

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.



Ξ	SAP ^{®Business} ByDesign	_					My Laund	hpad	
ሮ	Home	Work: Inbox	Service	e and Suppo	ort				
0	Business Analytics	Design Reports	5	Common Tasks					
8/	Application and User Management	Data Sources		Create Key Fi	gure	Open lotifications	Open Clarifications		
ළු	Deprecated: Data Protection and	Design Data Sources		Upload/Down	load				
ిం	Business Configuration	Relative Selections		Hide or Show	Relative Selections	3			
٥	Product Data	Design Key Figures				. –			
&	Managing My Area	Design KPI							
R	Marketing	Broadcasts				_			
8⁼	Account Management	Getting Started			Submit an Idea	Consult	Welcome E-	SAP App Center	Mobile App for iOS
	New Business			-ul		Community	DOOK	Application mark	Scan code to download from App
13	Sales Orders				ര	08	0	\sim	
6	E-Commerce		T		ê [¥] ê	<u>م</u>	<u>ک</u> ا	.≓.	
	Customer Invoicing								
Ŷ	Service Entitlements								
\mathbf{O}	Service Desk								
Ô	Service Orders								
õ	Field Service and Repair								
ଶ୍ୱି	Over-the-Counter Sales								
2	Sourcing and Contracting								

Step 2: Click New

Business Analytics - Broadcasts						\bigcirc
Broadcasts All Broadcasts Group By None Fall New Delete Start Now Pause Resume View Loss						Q
Broadcast Name	▲ Object Name	≜ Туре	Frequency	Last Run ⑦ Next Run	Actions	Status
			No records found			







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

SAP ^{*Business} ByDesign		New Broadcast 😵	
Save and Close Save Close	se Check		
Object Type:	RP - Report		
Name: *	Contact Details		
Object Name: *		E 2	
		Select Source Report	
Channel			
Channel: *	E-Mail	Search Q Search	
Subject:		Show Technical ID	
		Description	
Message:		Open Incidents	
		Created vs. Solved Incidents - Last 12 Months	
		Incident History - Last 12 Months	
Recipients		Created vs. Solved Incidents - Last 3 Months	
Use Breadcast Bursting:		Incident History - Last 3 Months	
Use bioaucast bursting.		Service Delivery Overview	
Add Row Remove		Sales order analysis	
To (E Mail Address)		Project Time Recordings by Day Incl. Notes	
To (E-Mail Address)		Zeitrückmeldungen auf Tagesbasis inkl. Notizen	
		Zeitrückmeldungen auf Tagesbasis inkl. Notizen (V2.0)	
Format and Content		Close	
Format: *	CSV (*.csv)	×	
View:			

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

	New Broadcast 😵	Q	\bigcirc	?
Save and Close Save Clo	xe Check			
Object Type:	RP - Report			
Name: *	Contact Details			
Object Name: *	Account Details			
Channel				
Channel: *	E-Mail			
Subject:				
Message:				
Recipients				
Use Broadcast Bursting:			_	
Add Row Remove				







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

SAP ^{® Business} ByDesign	New Broadcast 😵	२ 🔘 (
Save and Close Save Clo	se Check	
Name: *	Contact Details	
Object Name: *	Account Details (2)	
Channel		
Channel: *	E-Mail	
Subject:	contact details	
	Hey XX,	
Message:	Please find contact details report attached.	
Paginianta		
Use Broadcast Bursting:		
	-	
Add Row Remove		
To (E Mail Address)	User Name	
	Ľ	
Format and Content		
Format: *	CSV (*.csv) ~	
View:	v	
Selection:	~ ·	

Step 6: Select Report format

SAP ^{®Business} ByDesign		New Broadc	ast 😵
Save and Close Save Clos	e Check		
Object Name: *	Account Details		C
Channel			
Channel: *	E-Mail		
Subject:	contact details		
	Hey XX,		
Message:	Please find contact details report attached.		
User specific: ⑦			
Recipients			
Use Broadcast Bursting:			
Add Row Remove			
To (E-Mail Address)			User Name
naomi.schwaiger@vistavusolu	itions.com	C	Naomi Schwaiger
Format and Content			
Format: *	CSV (*.csv)		
View:	CSV (*.csv)		
Selection:	HTML		
ZIP:	Microsoft Excel (*.xlsx)		
Scheduling	Spreadsheet (*.xml)		
No Schedule	Web Browser Link		







