Oracle® Fusion Middleware

User's Guide for Oracle Business Intelligence Publisher

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Oracle Fusion Middleware User's Guide for Oracle Business Intelligence Publisher, 12*c* (12.2.1.3.0)

E80605-02

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Preface

Welcome to Release 12*c* (12.2.1.3.0) of the *User's Guide for Oracle Business Intelligence Publisher*.

Audience

This document is intended for report consumers who will be viewing and scheduling reports in Oracle BI Publisher.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documentation and Other Resources

See the Oracle Business Intelligence documentation library for a list of related Oracle Business Intelligence documents.

In addition:

- Go to the Oracle Learning Library for Oracle Business Intelligence-related online training resources.
- Go to the Product Information Center Support note (Article ID 1338762.1) on My Oracle Support at `https://support.oracle.com`.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.

Convention	Meaning
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

New Features for Oracle BI Publisher Users

The Preface describes changes to Oracle BI Publisher report viewing and scheduling features for Oracle Business Intelligence Publisher 12*c*.

New Features and Changes for Release 12*c*

This section gives you the details of new features and changes added in the 12*c* release.

New Features and Changes for Release 12*c* (12.2.1.3.0)

In Release 12*c* (12.2.1.3.0), you can view the priority of a job and identify the critical jobs in the Report Job History page.

New Features and Changes for Release 12*c* (12.2.1.2.0)

BI Publisher has no new features that affect report viewing and scheduling for Release 12*c* (12.2.1.2.0).

New Features and Changes for Release 12*c* (12.2.1.1.0)

BI Publisher has no new features that affect report viewing and scheduling for Release 12*c* (12.2.1.1.0).

New Features and Changes for Release 12*c* (12.2.1)

In Release 12*c* (12.2.1), the look and feel of the user interface is refreshed. You will notice new icons and some changes to the presentation of features on the Home page.

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Introduction to Using Oracle Business Intelligence Publisher

This topic introduces the features specific to viewing and scheduling reports for report consumers.

Topics:

- Overview of Oracle Business Intelligence Publisher
- Tasks for Report Consumers
- System Requirements and Certification

Overview of Oracle Business Intelligence Publisher

Oracle Business Intelligence (BI) Publisher is an enterprise reporting solution for authoring, managing, and delivering all your highly formatted documents, such as operational reports, electronic funds transfer documents, government PDF forms, shipping labels, checks, sales and marketing letters, and much more.

User's Guide for Oracle Business Intelligence Publisher describes how report consumers use BI Publisher to view and schedule reports. See the other guides that are listed in the table for information about using the product for other business roles.

Role	Sample Tasks	Guide
Administrator	Configuring Security Configuring System Settings Diagnosing and Monitoring System Processes	*Administrator's Guide for Oracle Business Intelligence Publisher*
Application developer or integrator	Integrating BI Publisher into existing applications using the application programming interfaces	*Developer's Guide for Oracle Business Intelligence Publisher*
Data Model developer	Fetching and structuring the data to use in reports	*Data Modeling Guide for Oracle Business Intelligence Publisher*
Report designer	Creating report definitions Designing layouts	*Report Designer's Guide for Oracle Business Intelligence Publisher*

Tasks for Report Consumers

Report consumers use BI Publisher to view and schedule reports.

The tasks that are available to you depend on the permission that is assigned to you by your administrator. A report consumer performs the following tasks:

- Run and view reports in real-time from the BI Publisher catalog. See Browsing the Catalog.

- Schedule reports to run at selected intervals and to various destinations such as printer, fax, or e-mail. See Navigating to the Schedule Report Job Page and Creating a Bursting Job.

- View report history. See Viewing Report Job History and Saved Output and About the Manage Report Jobs Page.

System Requirements and Certification

Refer to the system requirements and certification documentation for information about hardware and software requirements, platforms, databases, and other information. Both of these documents are available on Oracle Technology Network (OTN).

The system requirements document covers information such as hardware and software requirements, minimum disk space and memory requirements, and required system libraries, packages, or patches:

```
http://www.oracle.com/technetwork/middleware/ias/downloads/fusion-
requirements-100147.html
```

The certification document covers supported installation types, platforms, operating systems, databases, JDKs, and third-party products:

```
http://www.oracle.com/technetwork/middleware/ias/downloads/fusion-
certification-100350.html
```

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Getting Started

This topic describes the basic features of setting preferences, navigating the catalog, and accessing task menus.

Topics:

- Accessing Oracle Business Intelligence Publisher
- Setting My Account Preferences and Viewing My Groups
- About the Home Page
- About the Catalog
- Searching the Catalog

If your implementation of BI Publisher is integrated with Oracle Business Intelligence Enterprise Edition (BI EE), you access BI Publisher through the Oracle BI EE application. See Introduction to Oracle BI Enterprise Edition in *User's Guide for Oracle Business Intelligence Enterprise Edition*.

Accessing Oracle Business Intelligence Publisher

You can access Oracle Business Intelligence Publisher by logging in with credentials or as a guest.

You can access BI Publisher in the following ways:

- Logging in with Credentials
- Logging in as Guest

Logging in with Credentials

You can get started with BI Publisher application by signing in with your credentials.

1. Navigate to the URL provided by your administrator, for example, `http://example.com:9704/xmlpserver`.

2. Select the language that you prefer for the Sign In page. Your language selection only remains in effect for the current session of BI Publisher. The next time you sign in to BI Publisher, the original default language is displayed.

   The language selection in the Sign In page does not take effect on any other pages in BI Publisher. To set the overall BI Publisher UI Language, see General Preferences.

   If your implementation of BI Publisher is integrated with Oracle Business Intelligence Enterprise Edition, you cannot modify the language selection on the Sign In page.

3. Enter your credentials to sign in to BI Publisher.

4. Click **Sign In**.

After you log in,

- To set user preferences, see Setting My Account Preferences and Viewing My Groups.

- To browse the catalog, see Browsing the Catalog.

- To schedule reports, see Navigating to the Schedule Report Job Page.

Logging in as Guest

If your administrator has enabled guest access, then a Guest button displays on the Sign In page.

A guest user does not require credentials and has privileges only to view reports available in the folder set up for guest access.

1. Select the language you prefer for the user interface.

2. Click **Guest**.

Setting My Account Preferences and Viewing My Groups

Use the My Account dialog to set your account preferences, change password, and view your groups.

Your preferences may be inherited from another Oracle product. If this is true for your work environment, you cannot update your preferences from within BI Publisher. If you are not sure where to update your preferences, ask your administrator.

When BI Publisher is integrated with Oracle Business Intelligence Enterprise Edition (BI EE), the Report Locale, UI Language, and Time Zone user preferences are set in the Oracle BI EE application. See Setting Preferences in *User's Guide for Oracle Business Intelligence Enterprise Edition*. When you update your BI Publisher preferences in Oracle BI EE, you must start a new BI Publisher HTTP session for these to take effect in the BI Publisher interface.

To set your account preferences or view your groups

1. Navigate to the My Account dialog from the global header.

   a. In the global header, click your user name displayed after **Signed In As**.

   b. Select **My Account**.

2. Set your account preferences in the **General** tab. See General Preferences.

3. View the groups assigned to you in the **My Groups** tab.

   Your user groups are the application roles to which you are assigned. You cannot modify this list.

General Preferences

Use the My Account dialog to set general preferences and the options on the General tab.

Use the General tab to set the following options:

Option	Description
Report Locale	A locale is a language and territory combination, for example, English (United States) or French (Canada).
	BI Publisher uses the report locale selection to determine the following:
	• The translation to apply to a report layout.
	• The number, date, and currency formatting to apply to the report data.
	If a particular report does not have a translation for the selected locale, BI Publisher applies a locale fallback logic to select the most appropriate layout available. See Locale Selection Logic in *Report Designer's Guide for Oracle Business Intelligence Publisher*.
	BI Publisher applies localized number, date, and currency formatting independently of the layout translation.
UI Language	If your implementation of BI Publisher is integrated with Oracle Business Intelligence Enterprise Edition , you cannot change the UI language here. See Setting Preferences in *User's Guide for Oracle Business Intelligence Enterprise Edition*.
Time Zone	Reports display the time according to the time zone preference selected here. You can override this setting when creating a scheduled report job, see Creating Report Jobs. The time displayed on the user interface and reflected in report processing times is governed by theBI Publisher server time zone.
	The Administrator can override your individual time zone setting so that all reports or some reports use the same system time zone setting instead.

Option	Description
Accessibility Mode	Turning on the Accessibility mode enables the accessibility features if you use only the keyboard to interact with BI Publisher.
	When Accessibility Mode is enabled,
	• The tables on the user interface pages display options to enable multi-row selection and subsequent action.
	• The assistive technology provides access to menus.
	• *Skip to content* is enabled.
	When tabbing into the main page of the application, the first item you tab to is a special field that states *Skip to content*. When you press the **Enter** key with focus on an item, the focus skips over the header links to the main body of the page. For example, if you are on the Home page and you tab to *Skip to content*, and then press **Enter**, the cursor advances to the **Create** region with the focus on Report. The focus skips over **Search**, **Help**, **Sign Out**, and other links in the global header.
	• The create report process flow limits the options to make the selection of a data model as the first step in the process.
	• The **Administration** link is not displayed.
Email Addresses	This field is reserved for future use and is not functional in this release.

Changing Your Password

Use the Password tab to change your password.

If your account password settings are inherited from another application, then you cannot update your password here.

To change your password:

1. Navigate to the My Account dialog from the global header.

2. Click the **Password** to change your password.

About the Home Page

The Home page provides an intuitive, task-based window for the BI Publisher functions.

The Home page consists of the following sections:

• Create

• Jobs or Browse/Manage

• Download BI Publisher Desktop Tools

- [Recent](#)
- [Favorites](#)

Create

The Create section provides links to initiate creation tasks, such as create report, create report job and create data model.

In the Create section, click **More** to access options not shown. Oracle BI Publisher populates this list based on the permissions or roles you have.

