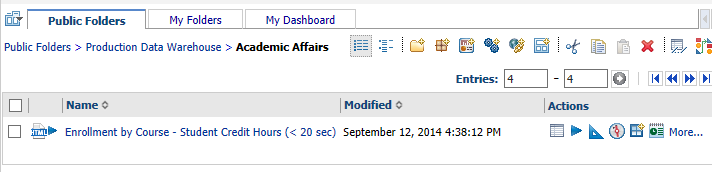
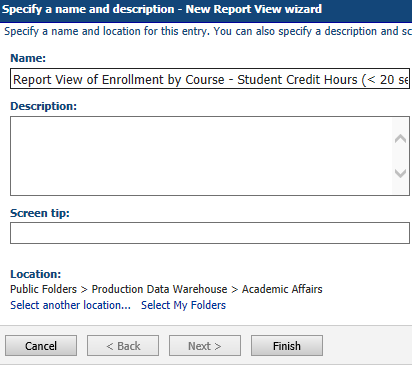
**Report Scheduling**

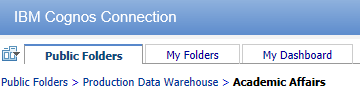
When we add a schedule to a report, we’re actually modifying the report itself. We cannot personally change a report that is saved under the Public Folders, because those reports are shared by all users. So, if we want to schedule a report that is under the Public Folders, we need to create a Report View (a shortcut) that we can save to My Folders as your own personal copy of the report object.

If you would like to schedule a report that you created, one that is saved under My Folders, please skip ahead to step 15 in this document.

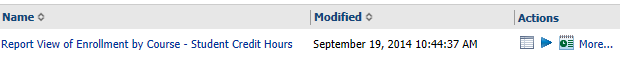
1. Login to Cognos and navigate to the Production Data Warehouse
2. Click on the Academic Affairs folder
3. Locate the report Enrollment by Course – Student Credit Hours
4. To the right, locate the icon for Create a Report View of this report (looks like a window with a plus sign)
5. Click the icon

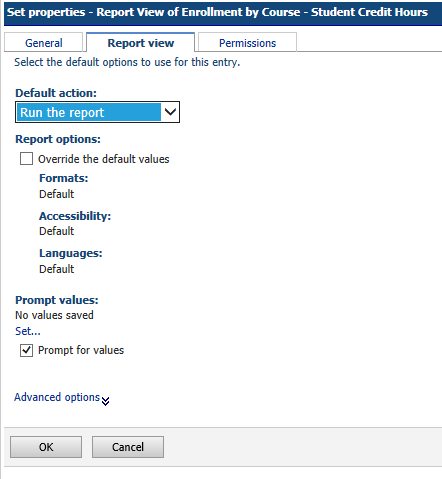


1. On the New Report View wizard page, in the Location section, click Select My Folders
2. Click Finish

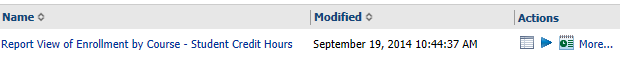


1. At the top of the page, click My Folders
2. Locate the item Report View Enrollment by Course – Student Credit Hours
3. To the right, locate the icon for Set Properties
4. Click the icon

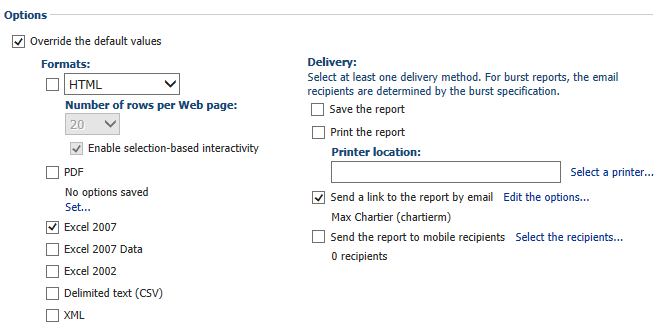




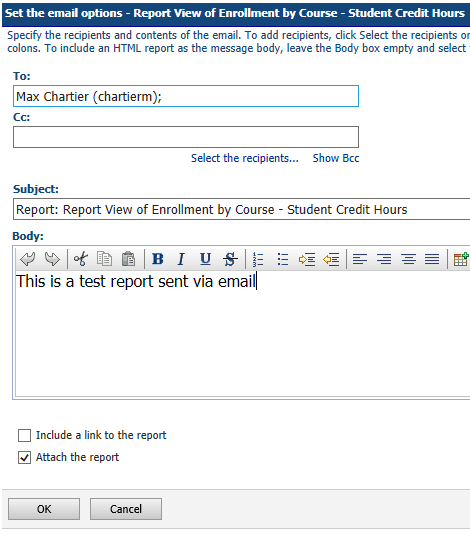
1. Click on the second tab, Report view
2. Change the default action to Run the report
3. Click OK
4. To the right of the Report View (or Report Name), locate the icon for Schedule (looks like a calendar page)
5. Click on the icon

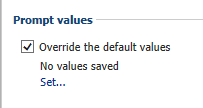


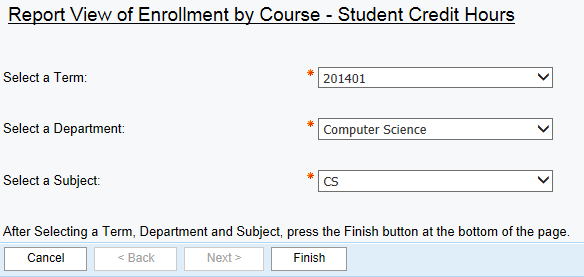
1. Update the Start Time to 10 minutes from now
2. Change the End Date to tomorrow’s date
3. Under Options, check the box for Override the default values
4. Under Formats, uncheck the box next to HTML
5. Check the box next to Excel 2007
6. Under Delivery, uncheck the box next to Save the report
7. Check the box next to Send a link to the report by email
8. Click Edit the options



1. In the email Body, type “This is a test report sent via email”
2. Uncheck the box next to Include a link to the report
3. Check the box next to Attach the report
4. Click OK



1. Under Prompt values, click the checkbox next to Override the default values
2. Click Set
3. Use the Term dropdown to select 201401
4. Use the Department dropdown to select Computer Science
5. Use the Subject dropdown to select CS
6. Click Finish



1. Click OK

