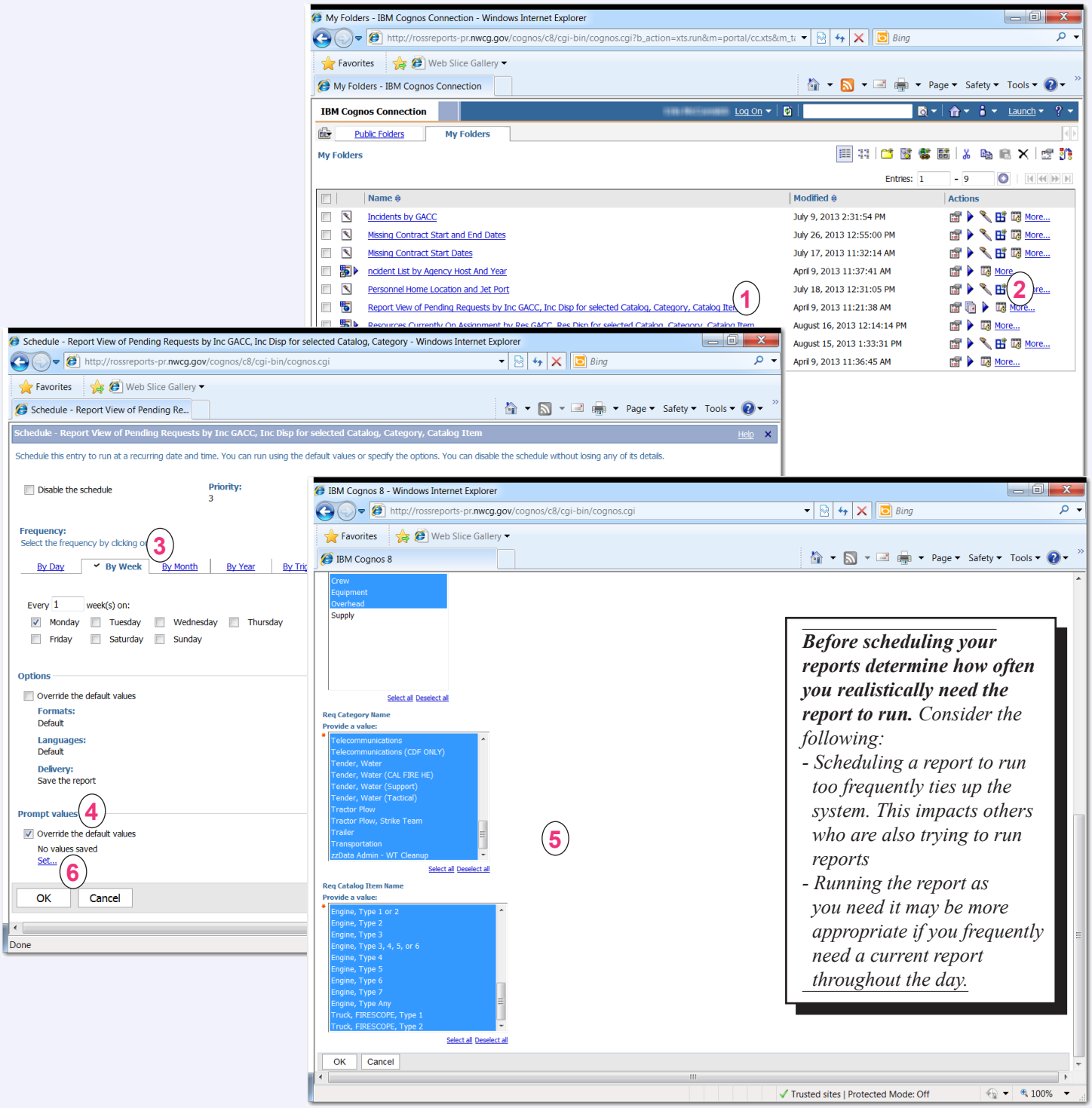
Scheduling User Community Reports

Windows 7

To schedule a single report to run on a regular basis

1. Create a **report view** for the **User Community** report of your choice, and then save it to **My Folders**.
2. Click the **My Folders** tab, and then click that corresponds to the **report** that you want to schedule.
3. On the **Schedule** screen, click to select the **Frequency** tab of your choice.
4. Under **Prompt** values, click to select the **Override default** values check box, and then click **Set**.
5. Complete the **filter criteria** screen that displays for the report, and then click Finish
6. On the **Schedule** screen that displays for the **Frequency** tab you selected, complete any additional information as appropriate, and then click OK



Before scheduling your reports determine how often you realistically need the report to run. *Consider the following:*

- *Scheduling a report to run too frequently ties up the system. This impacts others who are also trying to run reports*
- *Running the report as you need it may be more appropriate if you frequently need a current report throughout the day.*

To create a guide for future reports - an example

This example explains how to create and save a Resource Status by Available Status (Multi-Select) report.