Task	More Information
Create Report	See in *Report Designer's Guide for Oracle Business Intelligence Publisher*:
Create Style Template	• Creating and Editing Reports • Creating and Implementing Style Templates
Create Subtemplate	Understanding Subtemplates in *Report Designer's Guide for Oracle Business Intelligence Publisher*
Create Report Job	Creating Report Jobs
Create Data Model	Using the Data Model Editor in *Data Modeling Guide for Oracle Business Intelligence Publisher*

Jobs or Browse/Manage

Use the Browse/Manage region from the Home page to quickly begin a specific task by accessing catalog folders, report jobs, and report job history links.

The **Jobs** section of the Oracle BI Enterprise Edition Home page provides access to the Report Jobs and the Report Jobs History pages, where you can view and manage scheduled, running, and completed report jobs.

Recent

The **Recent** section contains the reports and other objects that you have recently viewed, created, or updated.

You can take actions on these objects directly from the **Recent** region. For example, you can open, edit, schedule, and view jobs or job history for a report.

When BI Publisher is integrated with Oracle BI Enterprise Edition, this region is updated only when the BI Publisher objects are accessed from the Oracle BI EE interface.

Favorites

The Favorites region enables you to create your own list of objects for quick access.

From the **Favorites** region you can view, schedule, configure, or edit the objects that you place there provided you have proper permissions. You can use one of the following ways to add objects to the **Favorites** region:

- The **More** option of the object in the catalog

- The **Actions** menu from the Report Viewer.

- The **Manage** link on the Home page to add reports.

You can add and delete reports from the **Favorites** region by using the **Manage** link. You can select the report in the **Catalog** pane and drag the report to the **Favorites** region.

About the Catalog

The catalog stores the BI Publisher objects, such as reports, data models, and style templates.

Use the Catalog page to locate objects in the catalog and perform tasks specific to those objects. The objects and options that are available to you are determined by your system privileges and the permissions assigned to individual folders and objects. See Overview of the BI Publisher Folders.

You can use the Catalog page to perform more specialized tasks such as:

- Setting object-level permissions

- Downloading and uploading objects

- Exporting and importing catalog translations

Browsing the Catalog

Browsing the catalog enables you to view the contents of a folder.

Use the **Folders** pane of the Catalog page to display and navigate the content of personal, My Folders, and shared folders that all users can access. Select a folder to view its contents in the display area.

Searching the Catalog

Use the global header search feature to quickly locate an object by type and name from anywhere in the catalog.

From the **Search** menu, select the object type and enter all or part of the object's name in the search field. Click the **Search** button to display the results that match your criteria.

From the results page you can select and perform an action on an object from the results, filter the search results, or start a new search.

> **Note:**
>
> When using BI Publisher as part of Oracle BI Enterprise Edition, ensure that your Administrator has configured BI Publisher to use the BI Search Fields; otherwise BI Publisher reports do not show up in the search results. See Configuring BI Publisher to use the Oracle BI EE Catalog in *Administrator's Guide for Oracle Business Intelligence Publisher*.

Download BI Publisher Desktop Tools

You can download the BI Publisher desktop tools from the Oracle BI Enterprise Edition Home page or from the BI Publisher Home page.

- From the Oracle BI Enterprise Edition Home page:

  The **Download BI Desktop Tools** list displays from the Oracle BI Enterprise Edition Homepage and contains additional products that you can download and install. If you are designing BI Publisher RTF or Excel templates, select the Template Builder for Word, which downloads the BI Publisher Desktop installer.

- From the BI Publisher **Home** page:

  Click **Help** and then select **Download BI Publisher Tools**.
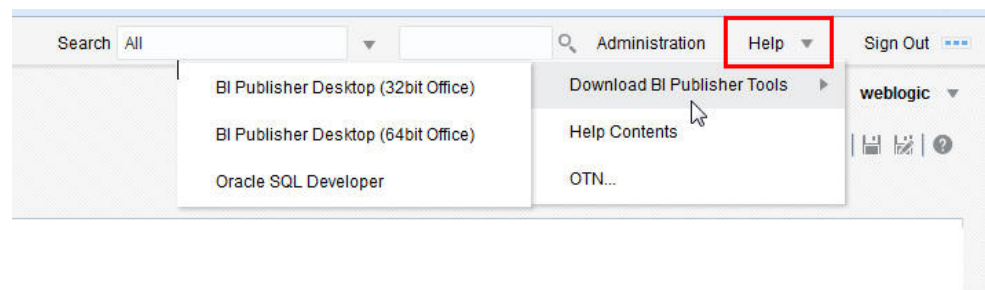
BI Publisher Desktop includes:

- Template Builder for Microsoft Word
- Template Builder for Microsoft Excel
- Template Viewer

This add-in for Microsoft Word facilitates the design of RTF templates. See .

The Template Builder for Excel is included in the Template Builder for Word installation. The Template Builder for Excel is an add-in for Microsoft Excel that facilitates the design of Excel Templates.

The Template Viewer enables the testing of most template types from your desktop.

Oracle SQL Developer is a free and fully supported graphical tool for database development. With SQL Developer, you can browse database objects, run SQL statements and SQL scripts, and edit and debug PL/SQL statements. You can also run any number of provided reports, as well as create and save your own. SQL Developer enhances productivity and simplifies your database development tasks.

See Creating RTF Templates Using the Template Builder for Wordand Creating Excel Templates in *Report Designer's Guide for Oracle Business Intelligence Publisher*.

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Viewing Reports

This topic describes viewing reports in BI Publisher, including interacting with report components, viewing alternative layouts and changing output options.

Topics:

- Viewing a Report
- Using the Report Viewer Options

Viewing a Report

All reports reside in the catalog. The Home page displays recently viewed reports and your favorite reports for quick access.

You can view a report in your web browser using the report viewer based on the report properties. Depending on the report properties and your user permissions, you can select and view different layouts, interact directly with displayed data, change the output type, or send the report to someone else.

The **Catalog** displays two main reports folders:

- **Shared Folders** contains the reports and folders you have been granted access to based on your role.

- **My Folders** contains the reports and folders you have created.

To open a report:

1. Navigate to the report in the Catalog.

2. Do one of the following:

    - Click the report name.

    - Click the **Open** link for the report.

    The Open action runs the report using the options set in the report definition.

    Some reports are not configured for online viewing. For these reports, the **Open** link does not display. Select **Schedule** to schedule a report job. For more information, see Navigating to the Schedule Report Job Page.

    Some reports require selecting parameter values before running the report. If the report does not immediately display data, then select values for the displayed parameters and click **Apply**. See Specifying Parameters.

Using the Report Viewer Options

Use the illustrated Report Viewer to understand the different options that are available to you.

The following options are available in the report viewer. Not all options are available for all reports.

The image shows the report viewer options.
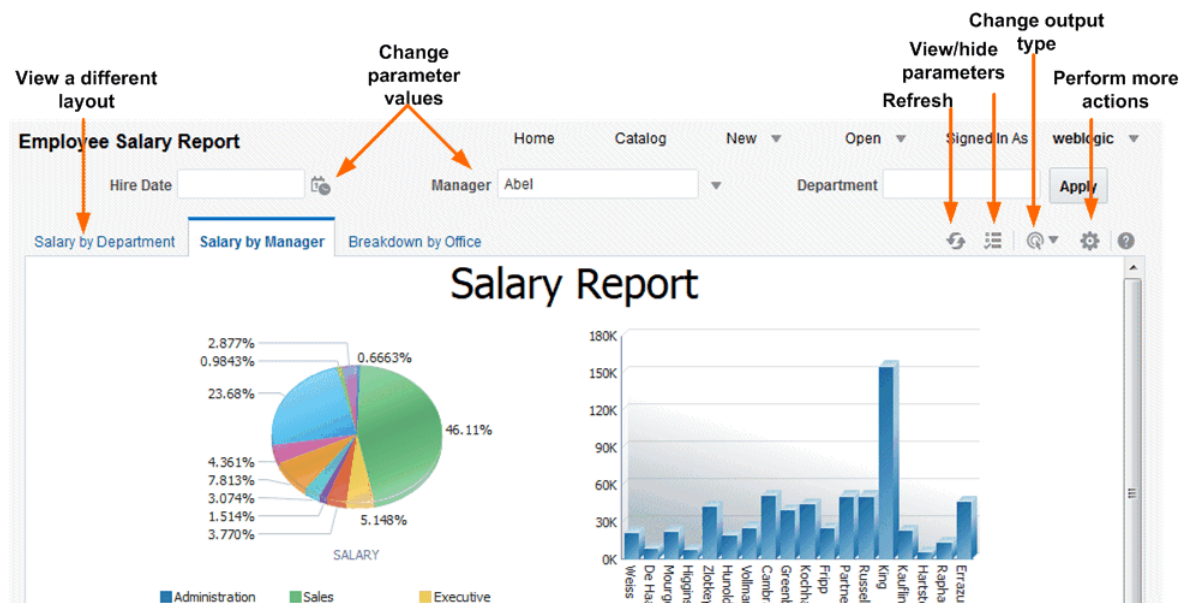
See the following topics for more details:

- Specifying Parameters
- Selecting Layout
- Selecting Output Type
- Performing Actions

Specifying Parameters

Reports that require parameter value input present the parameter selection prompts in the report viewer. The presentation of the prompts varies according to the report configuration. Parameters can be presented on the top of the report viewing area, to the left side of the report viewing area, as a pop-up dialog, or as prompts on the page before the report is displayed.

Use the report editor to configure the parameter settings specifically for each report. See Configuring Parameter Settings for the Report in *Report Designer's Guide for Oracle Business Intelligence Publisher*.

To input parameters:

1. Click **Parameters** in the upper right area of the report viewer to display or hide parameter prompts.

2. Input the parameter values.

   Depending on the report configuration, the following prompt types are available to you for providing the parameter values:

   - Calendar to select a date.

   - Text box to type a value. Separate multiple values with a comma.

- Choice list to select a value. Some lists support multiple selections. Lists with many values support search. Click **Search** at the bottom of the scroll list to open the **Search** dialog. See Parameter Search Dialog.

- Check box to make multiple selections.

- Radio button to make a single selection.

