

****obs** Novecare Dynamic broadcasts**

BI4 broadcasts are no more active

The main publications are stored in folder : "93 - Scheduled reports \ 2 -Pil Enterp. \2 - Novecare \ **Dynamic Reports**"

The excel file Novecare-Recipients (below) is always updated via a FreshDesk ticket - ex ticket #112150

Recipient list update (Dynamic)

==> Existing user

- 1- **EXTRACT** the XLS file (double click + open + save as)
- 2- always **SAVE the old version of XLS file in case of rollback**
- 3- **UPDATE** it : go in tab "Email" : 1 line by user, one column by broadcast :

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
			Order Book WW	Order Book Asia	Order Book Lat Am.	Order Book North Am.	Order Book Europe	Order Book AGRO	Order Book AMINE	Order Book COATING	Order Book HPC	Order Book INDUSTRIAL	Order Book INTERMEDIATES	Order Book OIL and GAS	Sales Flash D1 WW	Sales Flash D1 Asia	Sales Flash D1 Lat Am.	Sales Flash D1 North Am.	Sales Flash D1 Europe	Mangt Report D5 WW	Mangt Report D5 Asia	Mangt Report D5 Lat Am.	Mangt Report D5 North Am.	Mangt Report D5 Europe	Novecare-List of Users
1	RecID	Email																							
11	REC_0010	alexandre.ferreira@solway.com			X																				
12	REC_0011	allaine.kasmi@solway.com	X				X																		
13	REC_0012	amanda.montiel@solway.com					X			X															
14	REC_0013	amanda.warburton@solway.com				X																			
15	REC_0014	andrea.bandeira@solway.com			X																				
16	REC_0015	anne.lutz@solway.com					X							X											

put a "X" for user/broadcast if you want him to receive it

remove "X" for user/broadcast to be removed from the recipient list

==> New user

When you add a new line in the file (i.e. a new user), columns **A (RecId) & B (Email)** should be updated separately to have at the end :

- column A sorted by RecId number
- column B sorted by alphabetic number

So in order :

- 1- use in XLS the function "**insert line**" to add the line at the place where Email should be placed in alphabetic order
- 2- insert the **new Email** and corresponding "x" for needed broadcasts
- 3- **delete cell** in column A where there is no RecId (for the new line) it shift the cells upwards
- 4- populate the **missing RecId** on the last line by addin +1 in the number

Example : adding user "aaaa" in the list :

Before update :

RecID	Email	Order Book WW	Order Book Asia	Order Book Lat Am.	Order Book North Am.	Order Book Europe	Order Book AGRO	Order Book AMINE	Order Book COATING	Order Book HPC	Order Book INDUSTRIAL	Order Book INTERMEDIATES	Order Book OIL and GAS	Sales Flash D1 WW	Sales Flash D1 Asia	Sales Flash D1 Lat Am.	Sales Flash D1 North Am.	Sales Flash D1 Europe	Mangt Report D5 WW	Mangt Report D5 Asia	Mangt Report D5 Lat Am.	Mangt Report D5 North Am.	Mangt Report D5 Europe	Novocare-List of Users
REC_0001	abigail.toh@solvay.com		X																					
REC_0002	adeline.sng@solvay.com	X	X			X																		
REC_0003	adrian.archer@solvay.com	X				X					X													
REC_0004	adrianne.pedrosa@solvay.com	X				X																		
REC_0005	ai-lin.foo@solvay.com		X																					
REC_0006	alessandra.roder@solvay.com	X		X		X																		

After update :

RecID	Email	Order Book WW	Order Book Asia	Order Book Lat Am.	Order Book North Am.	Order Book Europe	Order Book AGRO	Order Book AMINE	Order Book COATING	Order Book HPC	Order Book INDUSTRIAL	Order Book INTERMEDIATES	Order Book OIL and GAS	Sales Flash D1 WW	Sales Flash D1 Asia	Sales Flash D1 Lat Am.	Sales Flash D1 North Am.	Sales Flash D1 Europe	Mangt Report D5 WW	Mangt Report D5 Asia	Mangt Report D5 Lat Am.	Mangt Report D5 North Am.	Mangt Report D5 Europe	Novocare-List of Users
REC_0001	aaaa.toh@solvay.com		X																					
REC_0002	abigail.toh@solvay.com	X	X			X																		
REC_0003	adeline.sng@solvay.com	X				X					X													
REC_0004	adrian.archer@solvay.com	X				X																		
REC_0005	adrianne.pedrosa@solvay.com		X																					
REC_0006	ai-lin.foo@solvay.com	X		X		X																		
REC_0007	alessandra.roder@solvay.com	X		X		X	X																	

==> Update XLS in BI4

Never just copy the XLS file in the BI4 folder, update it using the "replace" function



Right click \ Organize \ Replace File

