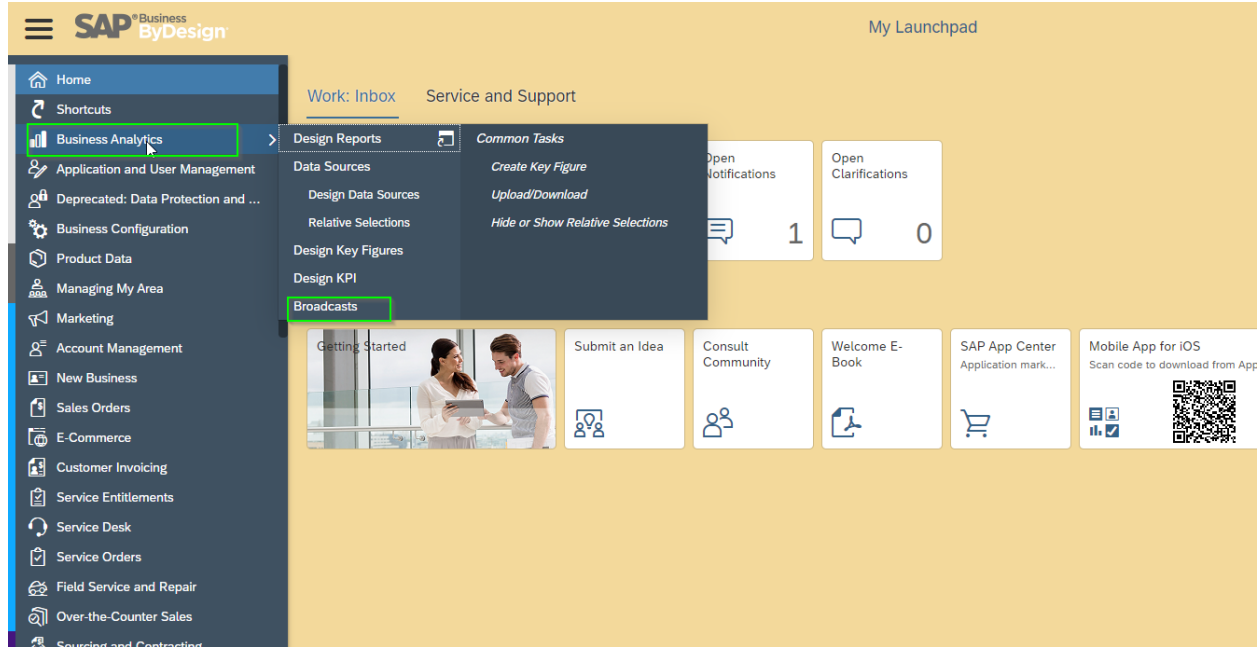
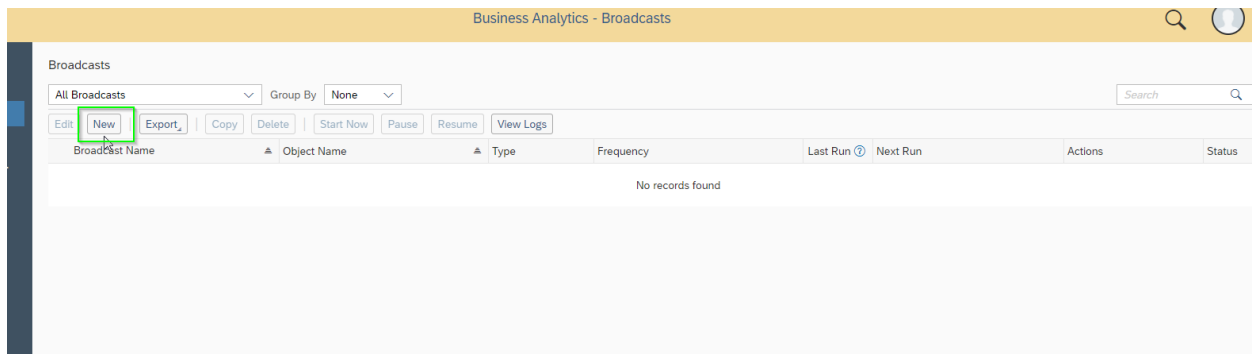


Companies require the ability to make strategic decisions based on accurate data and easily comprehensible reports. SAP ByDesign houses the capability to build reports that showcase real-time data. These reports can be delivered directly to different team or executive members on a weekly or even daily occurrence. The Broadcasting feature in SAP ByDesign will streamline real time information directly to any designated email address. Broadcasting these reports by email allows different users to access and analyze reports and data without having to ever log-in or manually run reports.

