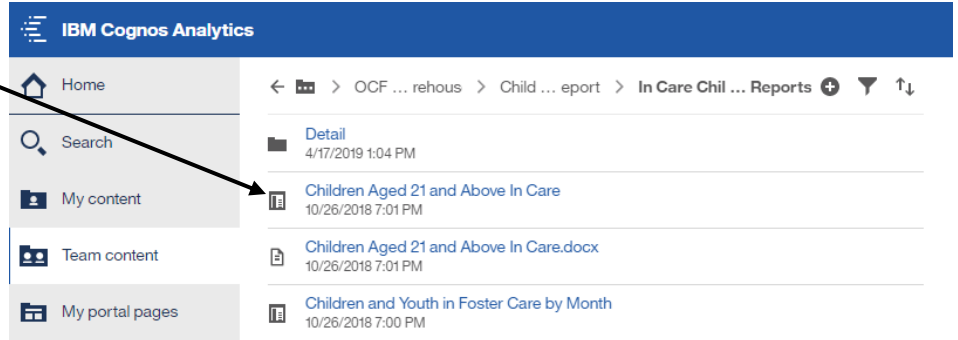


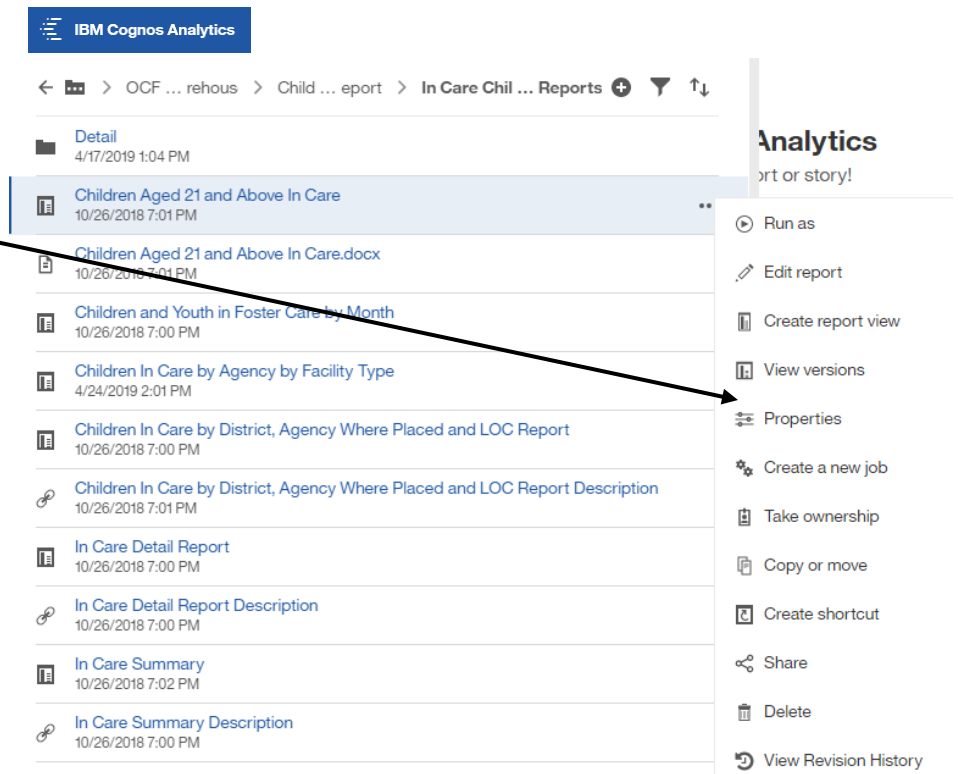
Scheduling Data Warehouse Reports in Cognos v 11.1

To schedule a report to run automatically:

