

Transferring ownership of a *schedule* requires different steps than simply transferring ownership of a report. Before you navigate through the steps below, compile the location(s) of the schedule(s) you need to transfer ownership. Then, follow the steps below.

1. Within Cognos, navigate to the scheduled report, select the **ellipsis**, choose **Properties**, and select the **Schedule** tab.

b	Team content > Boiler Insight > Shared Content (Temporary)	Report view of St Content Metadata
1		Owner Created: 2/27/2019 12:12 PM Modified: 2/27/2019 12:13 PM Type: Benott View
-		General Report Schedule
		Weekly - Every Wed at 12:12 PM
1		
G	Report view of Standard Content Metadata 2/27/2019 12:13 PM	
1.00	Trapent	

2. Select the Edit to open the schedule panel.



3. At the <u>bottom</u> of the new **Schedule** tab, open the **Advanced** section and select **Use My Credentials** and **Save**.





- 4. The next time the schedule runs, it will use your career account credential to execute.
- Review the Delivery section on the Options tab. If the Send report by email is checked, select the Edit details to view and modify the email address(es) as needed.

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Delivery	33
 Save Save report 	22
Save report as an external file	
Send report by email 1 recipient	Edit details
Send report to mobile device	

6. Taking ownership of the actual report (not just the schedule) is a separate step. This can be done by clicking on the ellipsis to the right of the report's name and then selecting the "Take ownership" option.

