Scheduling a ROSS Report View

DATE: 04/04/12 *VERSION 3.0*

This Quick Reference card explains how to copy, paste, and schedule a ROSS User Community Report ***that already exists in Cognos as a Report View****. To determine whether the report is already saved as a Report View, look for located next to the name of the report.*

To schedule a User Community report that exists as a Report View

1 Log in to ROSS, and then click to select **Reports** on the **Administration** menu.

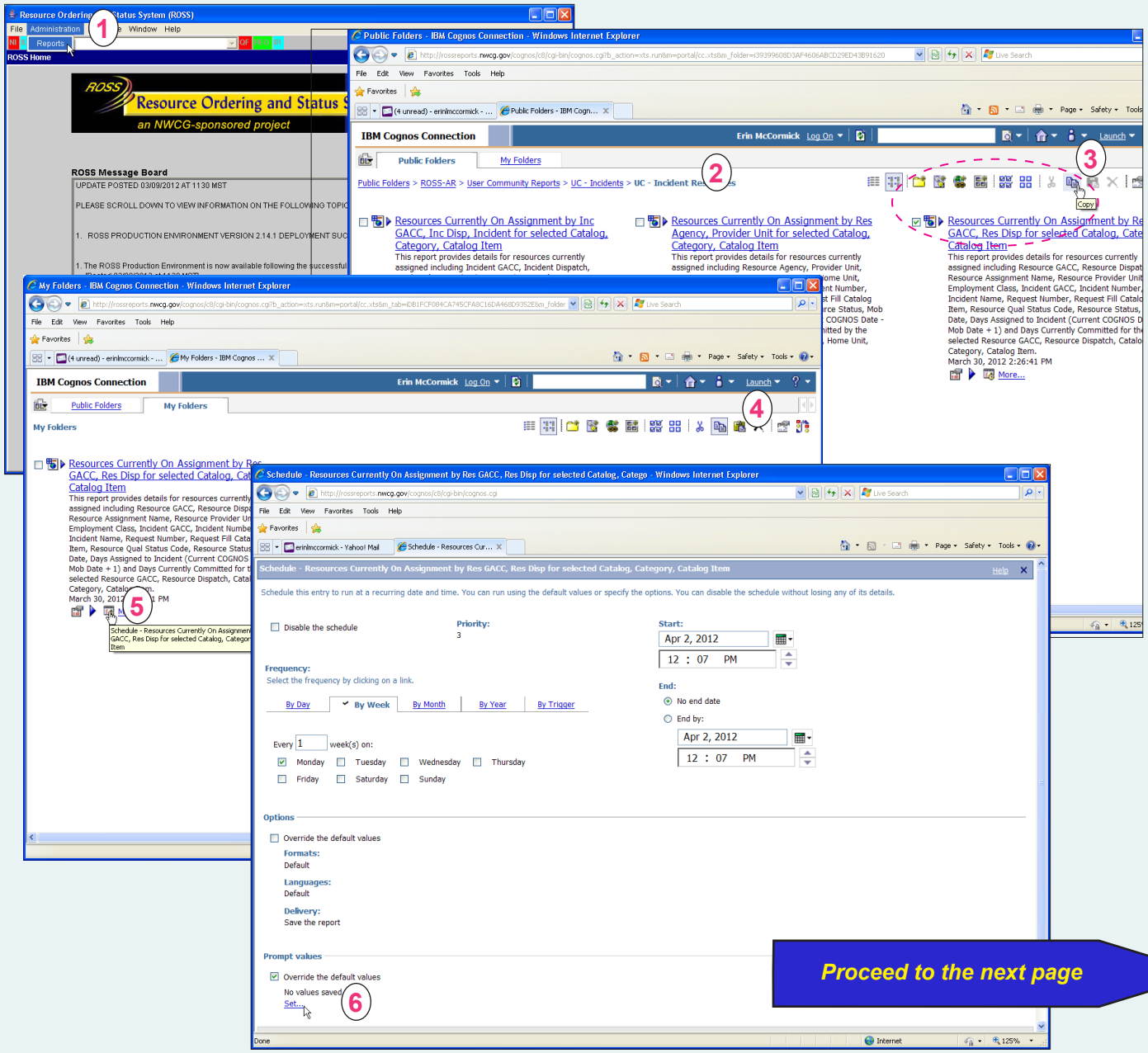
2 On the **Public Folders** in Cognos, click to open the **User Community Reports** folder, and then click to open the **UC** sub folder(s) of your choice.

