



The list below contains best practices for using the schedule feature. Abiding by these guidelines will assist in keeping the Cognos systems running smoothly for everyone. Please refer to them when considering adding a report to the scheduler.

- **Make a Copy of the Original Report** - This will avoid saved scheduled copies being unknowingly used by others. Schedule departmental reports from the departmental folders. Copies can be saved within your My content, but if the report output is to be shared with others, place the copy in the departmental folder. Use the **Create report view**  feature found with the original report to make the copy. Report View ensures your new scheduled copy will receive any updates made to the original report. Shortcuts are problematic as links are broken if the original report is moved to another folder in Cognos. Using Report View ensures you will not lose your link to the original report.
- **Use My schedules and subscriptions** – This feature is found under the me  icon on the Application bar. It displays user schedules and subscriptions and can be used to research failed report schedules, delete schedules, and to modify the schedule rules.
- **Remove Inactive Schedules and Subscriptions** - Review your Schedules and Subscriptions and delete those no longer needed. This helps prevent unnecessary report runs against the Cognos system.
- **Maintain a Record of Current Schedules** – Create a spreadsheet of scheduled reports. Include when the report is scheduled to run, any date/term prompts and when they need changed, and everyone who receives a copy of the scheduled output. This will also help you maintain proper report output and aid supervisors in the event of employee departure or time away.
- **Cognos Email Notifications** – Users need to be aware when Cognos is unavailable and if it will affect your scheduled report(s). Cognos users can sign up for Cognos Service Alerts at:

[https://lists.purdue.edu/mailman/listinfo/service\\_alerts\\_for\\_cognos](https://lists.purdue.edu/mailman/listinfo/service_alerts_for_cognos)

OR

- Watch for Cognos, ODS, EDW, or Boiler Insight (HR and FI) email notifications from the BICC containing information on system down times.



**Please take time to review email messages and be aware of any scheduler disruptions. Users may need to run the reports manually if Cognos was unavailable during scheduled run times.**