



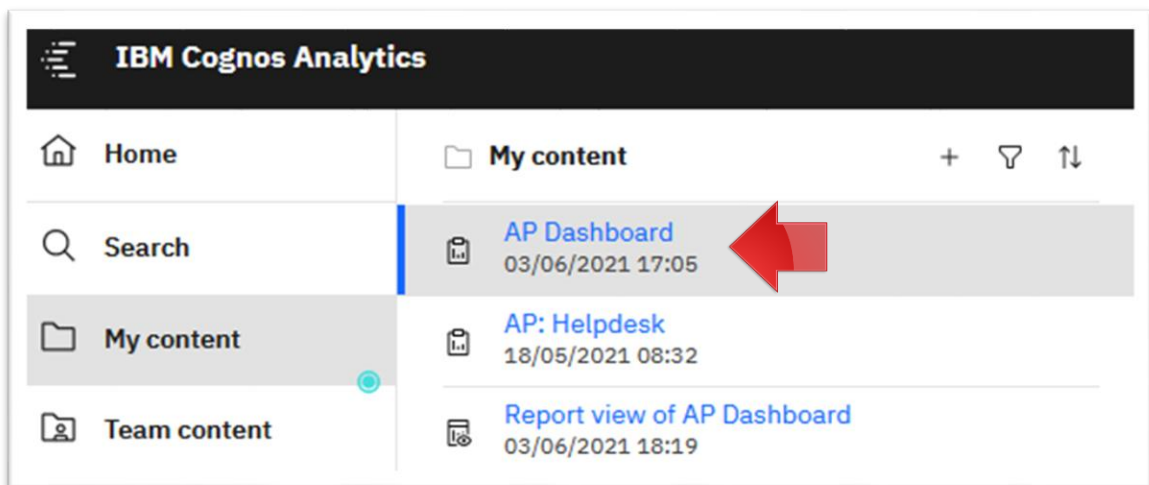
Scheduling a report

1. Copy the report to be scheduled.

Before setting up a schedule, the report must be **copied** to My content.

2. Navigate to the report to be scheduled.

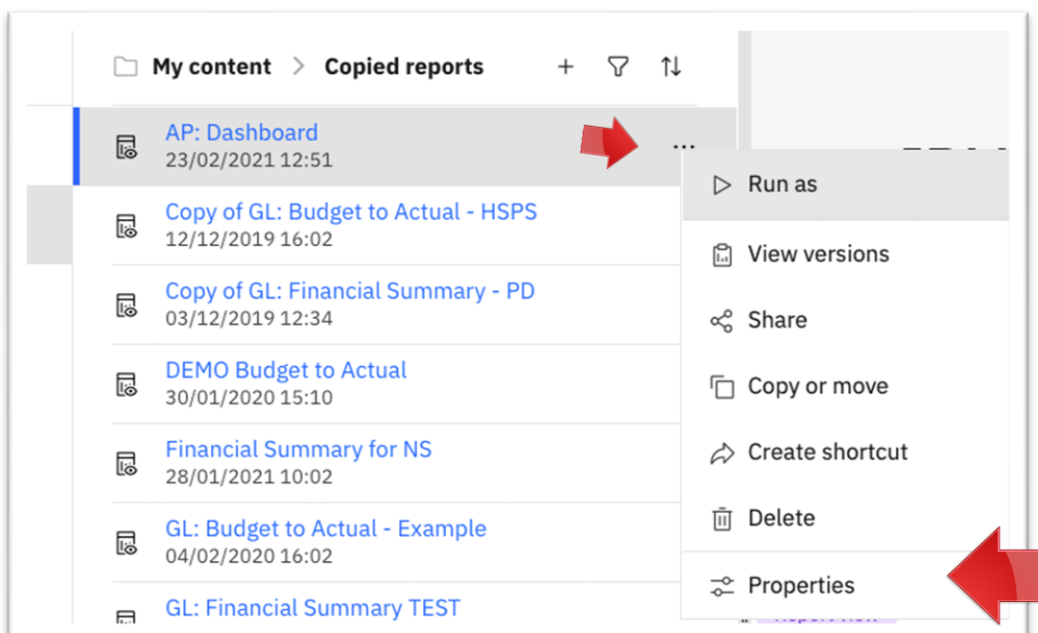
Log on to Cognos Analytics and navigate to the copied report location; in this example the *AP: Dashboard*.