3. Click **Apply** to re-display the report after selecting parameters. If there is no **Apply** button, the report is regenerated automatically after you make a new value selection.

   The display of the **Apply** button is a parameter property setting.

Parameter Search Dialog

Use the parameter search option to search for a parameter value in a list.

To search for a parameter value in a list:

1. Click **Search** at the bottom of the parameter scroll list to launch the Search dialog.

2. Enter a search string and then choose whether the value you are looking for starts with, ends with, or contains the entered string.

   You can use % and _ as wild cards in your search string:

   - % allows you to match any string of any length, including zero length.

   - _ allows you to match on a single character.

   For parameters that support multiple value selections, the Search dialog includes a shuttle interface to select multiple returned values.

Flexfield Parameter Dialog

Use the Flexfield Parameter dialog to enter values for the flexfield segments.

Flexfield parameter applies to Oracle E-Business Suite only. Flexfield parameters display the identifier.

The image shows the Flexfield Parameter Identifier in the Report Viewer.
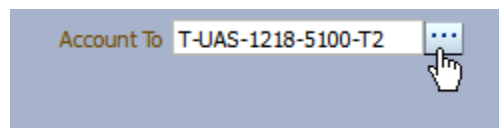
To provide values for flexfield parameters:

1. Click the flexfield parameter identifier to open the parameter entry dialog.

2. Enter values for the flexfield segments in the dialog, as shown in the Flexfield Parameter dialog figure.
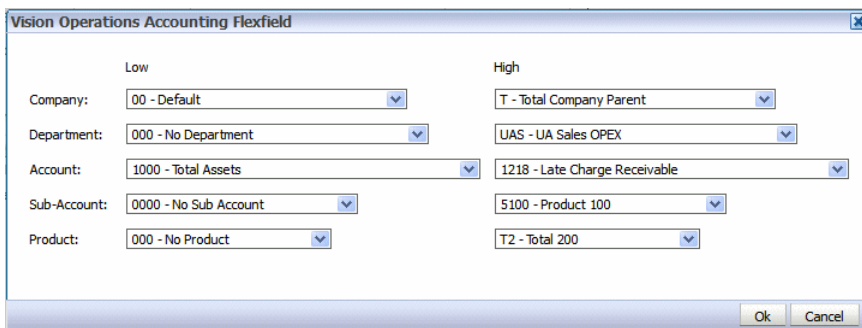
Selecting Layout

When multiple layouts are available, they are displayed as separate tabs in the Report Viewer page. Different layouts can have different output types.

To select a report layout:

1. In the Report Viewer, select the report layout tab you want to view.

   For example the image below shows the Salary by Department, Salary by Manager, and Breakdown by Office report layout tabs.
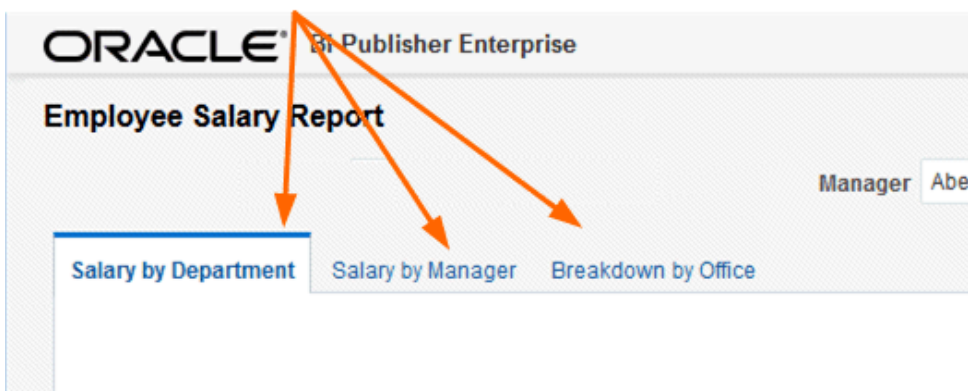
2. To change the output type, see Selecting Output Type

Selecting Output Type

You can select an output option from the menu in the Report Viewer.

To select an output option for a report:

• In the Report Viewer, select the output option for the report from the output type menu.

   See Output Types.

   The output automatically renders either in the browser or in a spawned application.

Output Types

The View Report list contains the output types that are available for a report.

Output Types

Output Type	Description
Interactive	Enables pop-up chart value displays, navigable and filterable tables, and other interactive features for a report. This output is only available for layouts designed using BI Publisher's Layout Editor.
HTML	Generates the report as an HTML (Hypertext Markup Language) file for browser viewing.
PDF	Generates the report as a PDF (Portable Document Format) file and opens the report in Adobe Acrobat reader. This output type is optimized for printing.
RTF	Generates the report as a RTF (Rich Text Format) file . If you have a word processing application installed, such as Microsoft Word or OpenOffice.org, then you are prompted to open the application for viewing.
Word	Generates the report as a Microsoft Word document in the .docx format.
Excel (mhtml)	Generates an MHTML file that can be opened in Excel 2003 or later. Select this output type to view the report in Excel if you have Microsoft Excel 2003. This option supports embedded images, such as charts and logos.
Excel (html)	Generates an HTML file that can be opened in Excel. Select this output type only if you are running the earlier versions of Microsoft Excel 2000 or 2002. This option does not support embedded images.

Output Type	Description
Excel (*.xlsx)	Generates the report as an Excel.xlsx (Excel XML format) file. If you have Excel 2007 or later installed, this option provides the best preservation of layout and formatting.

> ✎ **Note:**
>
> For output format Excel 2007, that uses the xlsx file extension, BI Publisher does not apply any formatting for number and date. BI Publisher saves the formatting mask and the actual value (date or number) into the XLSX output file. The formatting is handled by Microsoft Excel. For example:
>
> • If the Microsoft Windows Region and Language of the client computer is set to English (United States), then the numbers and dates are formatted in en-US locale in the Excel 2007 output file.
> • If the Microsoft Windows Region and Language of the client computer is set to French (France), then the numbers and dates in the same Excel 2007 output file are formatted in fr-FR locale.

Output Type	Description
PowerPoint (mhtml)	Generates a PowerPoint file compatible with Microsoft PowerPoint 2003. Microsoft PowerPoint 2010 does not support this output type. Choose PowerPoint (*.pptx) instead.
PowerPoint (*.pptx)	Generates a PowerPoint file in Microsoft Office Open XML format. This output type supports Microsoft PowerPoint 2007 and later.
MHTML	Generates a MHTML (Mime HyperText Markup Language) file. This option enables you to save a Web page and its resources as a single MHTML file (.mht), in which all images and linked files are saved as a single entity. Use this option to send or save HTML output and retain the embedded images and stylesheet formatting.
PDF/A	Generates a PDF file, which has an archiving standard to support reports that require long-term preservation. PDF/A is a specialized subset of the PDF standard that prohibits elements that may interfere with the preservation of the file as a self-contained document.

Output Type	Description
PDF/X	Generates a PDF file, which supports pre-press graphics exchange. PDF/X is a specialized subset of the PDF standard that streamlines documents for high-quality print production output and restricts content that does not serve the print production, such as signatures, comments, and embedded multimedia.
Zipped PDFs	Generates a zip file containing the report PDF output and index files. This option is only available for reports that have been designed to enable zipped PDF output. For more information on designing a report to generate a zipped PDF, see Generating Zipped PDF Output in *Report Designer's Guide for Oracle Business Intelligence Publisher*.
FO Formatted XML	Generates an XML file with the XSL-FO information.
Data (XML)	Generates the XML data. For Safari browser users, the Safari browser renders XML as text. To view the XML generated by the data engine as XML, right-click inside the frame displaying the data and then click **View Frame Source**. This is a display issue only. The data is saved properly if you choose to export the data.
Data (CSV)	Generates the data in comma separated value format. The data must be in a simple `<rowset>/<row>` structure.
Flash	Generates the output for templates designed using Adobe Flash. You must have the Adobe Flash Player Plug-in installed for your Web browser.

Performing Actions

Use the Actions menu to perform operations on a report.

To perform an action on a report:

•   In the Report Viewer, select the action from the **Actions** menu.

See Actions.

Actions

The options available to you in the Actions menu depend on your user privileges and properties set for the report.

Action Menu Options

Menu Option	Description
Add to My Favorite	Adds the report to your **My Favorites** list on your Home page.
Edit Report	Enables you to update the report definition. For example, you can add or create new layouts, update the report properties, or change the default parameter values.
Edit Layout	Enables you to update the layout you are viewing. When the layout was created using the BI Publisher **Layout Editor**, the Layout Editor launches in the browser. If the layout is based on another supported template type such as RTF, PDF, or Excel then you are prompted to save the template file. You can then open it in the appropriate application.
Export	Exports the report to the default application for the output type you select, for example, Adobe Acrobat for PDF output or Microsoft Excel for Excel output.
Send	Enables you to schedule the report for immediate delivery to an e-mail address, printer, or other destination.
	The **Send** action launches the Schedule Report Job page where you can select the output, destination, and notification options.
	You cannot send a report in Interactive mode. You must select a different output type such as PDF or HTML from the **View Report** list, and then click **Send**.
Schedule	Creates a job to run and distribute the report. See Navigating to the Schedule Report Job Page.
Jobs	Enables you to view and manage currently scheduled jobs for this report. See About the Manage Report Jobs Page.
Job History	Enables you to view completed and running report jobs. See Viewing Report Job History and Saved Output.
Republish from History	Enables you to select a previously scheduled, completed job and specific output for viewing in the report viewer.

Menu Option	Description
Share Report Link	Enables you to generate a link that you can copy and reuse, based on the report that you are currently viewing. When you select an option, a dialog displays the URL to the report.
	You can control what the URL displays as follows:
	• **Current Page** displays the current page as shown.
	• **No Header** displays the current report without the BI Publisher logo, tabs, or navigation path.
	• **No Parameters** displays the current report without the header or any parameter selections. The **Actions**, **Export**, and **View Report** menus are still available.
	• **Document Only** displays the URL to the current report document only. Displays no other page information or options.

4
Creating Report Jobs

This topic describes how to create and monitor report jobs. Report jobs can be scheduled to run at defined intervals and to be delivered to multiple destinations.

