


Scheduling Cognos Reports to Email

Created 7/16/09

A Cognos patch implemented on Monday (July 13th) has caused a change in the way we have to schedule Cognos reports to send via email. Please see the following instructions.

1. Choose Run with Options 
2. Click on advanced options link



To specify a time to run the report, or for additional formats, languages, or delivery options, use [advanced options](#).

3. Click run in the background (Now)
4. Change Format option to desired Option (Excel, PDF, HTML, CSV, etc.)
5. Select Delivery Option of Send the report and link to the report by email (leave the Save the report as a report view checked)
6. **Both "Save the report" checkbox and "Send the report and a link by email" checkbox must be checked!!**

Delivery:

Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

Save the report as a report view [Edit the options...](#)

... > Report View of Record Copy

Print the report

Printer location:

[Select a printer...](#)

Send the report and a link to the report by email [Edit the options...](#)

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7. Leave Prompt for values checked
8. Click Run

Prompt values

No values saved

Prompt for values

Run

Cancel

The following is an example of the Advanced Options screen after selecting the appropriate values.

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

Time and mode:

View the report now

Run in the background:

Now

Later:

Jul 16, 2009

10 : 46 AM

Options

Formats:

HTML

Number of rows per Web page: 20

Enable selection-based interactivity

PDF

No options saved

[Set...](#)

Excel 2007

Excel 2002

Excel 2000 Single Sheet

Delimited text (CSV)

XML

Delivery:

Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

Save the report

Print the report

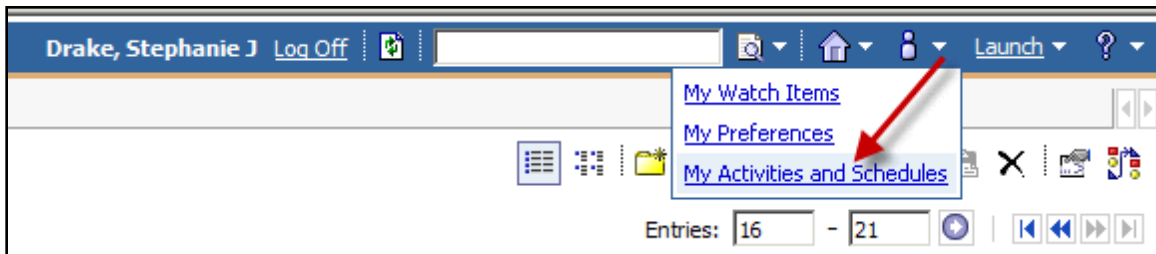
Printer location: [Select a printer...](#)

Send the report and a link to the report by email [Edit the options...](#)

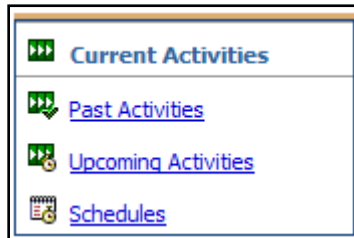
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You can see if your scheduled activities have successfully completed or not through the Cognos tool. If you have a report that you have not received via email that you believe should have completed and sent, follow these steps to view your activities.

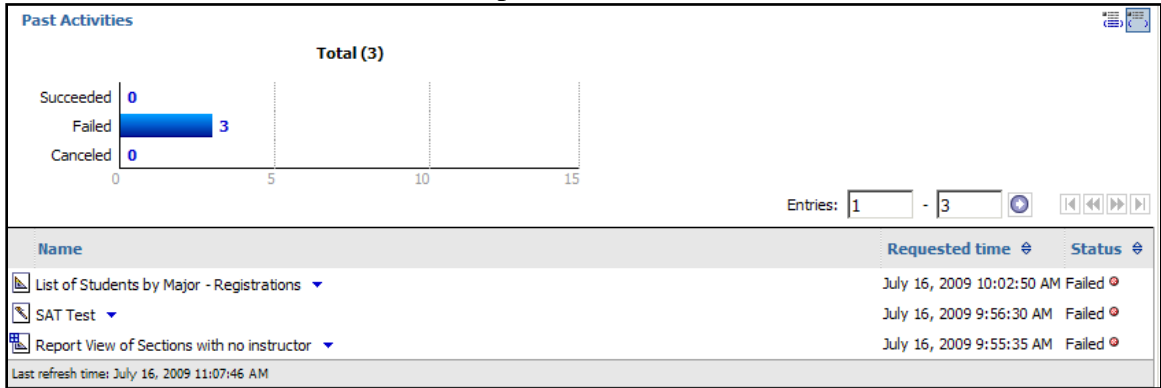
1. Go to Cognos Connection Page
2. Click on My Activities and Schedules (person icon)



3. Default will show Current Activities
4. If Current Activities is blank, check Past Activities

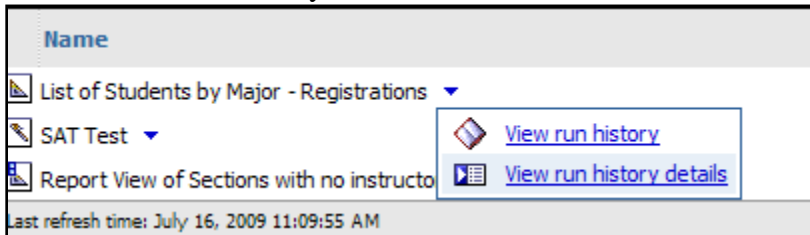


5. Review Status to see if Failed or Completed



6. Click on Blue Arrow beside Report Name

7. Choose View run history details



8. Review Error Message

Severity: (All)	
Time	Message
July 16, 2009 10:02:50 AM	RSV-DST-0004 You must save the report output before you can mail a report link.

In the above example, I did not have the SAVE checkbox checked in addition to the SEND checkbox when I tried to run and email the report.

Questions, Comments or Feedback?

As always, please direct any questions, comments or feedback you may have to the **Cognos Student Reporting Team** at OnePurdueCognosStudent@exchange.purdue.edu. We are here to help.