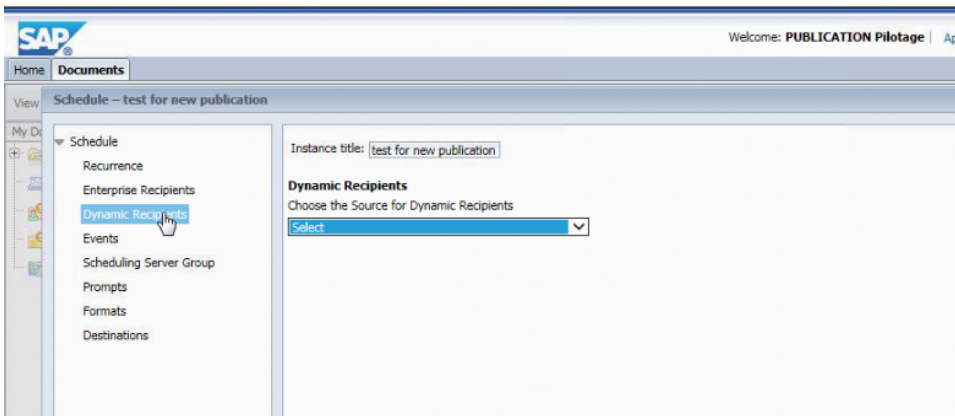
- Under recurrence tab, give values of when the recurrence of the report has to be happened.



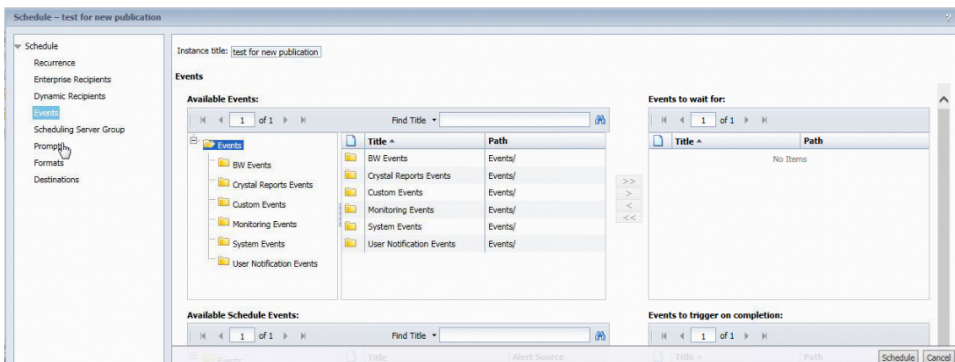
- Add Enterprise recipients, add the Email of the user's to whom the report has to be distributed.



- Under dynamic recipients, choose the source for it if requested.



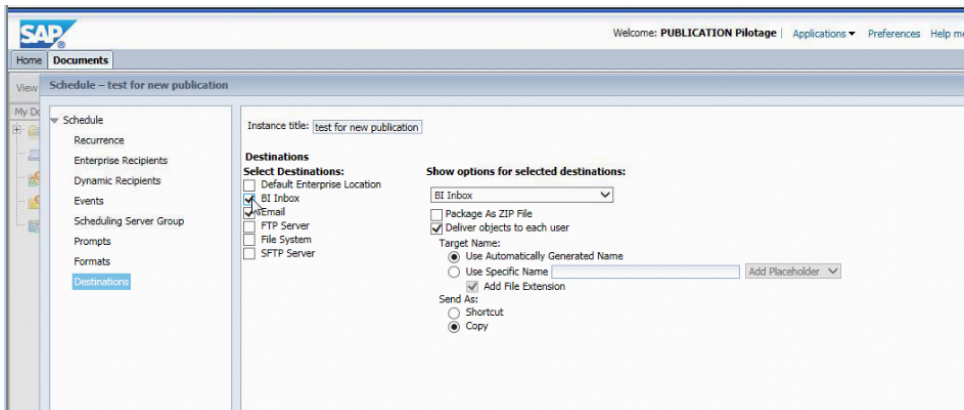
- Events are not handled by us in this process.



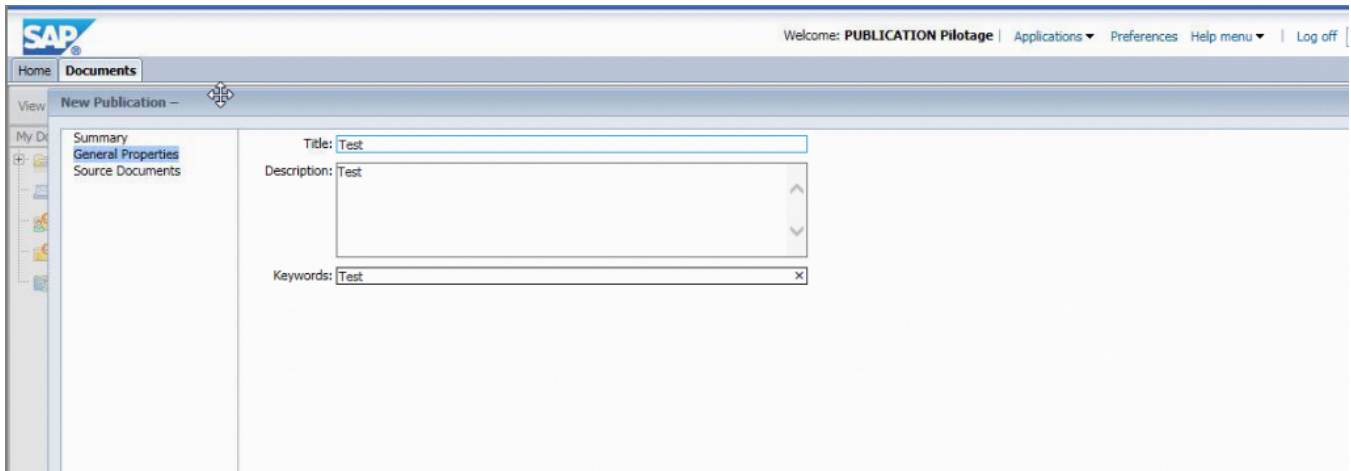
- Choose the Prompts value as requested. In order to modify click on Modify button.