Topics:

Navigating to the Schedule Report Job Page

Navigate to the Schedule Report Job page to schedule a report job.

To navigate to the Schedule Report Job page:

1. Do one of the following:
    - From the Home page, under **Create**, select Report Job.
    - From the **Catalog**, navigate to the report you want to schedule, then select the **Schedule** link.
    - From the **Report Viewer**, click **Actions** and then click **Schedule**.
2. Use the Schedule Report Job tabs to define the options for your report job.

Setting General Options

Use the **General** tab to enter the general information in the table for a report job.

To set the general options of a report job:

1. Select the **General** tab.
2. Enter the following information for the report job:

Field	Description
Report	If you accessed the Schedule page from the report, this field displays the report path and name. If you accessed the Schedule page from the **Create** region or the global header, click **Choose** to browse for and select the report to schedule.
Parameters	Any parameters defined for the report are displayed. Enter the values for this job. For parameters that allow text entry, separate multiple values with a comma.
	For date parameters, you can use an expression to increment the date for each run. See Incrementing Date Parameters.

Setting Output Options

The **Output** tab has two regions: **Output** and **Destination**. Each scheduled job can have multiple output files with distinct characteristics. Each output file can have multiple destinations.

To set the output options for a report job:

1. Select the **Output** tab.

2. Select the output options.

Option	Description
Use Bursting Definition to Determine Output and Delivery Destination	Enable this option to use the report bursting definition for output and delivery. Once selected, all other fields on this page are disabled for selection. This option is only available when bursting is enabled for the report. For more information on report bursting, see Creating a Bursting Job.
Make Output Public	Enable this option to make this job output available to all users with permission to access this report. Users with access can view the report from the Report Job History page.
Save Data for Republishing	Enable this option to save the XML data that is generated for this job. Access the saved data from the Report Job History page (see Viewing Report Job History and Saved Output) where you can republish it, selecting a new layout and output options.

Adding Destination Types to Report Output

Enter delivery details in the report's Destination region to deliver a report to multiple destinations.

Delivery servers are set up in the Administration page. See Setting Up Delivery Destinations in *Administrator's Guide for Oracle Business Intelligence Publisher*.

To add destination types to report output:

1. From an existing report in the Report Viewer, select **Actions**, and then select **Schedule**.

2. In Schedule Report Job, click the **Output** tab.

3. In the **Output** tab, open Destinations, and from the **Destination Type** list, choose a destination type.

Only those destination types set up by your administrator are displayed in the **Destination Type** list.

4. For each destination, from the **Output** list, select the documents to send to the destination.

5. Click **Add Destination** to deliver a report document to multiple destinations.

See Report Output Destination Types and Content Server Destination Type Properties.

6. Select **Save Output** to view the output from the Report Job History page.

Report Output Destination Types

Select and define the destination types for your report's output in the Schedule Report Job page.

Only the destination types configured by the administrator are available for selection. You can add multiple destinations for the report's output.

Destination Type	Description
Email	Enter multiple email addresses separated by a comma. Enter any **Message** text to include with the report.
	To format the message text, you can use HTML 4 elements such as fonts, lists, table cells, hyperlinks, and embedded GIF images.
Printer	Select the **Printer Group** and the Printer, enter the **Number of copies**, and select Single sided or Double sided, the printer must support duplex printing for this option to take effect. Optionally select the printer **Default Tray** from which to print the report, and the **Print Range** pages.
Fax	Select the **Fax Server** to deliver the report and enter the **Fax Number** to which to send the report.

Destination Type	Description

FTP	When you select the *FTP*, you must enter a valid **Username** and **Password** credentials.
	
	Specify the following properties:
	
	• **Remote Directory**
	
	  (Required) Enter the delivery directory location, for example, `/pub/`.
	
	  To deliver the document to the user's home directory, enter `.` (period).
	
	• **Remote File Name**
	
	  (Required) Enter the file name for BI Publisher to assign to the delivery document on the remote server, for example, *myreport.pdf*.
	
	  You must include the file extension in the name, for example, *.pdf*.
	
	  To assign a file name dynamically using a date expression, see Defining a Destination File Name Dynamically Using a Date Expression.
	
	• Select *Use Secure FTP* to send the output using the Secure FTP protocol.

Web Folder	After selecting *Web Folder* , enter valid **Username** and **Password** credentials. **Remote Directory** - enter the directory to which to deliver the document, for example, `/pub/`. If a value is not entered, then the document is delivered to the login directory. **Remote File Name** - enter the file name for BI Publisher to assign to the delivery document on the remote server, for example, *myreport.pdf*. To assign a file name dynamically using a date expression, see Defining a Destination File Name Dynamically Using a Date Expression.
Content Server	Select *Content Server* to limit access to the report on the content server, assign a Security Group and Account to the report.Oracle BI Publisher retrieves the Security Group and Account values from the Administrator specified content server. See Content Server Destination Type Properties.
Document Cloud Services	Select the **ODCS Server** and the destination **Folder Name**.

Content Server Destination Type Properties

Content Server is one of the destination types to deliver your report document. Select the content server where you want the report delivered.

Use the information in this table to enter appropriate values for the Content Server properties.

Property Name	Description
Security Group	(Optional) Select the WebContent Server security group to assign to the report.
Account	(Optional) Select an `Account` within the Security Group to assign to the report. You can enter values for the following required metadata fields. If you do not enter values for these fields, Oracle BI Publisher assigns the values from the default report information.
Author	(Optional) enter a value for `Author`. If you do not enter an Author, your user name is used for the Author metadata field on the WebContent Server.
Title	(Optional) Type a `Title` for the report. If you do not enter a Title, the Layout name is used for the Title on the WebContent Server.
File Name	Enter the file name to assign to the delivered document on the remote server, for example, *myreport.pdf*. The `File Name` field is used as the Native File Name on the WebContent Server. If you do not supply a file name value, the Output name is used.
Comments	(Optional) Type a description to include with the document on the WebContent Server.
Include Custom Metadata	The `Include Custom Metadata` option is only available if the data model for the report includes a Custom Metadata component. When you select the Include Custom Metadata option, the delivered document includes the custom metadata fields specified in the data model.

When you can configure an embedded parameterized BI Publisher report to display online, the parameters display the appropriate values from an analysis or a direct connection to a subject area. When you schedule a an embedded parameterized BI Publisher report, the parameters from the analysis are not passed to the report. As a result, the report displays default values of the parameters used in the analysis. For a direct connection with a scheduled report, the parameters are passed and the values are displayed correctly in the report.

Adding Outputs

Use the Output table fields to add outputs to the job. You can create multiple report documents for one or more layouts using a combination of output format, locale, time zone, and calendar.

To add outputs to the report job:

1. From an existing report in the Report Viewer, select **Actions**, and then select **Schedule**.

2. In Schedule Report Job page, click the **Output** tab.

3. In the **Output** tab, click **+** to add an output.

4. In **Name**, type a name for the output.

5. Select the options to use from the **Layout**, **Format**, **Locale**, **Timezone**, and **Calendar** lists.

   The output format is the type of document that is generated, for example, PDF, HTML, or Excel. The options available here are specified in the report definition.

   Locale defaults to the `Report Locale` defined in the user **Preferences**, see Setting My Account Preferences and Viewing My Groups. If the layout does not have an available translation for the selected locale, BI Publisher applies a locale fallback logic to select the layout. See Locale Selection Logic in *Report Designer's Guide for Oracle Business Intelligence Publisher*. The appropriate number and date formatting are applied independently of the template translation.

   The time zone defaults to the time zone defined in the user **Preferences**, see Setting My Account Preferences and Viewing My Groups.

6. Click **Save Output**.

Defining the Schedule for a Job

You can define a schedule for executing a report job.

To schedule a report job:

1. From the Oracle BI Publisher Home page, under Create, select **Report Job**.

2. In Schedule Report Job, on the General tab, click search next to the **Report** field.

3. In Open, navigate to and select the report, and then click **Open**.

4. In Schedule Report Job, click the **Schedule** tab.

5. In the **Frequency** list, select the option to use for this report.

6. Complete the options for the specified frequency.

7. Click **Submit**.

8. (Optional) In Submit, in the **Report Job Name** field, type a name, and click **OK**.

Defining a Recurrence Pattern

In the Schedule Report Job page's Schedule tab, define the when the report is run from these recurrence pattern options.

Option	Description	Values
Frequency	Defines when to execute the report job using the scheduler from the **Frequency** list.	
	• **Once**	Use the **Run Now** option or use the date selector to enter the specific **Start** date and time

Option	Description	Values
	• **Hourly/Minute**	Use the following values: • **Every** - Select Hour(s) or Minute(s) and enter the appropriate integer value for the increment. • **Start** - Use the date selector to enter the date and time to start running this job. - Use the date selector to enter the date and time to start running this job. • **End** - (optional) Use the date selector to enter an end date and time for this job.
	• **Daily**	Use the following values: • **Every** - Enter the increment in days, for example, to run the report every day enter 1, or to run the report every other day, enter 2. • **Start** - Use the date selector to enter the date and time to start running this job. The time selected determines when (hour of the day) the job is executed each day that it runs. • **End** - (Optional) Use the date selector to enter an end date and time for this job.

Option	Description	Values
	• **Weekly**	Use the following values: • **Every** - Enter the increment in weeks and select the desired day or days of the week. For example, to run the report every Tuesday and Thursday, enter 1, and then select Tuesday and Thursday. To run the report every other Wednesday, in the **Schedule** tab, select **Frequency** = Daily, **Every** =14, **Start** = first Wednesday when you want to run the report, and **End** = future end date. • **Start** - Use the date selector to enter the date and time to start running this job. The time selected determines the time that the job is executed for each run. • **End** - (optional) Use the date selector to enter an end date for this job.
	• **Monthly**	Use the following values: • **Every** - Select each month that the job executes. • **On** - Select either a day of the week, for example, 1st Monday of every month; or select a specific day of the month, for example, 15. • **Start** - Use the date selector to enter the date and time to start running this job. The time selected determines the time that the job is executed for each run. • **End** - (Optional) Use the date selector to enter an end date for this job.

