

Scheduling Reports

Oracle allows you to schedule a report to run periodically or on specific days e.g. every Monday, or on the first and the fifteenth of each month.

1. After entering the parameters for a report, click on the **Schedule** button and select "On Specific Days".

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2. **Start Date/time**: Confirm and update as needed. If known, enter an End date, or leave blank. However.....

.....if you leave the University and/or your CUFS account is to be disabled, please remember to **Cancel** your scheduled reports, otherwise they will continue to run indefinitely

- a) For a specified date every month: Click in the calendar on the days that you would like this report to begin.
- b) For specified days of every week: Alternatively, click on the days of the week that you would like this report to run.
- 3. Check the box marked "*Increment date parameters each run*" to update the information each time the report is submitted.

Caution: This will only work for reports where the date in the parameters is in the form DD-MON-YYYY. It will not work for reports where the date is that for a period i.e. in GL where you may enter JUL-14.

- 4. Click **OK** (if you did not enter an end date, the system will provide a note *click* Yes)
- 5. Press the **Submit Requests** button. A new request will continue to be submitted at the set scheduled time(s).