

How to Create and Schedule Publications from Crystal Reports



Applies to:

SAP BusinessObjects Enterprise. For more information, visit the [Business Objects homepage](#).

Summary

This white paper describes how you can create a publication over a Crystal report to enable report bursting and scheduling.

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Introduction

This document explains the steps necessary to create and schedule a publication from a Crystal Reports document.

What is a publication?

A publication is a collection of personalized documents intended for a select group of recipients across the organization.

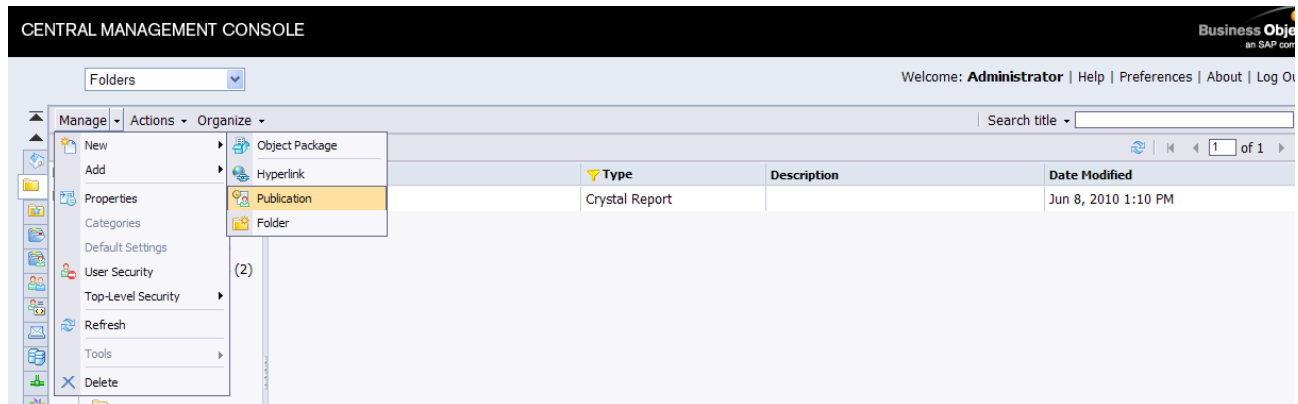
They help you to:

- Distribute personalized information to individuals or groups of users
- Minimize database access by eliminating the need for users to send process requests themselves
- Deliver targeted business info to groups or individuals through a password protected portal across the network.

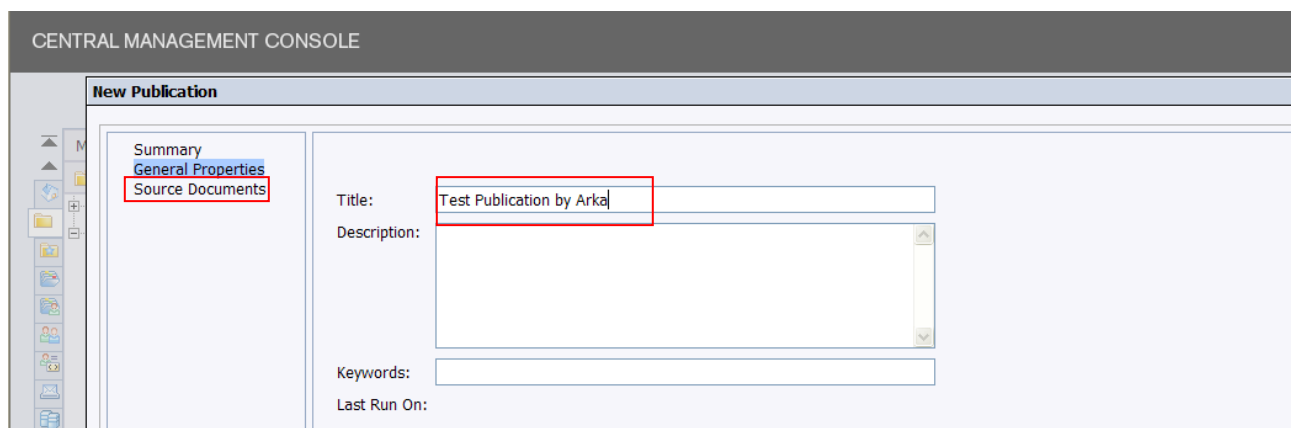
Different types of publications exist but in this document we are going to concentrate on the Crystal Reports publications containing one or more reports.