Option	Description	Values
	• **Annually**	Use the following values: • **Every** - Enter the increment in years that the job executes. • **On** - Select either a day in a month, for example, Day 1 of January, or select a day of the week for the month, for example, First Monday of January. • **Start** - Use the date selector to enter the date and time to start running this job. The time selected determines the time that the job is executed for each run. • **End** - (Optional) Use the date selector to enter an end date for this job.
	• **Specific Dates**	Use the **Add Date** option to specify the date and time to run the job. Add multiple specific dates as needed.
Run Now	This option depends on the selection made from the **Frequency** options.	
Start	This option depends on the selection made from the **Frequency** options. Specifies the date and time to start the report job.	

Using Schedule Triggers

You can associate a schedule trigger that is defined in any data model.

One trigger per report job is supported. A report runs even if trigger in not defined in the report's data model.

Schedule Trigger

A schedule trigger tests for a condition. If the trigger condition returns a result, the specified job executes. If the trigger condition is not met, the job instance is skipped. You can also set up a repeat schedule for the trigger to keep checking for the condition. If the condition is not met, you can set the time interval, in minutes, to wait before the trigger is executed again.

You could use a schedule trigger when:

• A report job should only run after the successful completion of an extract, transfer, and load process.

- Account management wants a report triggered if any of the receipts from the previous day exceed a specified amount.
- Human resources needs a report only when new hires entered the system in the previous week.

Set the triggers in the data model and then they are available for selection from the **Schedules** tab. See Adding Event Triggers in *Data Modeling Guide for Oracle Business Intelligence Publisher*.

Enabling a Schedule Trigger

You can enable a trigger defined in the data model.

To enable a schedule trigger:

1. Select **Use Trigger**.

2. (Optional) Set the **Retry Limit** value to specify the maximum number of times to execute the schedule trigger to check for the condition. The default value is 1 and only positive integer values are allowed in this field.

3. (Optional) Set the **Pause Time** value to specify the number of minutes to wait before re-executing the schedule trigger. If the **Retry Limit** value is set to a value greater than 1, this field is enabled. Only positive integer values are allowed in this field.

   The retry limit and pause time should not exceed the recurrence schedule time interval. If the condition returns false when the maximum number of attempts is reached, then the job status is displayed as Skipped.

4. Select the **Data Model** that defines the schedule trigger. When the data model is selected, the **Trigger** list displays the schedule triggers defined in the data model.

5. Select the trigger from the list.

6. If the schedule trigger includes parameters, select values as appropriate.

The Schedule Trigger Enabled for a Report Job figure shows a schedule trigger with one parameter enabled for a report job.

Configuring Notifications

You can configure email and HTTP notifications.

A notification is a message that a job has finished processing. Oracle BI Publisher supports the following notification statuses:

- Report completed
- Report completed with warnings
- Report failed
- Report skipped

Configure the delivery email servers and HTTP servers in the Administration Delivery Configuration page, see Setting Up Delivery Destinations in *Administrator's Guide for Oracle Business Intelligence Publisher*.

To configure notification:

1. Select the **Notification** tab.
2. To enable email notification, perform these steps:
   a. For **Notify By**, select **Email**.
   b. Select the report completion statuses for which to send the notification.
   c. Enter a comma-separated list of addresses.
3. To enable HTTP notification, perform these steps:
   a. For **Notify By**, select **HTTP**.
   b. Specify the HTTP server to which to send the notification.
   c. Specify the user name and password for the HTTP server, if required.
   d. Select the report completion statuses for which to send the notification.

Submitting and Monitoring a Job

Use the Submit Job dialog to review the confirmation details of the job.

To submit and monitor a job:

1. Select **Submit** to invoke the Submit Job dialog with confirmation details for you to review.
2. Enter a name for this job and click **Submit**.
3. (Optional) On the global header, click **Open** and then click **Report Jobs** to suspend, edit, or delete a job.

   See About the Manage Report Jobs Page.
4. (Optional) On the global header, click **Open** and then click **Report Job History** to monitor a running job or to see the results.

   See Viewing Report Job History and Saved Output.

Creating a Job from an Existing Job

You can create a job from an existing job in the Manage Report Jobs page.

To create a job from an existing job:

1. From the Oracle BI Publisher Home page, under **Browse/Manage**, click **Report Jobs**.

2. In Manage Report Jobs select filter criteria to find the existing job.

3. In the results table, click **Edit** to open the job for editing.

   To edit jobs in the **Manage Report Jobs** page, see Editing Jobs.

4. Enter the details for the new job definition. When finished, click **Save As**.

5. Enter a name for the new job and click **Save**.

Creating a Bursting Job

You can create a bursting job if the report is configured for bursting.

Bursting is splitting of the report data into multiple blocks based on a key field in the data and then applying specific parameters for the layout and delivery for each block of data. For example, a customer invoice report can be burst to deliver each customer's invoice to their own email address.

You must configure the bursting definition for a report in the report's data model. See Adding a Bursting Definition to Your Data Model in *Data Modeling Guide for Oracle Business Intelligence Publisher*.

To create a bursting job:

1. Make sure the report is enabled for bursting.

   Enable a report to use a bursting definition on the Report Properties dialog of the report editor. See Configuring Report Properties in *Report Designer's Guide for Oracle Business Intelligence Publisher*.

2. Select the **Use Bursting Definition to Determine Output & Delivery Destination** box on the **Output** tab.

   The Output and Destination options for the job are disabled because output and destination details are supplied by the bursting definition.

Advanced Topics

You can increment date parameters and dynamically define a destination file name.

Topics:

- Incrementing Date Parameters
- Defining a Destination File Name Dynamically Using a Date Expression

Incrementing Date Parameters

You can provide expressions in the report's date parameter fields.

If the scheduled report includes date parameters, when you enter values for the schedule dates, you cannot change the date values. Every time a scheduled instance of the report is run, the same date parameters are used. If changing the date parameters is required for each run, you can enter an expression in the date parameter field of the scheduler to calculate the date each time the report job executes.

For example, if you create a schedule for a report that runs every Monday to capture data from the previous week, you need to update the date parameters for the report to increment to the first and last days of the previous week.

Enter one of the following functions using the syntax shown to calculate the appropriate date at the scheduled runtime for the report:

- {$SYSDATE()$} - Current date, the system date of the server on which BI Publisher is running.

- {$FIRST_DAY_OF_MONTH()$} - First day of the current month

- {$LAST_DAY_OF_MONTH()$} - Last day of the current month

- {$FIRST_DAY_OF_YEAR)$} - First day of the current year

- {$LAST_DAY_OF_YEAR)$} - Last day of the current year

The date function calls in the parameter values are not evaluated until the report job is executed by the Scheduler.

You can also enter expressions using the plus sign (+) and minus sign (-) to add or subtract days as follows:

- {$SYSDATE()+1$}

- {$SYSDATE()-7$}

For this example, to capture data from the previous week, each time the schedule runs, enter the following in the report's date parameter fields:

- Date From: {$SYSDATE()-7$}

- Date To: {$SYSDATE()-1$}

> **Note:**
>
> You can set up the date functions as default parameter values in the data model. In this case, every time a user views the report from the report viewer, the date parameter is calculated according to the expression supplied for the default value. See Adding Parameters and Lists of Values in *Data Modeling Guide for Oracle Business Intelligence Publisher*.

The image displays a page from Chapter 4, titled "Advanced Topics."

Defining a Destination File Name Dynamically Using a Date Expression

When entering the remote file name for a Web folder or FTP destination, you can enter a date expression to dynamically include a date expression in the file name. The date is set at runtime, using the server time zone.

The date expressions are described in the following table.

Expression	Description
%y	Displays the year in four digits: Example: 2011
%m	Displays the month in two digits: 01-12 (where 01 = January)
%d	Displays the date in two digits: 01-31
%H	Displays the hour in two digits based on 24-hour day: 00-24
%M	Displays the minute in two digits: 00 - 59
%S	Displays the number of seconds in two digits: 00 - 59
%l	Displays milliseconds in three digits: 000 - 999

Examples

Use these steps to create a file name that appends a date and a file name that prefixes a date and appends a time.

To create a file name that appends the day, month, and year such as:

```
myfile_01_11_2010.pdf
```

Enter the following:

```
myfile_%d_%m_%y.pdf
```

To create a file name that prefixes the day, month, and year and appends the hour and minute such as:

```
01_01_2010_myfile_22_57.pdf
```

Enter the following:

```
%d_%m_%y_myfile_%H_%M.pdf
```

If the file name includes an undefined expression such as `my_file_%a%b%c.pdf`, the file is created as named *my_file_%a%b%c.pdf*.

5

Viewing and Managing Report Jobs

This topic describes how to view and manage report jobs submitted to the BI Publisher scheduler.

Topics:

- About the Manage Report Jobs Page
- Viewing Jobs for a Specific Report
- Searching for Report Jobs
- Setting the Time Zone for Viewing Jobs
- Viewing Job Details
- Pausing Jobs
- Resuming Jobs
- Deleting Jobs
- Editing Jobs

About the Manage Report Jobs Page

The Manage Report Jobs page displays information about future scheduled and recurring report jobs and enables you to take actions on these jobs.

Use the Manage Report Jobs page to:

- View the future scheduled and recurring jobs for your private, shared, and public reports.
- Select the time zone in which you want to view the job start and end time.
- Refresh the display page to display the recently submitted jobs.
- Link to the report history to view the output of completed job runs.
- Edit a report job.
- Delete a report job.
- Suspend/Resume a report job.
- View the job details.

Accessing the Manage Report Jobs Page

You can access the Manage Report Jobs page and then search for the report jobs to manage; or, you can access this page from the context of a specific report.

To access the Manage Report Jobs page:

1. To search for jobs to manage, navigate to the Manage Report Jobs page in one of the following ways:

- On the Home page, select **Browse/Manage**, then **Report Jobs**.
- On the global header, click **Open**, and then click **Report Jobs**.

2. To access the Manage Report Jobs page from the context of a specific report perform one of the following:

   - From the catalog, navigate to the report in the catalog and click **Jobs**.
   - From the **Report Viewer** page, click **Actions**, and then click **Jobs**.