3. Create the schedule

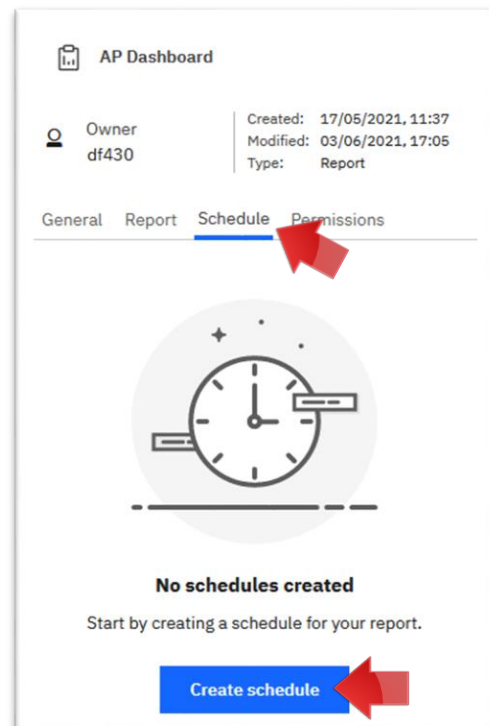
Select the ellipsis ... next to the report name to reveal the context menu.

From this menu select **Properties**.





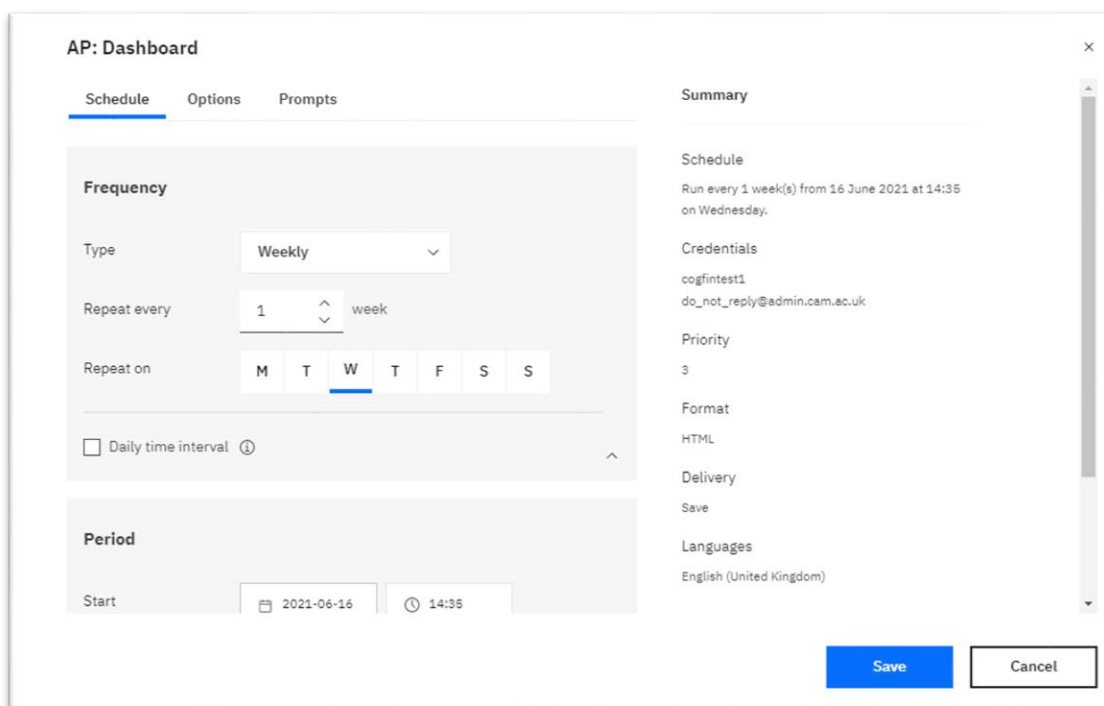
Select the **Schedule** tab,
then select **Create schedule**.



The Schedule tab

Frequency Specify how often you want the report to run (i.e., weekly, daily or monthly), and on which day.