1. Navigate to the report you wish to run on a schedule.

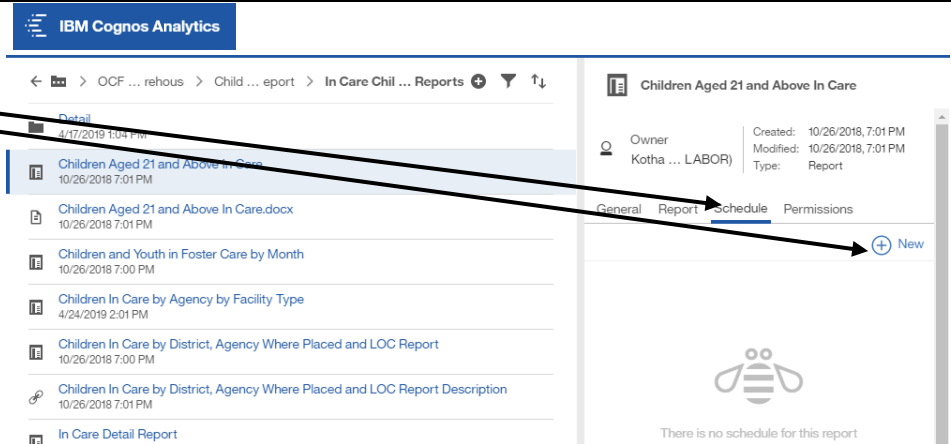


2. Click the **More (...)** button to the right of the report name, then select **Properties** from the drop-down menu.



The **Properties** pane expands, as shown on the next page.

- Click the **Schedule** tab, then click the **New** button.

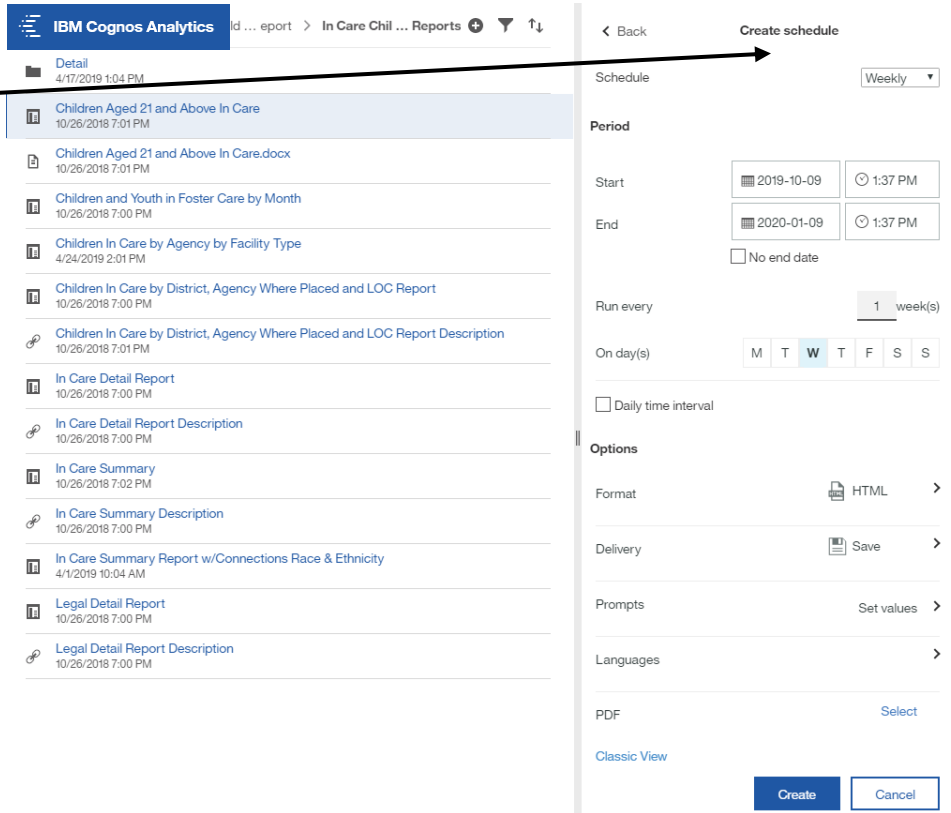


The **Create schedule** pane expands.

- Review the **Create schedule** pane.

Note: From the **Create schedule** pane, you can set the schedule and choose options for the report formatting and delivery method.

Note: Under the **Delivery** section, you may opt to **Print** the report and/or **Send report by email**.



