

Setting up Subscriptions and Schedules in Cognos

1. Definitions

Subscription

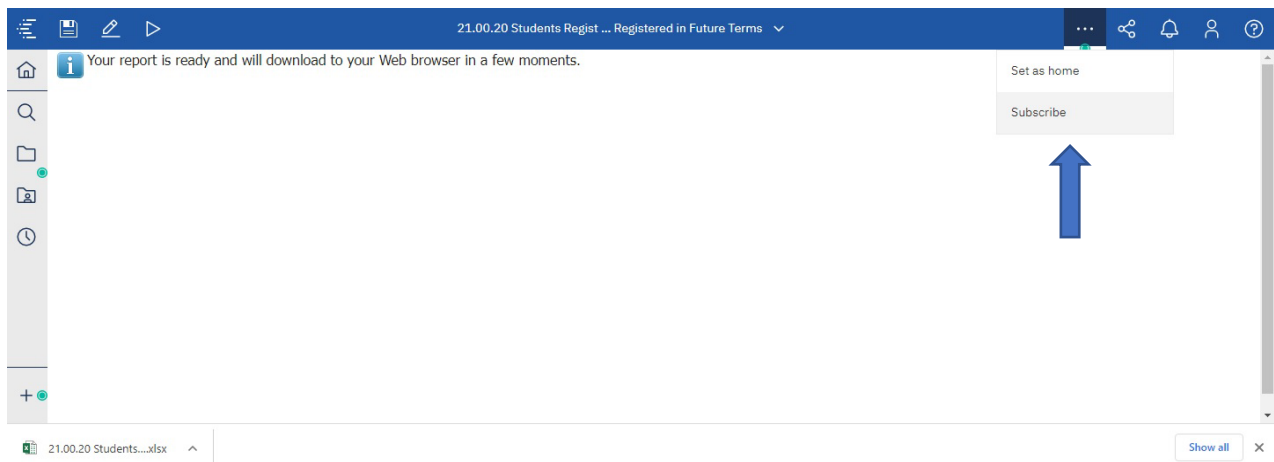
Process that allows user to schedule a report in Team Content. The subscription can be saved or emailed to the user (cannot handle multiple emails).

Schedule

Process that allows user to schedule a report in My Content. The scheduled report can be emailed to multiple people or saved.

2. Creating a Subscription

- Select the report, click on it to run, on prompt page select all prompts, select Finish to run it
- While running (or when done) click on 3 dots top right and select Subscribe
- *Example shown is 21.00.20 Students Registered in Prior Terms Not Registered in Future Terms.*



...

Share

Notifications

User

Help

Subscribe

When do you want to receive this report?

Repeat on

M	T	W	T	F	S	S
---	---	---	---	---	---	---

Time

9:55 AM

Format

HTML

Delivery

Save

Prompts

13 schedule prompt values

Create

Cancel

Select the days and time you want to schedule the report

Select the format of the report

Click on the Delivery option to change it to Email (See next form)

< Back

Delivery

Send report by email ☒

Attach the report ☒

Include a link to the report ☐

Print report ☐

Save to cloud ☐

Save report ☐

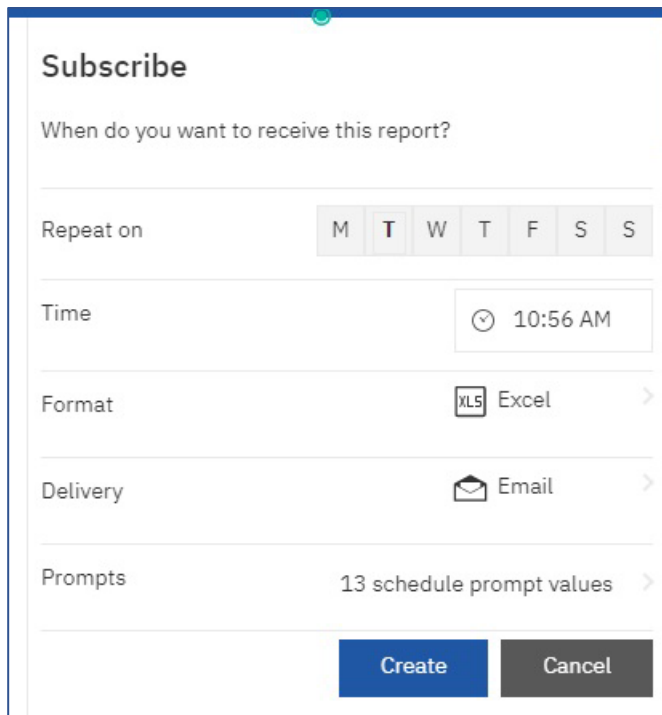
Done

CLICK ON: 'Send report by email' and 'Attach the report'

CLICK OFF: 'Include a link to the report'

Can keep 'Save report' if you want versions saved in 'My content'

Select 'Done' to return to Subscribe menu



Your final results should look something like this (prompts will vary depending on report).

