How to Schedule a Report in Cognos

With the updated Cognos System, you can schedule reports from the My Content, Team Content, and Recent Folders.

1. Hover over the report you would like to schedule, and click on the ellipses (...) that will appear on the right. Then click <u>**RUN** as</u>.



2. Run the report in the background, and set the time you would like to schedule your report.

Run in background					
O Now					
• Later	台 2021-01-14	🕚 10:13 AM			
Prompt me					
You will be prompted for input before the report runs.					

3. Select the format(s) you would like your report to be produced in.

Format					
HTML	✓ PDF	✓ Excel			
Edit options	Edit options	XML			
Accessibility					
Enable accessibility support					

4. Choose a Delivery Method.

A. If you would like to send the report by email, click <u>Edit Details</u> to choose the receipts.



Make sure to Attach report output.



- 5. When everything is set to your liking, click
- 6. Complete the parameter page and finish.
 - B. If you would like to save your report in My Content, Save as a report view.

You can keep the report name as already presented or change it to fit your own needs. Then <u>Select another Location</u>

Delivery				
Save				
Save report				
Save as a report view				
Name				
Report view of FI004 - Revenue Expense Budget By FOP				
Location				
🗁 🚿 TTU Finance 🚿 TTU Finance Staging Area 🚿 FI004 Report				
Select another location				

Select the My content folder, then Save.

Select	a location		×			
	🗋 My content	53				
		There's nothing in this folder.				
Destination: My content						
Save as: Report view of FI004 - Revenue Expense Budget By FOP						
		Save]			

Run

- 5. When everything is set to your liking, click
- 6. Complete the parameter page and finish.