



# Report Messenger™

Version 3.5

ReportMessenger is today's automated solution for delivering up-to-the-minute business intelligence. This easy-to-use report delivery tool refreshes, personalizes and distributes your company's vital reports to the hands of key decision makers effortlessly and reliably—on time, every time.



# ReportMessenger

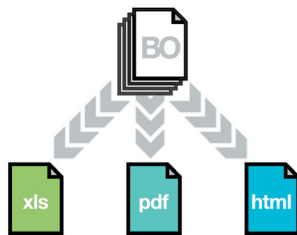
delivering vital information to your fingertips

Information is the key to making strategic business intelligence decisions. Deliver it on time, every time.

**Let ReportMessenger reliably deliver your company's business intelligence information—on time, every time.**

- Automatically refresh BusinessObjects™ reports and personalize them for an unlimited number of unique recipients.
- Save money and free up valuable resources and time.
- Export BusinessObjects report files to your choice of industry standard file format.
- Distribute thousands of key BusinessObjects reports via e-mail, network folders or your corporate intranet.
- Easily extend the reach of critical data throughout your company.
- Allow administrators effortless and reliable management of report distribution.

**In just a few hours your organization can be up and running with ReportMessenger. Here's how ReportMessenger works:**



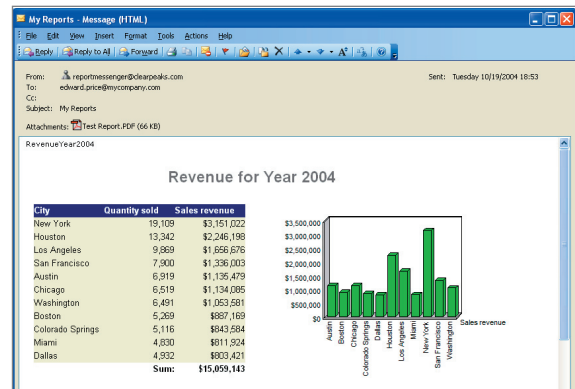
**Step 1.** Key decision makers determine BusinessObjects™ report distribution needs.

Status	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> On Demand	Priority: Highest
Category*/Desc	MKT	Marketing	
Name	Campaign Analysis		
Report*	Campaigns.rep		
Schedule*	<input checked="" type="radio"/> Weekly Interval: 1 <input type="radio"/> Monthly Day: Occur: 1st <input type="checkbox"/> Daily <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat		
Object/Value	1 Owner %Login% <input type="checkbox"/> Dynamic		
Condition	Save condition and add another <input type="checkbox"/> Dynamic		
Export Type	<input type="checkbox"/> XLS <input type="checkbox"/> TXT <input checked="" type="checkbox"/> PDF <input type="checkbox"/> REP <input type="checkbox"/> HTM <input type="checkbox"/> ASP		
Recipients	Edward Price SWITZERLAND Marketing		
Email	<input checked="" type="checkbox"/> Send <input type="checkbox"/> Compress		

**Step 2.** Administrator assigns recipients to one or more reports, easily guaranteeing that the data is personalized for each recipient.

Status	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Logon
Name *	Edward Price
Email *	edward.price@mycompany.com
Login	EPRICE
Password	
Organisation	Marketing
Country	SWITZERLAND
Comment	
Tasks	Campaign Analysis 1 Campaigns.rep
Sub-folder	Edward Price

**Step 3.** Administrator schedules all desired BusinessObjects™ reports for distribution, choosing from a variety of file formats and delivery options.



**Step 4.** ReportMessenger automatically and reliably refreshes scheduled reports, personalizes each one and delivers them to your fingertips.

# ReportMessenger

## Automated report delivery

Reports are delivered effortlessly and on time to a limitless number of recipients via e-mail or your corporate network or intranet.