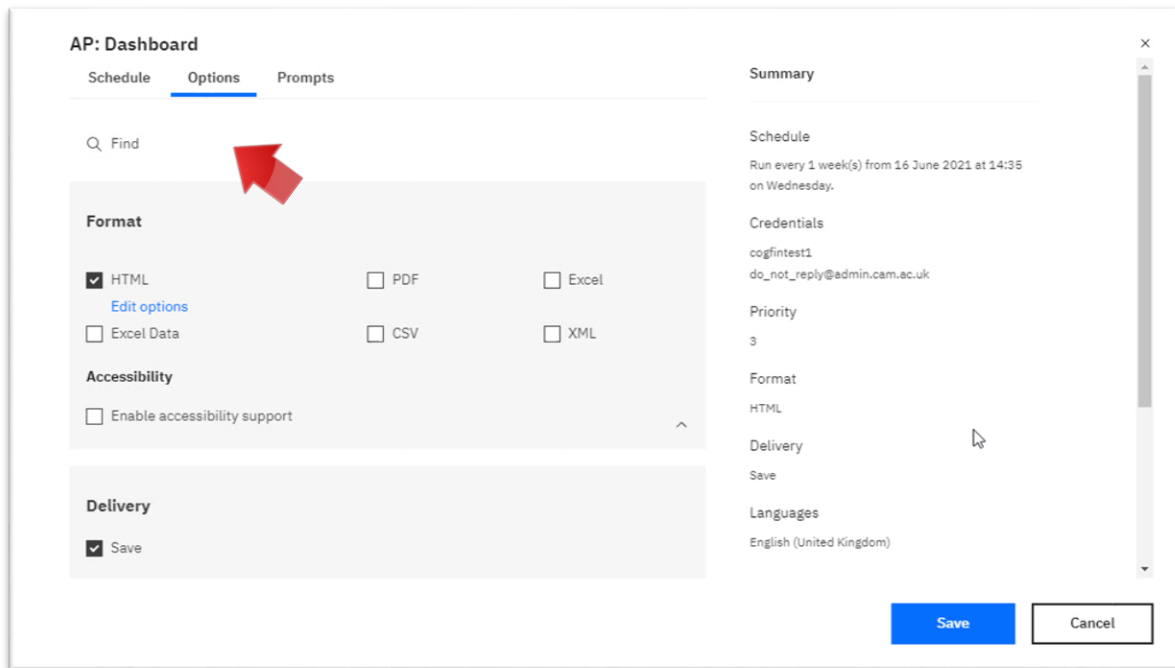
Period Provide a start and end date for your schedule or select **No end date** if not required.





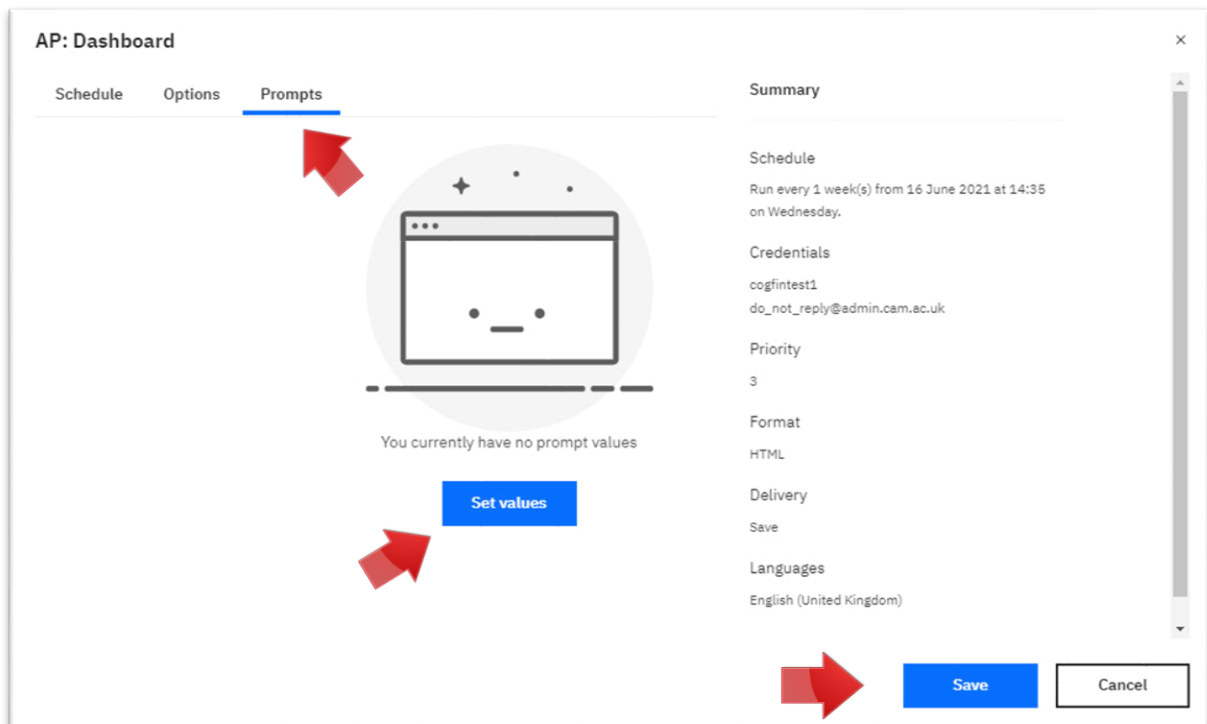
The Options tab

Allows users to set the report output format i.e., HTML, PDF, Excel and a **Delivery** method.



The Prompts tab

Allows users to set the default prompt values (report selection parameters) required to run the report.



4. Save the schedule

When all the required settings have been applied, select **Save** to save the schedule.