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”.

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).