- Recipients receive a single e-mail with all scheduled reports (daily, weekly or monthly, for example, depending on needs).
- Reports can be delivered via e-mail to recipients as attachments or embedded in the e-mail body in html format.
- Attachments can be compressed to shorten delivery time and minimize storage space.
- E-mail body can be customized to include report processing information and links to the report output files.
- Reports can be downloaded over a network or accessed worldwide via the Internet.

## Web-based control panel

The ReportMessenger Control Panel is 100% web-based and requires no client software installation.

- User-friendly and intuitive interface with dashboard-style overview.
- Standard sort and filter features locate critical information quickly.
- Help pages on each screen offer step-by-step instructions and answers to frequently asked questions (FAQs).

## Schedule tasks with ease

ReportMessenger automatically executes the report refresh process for BusinessObjects files and reliably delivers your business intelligence information—when *and how* you need it most.

- BusinessObjects 5.1.x, 6.x or XI Release 2 reports are refreshed automatically then delivered in any combination of PDF, XLS, HTML, ASP, TXT and REP file formats.
- Extended scheduling capabilities to support the most complex report refresh and delivery situations (daily, monthly, n-th day of month, n-th working day of month, every n days).
- Dynamic report tab deletion and automatic cover page generation ensures 100% targeted report content.
- Up to ten fixed prompt values can be specified per recipient.
- Option to add up to ten configurable “On-Demand” prompts for authorized end users.
- Recipients are easily added or removed from tasks as needed.
- A single screen is used to create, modify and delete tasks.

# ReportMessenger

## Task Management

- Local administrators are assigned to manage tasks and recipients.
- Recipients are easily created, modified or deleted. For bulk recipient upload an easy-to-use XLS upload/download capability is available.
- A complete task modification history is maintained to help troubleshoot any errors that may arise.

## Reports “On-Demand”

- This feature allows recipients the opportunity to generate their own refresh—at any time—and receive up-to-the-minute business intelligence outside of their normal delivery schedule.
- Any task can be specified as an On-Demand task.
- Optional: Allow recipients to change pre-defined conditions of tasks for parameterized, ad-hoc reporting.

## Processing

- Reports run automatically on a pre-determined frequency.
- Dynamic filtering enables unlimited personalized reports to be produced from one single database refresh using individual data requirements.
- Event-driven exception reporting based on either file or SQL events.
- Task prioritization ensures that the most critical reports are generated first.

## Security

- Internet login page restricts access to authorized recipients only, protecting valuable business intelligence data.
- Global administrators have access to all ReportMessenger features.
- Local administrators are restricted to single- or multi-task access.
- If desired, advanced access may be given to a limited number of experienced local administrators.

## Administration

- Database driven configuration parameters allow for easy setup and implementation.
- Administrators are immediately notified of any critical system failures via e-mail and/or SMS (if SMS server available).
- A variety of log statistics assist in analyzing task performance and help to identify potential areas for improving efficiency.
- The test-mode function allows for thorough testing prior to deployment without generating time consuming reports and sending confusing or erroneous e-mails.
- An extract of data-provider results can be included with report output to allow advanced users to fine-tune the report content and validate the report integrity.

## Database

- ReportMessenger data, log entries and statistics are maintained in an ODBC-compliant RDBMS, allowing for centralized, efficient and secure access. Support for Oracle and Microsoft® SQL Server ensures a robust system and easy integration into existing IT infrastructures.

## Log Entries

- Color-coded log entries make it easy to instantly locate critical messages.
- A single screen audit dashboard can be generated to view and verify individual processing and delivery information.
- Log files are generated to detail processing actions and document any errors or aborts that occur—from startup to the report generation and e-mail delivery phase.
- Log entries can be quickly scanned using the timestamp, error code and/or severity fields.
- Task recovery is automatically triggered from a generated log file in the event of an error.

## Language Support

- Web-Interface available in English, Spanish, French, German and Catalan.
- Additional web-interface localization is available on request.



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For more information or to schedule a live demonstration please contact us at [sales@clearpeaks.com](mailto:sales@clearpeaks.com) or visit our website at [www.clearpeaks.com](http://www.clearpeaks.com)

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