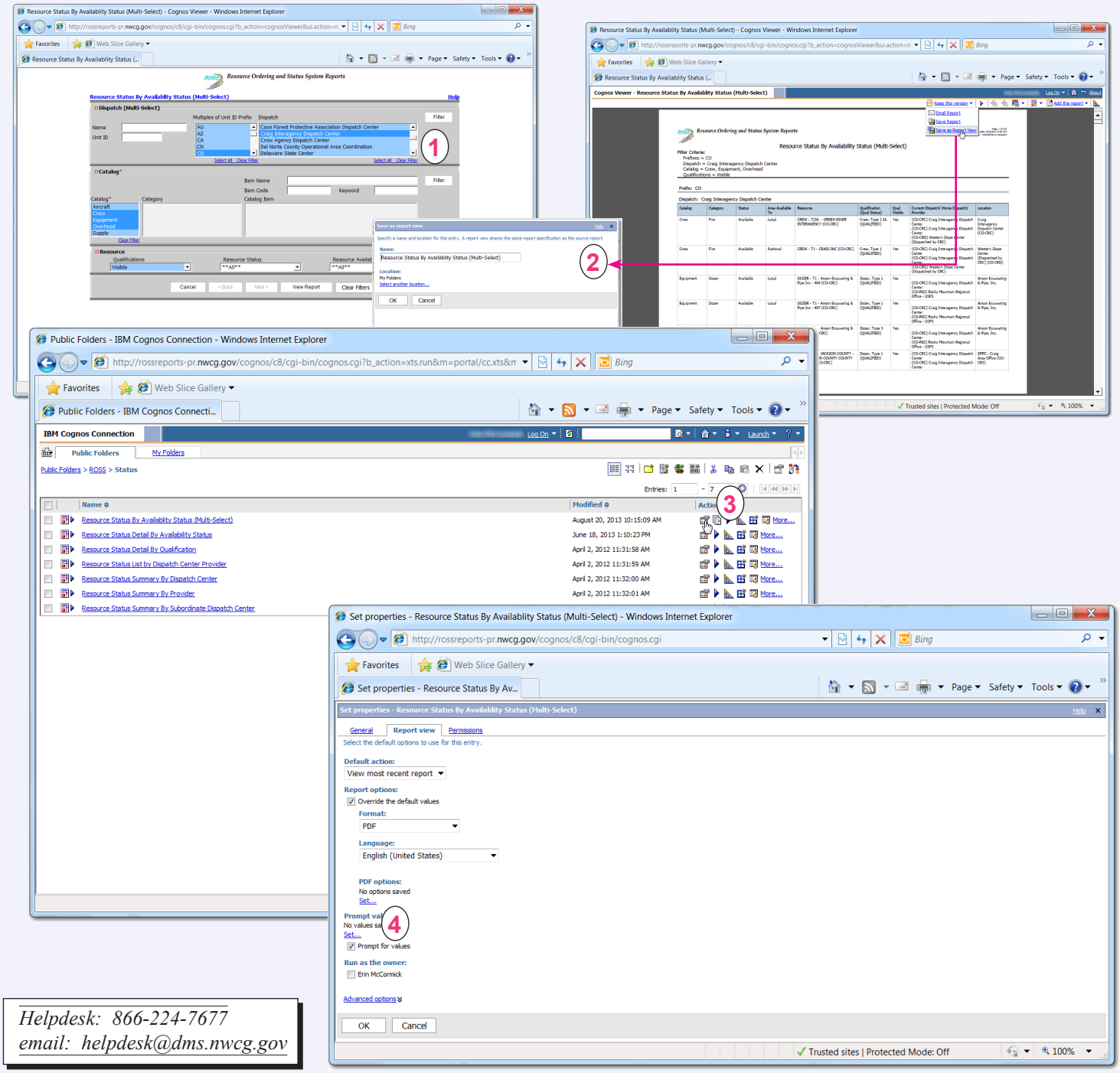
1 Create the **Resource Status by Availability Status (Multi-Select)** report using the filter criteria of your choice, and then click View Report

2 Under **Keep this version**, click **Save as Report View**, click **Select My Folders**, type the **Name**, and then click OK

