

InfoBurst Usage Notes

Introduction

- **What is InfoBurst?** It is a report distribution solution. Reports can now be cataloged within InfoBurst and distributed in native (.rep) format, or PDF, HTML, Text, or Excel to a variety of destinations such as a Network Share, FTP Site, or E-mail attachment. Using InfoBurst with BusinessObjects, you can schedule a report to run on a regular basis. InfoBurst will also distribute the report to any number of people or servers who may not have a BusinessObjects license. This document is intended to give you a general overview of how to use InfoBurst. Please see the InfoBurst User Guide for more details: <http://infotech.wsu.edu/datawarehouse/docs/InfoBurstUserGuide.pdf>
- **What is a burst?**
A burst is a combination of associated documents, parameter values and distribution options.
- **Why should I use InfoBurst?** When you have a business objects report that you want sent to out to users (vendors, colleges, departments, etc.) then InfoBurst can automate the process. The reports can be scheduled to be distributed once or on a regular basis (daily, weekly, or immediately).
- **Who can use InfoBurst?** Anyone who has a BusinessObjects or InfoView license can use InfoBurst. Users that only have a BusinessQuery license will not be able to use InfoBurst.
- **How do I get an account to use InfoBurst?** Please contact the IT Phone Desk at 509-335-3355 or phonedesk@wsu.edu and let them know that you would like an InfoBurst account.

First time set-up

InfoBurst is located at the following URL:

<https://infoburst.wsu.edu>

The first time you log into InfoBurst you should perform the following to set-up your user profile:

Go to **General → My User Profile**

- 1) Change your initial InfoBurst password. You will have been given an initial password; you should change this to something else. It does not have to be the same as your Business Objects password, but you can make it the same if you like.
- 2) Add/update your email address on your profile. This will be used to notify you, if there is a problem with one of your bursts. It may also be used to distribute reports to you.
- 3) Add your Business Objects user id and password to your profile. This will be used when you schedule reports to be refreshed. If you don't type them in here, you will need to provide them on every report.

InfoBurst Usage Notes

General Workflow

- 1) Set-up the report to be scheduled in BusinessObjects. If the report is a corporate document open it up in BusinessObjects and save it to your user area. The report will need to be set-up so that it can run automatically. If there are prompts in the query, you have several choices for handling them:
 - a) Change the prompts in Business Objects – if you can, find a pre-defined condition that will select the data dynamically (e.g. latest snapshot).
 - b) When you schedule a burst in InfoBurst, you can specify that a macro be applied to answer the prompt. InfoBurst has several macros that may work for you. See the manual and parameters screen for details.
 - c) “Hard-code” a specific value for the prompt when you define the burst. InfoBurst will use this same value every time the burst is executed.
- 2) Add your document(s) to the InfoBurst catalog. Go to **Documents → Add New Documents**. After you have saved your report in BusinessObjects, you will need to add it to the InfoBurst catalog. This uploads a copy of the report to the InfoBurst server. **Do not** check the *Link to this file* box.
- 3) Create a burst that contains one or more documents from the InfoBurst catalog. Go to **Documents → Burst Management**. If the document has prompts, you will need to go to the Burst Details section and define how these are to be resolved (e.g. hard-coded or with a macro). Then, define the distribution options for each report; this includes the destination (e.g. email, network share etc.) and the report format (e.g. PDF, Text, Excel, HTML, etc.)
- 4) Define a schedule that includes one or more bursts.

Miscellaneous Notes

- Be sure to keep in mind the data security/privacy regulations when distributing your reports.
- A burst can contain more than one report and can distribute each report to multiple destinations in multiple formats.
- You can use and/or reuse a document in more than one burst and just use different parameters for each.
- A schedule can contain multiple bursts.
- **What file types should I use?** PDF – retains all formatting and does not allow manipulation of data. HTML – retains most formatting to be used for putting on web page. TXT – for importing data into other systems or when recipient wants to manipulate data. EXCEL – when recipient wants to manipulate data – takes longer to run. Native (REP) – when recipient has BusinessObjects. When distributing TXT or EXCEL files it is recommended to remove all headings other than the column headings.
- **Are there any distribution limitations?** The WSU mail server has a limit of 5mb. For reports that are too large to be distributed through the email server the following error “*File size exceeds configured maximum message size of 5mb*” appears in the activity log and in the body of the second email with the “*Subject: Burst Abort : title*”. If this condition happens then the distribution should be by Network Share or FTP. Always check the subject of the email to make sure there was no problem. Converting to EXCEL, InfoBurst will generate a maximum of 16,384 rows. Please note that InfoBurst does not generate a warning and that the data is truncated with the last row being 16,384. Exporting to Excel is not recommended with the current version.
- **What should I name documents, bursts and schedules?** While there are no naming standards, it would be prudent to give descriptive unique names. Also it is important to include a full description of the report.
- **How do I distribute files to my server?** When distributing files to a departmental server, you can set-up a user id and password with read/write access to a share on your server. Once that is set-up on your server, you will need to specify that user id and password in the distribution options of InfoBurst. Alternatively, you may grant the active directory account (AD\Sinforburst) read/write access to the share on you server. When you do this, you do not need to specify the user id and password in the distribution options.