

## Scheduling a Report in Cognos

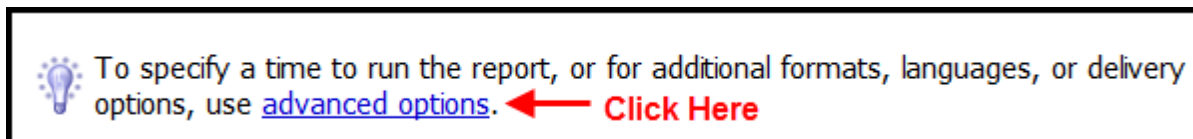
Cognos has a function which allows a report to be scheduled to run at a later time during the current day or at a later date as well. The report will “run in the background” which means that you will not see it executing and the report will be delivered to you by email or to your “My Folders” within Cognos, depending upon the delivery method selected. Reports can be scheduled from both “Public Folders” and “My Folders” within Cognos.

To schedule a report, follow the steps outlined below:

1. Click on the blue triangle to the right of the report link prior to opening the parameter page

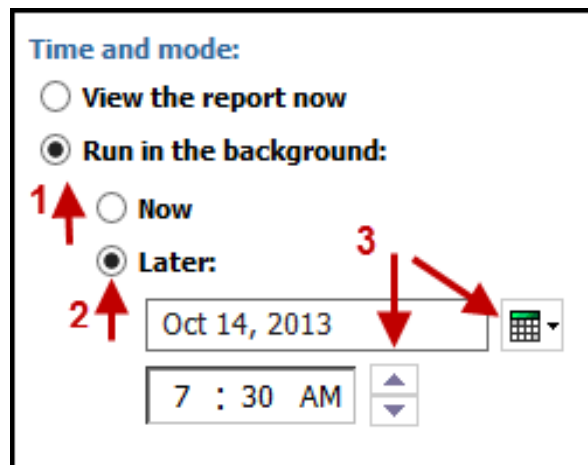


2. Click “advanced options” in the window that opens:



3. In the time and mode window, select the following:

- Run in the background,
- Select “Now” if you want the report to run but not tie up a monitor; select “Later” if you want to schedule the report to run at a later date or time
- If Later is selected, (3) select the date and time for the report to execute. It is best if a report is not scheduled to run prior to 7:30 a.m.



#### 4. Select the Delivery method:


- Save the report as a report view –the report will be sent to your “My Folders” section of Cognos
- Send the report by email –the report will be sent to your campus email address.
- Click the Run button in the lower left section of the window.
- The report parameter page will open. Enter in the desired parameters and select finish. The report will be executed on the date and time selected and will be delivered to the location selected in step 4 described above.

**Delivery:**

Save:


Save the report

Save the report as a report view [Edit the options...](#)

 > Report View of FI030 - Encumbrance Ledger Transaction Report

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Send the report by email [Edit the options...](#)

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