Viewing Jobs for a Specific Report

In the Manage Report Jobs page, you can specify the search criteria and view jobs of a specific report.

To view the jobs of a specific report:

1. Use Catalog or Report Viewer and navigate to Manage Report Jobs from the context of a specific report.

   If you navigated to Manage Report Jobs from the context of a specific report, the jobs for that report are automatically displayed in the table with the default filters applied. Following are the default filters applied:

   - **Report Name** - The name of the report from which you launched the Manage Report Jobs page
   - **Owner** - Equals your user ID
   - **Scope** - Equals All (public and private jobs)
   - **Status** - Equals All (active and suspended jobs)

2. Specify the search criteria to further filter the results. See Searching for Report Jobs.

3. View the reports listed under **Report Jobs**.

Searching for Report Jobs

You can specify search criteria and search for report jobs.

To search for report jobs:

1. Enter values for the **Filter** criteria to search for a specific job or group of jobs.

2. Click **Search**. The jobs that meet the filter criteria are displayed in the **Report Jobs** table.

   The Report Jobs table displays the general information about the job as well as the status.

   You can sort the table by a particular column by clicking the column heading and selecting the up arrow or down arrow for ascending or descending.

   Possible status values are:

   - **Active** - The job runs when the schedule event occurs.
   - **Paused** - The job is suspended. The report job does not run again until it has been resumed. Paused jobs are displayed when searching for **Suspended** jobs using the filter criteria.

Setting the Time Zone for Viewing Jobs

You can select the time zone for viewing the job start and end times on the Manage Report Jobs page.

To set the time zone for viewing jobs:

1. Select the time zone from the list.

2. Click **Refresh**. The **Report Jobs** table refreshes and displays job start and end times in the selected time zone.

Viewing Job Details

You can view the details of a job listed in the Manage Report Jobs page.

To view details of a job:

1. Click the **Report Job Name** to view the details of the job.

2. To view the delivery information for each output, click the expand icon next to the output name.

3. Click **Return** to return to the Manage Report Jobs page.

Pausing Jobs

You can search for report jobs in the Manage Report Jobs page and pause jobs.

To pause a job:

1. In the Manage Report Jobs page, select the job by clicking anywhere except the job name link in the table row that lists the job information.

   You can select multiple jobs by pressing `Ctrl+Shift` and then clicking the additional rows. Deselect a row by clicking it again.

2. Click **Pause**.

Resuming Jobs

You can search for report jobs in the Manage Report Jobs page and change the status of a paused job to active.

To resume a job:

1. Select the job by clicking anywhere except the job name link in the table row of the paused job.

   You can select multiple jobs by pressing `Ctrl+Shift` and then clicking the additional rows. Deselect a row by clicking it again.

2. Click **Resume**.

   The status of the job changes to *Active*.

Deleting Jobs

You can search for report jobs in the Manage Report Jobs page and delete a job.

To delete a job:

1. Select the job by clicking anywhere except the job name link in the table row that lists the job information.

    You can select multiple jobs by clicking additional rows.

2. Click **Delete**.

Editing Jobs

You can search for report jobs in the Manage Report Jobs page and edit a job.

To edit a job:

1. In the Manage Report Jobs page, do one of the following:

    *   Click the **Edit** icon for the job in the results table.

    *   Click the **Report Job Name** to view the detail page for the job and then click e **Edit** icon next to the job name.

2. Edit the job details using the **General**, **Output**, **Schedule**, and **Notification** tabs.

3. Click **Update Job** to save your changes to this job or, to save the edited job as a new job, click **Save as New** and enter a name for the new job.

6
Viewing and Managing Report History

This topic describes the job history features including republishing data from history, sending the job output to new destinations, and getting error information on report jobs that did not complete successfully.

Topics:

- Viewing Report Job History and Saved Output
- Viewing Job History for a Specific Report
- Searching for Report Job History
- Viewing Details of a Job History
- Downloading Data from a Report Job
- Republishing a Report from History
- Sending an Output to a New Destination
- Monitoring Running Jobs
- Canceling a Running Job
- Getting Error and Warning Information for Reports
- Deleting a Job History

Viewing Report Job History and Saved Output

The Report Job History page displays information about running and completed report jobs.

You can access the Report Job History page and then search for the report job history. You can also access this page from the context of a specific report. Use one of the following to select **Report Job History**.

- **Browse/Manage** in the Home page.
- **Open** on the global header.

Use the **Report Job History** page to:

- View the status and details of running and completed report jobs.
- Identify the critical jobs.
- Cancel a running job.
- Monitor a running job.
- View job submission details.
- Download or view the XML data produced from the report, if you selected **Save Data** for the report.
- Download or view the report document, if you selected **Save output**.

- Republish the report data using other formats or templates, if you selected **Save Data** for the report.
- Delete report jobs from history.

Viewing Job History for a Specific Report

If you navigate to the Report Job History page from the context of a specific report, then the jobs for that report are automatically displayed with the default filters applied.

To view the job history of a specific report:

1. Perform one of the following:

    - From the **Catalog**, navigate to the report, and click **Job History**.

    - From the **Report Viewer**, navigate to the report, and click **Job History**.

2. In the Report Job History page, specify the filters if required and click **Search**.

    Following are the default filters:

    - *Report Path* - Equals the path to the report from which you launched the Report Jobs History page.

    - *Start Processing* - Equals to or later than one week ago.

    - *Owner* - Equals your user ID.

    - *Scope* - Equals All Histories. Includes Private Job Histories and Public Job Histories.

    - *Status* - Equals All. Includes all the possible values for status — Success, Failed, Running, Has output errors, Canceled, Cancelling, Has delivery errors, Skipped, and Waiting.

Searching for Report Job History

Specify the filter criteria for searching a report job history.

To search for report job history:

1. Enter values for the **Filter** criteria to search for a specific job history or group of completed report jobs. You can filter the results based on the following:

Filter	Description
Report Job Name	The name assigned to the job when it was submitted.
Report Path	The path to the report. If the report resides under Shared Folders, do not include Shared Folders in the path. If the report resides under My Folders, the first node is (~) and your user name. For example, if you are logged in as Administrator and the report resides under `My Folders/ Operational Reports`, enter `~Administrator/Operational Reports`.
Schedule Context	Reserved for future use.
Start Processing	The date and time at or after which the request started processing.
End Processing	The date and time at or before which the request ended processing.

Filter	Description
Status	Can have one of the following statuses:
	• Success - The job completed without errors.
	• Failed - The job failed.
	• Running - The job is currently running.
	• Has output errors - The job completed, but with errors.
	• Canceled - The job was cancelled.
	• Cancelling - The job is in the process of being canceled.
	• Has delivery errors - The job cannot be delivered.
	• Skipped - The job was skipped.
	• Waiting - The job is queued.
Owner	The user ID of the user who submitted the job.
Scope	Public or Private.

2. Click **Search**. The jobs that meet the filter criteria are displayed in the Report Job Histories table.

   You can sort the table by a particular column by clicking the column heading and selecting the up arrow or down arrow for ascending or descending.

Viewing Details of a Job History

Use the Report Job History page to view the details of a job history.

To view details of a job history:

1. In the Report Job History page, click the **Report Job Name** to view a detail page for the job.

2. To view delivery information for each output, click the expand icon next to the output name.

3. Click **Return** to return to the Report Job History page.

Downloading Data from a Report Job

You can view the details of a report job, download the XML data, and save the file to your preferred location.

You must enable the **Save Data for Republishing** option when you create the job to make the data available for republishing. See Setting Output Options.

To download XML data from a report job:

1. In the Report Job History page, click the report job name in the Report Job Histories table to view the job detail page.

2. In the **Output & Delivery** section, click the **XML Data** download button.

3. When prompted, select the location to save the file.

Republishing a Report from History

You can republish a report from history.

You must enable the **Save Data for Republishing** option when you create the job to make the data available for republishing. See Setting Output Options.

To republish a report from history:

1. In the Report Job History page, click the **Report Job Name** to view the job detail page.

2. From the **Output & Delivery** section, click **Republish**. This launches the **Report Viewer**.

3. From the **Report Viewer** you can now apply a new layout, choose a different output type or export the report. Because you are using data the retrieved from the previous report run, you cannot update the parameters.

4. To return to the Report Job History page, click the **Actions** menu and select **Return**.

Sending an Output to a New Destination

You can send the output of a report to a new destination.

You must enable the **Save Output** option when you create the job to make the output available in the history table. See Setting Output Options.

> **Note:**
>
> The send functionality does not create any history nor does it save the delivery status. It simply sends the output to the destination selected.

To send an output to a new destination:

1. In the Report Job History page, click the **Report Job Name** to view the job detail page.

2. In the **Output & Delivery** section, locate the output that you want to send to a new destination, and click **Send**.

3. In the Send dialog, do the following:

   a. Select the delivery type

   b. Click **Add Destination**

   c. Enter the appropriate fields for your delivery type.

4. After you finish adding the destinations, click **Submit**.

Monitoring Running Jobs

You can monitor the stages of the report processing when a job is in running status.

To monitor a running job:

1. In the Report Job History page, hover over the **Running** status indicator in the Report Job Histories table.

   The status displays with the instance ID of the cluster instance handling the processing.

2. To check the latest status, refresh the page. The status does not automatically update while you are viewing the page. See Processing Stages of Jobs.

Processing Stages of Jobs

This topic lists the processing stages of a job.

