



*BizBroadcast 5.0*

# **BIZBROADCAST TRAINING GUIDE**

---

Copyright © 2013 by Lloyd Kurzweil of Kurzweil & Associates.  
All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law.

## Table of Contents

BIZNET BIZBROADCAST – INTRODUCTION.....	5
BASIC REPORT DISTRIBUTION .....	5
BizBroadcast Columns .....	7
Excel Concatenation .....	8
Report Publishing / Rendering .....	9
Distribution Report Exercise .....	9
Solution For Report Exercise .....	9
REPORT DISTRIBUTION – REMOVING ONLY BIZINSIGHT FUNCTIONS.....	10
Distribution Report Exercise .....	13
REPORT DISTRIBUTION - PARAMETERS .....	14
Distribution Report – With Parameters -Exercise .....	15
DISTIBUTION BY DEPARTMENT.....	16
Adjust A Parameter Restriction - Find & Replace .....	17
Adding Lookups for Departments .....	22
Add Department Parameter for Distribution .....	26
Potential Issues – Passing Parameters & Vlookups .....	27
Formatting of the Named Range – General Vs. Text.....	27
Blanks in the Segment Lookup Table.....	28
Departmental Distribution Report –Exercise .....	30
ROW SUPPRESSION – DEPARTMENTAL REPORTS .....	31
Test for All Zeros - If(And(Min),(Max)) .....	32
Data Filters .....	34
Dynamic Printing of Group Headings.....	40
Correct Divide by Zero Error – IFERROR Function.....	43
Report Distribution By Department – Filters Applied.....	44
Row Suppression – Exercise .....	47
MULTIPLE REPORTS PER RECIPIENT – SINGLE SHEET - TABBED PARAMETERS .....	48
Multiple Segments – Tabbed parameters.....	48
Static Versus Dynamic Distribution.....	49
Data Validations with Report Distribution .....	49
Tabbed Parameter – Exercise .....	49
ANALYSIS REPORT – DYNAMIC COLUMNS.....	50

Dynamic Prior Month(s) .....	51
Dynamic Prior Year .....	51
Presentation of Month Names – Index & Match Functions .....	52
Presentation of Date in Header .....	53
Suppress Printing of Period Values – White Font .....	53
Analysis Report – Exercise .....	54
CUSTOM DISTRIBUTION LISTS – Reports By Responsibility.....	55
Output Tab Naming – [NORENAME] Directive.....	59
Distribution List – Exercise .....	60
HIDING / DELETING SHEETS .....	61
Application Settings.....	61
Input & Values Tabs .....	62
Behavior of Sheets When the Application Setting is Set to HIDE .....	64
Behavior of Sheets When the Application Setting is Set to DELETE .....	64
PASSWORD PROTECTING PUBLISHED REPORTS.....	65
Protecting Workbooks and Individual Sheets.....	65
Protect The Sheet, But Don't Use a Password .....	66
Password Protection – Exercise.....	67
MULTIPLE REPORT TYPES – BY LOCATION .....	68
One Report Drives Values on Other Reports .....	69
Static Report Rendering .....	69
Multi Report – Static Distribution Exercise .....	70
REPORT WORKBOOK.....	71
Input Sheet .....	71
Named Ranges on Input Sheet.....	71
Values Sheet .....	72
Report Book – Exercise .....	75
REPORT WORKBOOK – TABBED PARAMETERS - DYNAMIC RENDERING.....	76
Dynamic Rendering Formats.....	76
Report Book- Dynamic Rendering – Tabbed Parameters – Exercise.....	77
MERGING PDF's WITH CREATED OUTPUT .....	78
Merged PDF -Exercise.....	78

FORECASTED ACTUALS – DYNAMIC DATES - CONDITIONAL FORMATTING .....	79
Syntax to Make The Columns Dynamic.....	80
Adjust Column Headers – Actual or Budget.....	81
Conditional Formatting – Change Column to Blue for Budgets.....	81
Forecasted Actuals – Dynamic – Exercise.....	83
TABBED PARAMETERS & VIRTUAL ROLLUPS .....	84
Tabbed Parameters, Virtual Rollups, Dynamic Render– Exercise .....	85
CONDITIONAL PUBLISHING.....	86
Conditional Publishing - Exercise.....	87
SCHEDULER .....	88
Create a Schedule.....	88
Starting the Scheduler .....	91
Stopping the Scheduler .....	92
Managing the Scheduler .....	92