How to create a publication

1. Go to any Central Management Console (CMC) folder.
2. Drop down **Manage** > expand **New** > click **Publication**.

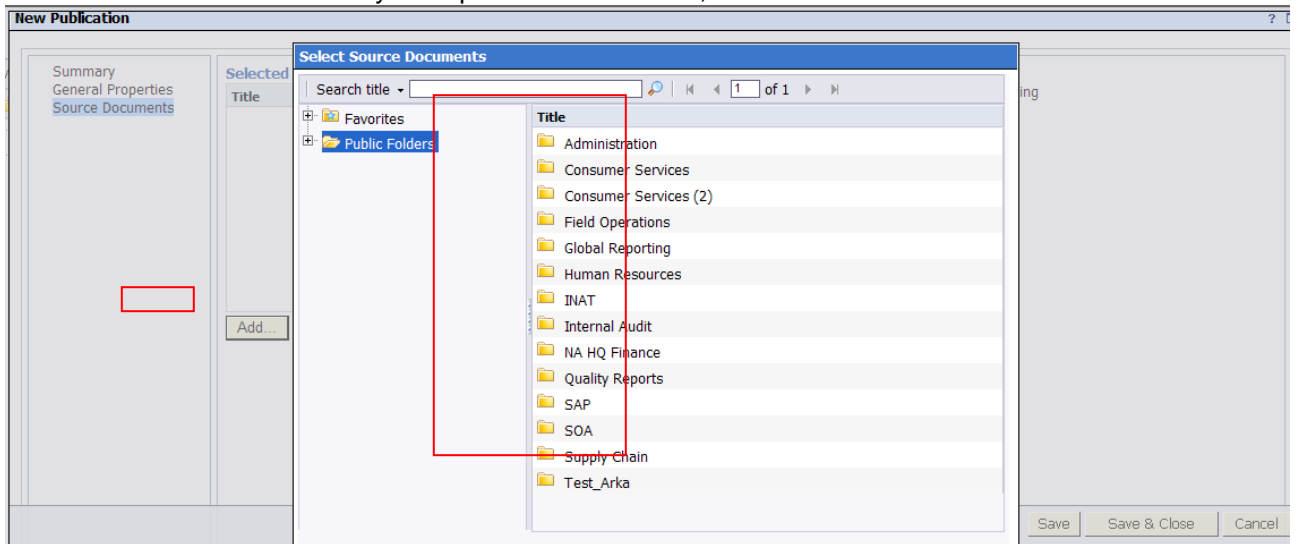


The following screen appears.