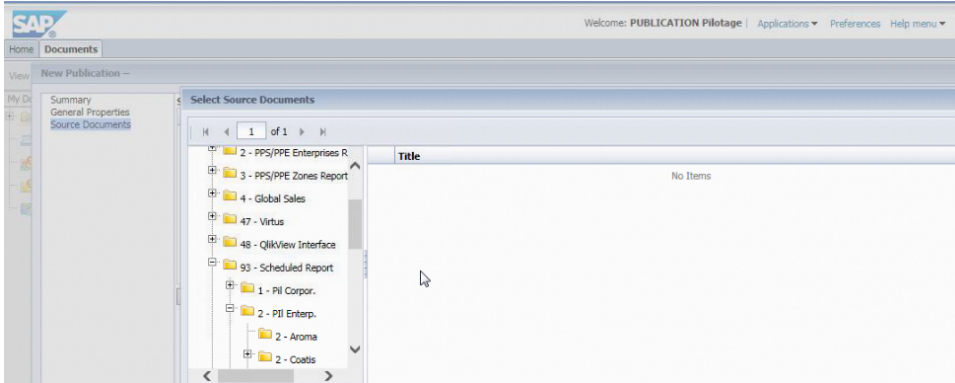
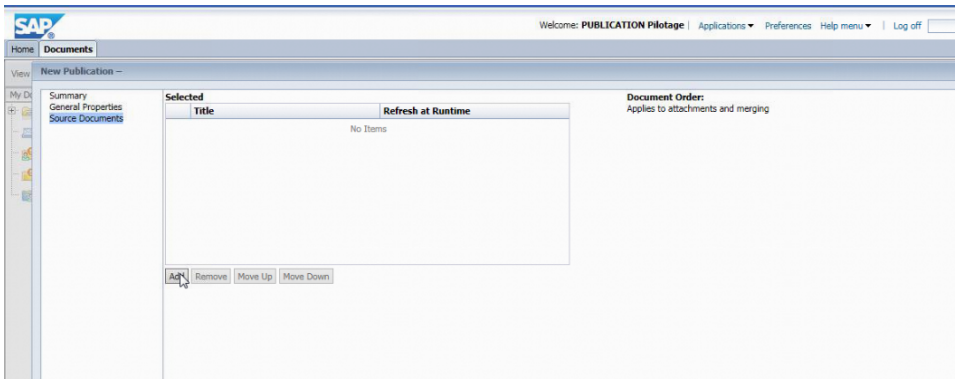
- Under destinations, we need to add the email recipients.



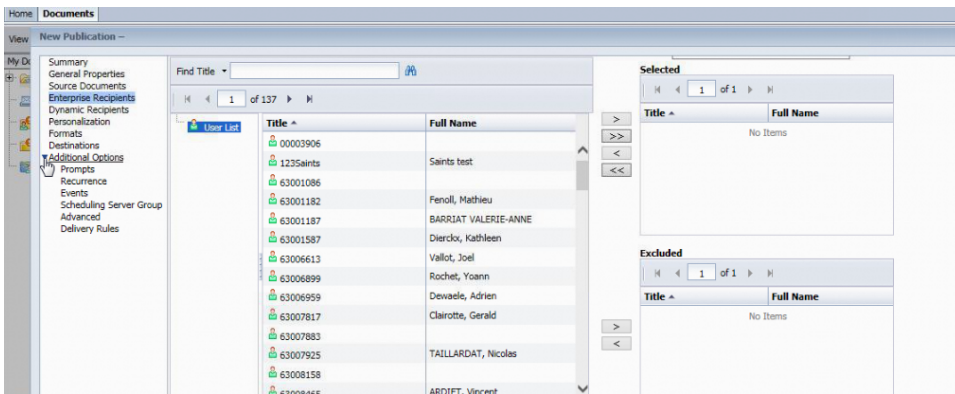
- Under General properties tab, provide the details of title, Description etc.



- Under Source Documents tab, add the source document by clicking on Add button. Navigate to the Web Intelligence report for which instance is being created.



- Give details and values for Additional options



- Under Delivery rules tab, we can provide triggers of when to deliver the report.

