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).

Putting a schedule on hold

1. Find the request by selecting **Requests** then **View**, to find the scheduled reports, choose the My Requests in Progress option
2. Ensure the correct request is selected and press the **Hold Request** button
3. The status will change to **On Hold** and the box will turn yellow
4. To reactivate the schedule, select the report and press **Remove Hold** button

Editing a schedule

1. Find the request by selecting **Requests** then **View**, to find the scheduled reports, choose the My Requests in Progress option
2. Ensure the correct request is selected and select **View Details** to see the details of the schedule
3. Select **Schedule** to edit the frequency or add an end date (this date could be removed later if the schedule is required again)
4. Select **OK**
5. Select **Update** to save the changes

Cancelling a schedule

1. Find the request by selecting **Requests** then **View**, to find the scheduled reports, choose the My Requests in Progress option
2. Ensure the correct request is selected and press **Cancel Request**, a confirmation message will appear
3. Select **Yes** to confirm the cancellation