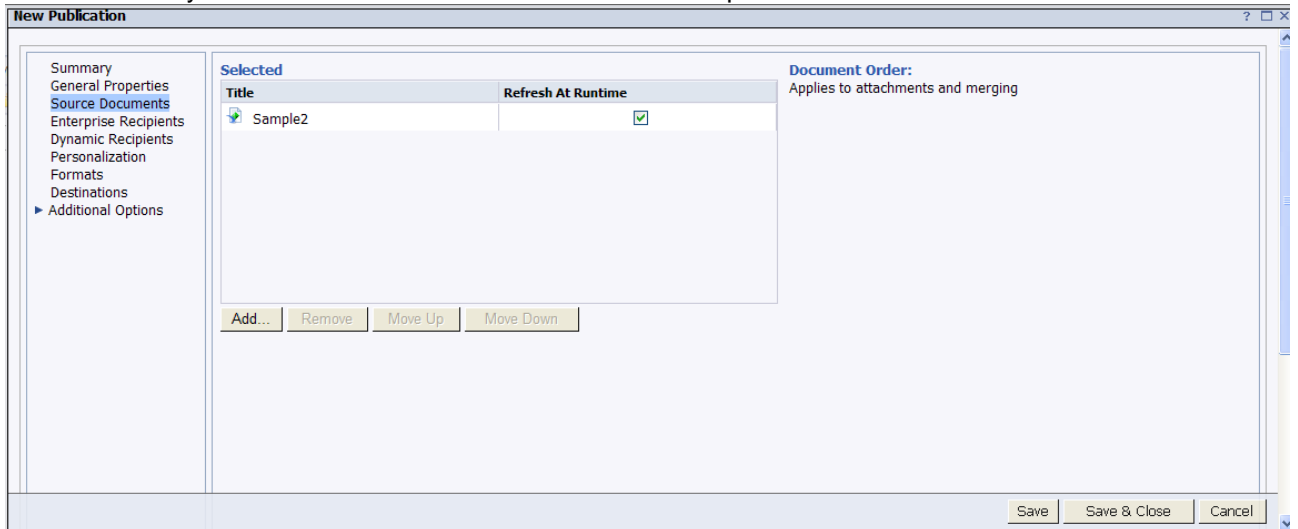


3. Give the publication a title. Click **Source Documents**.

4. Click **Add** to add the desired Crystal report from the folders, as shown below.



5. Click **Save**. Only after the source document is added can the publication be saved.



Additional options now appear for this publication.

Publication Options

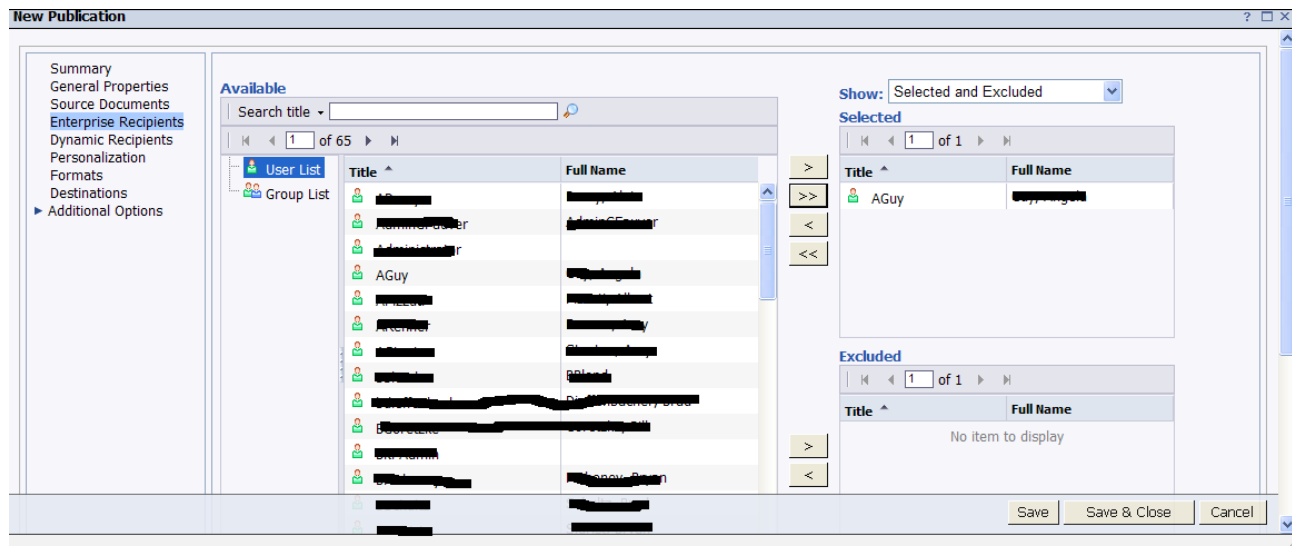
We are going to concentrate on the following options:

- Enterprise recipients
- Personalization
- Destination

Enterprise Recipients

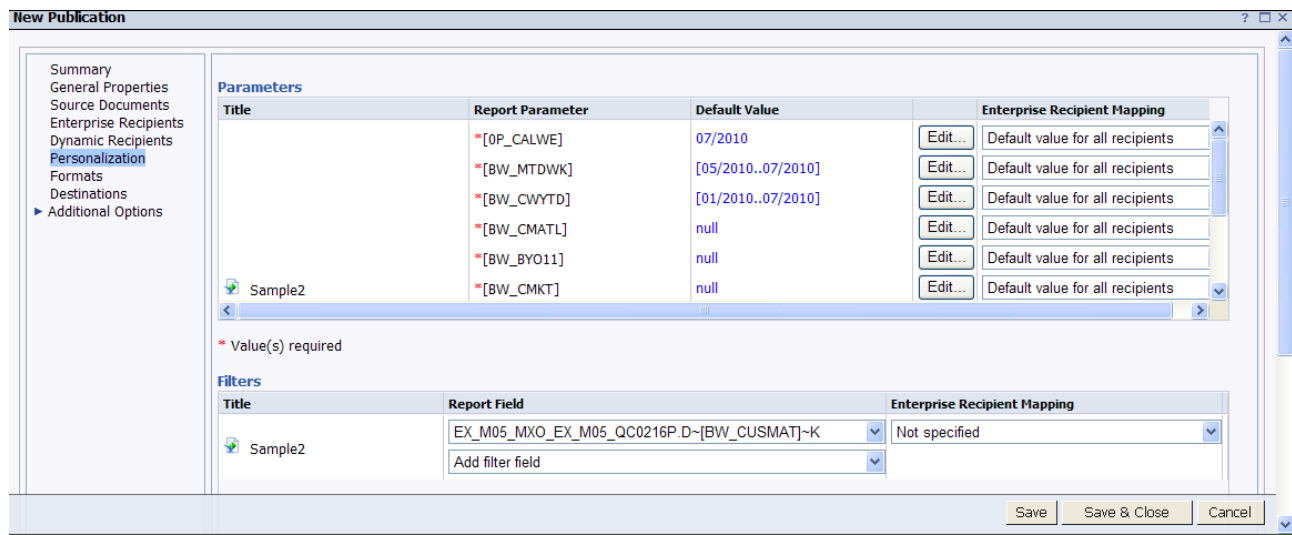
This option determines to which set of users/ user groups will this publication reach.

