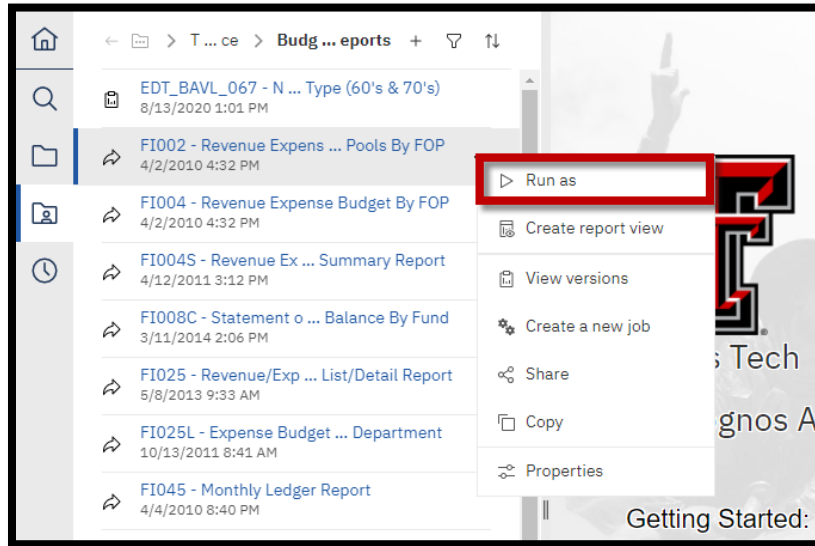


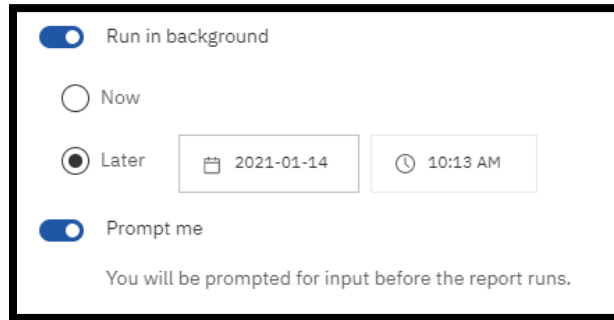
How to Schedule a Report in Cognos

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

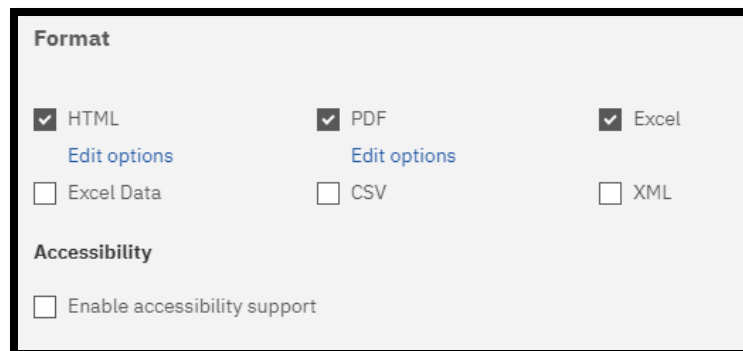
1. Hover over the report you would like to schedule, and click on the ellipses (...) that will appear on the right. Then click **RUN as**.



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



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

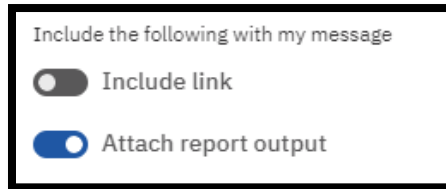



4. Choose a Delivery Method.

A. **If you would like to send the report by email**, click **Edit Details** to choose the receipts.



Make sure to **Attach report output**.



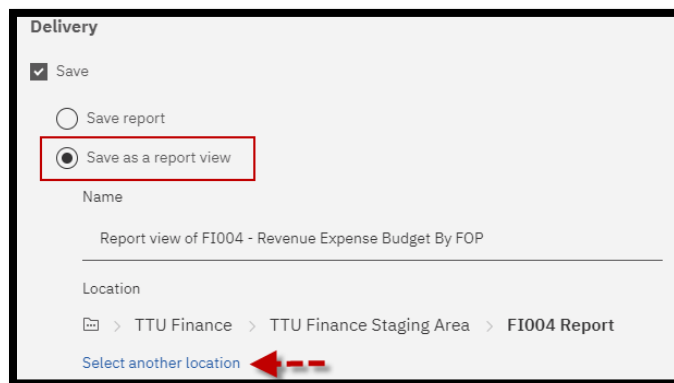
5. When everything is set to your liking, click .

6. Complete the parameter page and finish.

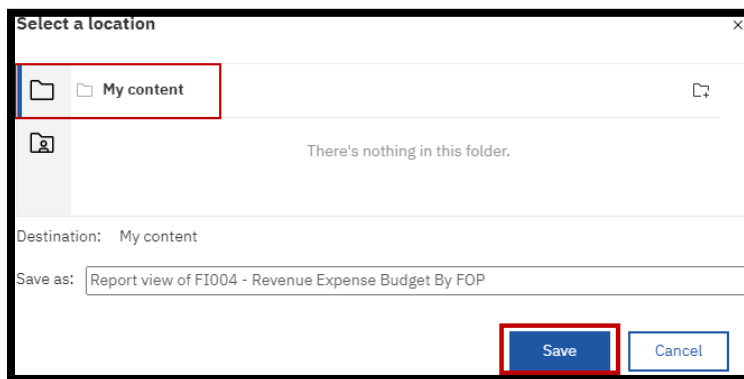
B. **If you would like to save your report in My Content**, **Save as a report view**.

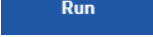
You can keep the report name as already presented or change it to fit your own needs.

Then **Select another Location**



Select the **My content** folder, then **Save**.



5. When everything is set to your liking, click .

6. Complete the parameter page and finish.