Click Create and Subscription has been created and will run according to the schedule you set.

When the subscription runs, you will get a notification (see bell icon on top blue bar)

Ways you can view your results:

- 'Notifications' (the bell icon on top blue bar)
 - Click on the notification and the report link will be available
- Find your report (will have 'My' at beginning of title) in My Content/Subscriptions
 - Click on report to open most recent version
 - Click on More/View Versions – select version you want to view
 - You can save multiple versions of the report by selecting More/Properties/Report/Advanced: Report output versions - type the number of versions you want to save (over the number 1)
- Go to your Personal Menu (head icon on top blue bar)/My Schedules and Subscriptions (this is where all schedules and subscriptions are listed)
 - Find the report/Select More/View Versions

Ways you can modify your subscription:

- My Content/Subscriptions/report name – Click on More/Properties/Schedule and then Edit
- Personal Menu/My Schedules and Subscriptions/report name – Click on More/Modify this subscription and then Edit

3. Creating a Schedule:

- Find the report you want to schedule, select More (the 3 dots to the right of title), select Create Report View.
- Save the Report view in My Content (the folder with no head).
- You can rename the report or keep the default name of 'Report view of'.
- *Example based on report 21.00.30 Students Who Changed Their Program of Study*

The screenshot displays the IBM Cognos Analytics user interface. On the left, a navigation pane shows 'Home', 'Search', 'My content', 'Team content' (selected), and 'Recent'. The main area shows the 'Team content' folder expanded, displaying a list of reports under the heading '21.00 Retention'. The report '21.00.30 Students Who Changed Their Program of Study' is highlighted. A context menu is open for this report, showing options: 'Run as', 'Edit report', 'Create report view' (highlighted with a blue arrow), 'View versions', 'Share', 'Copy', 'Create shortcut', and 'Properties'. The right side of the interface shows a preview of the report content, including a table with dates like '3/22/2022'.

The screenshot shows the IBM Cognos Analytics interface. On the left is a navigation pane with 'Home', 'Search', 'My content' (highlighted with a blue arrow), 'Team content', and 'Recent'. The main area displays a list of content items under the 'My content' header. The item 'Report view of 21.00.30 Students Who Changed Their Program of Study' is selected. A context menu is open to its right, showing options: 'Run as', 'View versions', 'Share', 'Copy or move', 'Create shortcut', 'Delete', and 'Properties' (highlighted with a blue arrow).

My content	
Subscriptions	3/22/2022 11:03 AM
70.00.20 Student Degree Detail by Term	3/22/2022 8:22 AM
70.00.26 Student Degree Detail by Term and Cohort	7/16/2019 10:22 AM
Report View of 20.00.10 Registered Student Headcounts - Majors	1/12/2021 12:02 PM
Report View of 20.00.20 Registered Student Detail	2/16/2016 10:05 AM
Report view of 20.00.21 Registered Student Detail All Majors	2/25/2020 2:39 PM
Report View of 20.00.25 Registered Student Detail by Campus	2/26/2016 8:58 AM
Report View of 20.05.20 Daily Registration by Program	2/16/2016 10:19 AM
Report View of 20.20.10 Course Registration Summary	7/13/2016 10:44 AM
Report view of 21.00.30 Students Who Changed Their Program of Study	3/22/2022 11:43 AM
Report view of 51.10.13.15 CHEM1100 ... and Math ALK Placement Score	3/22/2022 9:10 AM
Shortcut to 20.00.25 Registered Student Detail by Campus	2/16/2016 10:03 AM
Shortcut to 20.20.15 General Education Course Registration	7/13/2016 10:43 AM
test job	5/28/2019 9:16 AM

The screenshot shows the properties dialog for the report view. It includes fields for Owner (Testuser Cognos), Created (3/22/2022, 11:43 AM), Modified (3/22/2022, 11:43 AM), and Type (Report View). Below these are tabs for General, Report, Schedule, and Permissions. The 'Schedule' tab is selected and highlighted with a blue arrow. The description reads: 'Find students whose major/department/college changed between the 2 terms selected.' At the bottom, there is an 'Advanced' section with a dropdown arrow.