Just select from the list of available users and groups to the right-side box.



Personalization

With this option, the default parameter values can be set for the base Crystal Report.



In case no values need to be set, define them as "null" by clicking the **Edit** button.

Destination

This option provides the ability to set the destination of the report. In this case, **Business Objects Inbox** is used. This can be set as needed.

New Publication

Summary
 General Properties
 Source Documents
 Enterprise Recipients
 Dynamic Recipients
 Personalization
 Formats
Destinations
 Additional Options

Select Destinations:

Default Enterprise Location
 Business Objects Inbox
 Email
 FTP Server
 File System

Show options for selected destinations:

Business Objects Inbox

Merge Exported PDF
 Package as ZIP File
 Deliver objects to each user

Target Name:
 Use Automatically Generated Name
 Use Specific Name test publication Add placeholder...

Send As:
 Shortcut
 Copy

Save Save & Close Cancel

Click **Save > Close**.

CENTRAL MANAGEMENT CONSOLE

Welcome: Administrator | Help | Preferences | About | Log

Title	Type	Description	Date Modified
Sample2	Crystal Report		Jun 13, 2010 8:54 AM
Test Publication by Arka	Publication		Jun 13, 2010 8:54 AM

Congratulations! You have successfully created your first publication.

How to schedule the publication

To schedule your publication to run at a specific time

1. Right-click the new publication > click **Schedule**.

Title	Type	Description	Date Modified
Sample2	Crystal Report		Jun 13, 2010 8:54 AM
Test Publication by Arka	Publication		Jun 13, 2010 8:54 AM

Properties

Schedule

History

Run Now

Limits

2. Scroll to **Recurrence**. Use the drop-down list and check boxes to schedule the report.
3. Click **Schedule**.

Schedule: Test Publication by Arka

Instance title: Test Publication by Arka

Recurrence

Run object: Weekly

Object will run every week on the following days.

Monday Friday

Tuesday Saturday

Wednesday Sunday

Thursday

Start Date/Time: 08:14 AM 6/13/2010

End Date/Time: 08:14 AM 6/13/2020

Number of retries allowed: 0

Retry interval in seconds: 1800

Schedule Cancel

In this case, the publication will run every Monday starting 13th June at 8:14 AM.

How to create notification for failure or success of the publication

1. Go to **Properties** of the publication.
2. Click **Notification**.
3. Set the email notification for success or fail.

4. Click **Save > Close**.

Properties: Test Publication by Arka

- Properties
 - Summary
 - General Properties
 - Source Documents
 - Enterprise Recipes
 - Dynamic Recipes
 - Personalization
 - Formats
 - Destinations
 - Print Settings
 - Delivery Rules
 - Merged PDF Options
 - Database Logon
 - Publication Extensions
 - Recurrence
 - Notification**
 - Events
 - Scheduling Services
 - Advanced
 - Categories
 - Schedule
 - User Security
 - History
 - Limits
 - Test Mode

Notification

Set Notification
When scheduling the object, you can choose whether or not to enable audit, and email notifications.