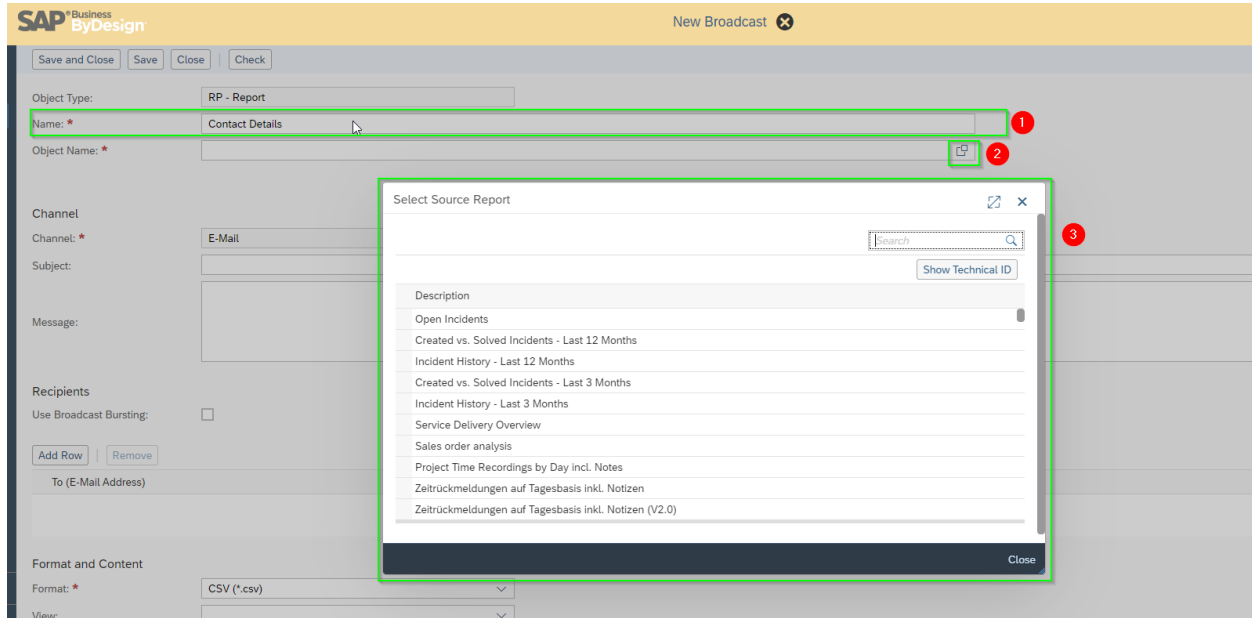
Step 1: Navigate to Business Analytics Workcenter (WoC) > Click Broadcasts



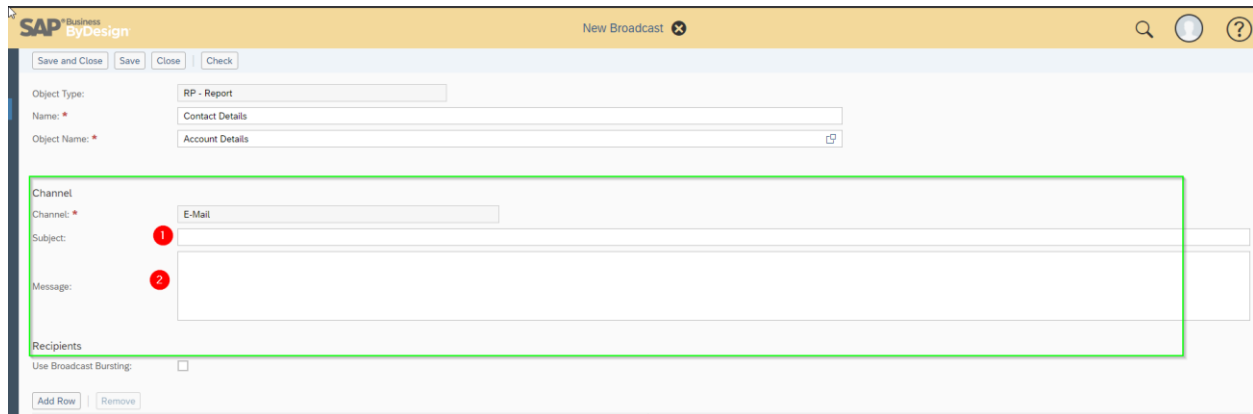
Step 2: Click New



Step 3: Enter desired Report Name in 'Name' field > Select the Report that you plan to use under 'Object Name'



Step 4: Enter email subject line in 'Subject' field > Enter desired message body in 'Message' field



Step 5: Click add row > Enter Recipient email or Query available emails

SAP Business ByDesign New Broadcast

Save and Close Save Close Check

Name: * Contact Details

Object Name: * Account Details

Channel

Channel: * E-Mail

Subject: contact details

Message: Hey XX, Please find contact details report attached.

Recipients

Use Broadcast Bursting:

Add Row Remove

To (E-Mail Address)	User Name
<input type="text"/>	<input type="text"/>

Format and Content

Format: * CSV (*.csv)

View:

Selection:

Step 6: Select Report format

SAP Business ByDesign New Broadcast

Save and Close Save Close Check

Object Name: * Account Details

Channel

Channel: * E-Mail

Subject: contact details

Message: Hey XX, Please find contact details report attached.

