



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”.

Submit Request

Run this Request...

Copy...

Name: Account Analysis - Transaction Detail 1 (UFS)

Operating Unit:

Parameters: AG:JAN-14:MAR-14:Cost Centre:AGTA:AGTA::GBP

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Schedule

Apply a Saved Schedule...

Run the Job...

☐ As Soon as Possible

☐ Once

☐ Periodically

☒ On Specific Days

☐ Advanced

Start At: 24-MAR-2014 12:27:55

End At:

Dates of Every Month:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Last Day			

Days of Every Week:

S	M	T	W	T	F	S
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☒ Save this schedule

☐ Increment date parameters each run

Help OK Cancel

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