3 Click click the **My Folders** tab, and then click that corresponds to the **report** of your choice.

4 On the **Set properties** screen, click the **Report view** tab, and then click **Set** under **Prompt values**.

Proceed to next page



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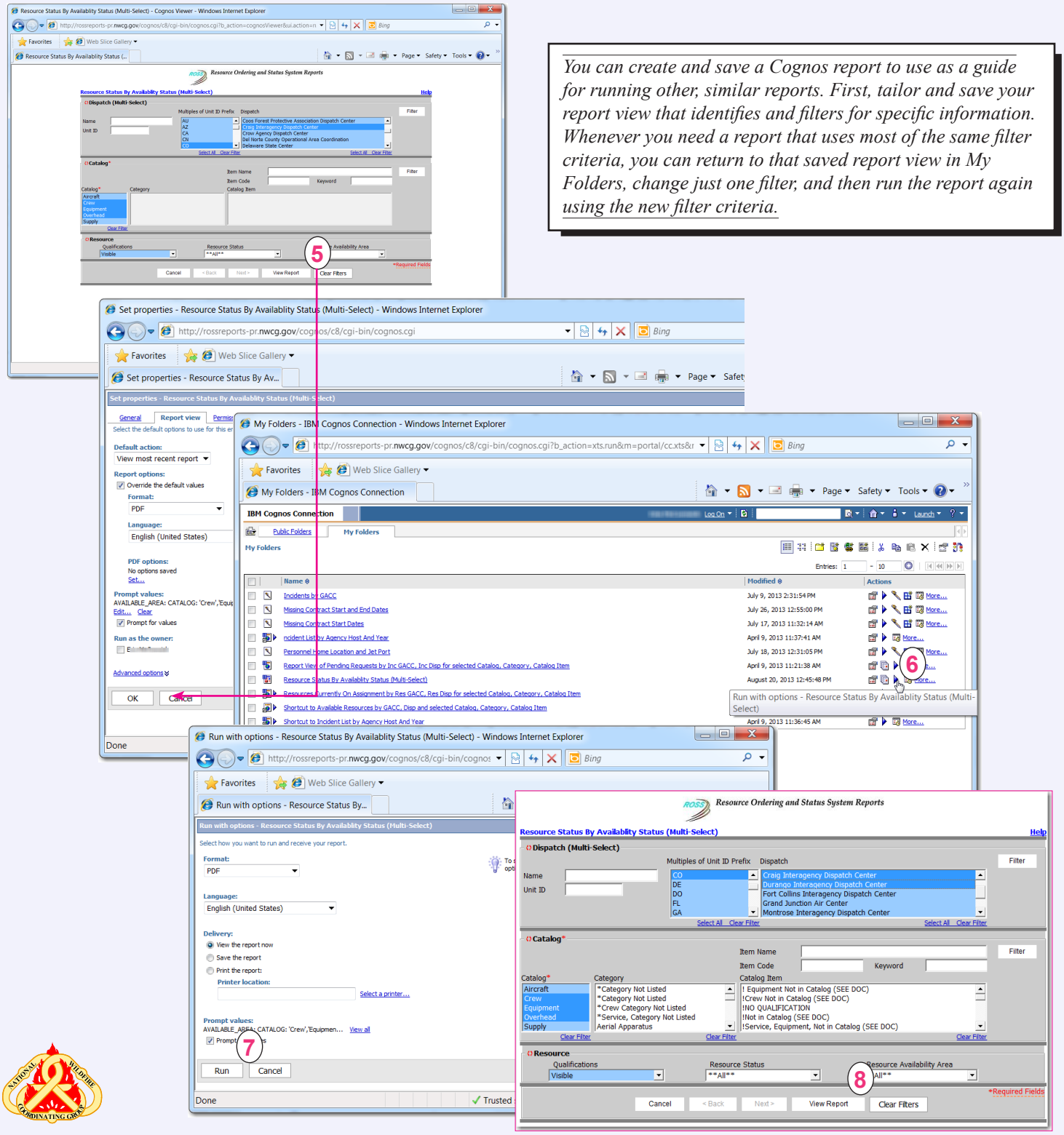
To create a guide for future reports - *continued*

5 Complete the **filter criteria** to match your saved report view, click View Report and then click OK

6 On the **My Folders** tab, click ▶ that corresponds to the saved **report** of your choice.

7 On the **Run with options** screen, click Run

8 Change one or more filter criteria as appropriate, and then click View Report

You can create and save a Cognos report to use as a guide for running other, similar reports. First, tailor and save your report view that identifies and filters for specific information. Whenever you need a report that uses most of the same filter criteria, you can return to that saved report view in My Folders, change just one filter, and then run the report again using the new filter criteria.