- Audit Notification: Not in use
- Email Notification: Not in use
 - Email notification based on:
 - A job has been run successfully
 - A job has failed to run
 - Configure notification message
 - Use the Job Server's defaults
 - Set the values to be used here:
 - From:
 - To:
 - Cc:
 - Subject:
 - Message:

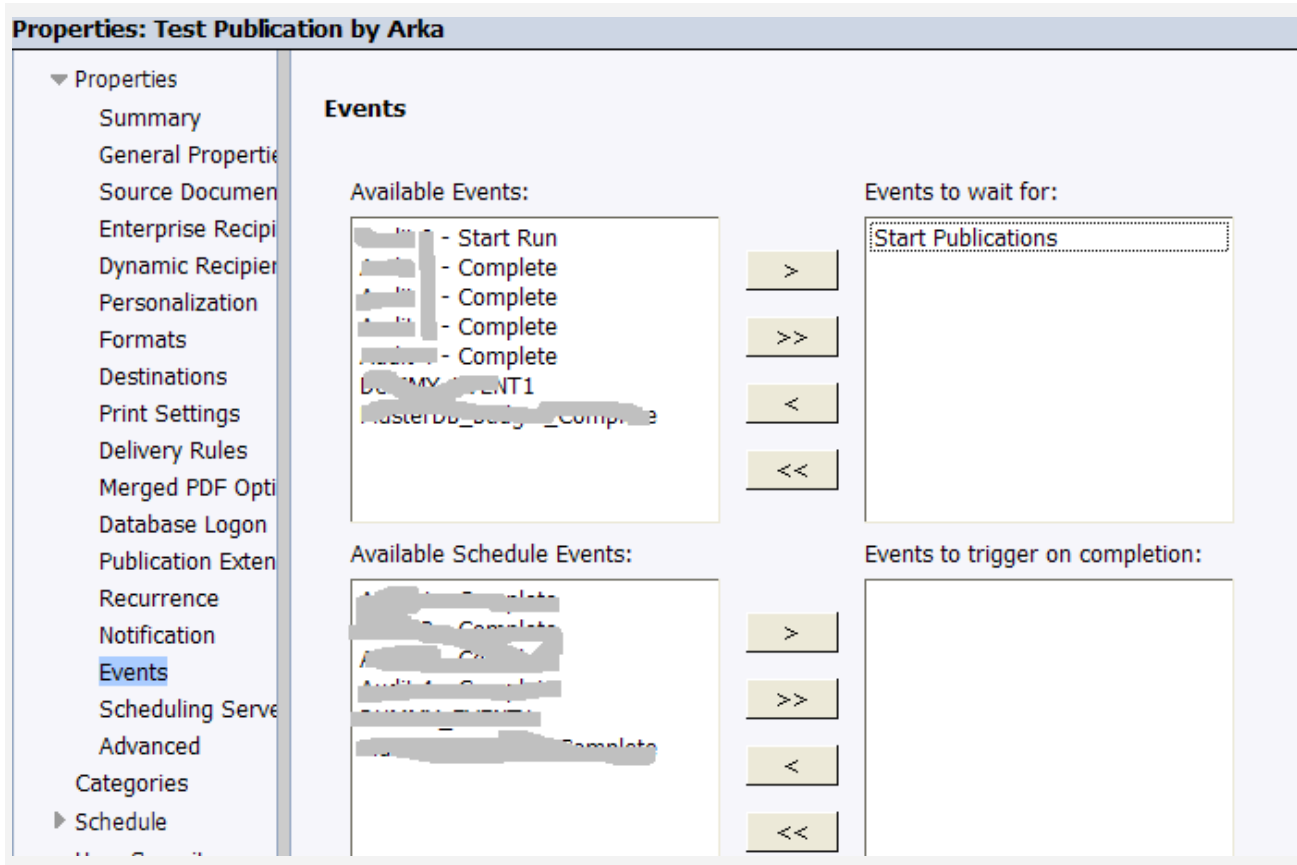
Save Save & Close Cancel

Scheduling through events

Publications can also be scheduled using events. After a certain job is over it may trigger an event which in turn will trigger the publication.

To enable triggering by events

1. Go to **Properties**.
2. Select **Events** from the list of available events.
3. Click **Save > Close**.



Related Content

- [BusinessObjects Enterprise XI Release 2 Publishing Guide](#)
- Forum thread -- [Publication?? Destination as "Default Enterprise Location"](#)
- Forum thread -- [How to manage huge volume of publications](#)
- For more information, visit the [Business Objects homepage](#)

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