3 Click to select the **check box next to the** that corresponds to the **report** of your choice, and then click

4 Click the **My Folders** tab, and then click

5 Click that corresponds to the **report in My Folders** that you want to schedule.

6 On the **Schedule** screen under **Prompt values**, click the **Override the default values** check box, and then click the **Set** link.



Proceed to the next page

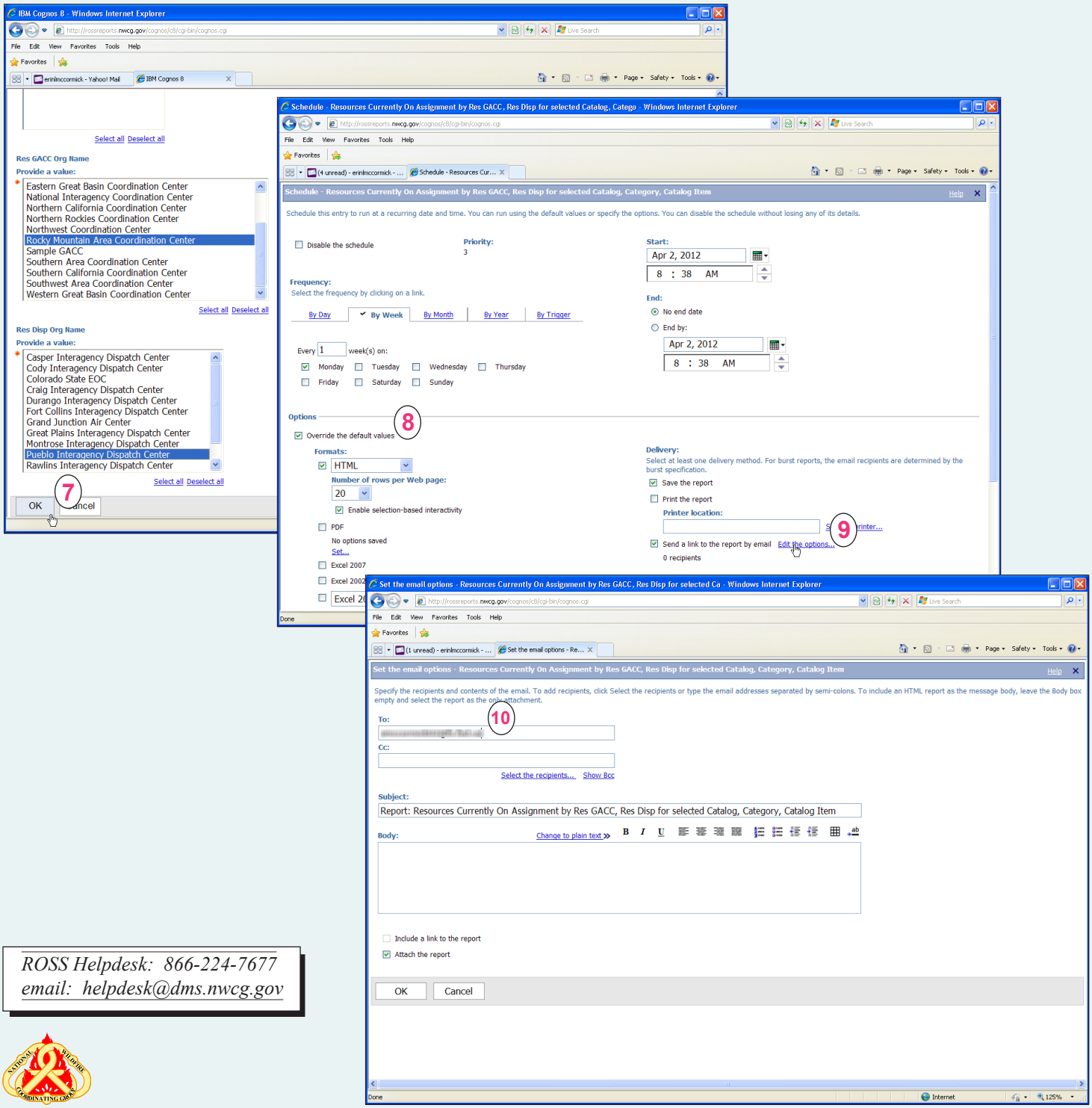
To schedule a User Community report that exists as a Report View - *continued*

7 On the **Prompt** screen, complete the **filter criteria** screen that displays for the report, and then click OK

8 On the **Schedule** screen under **Options**, click to select the **Override the default values** check box, complete any additional **Formats** information as appropriate.

9 Under **Delivery**, click to select the **Send a link to the report by email** check box, and then click the **Edit the options** link.

10 On the **Set the email options** screen, type the **Email Address** of your choice in the **To** text box, and then click OK



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