Report view of 21.0 ... Program of Study

Owner: Testuser Cognos | Created: 3/22/2022, 11:43 AM | Modified: 3/22/2022, 11:43 AM | Type: Report View


General | Report | **Schedule** | Permissions


Description: Find students whose major/department/college changed between the 2 terms selected.

Advanced

Find the new Report view in My content, select More (the 3 dots to the right of title), and select Properties.


Select 'Schedule'

 **Report view of 21.0 ... Program of Study**

 **Owner**
Testuser Cognos

Created: 3/22/2022, 11:43 AM
Modified: 3/22/2022, 11:43 AM
Type: Report View

General Report **Schedule** Permissions



No schedules created

Start by creating a schedule for your report.

Create schedule

Select 'Create schedule'

Set up Frequency and Period
Then select Options

Report view of 21.00.30 Students Who Changed Their Program of Study

Schedule Options Prompts

Frequency

Type: Weekly

Repeat every: 1 week

Repeat on: M T W T F S S

☐ Daily time interval ⓘ

Period

Start: 2022-03-22 11:55 AM

☒ No end date

Advanced

Summary

Schedule
Run every 1 week(s) from March 22, 2022 at 11:55 AM on Tuesday.

Credentials
Testuser Cognos

Priority
3

Format
Excel

Delivery
Save

Languages
English (United States)

[Reset default options](#)

Save **Cancel**

Options:

Format
☐ HTML ☐ PDF ☒ Excel
☐ Excel Data ☐ CSV ☐ XML
Accessibility
☐ Enable accessibility support ^

Delivery
☒ Save
 ☒ Save report
☐ Save report as an external file
☐ Send report by email
☐ Send report to mobile device
☐ Print ^

Change the format if you wish.

Select Delivery Options

You can save the report since you are in My Folders and it is a Report View.

You can also send report by email to multiple addresses.

If you select Email then you must go into 'Edit details' and add the email addresses and click on 'Attach report output' so the report is included in the email. If you attach the report you don't need the Include Link option.

After you have finished the email options, select Prompts. And Click on 'Set Values'. This will bring up the prompt page for your report. Select all prompts and 'Finish'. This will bring you back to your Schedule page with a summary of the prompts you selected.

Report view of 21.00.30 Students Who Changed Their Program of Study

ScheduleOptionsPrompts

< Send report by email

To

Testuser Cognos X

CcBccDirectory

Subject

A new version of Report view of 21.00.30 Students Who Changed Their Program of Study

Message

XCopyPasteUndoRedoBoldItalicLinkImageTableListOmegaFullscreen

Summary

Schedule

Run every 1 week(s) from April 8, 2022 at 10:17 AM on Tuesday, Friday.

Credentials

Testuser Cognos

Priority

3

Format

Excel

Delivery

Save, Email

Languages

English (United States)

Reset default options

Save

Cancel

Summary

Schedule
Run every 1 week(s) from April 8, 2022 at 10:17 AM
on Tuesday, Friday.

Credentials
Testuser Cognos

Priority
3

Format
Excel

Delivery
Save, Email

Languages
English (United States)

Number of prompts
7

[↻ Reset default options](#)

Save **Cancel**

Review the Summary side panel to make sure all your selections are listed

Click on 'Save' when all done.

