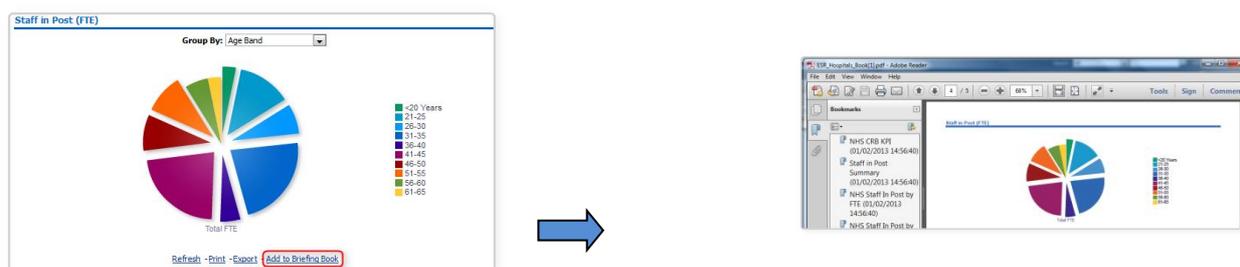


# ESR Business Intelligence

## Briefing Books

### Introduction

ESR BI Briefing Books are used to store and capture a series of static images of analyses, allowing the information to be viewed offline and shareable with others.



### How does it work?

Beneath each analysis an 'Add to Briefing Book' link can be added. If this is enabled when the user clicks on it, the analysis will be added to a briefing book of the user's choice.

Note: All analyses on National Dashboards will have this link enabled.

Once the link has been clicked the user has the choice of whether the information within the analysis inside the briefing book should be a snapshot of the data as it was displayed when they clicked the link; or whether it should be updated each time the briefing book is produced.

As well as having a link at the bottom of each analysis, a user is able add an entire dashboard page to a briefing book if required.

### How do I enable the briefing book functionality on our local analyses?

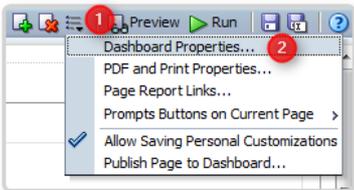
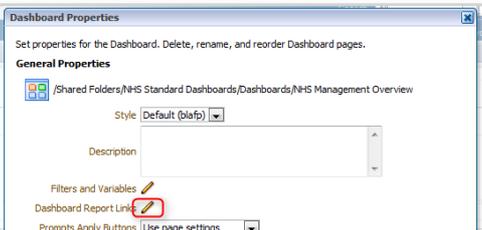
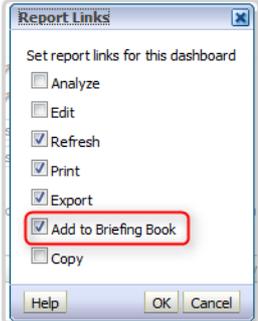
The easiest way to do this is by enabling the link in your dashboard:

Step	Screen	Description
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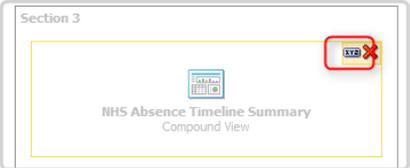
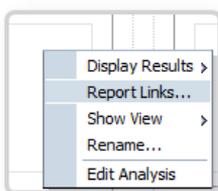
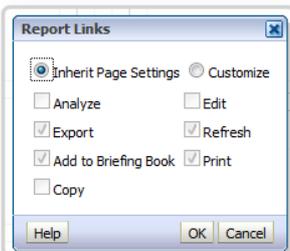
## Electronic Staff Record



1		<p>Edit your dashboard.</p> <p>Open the Dashboard Options (1) and select 'Dashboard Properties' (2)</p>
2		<p>Select the 'edit' icon next to Dashboard Report Links</p>
3		<p>Ensure 'Add to Briefing Book' is ticked</p>

### What about if I want to enable the link on specific analyses only?

If you really need to you can disable any of the links displayed beneath an analysis:

Step	Screen	Description
1		<p>Hover your mouse over the analysis that you want to edit, then select the 'Analysis Options' icon.</p>
2		<p>Select the 'Report Links...' item</p>
3		<p>You may now change the setting to customise the links displayed to the user.</p>

### How long do briefing books remain in the catalogue?

Briefing books will remain in the catalogue for 60 days (same as ESR concurrent request

output). However the 60 days is calculated from the time the briefing book was last used, not created. For example if a briefing book is refreshed once a month then it would never be purged. Briefing books that are not being modified will be removed after 60 days.

