
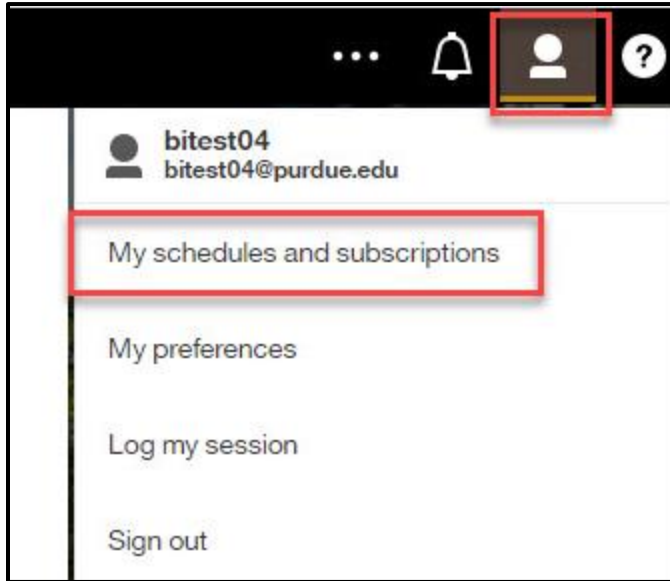
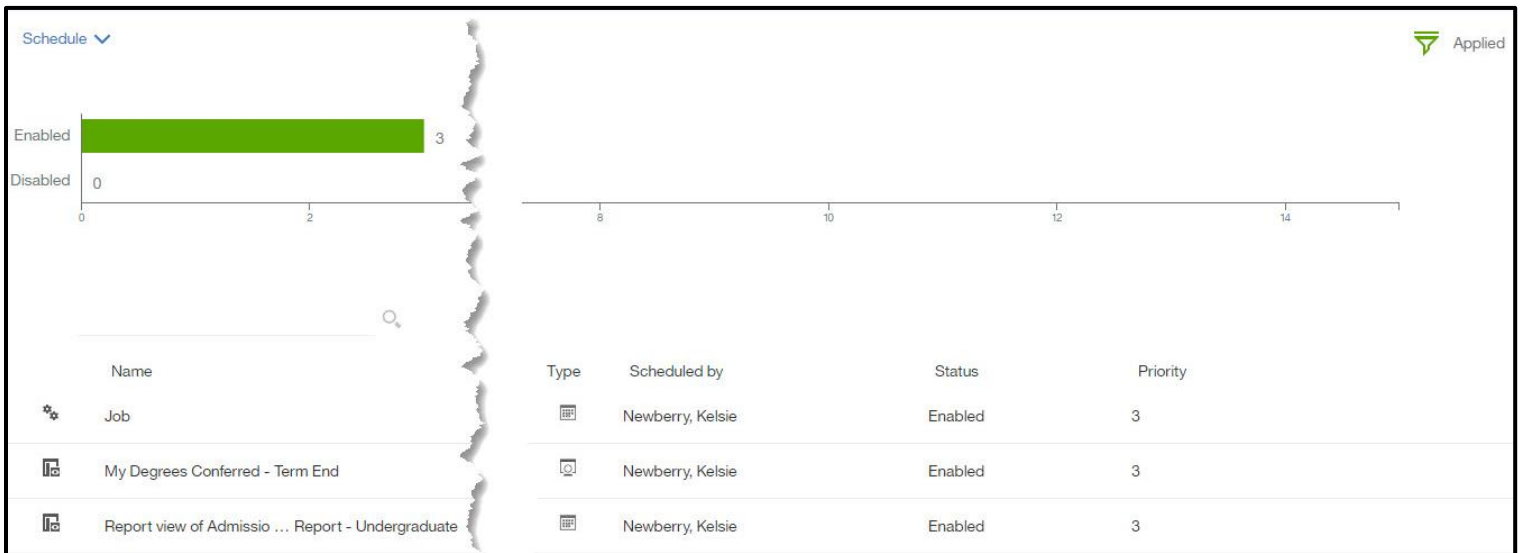


## Viewing your *My schedules and subscriptions*

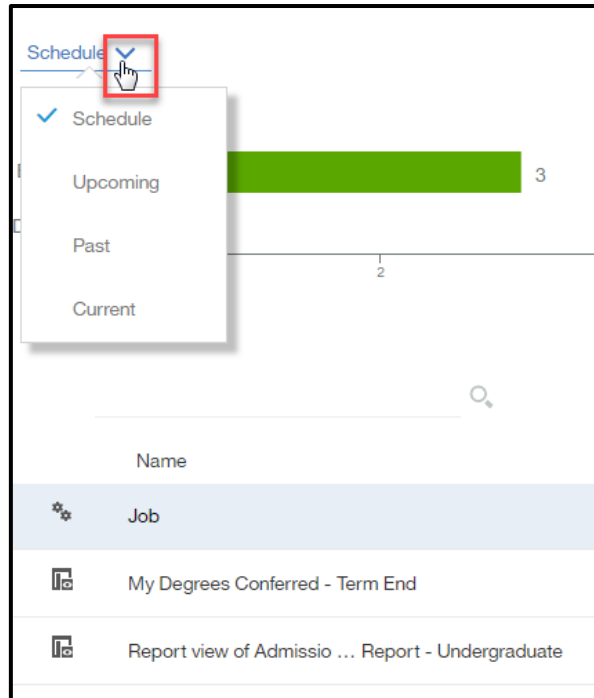
1. On the Application bar, select the me  icon.
2. Click on *My schedules and subscriptions*.



3. Your schedules and subscriptions will be displayed.



4. The default view is set to **Schedule**, but you can choose from the switcher which view you would like to see.



5. To view the properties, modify the schedule/subscription and other options, click on the ellipsis to the right of the schedule/subscription and choose your appropriate choice.

Status	Priority	
Enabled	3	
Enabled	3	
Enabled	3	

6. The options are dependent on if you are looking at a schedule or a subscription and which view (Schedule, Upcoming, Past, or Current) you are using.

# My Schedules & Subscriptions

7. If using the **Schedule** view, you will see:

Schedule	Subscription
<ul style="list-style-type: none"> <li> Run once</li> <li> Properties</li> <li> Modify this schedule</li> <li> View versions</li> <li> Disable this schedule</li> <li> Remove this schedule</li> </ul>	<ul style="list-style-type: none"> <li> Run once</li> <li> Modify this subscription</li> <li> View versions</li> <li> Disable this subscription</li> <li> Remove this subscription</li> </ul>

8. To cancel a scheduled report or a report running in the background, use the **Current** view to *Cancel* the run. Using the *Cancel* feature is helpful in keeping the Cognos server performing at optimal level when a report is not returning as quickly as expected.