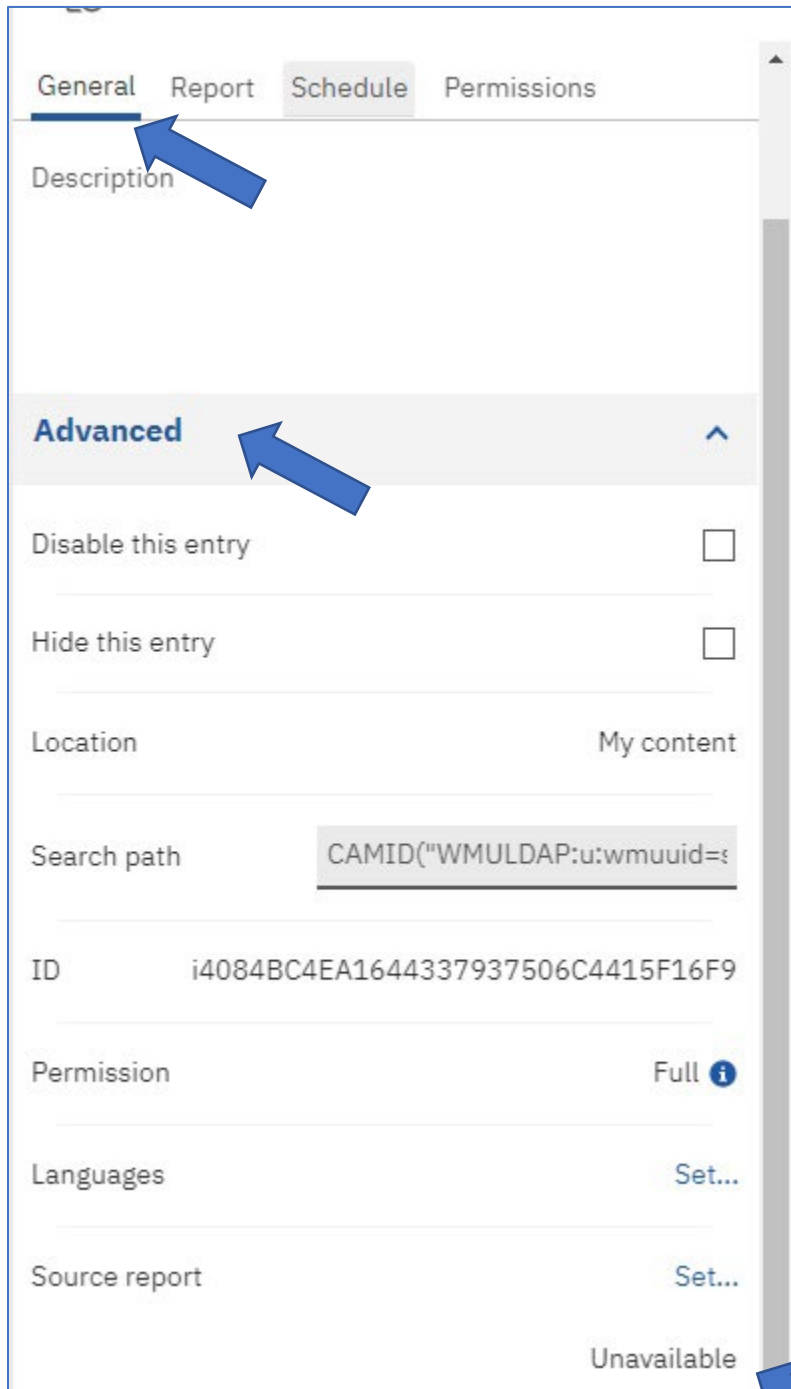
You can save multiple versions of the report by selecting More/Properties/Report/Advanced: Report output versions - type the number of versions you want to save (over the number 1)

To view the schedule or make changes to it:

- My Content/ report name – Click on More/Properties/Schedule and then Edit
- Personal Menu/My Schedules and Subscriptions/report name – Click on More/Modify this schedule and then Edit

4. Reconnecting Report

If your schedule or subscription does not run as planned, first check to make sure the report is still connected to the linked report. There may be times when your Report View or Subscription report loses its connection to the original report. When that happens, the schedule may not run or when you look at the report in 'My content' it is grayed out.



The screenshot shows a web interface for configuring a report. At the top, there are four tabs: 'General', 'Report', 'Schedule', and 'Permissions'. The 'General' tab is selected, indicated by a blue arrow. Below the tabs, there is a 'Description' field. Further down, there is an 'Advanced' section, which is expanded, indicated by a blue arrow. The 'Advanced' section contains several settings: 'Disable this entry' with a checkbox, 'Hide this entry' with a checkbox, 'Location' set to 'My content', 'Search path' set to 'CAMID("WMULDAP:u:wmuid=ξ', 'ID' set to 'i4084BC4EA1644337937506C4415F16F9', 'Permission' set to 'Full' with an information icon, 'Languages' with a 'Set...' button, and 'Source report' with a 'Set...' button. At the bottom of the 'Advanced' section, the text 'Unavailable' is displayed, with a blue arrow pointing to it.

You can reconnect to the original report by:

Select the 3 dots (More)

Select Properties

Select General tab

Click on Advanced

At the bottom is 'Source report'. If it says Unavailable then you need to reset it. Click on 'Set', go to 'Team content' and find the report. Click on the report and the connection will return.