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

SAP ^{® Business} By Design	oadcast 😣	
Save and Close Save Close	e Check	
Object Name: *	Account Details	
Channel		
Channel: *	E-Mail	
Subject:	contact details	
	Hey XX,	
Message:	Please find contact details report attached.	
5		
User specific: ⑦		
Recipients		
Use Broadcast Bursting:		
Add Row Remove		
To (E-Mail Address)		User Name
naomi.schwaiger@vistavusolu	tions.com	🖸 Naomi Schwaiger
Format and Contant		
Format and Content	CSV (franc)	
Format: **		
View:		
Selection:	Account Bank Data	
ZIP:	Account Credit Card Data	
Scheduling	Account Data	
No Schedule	Account General Data	
	Account Sales Data	
Periodically	Account Tax Data	
	Initial	







Step 8: Select the desired Selection

SAP ^{®Business} New Broadcas					
Save and Close Save Close	e Check				
Object Name: *	Account Details				
Channel					
Channel: *	E-Mail				
Subject:	contact details				
	Hey XX,				
Message:	Please find contact details report attached.				
User specific: ⑦					
Recipients					
Use Broadcast Bursting:					
Add Row Remove					
To (E-Mail Address)		User Name			
naomi.schwaiger@vistavusolu	tions.com	C Naomi Schwaiger			
2					
Format and Content					
Format: *	CSV (*.csv)				
View:	Account Data				
Selection:					
ZIP:	Initial				
Scheduling					
No Schedule					
Periodically					







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

SAP ^{® Business} ByDesign		New Broadc	ast 😢
Save and Close Save Close	e Check		
Object Name: *	Account Details		C
Channel			
Channel: *	E-Mail		
Subject:	contact details		
	Hey XX,		
Message:	Please find contact details report attached.		
User specific: ⑦			
Recipients			
Use Broadcast Bursting:			
Add Row Remove			
To (E-Mail Address)	tions com	-0	User Name
naomi.schwaiger@vistavusot	auons.com	G	Naomi Schwaiger
Format and Content			
Format: *	CSV (*.csv)		
View:	Account Data V		
Selection:	Initial		
ZIP:			
Scheduling			
 No Schedule 			
O Periodically			







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

SAP ByDesign New Broadca						
Save and Close Save Close) Check					
Channet: "	E-Wait					
Subject:	contact details					
	Hey XX,					
Message:	Please find contact details report attached.					
User specific: (2)						
Recipients						
Use Broadcast Bursting:						
Add Row Remove						
To (E-Mail Address)		User Name				
naomi.schwaiger@vistavusolu	tions.com 🖸	Naomi Schwaiger				
Format and Content						
Format: *	CSV (*.csv) V					
View:	Account Data					
Selection:	Initial					
ZIP:						
Scheduling						
O No Schedule						
Periodically						
Frequency: *	every 1 📓 Week(s) 🗸					
Start: ⑦ *	11/17/2020 🔢 🗸 🗸					
End Date:	14					
Day Of Week:	×					

Step 10: Save and Close

SAP [®] Business ByDosign		New Broadcast 😒
Save and Close Sa	ave Close Check	
Object Name: *	Account Details	P
Channel		
Channel: *	E-Mail	
Subject:	contact details	
	Hey XX,	
Message:	Please find contact details report attached.	
User specific: ⑦		
Recipients		
Use Broadcast Bursting		
site 5.500005t building	·	







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

	B	usiness Analytics	- Broadcasts					Q	\bigcirc	(?
Broadcasts All Broadcasts	✓ Group By None ✓						Search		٩	0 5
Edit New Export	Copy Delete Start Now Pause Resume	View Logs								
Broadcast Name	≜ Object Name ≜	Туре	Frequency		Last Run ⑦	Next Run	Actions		Status	
Contact Details	Account Details	Report					10 🗑 🗞		Manual	
Details Scheduling La	ist Broadcast Run									
Identification										
Broadcast Name:	Contact Details									
Object:	Report Account Details									
Channel				Format and Content						
Channel:	E-Mail			Format:	CS	SV (*.csv)				
Recipients:	naomi.schwaiger@vistavusolutions.com			View:	Ac	count Data				
Subject:	contact details			Selection:	Ini	tial				
Message:	Hey XX,			ZIP:						
				View With:						
Broadcast bursting:										
broaucast bursting.										
Scheduling				General						
Scheduling Type:	No Schedule			Changed By:	Ed	die Smoke				
Frequency:				Changed On:	11	/16/2020 16:38 EST				
Start Date and Hour:				Created By:	Ed	die Smoke				
End Date:				Created On:	11	/16/2020 16:38 EST				
Day Of Month:										

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.