User specific:

Recipients

Use Broadcast Bursting:

Add Row Remove

To (E-Mail Address)	User Name
naomi.schwaiger@vistavusolutions.com	Naomi Schwaiger

Format and Content

Format: *

- CSV (*.csv)
- HTML
- Microsoft Excel (*.xlsx)
- Spreadsheet (*.xml)
- Web Browser Link

View:

Selection:

ZIP:

Scheduling

No Schedule

Step 7: Select Report View (if you have created personalized views they will be listed here)

SAP[®] Business ByDesign New Broadcast ✕

Save and Close | Save | Close | Check

Object Name: *

Channel

Channel: *

Subject:

Message:

User specific: ⓘ

Recipients

Use Broadcast Bursting:

Add Row | Remove

To (E-Mail Address)	User Name
naomi.schwaiger@vistavusolutions.com	Naomi Schwaiger

Format and Content

Format: *

View:

- Account Bank Data
- Account Credit Card Data
- Account Data
- Account General Data
- Account Sales Data
- Account Tax Data
- Initial

Selection:

ZIP:

Scheduling

No Schedule

Periodically

Step 8: Select the desired Selection

SAP Business ByDesign New Broadcast ✕

Save and Close | Save | Close | Check

Object Name: *

Channel

Channel: *

Subject:

Message:

User specific:

Recipients

Use Broadcast Bursting:

Add Row | Remove

To (E-Mail Address)	User Name
<input type="text" value="naomi.schwaiger@vistavusolutions.com"/>	<input type="checkbox"/> Naomi Schwaiger

Format and Content

Format: *

View:

Selection:

ZIP:

Scheduling

No Schedule

Periodically

Step 9a: Select Scheduling Option: No Schedule or Periodically

SAP Business ByDesign New Broadcast ✕

Save and Close | Save | Close | Check

Object Name: * Account Details

Channel
Channel: * E-Mail

Subject: contact details

Message: Hey XX,
Please find contact details report attached.

User specific: ?

Recipients
Use Broadcast Bursting:

Add Row | Remove

To (E-Mail Address)	User Name
naomi.schwaiger@vistavusolutions.com	Naomi Schwaiger

Format and Content

Format: * CSV (*.csv)

View: Account Data

Selection: Initial

ZIP:

Scheduling

No Schedule

Periodically

Step 9b: If the user chooses Periodically > enter the desired scheduling frequency

The screenshot shows the 'New Broadcast' configuration interface in SAP Business ByDesign. The 'Scheduling' section is highlighted with a green border. It contains the following fields:

- Scheduling:**
 - No Schedule
 - Periodically
- Frequency:** every
- Start:**
- End Date:**
- Day Of Week:**

Other visible fields include:

- Channel:** E-mail
- Subject:** contact details
- Message:** Hey XX, Please find contact details report attached.
- Recipients:** Use Broadcast Bursting:
- Format and Content:**
 - Format:** CSV (*.csv)
 - View:** Account Data
 - Selection:** Initial
 - ZIP:**
- To (E-Mail Address):** naomi.schwaiger@vistavusolutions.com
- User Name:** Naomi Schwaiger

Step 10: Save and Close

This screenshot shows the same 'New Broadcast' configuration screen as above, but with the 'Save and Close' button highlighted by a green box. The configuration details remain the same as in the previous step.

Step 11: If you chose 'No Schedule' > Click Start Now to send Broadcast Report

Business Analytics - Broadcasts

Broadcasts

All Broadcasts Group By: None

Search

Edit New Export Copy Delete **Start Now** Pause Resume View Logs

Broadcast Name	Object Name	Type	Frequency	Last Run	Next Run	Actions	Status
Contact Details	Account Details	Report					Manual

Details Scheduling Last Broadcast Run

Identification

Broadcast Name: Contact Details
Object: Report Account Details

Channel

Channel: E-Mail
Recipients: naomi.schwaiger@vistavusolutions.com
Subject: contact details
Message: Hey XX,
User-specific:
Broadcast bursting:

Format and Content

Format: CSV (*.csv)
View: Account Data
Selection: Initial
ZIP:
View With:

Scheduling

Scheduling Type: No Schedule
Frequency:
Start Date and Hour:
End Date:
Day Of Month:

General

Changed By: Eddie Smoke
Changed On: 11/16/2020 16:38 EST
Created By: Eddie Smoke
Created On: 11/16/2020 16:38 EST

Step 12: Recipient has received broadcast report.

contact details

donotreply@my346109.mail.sapbydesign.com
To: Naomi Schwaiger

BUPCSD_Q0001.csv
27 KB

Hey XX,
Please find contact details report attached.

This message was created via broadcast Contact Details

Expected Result: Broadcast 'Report Name' has been started and sent.