5. Review the **Create schedule** pane.

Under the **Delivery** section, you may opt to **Print** the report and/or **Send report by email**, or attach the report as an output and send to self or other users (CC/BCC).

IBM Cognos Analytics

< Back **Create schedule** Delivery

Schedule

Period

Start

End

No end date

Run every week(s)

On day(s)

Daily time interval

Options

Format

Delivery

Prompts

Languages

PDF

[Classic View](#)

Send report by email

Attach the report

To:

cc:

bcc:

Subject:

Include a link to the report

Print report

Save report

6. Review the **Create schedule** pane.

Under the **Options** -> **Format** section, you may select one or more of the following output formats: HTML, PDF, Excel, Excel Data, CSV, and XML.

IBM Cognos Analytics

< Back **Create schedule**

Schedule

Period

Start

End

No end date

Run every week(s)

On day(s) M T W T F S S

Daily time interval

Options

Format >

Delivery >

Prompts >

Languages >

PDF

Format

HTML

PDF

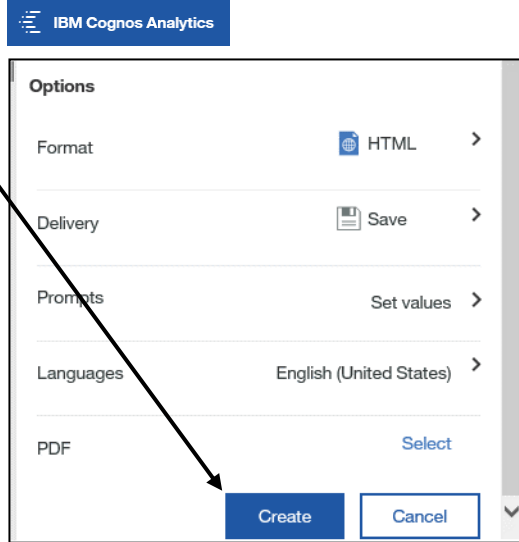
Excel

Excel Data

CSV

XML

7. Click the **Create** button to schedule the report.

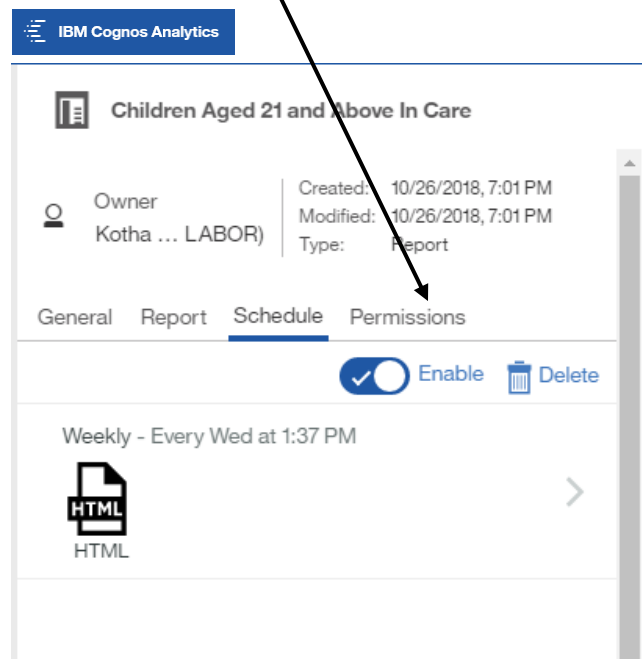


Notes: You can schedule multiple runs of the same report with different options, if needed.

To stop a scheduled report from running automatically, click the **Enable** button located in the middle of the window.

To remove a schedule, click the **Delete** button.

The **Create schedule** pane collapses, and the **Properties** pane displays the **Schedule** tab, as shown below.



- **Scheduling a report to run automatically**

- Locate the report you would like to schedule to run automatically.
- Click the **More (...)** button to the right of the report name.
- Select the **Properties** option on the flyout window.
- Click the **Schedule** tab, then click the **New** button.
- Set the options you want for report formatting and delivery method.

Click the **Create** button to schedule the report.