Processing Stage	Substages
Job Processor	Sending to Job Queue
	In job queue
	In job processor
	Job processor completed
	Job processor caused exception
Data Fetching	Fetching XML Data
	XML Data Fetched
	Before calling data model pre-trigger
	After calling data model pre-trigger
	Before calling data model post-trigger
	After calling data model post-trigger
Fetching Bursting Control File (for bursting jobs only)	Fetching bursting control
	XML Bursting control xml fetched
Data Processor	In data processor
	Parsing control file (applies only to bursting jobs)
	Control file parsed (applies only to bursting jobs)
	Cutting data based on split key (applies only to bursting jobs)
	Data cutting completed (applies only to bursting jobs)
	Total sub-jobs (applies only to bursting jobs)
	Data processor completed
Report Processor Once the job reaches this stage, outputs can be viewed as they are completed by clicking the **Report Job Name**.	In report processor
	Rendering report document
	Report document rendering completed
	Report processor completed
	Error rendering report document
Delivery Processor The valid values for `<delivery>` are email, fax, File, FTP, Print, WebDAV, or Document Cloud Services, depending on the destinations selected for the report.	In `<delivery>` processor
	Delivering to `<delivery>` processor
	Document delivered to `<delivery>` server
	`<Delivery>` processor completed

Canceling a Running Job

You can cancel a running job.

To cancel a running job:

1. In the Report Job History page, click anywhere within the table row for the report job to select it (except the job name link).

You can select multiple jobs by pressing **Ctrl + Shift** and clicking the additional rows. Deselect a row by clicking it again. You can only cancel a job that has the status, *Running*.

2. Click the **Cancel Running Jobs** icon at the top of the table,

The image shows the Report Job Histories page with a cursor pointing to the cancel icon.

3. Click **OK** in the confirmation message.

Getting Error and Warning Information for Reports

If a report job fails or completes with warnings, you can view the error and warning information.

To get error and warning information for a report:

• In the Report Job History page, hover over the error or warning status indicator in the results table

The job details page will also have the error and warning associated with that job. See Viewing Log Messages in *Administrator's Guide for Oracle Business Intelligence Publisher*.

For more complete diagnostic information on errors or warnings, you can view the diagnostic log files for the job in Oracle Fusion Middleware Control.

Deleting a Job History

You can delete a job history.

To delete a job history:

1. In the Report Job History page, click anywhere within the table row for the report job to select it (except the job name link).

You can select multiple rows.

2. Click the **Delete** icon at the top of the table.

3. Click **OK** on the Confirmation dialog.

7
Managing Reports

This topic describes how to manage the report components in the Oracle BI Publisher folders. It includes setting permissions, downloading and uploading reports and folders, and moving report components in the catalog.

Topics:

- Overview of the BI Publisher Folders
- Reporting Components Stored in the **Catalog**
- Creating a Folder or Subfolder
- Performing Tasks on Catalog Objects
- Downloading and Uploading Catalog Objects
- Understanding the Impact of Taking Actions on Objects Referenced by Reports
- Exporting and Importing Catalog Translation Files

Overview of the BI Publisher Folders

The Oracle BI Publisher folders store the reports, data models, and style templates, that you create using Oracle BI Publisher.

You and every other user have their own personal folders, **My Folders**. Reports in personal folders can only be accessed by the user who created and saved the content into the folder. You can add subfolders to **My Folders** to organize the content in the way that is most logical to you.

> ✎ **Note:**
>
> The information in this chapter applies to installations of BI Publisher that are not integrated with the Oracle Business Intelligence Enterprise Edition. Information about the integrated Oracle BI Presentation catalog is in *User's Guide for Oracle Business Intelligence Publisher*.

You can also save reports in shared folders where other users or groups can access them. User permissions determine which folders are available to which users. Permissions are assigned at the object-level and determine who can view, edit, and schedule reports within that folder. Your administrator creates and maintains the shared folder structure.

Reporting Components Stored in the **Catalog**

Each reporting component has an identifying icon and lists the creation and modification information. Next to each item is a list of actions you can take.

The following reporting components are shown in the catalog:

- Folders
- Reports
- Data Models
- Style Templates
- Sub Templates
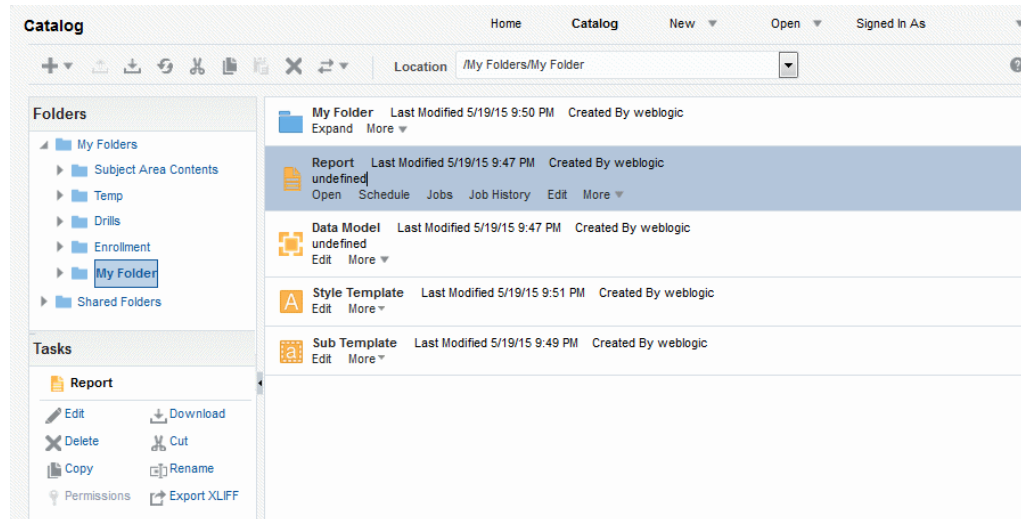
See Performing Tasks on Catalog Objects.

Creating a Folder or Subfolder

You can create a subfolder within your **My Folder** or, if you have the required permissions, you can create a shared system folder.

To create a folder or subfolder:

1. Navigate to the desired location in the **Folders** pane in Catalog.
2. On the **Catalog** toolbar, click **New** and select **Folder**.
3. In New Folder, enter the folder name and enter a description (optional).
4. Click **Create**.

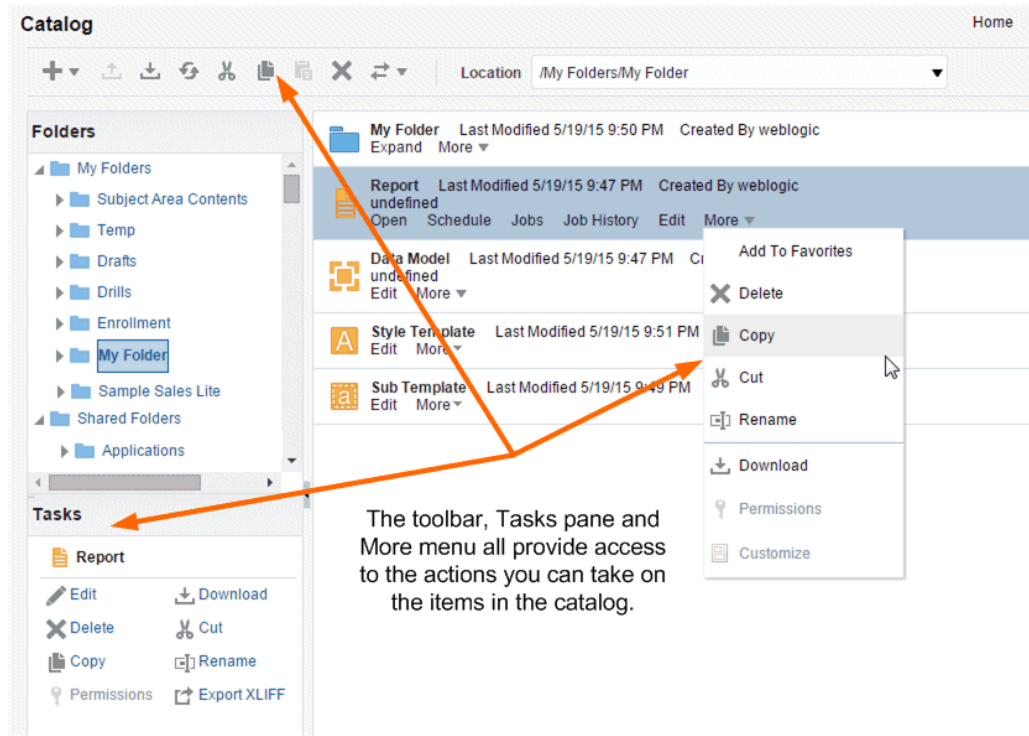# Performing Tasks on Catalog Objects

You can perform tasks such as edit, copy, paste, rename, download, and set permission on catalog objects.

You can perform tasks on objects in multiple ways such as:

- By using the links next to the object.
- By using the catalog toolbar.

- By selecting the object and choosing the task from the Tasks region.

The image shows the Catalog page.

Your access to these actions depends on the permissions granted to you by your administrator.

The task options include the following:

- **Edit** - Opens the object in the appropriate editor or builder.
- **Copy** - Duplicates a folder or object. To paste the object in a different folder, navigate to the folder location and click **Paste** to place the copied item in the desired folder. To paste a copy of the item into the same folder, click **Paste**. The copied object is renamed with the prefix *Copy_of_*.

> **Note:**
>
> You can only paste one *Copy_of_* item in the same location. Update the name before pasting additional copies of the same object.

- **Cut** - Cuts the item from the current location. To paste the object in a different folder, navigate to the folder location and click **Paste** to place the item in the desired folder.
- **Delete** - Removes a folder or object from the catalog.
- **Download** - Creates an archive file of the object that you can save to a selected location. See Downloading and Uploading Catalog Objects.

- **Rename** - Renames a folder or object.
- **Permissions** - Sets object-level permissions. See About Catalog Permissions in *Administrator's Guide for Oracle Business Intelligence Publisher*.
- **Customize** - Use this option only when your enterprise has implemented a customized process that includes the use of the Custom folder. See About Customizing Reports in *Report Designer's Guide for Oracle Business Intelligence Publisher*.

Folders also include the following tasks:

- **Expand** - Displays the folder contents.
- **Paste** - Pastes a cut or copied object into the selected folder.
- **Upload** - Uploads an archived object to the folder. See Downloading and Uploading Catalog Objects.
- **Properties** - Enables update of the folder description.

Downloading and Uploading Catalog Objects

The download feature of the BI Publisher catalog enables you to bundle and download multi-component objects such as reports in an archive file. You can then use the upload feature to unarchive the data to another location in the catalog.

