Cognos Scheduler
Policies and Procedures

Below are the policies and procedures for using the schedule component in Cognos. The policies are used to protect the shared environment which affects all report consumers. Abiding by best practices and adhering to policy will preserve the integrity and performance of the Cognos reporting environment for all.

User Process / Schedule	Explanation / Risks	BICC Policy / Actions
Student data reports are NOT to be scheduled or ran between 12:00AM and 5:00AM. **HR and FI data are NOT to be scheduled or ran: Monday-Friday 6:00AM to 7:30AM Saturday 9:00AM to 9:30AM.**	This is to allow the overnight processes within ODS and SAP to complete. Scheduled or manually running reports during those hours will result in no data, incomplete data, or incorrect data which slows down the delivery of data for all users	The BICC will review the schedule quarterly for reports scheduled during data processing times. Users will be notified to change schedule times.
Scheduled reports should NOT be scheduled between 4:00PM and 12:00AM on Saturday nights.	These times are Purdue IT maintenance window times and should be avoided as systems can be down during this time.	The BICC will review the schedule quarterly for reports scheduled during data processing times. Users will be notified to change schedule times.
Keep saved report output to a minimum for business needs.	Move the saved output to another secured location or delete them.	The maximum output copies allowed is dependent on number of copies and/or file size. Deletions will be at the discretion of the technical team and user.
Disable inactive scheduled reports from the scheduler when not being actively used.	Change status to Disabled when schedule is not needed for a short length of time. Like term to term reporting.	The BICC will review the schedules bi-annually and remove expired or failing reports.
Delete reports from the scheduler when no longer needed or past their expired date.	This aids in keeping the maintenance manageable within the Cognos systems.	The BICC will review the schedule quarterly and remove expired or failing reports.
Renew credentials each time your Purdue account password is changed.	Scheduled reports will not run until the credentials are updated.	BICC will review credential issues and send users a warning email.
Departmental report Schedules should be scheduled from departmental folders.	My Content should not contain departmental scheduled report data. My Content is for personal report consumption. The risk is employee changes and losing report data the report was scheduled from My Content.	Objects from My Content will be deleted 30 days after an employee separates from the university

*Disabled or Expired schedules over 1 year old are subject to removal without notification.