The ability to download and upload catalog objects enables you to transfer objects across environments. For example, you can use this feature to transfer BI Publisher objects from a development environment to a production environment.

Extensions for Archived Objects table lists the file extensions that BI Publisher assigns to each type of archived object when downloaded.

Catalog Object	Extension Assigned to Downloaded Files
Data Model	.xdmz
Folder	.xdrz
Report	.xdoz
Style Template	.xssz
Subtemplate	.xsbz

If BI Publisher is integrated with the Oracle Business Intelligence Enterprise Edition, then use the archive and unarchive features of the Oracle BI Presentation Catalog to perform this function. See Managing Objects in the Oracle BI Presentation Catalog in *User's Guide for Oracle Business Intelligence Enterprise Edition*.

Understanding the Impact of Taking Actions on Objects Referenced by Reports

When you move, cut, rename, or delete a Data Model, a Sub Template, or a Style Template that is used as a resource for a report, the references to the resource are broken and the report cannot run as expected.

For example, if you have a report that was created with a data model that resides in a folder called **My Data Models**, and you move the data model to another folder, the report cannot run because the report definition is expecting to find the data model in the **My Data Models** folder.

If moving a resource object is unavoidable, then you must edit each report that references the object to refer to the object in its new location.

Exporting and Importing Catalog Translation Files

Export and import catalog translation files function enables administrators to export an XLIFF file that contains the translation strings.

For users with administrator privileges, the catalog toolbar includes the Export XLIFF and Import XLIFF function.
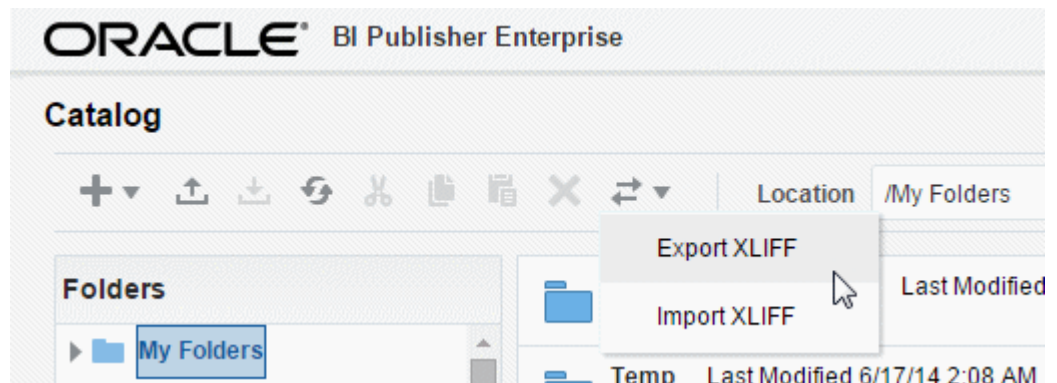
This function enables administrators to export an XLIFF file that contains the translation strings the selected catalog object or group of objects. The XLIFF strings can then be translated to the desired target language. After the XLIFF file is translated, the administrator can import the XLIFF file back to the catalog and assign it the appropriate locale.

See Adding Translations for the BI Publisher Catalog and Reports in *Administrator's Guide for Oracle Business Intelligence Publisher*.

A

Accessibility Features

This appendix provides information about how to use Oracle BI Publisher accessibility features for report consumers.

Topics:

- What are Accessibility Features?
- Changing to Accessibility Mode
- Accessibility Support in the BI Publisher User Interface
- Accessibility Support in BI Publisher Report Output
- Keyboard Shortcuts

What are Accessibility Features?

The accessibility features in BI Publisher aim to make the aspects of navigating and using the product easier for persons with disabilities and for the aging population.

The accessibility features support the use of standards-based assistive-technology hardware and software such as Freedom Scientific JAWS or Microsoft Narrator.

The accessibility features are grouped into these general categories:

- Features used by third-party assistive-technology products. These features center on providing a user interface that consists of standard HTML elements that can be easily interpreted by third-party assistive technology products.

- Accessibility mode, as described in Changing to Accessibility Mode.

- Keyboard shortcuts that make it easier to navigate content for users with limited or no ability to use a mouse.

  See Keyboard Shortcuts.

- Content design capabilities that make it possible for content creators to create content that supports users with accessibility needs.

  See Designing for Accessibility in *Report Designer's Guide for Oracle Business Intelligence Publisher*.

Changing to Accessibility Mode

Accessibility mode in BI Publisher makes the rendering of the user interface more compatible with screen readers while allowing only that functionality that is supported for users with disabilities to be visible.

To change to accessibility mode:

1. Press **Tab** multiple times to navigate through the global header until the focus is on your user name in the **Signed In As** area.

2. Press **Enter**, then **Tab** to highlight the **My Account** link.

3. Press **Enter** to display the My Account dialog.

4. Press **Tab** to navigate through the fields on the **General** tab until you reach the **Accessibility Mode** options.

5. Use the arrow keys to select the **On** option.

6. Press **Enter** to save your changes and close the dialog.

7. Refresh the page to see it displayed in accessibility mode.

Accessibility Support in the BI Publisher User Interface

Alternative navigation tools, such as keystrokes, enable users to navigate BI Publisher and work with reports in accessibility mode.

The following list provides information on accessibility mode:

- The Home page does not contain links for accessing the Administration page or for performing most editing functions.

- Graphs and map views are not displayed but are instead converted to one or more annotated tables.

- Tables and pivot tables are rendered with appropriate internal annotations to enable screen readers to describe the contents of cells.

> ✎ **Note:**
>
> Refer to your assistive-technology documentation for all applicable table navigation shortcuts.

- You cannot use the mouse to modify the layout of a table or pivot table.

By default, Oracle BI Publisher does not use accessibility mode. Each user can decide whether to enable accessibility mode during sign in as described in Signing In Using Keystrokes or after sign in by using the following procedure.

Signing In Using Keystrokes

You can sign in to BI Publisher using keystrokes rather than the mouse.

To sign in using keystrokes:

1. In a browser, display the Sign In page for BI Publisher.

2. To change the language that BI Publisher uses for the Sign In page, press `Tab` to place the insertion point in the **Language** field and use the arrow keys to select the desired language. The insertion point is then placed in the **User ID** field.

3. Enter the ID and press `Tab` to place the insertion point in the **Password** field.

4. Enter the password.

5. To render BI Publisher content in a browser in a way that facilitates the use of a screen reader, press the spacebar to select the **Accessibility Mode** box.

6. Press `Shift+Tab` twice to place the insertion point on the **Sign In** button, then press `Enter` to activate the **Sign In** button.

Navigating the Home Page

If the Home page displays after signing in or by navigating from another location in BI Publisher, you must press CTRL+ALT+G to place the focus on the Skip to Content link in the upper-left corner of the Home page.

To navigate to the Home page:

1. Sign in to BI Publisher, as described in Signing In Using Keystrokes.

2. Press `CTRL+ALT+G` to display the **Skip to Content** link in the upper-left corner of the Home page.

3. Press one of the following keys:

   • `ENTER` on this link to navigate to the default starting location on the Home page that is the first link in the upper-left corner under the global header.

   • `TAB` to navigate to the first element in focus on the global header.

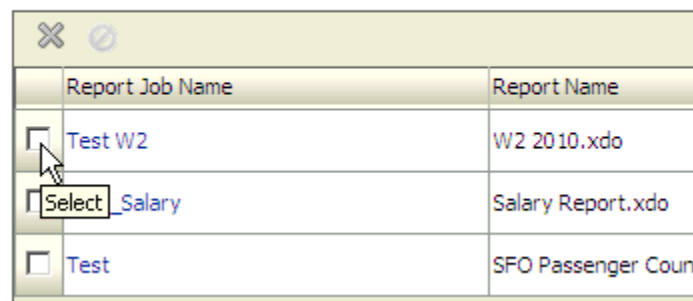4. Continue to press `TAB` to navigate through the elements on the Home page.

Navigating Multiple Rows in Tables

When accessibility mode is turned on, each table row contains a **Select** option to assist you in working with multiple rows in a table.

For example, you can use the **Select** options on the Report Job Histories page to select multiple report jobs for deletion.

If you position the cursor in the **Select** option in a row, you can also use the Up/Down keys to navigate between table rows.

Accessibility Support in BI Publisher Report Output

BI Publisher report output renders accessibility support to HTML generated from RTF or layout editor-based reports.

Reports with accessibility design features include the following HTML report properties:

- Document title.

- Alternative text property to describe images such as charts.

- Table summary property to summarize table content.

- Header level property to specify the order in which the table header rows are read in accessibility mode.

See Designing for Accessibility in *Report Designer's Guide for Oracle Business Intelligence Publisher*.

Keyboard Shortcuts

Oracle BI EE and BI Publisher support standard keyboard shortcuts. The table lists the shortcuts and the actions.

Both Oracle BI EE and BI Publisher support standard keyboard shortcuts that are used in many software applications. In addition, both components offer shortcuts to perform tasks that are specific to those components. The general keystrokes table describes general keyboard shortcuts for use with Oracle BI EE and BI Publisher.

Keyboard Shortcut	Result
CTRL+ALT+G	Navigates to the first focusable element in the global header, which is the **Skip to Content** link. This link enables you to bypass the options available in the global header and move to the features available in the main part of the Home page.
TAB	Navigates to the next focusable element.
SHIFT + TAB	Navigates to the previous focusable element.
Down Arrow	Navigates to the next menu option.
Up Arrow	Navigates to the previous menu option.
ENTER	Triggers the activity, when the focus is on a link, an image, or a button with an associated URL or activity.
Esc	Closes the menu that has the focus.

The following table describes keyboard shortcuts for navigating reports in BI Publisher.

Keyboard Shortcut	Result
ALT + Up or Down Arrow	Opens drop-down and combo boxes.
CTRL + Up or Down Arrow	Shows the next or previous item in a combo box.

> ✎ **Note:**
>
> If you use Freedom Scientific JAWS or other screen reader programs, then you must first disable the virtual PC cursor before using the keystroke combinations to navigate the report. You must enable the virtual PC cursor at other times, including during navigation within table objects on a report.