Using Jobs to Schedule Multiple Entries

A job allows a user to set the same schedule for multiple reports, report views, and other jobs. The collection of reports (entries) are categorized into a job and scheduled together sharing the same schedule settings. Therefore, when a scheduled job runs, all the entries in the job run. Users can specify running a job all at once or in sequence.

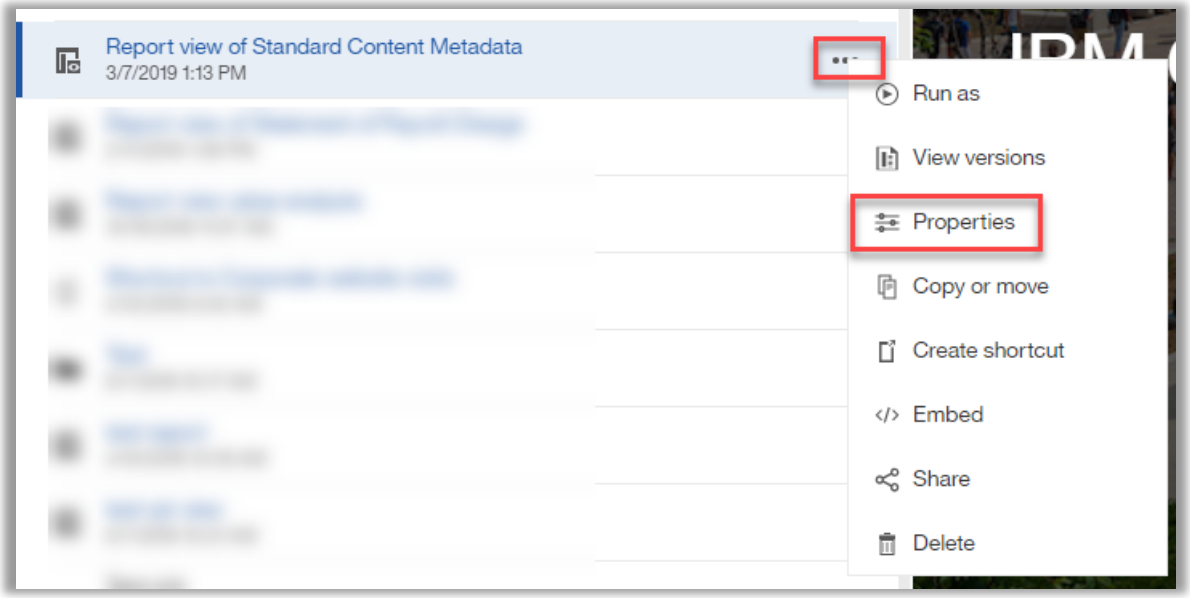
This QRC assumes users know how to **create report views** and **schedule reports**.

1. Launch Cognos.
2. Create report views of the reports you intend to use in the job or move reports to a specific folder if necessary.
    a. It is recommended the prompt values are set in the report view. Setting prompt values in the report view will allow for easier management of the prompt values.
3. NOTE: Disable any schedule(s) currently on the report view(s) you intend to use in the job. If the schedule is not disabled, it will run along with the job schedule.

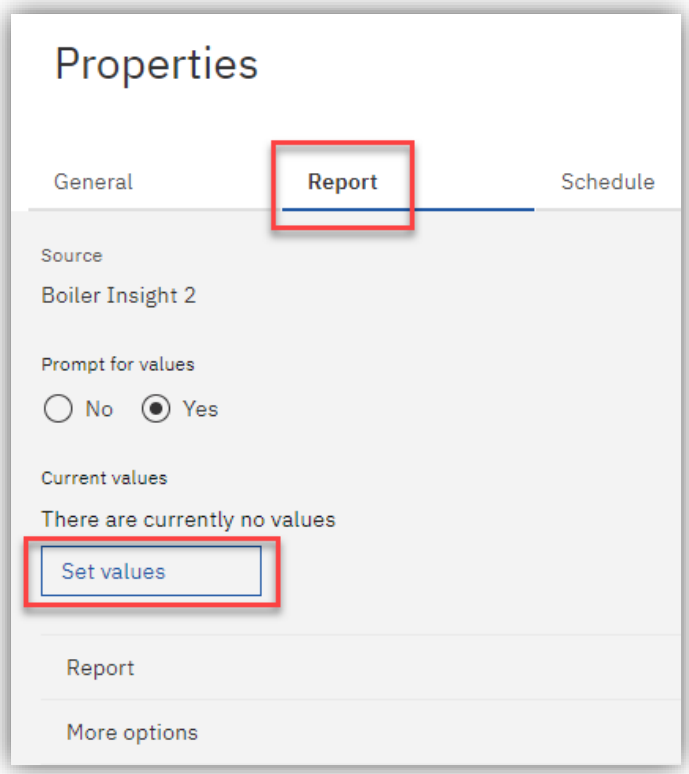
Setting Prompt Values on the Report View

It is recommended the prompt values are set in the report view. Setting prompt values in the report view will allow for easier management of the prompt values.

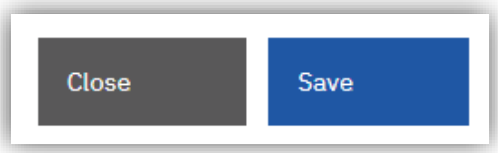
1. Navigate to the folder containing the report view.
2. Select the **ellipsis** to the right of the report view title and then select the **Properties** option.



3. Select the **Report** tab. Then select **Set values**.

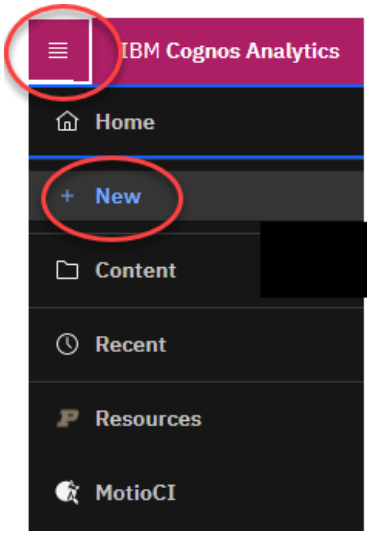


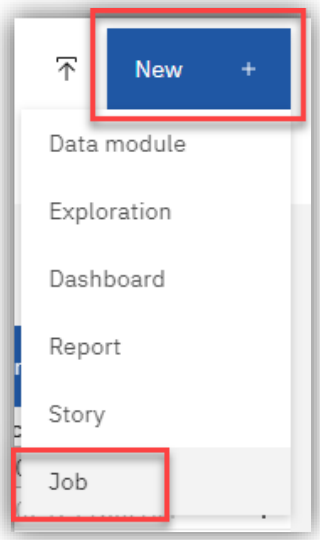
4. Select **Set Values**. NOTE: If the prompts are already set on the report view, you will see the word **Edit Values** instead of **Set**. If this is the case and you don't want to revise your prompt choices, you can skip to the section of this document called **Creating a Job**.
5. The prompt page for the reports should appear. Enter values in the prompts and click **Submit/Finish**. Your prompt values are now saved.
6. Select **Save**



Creating a Job

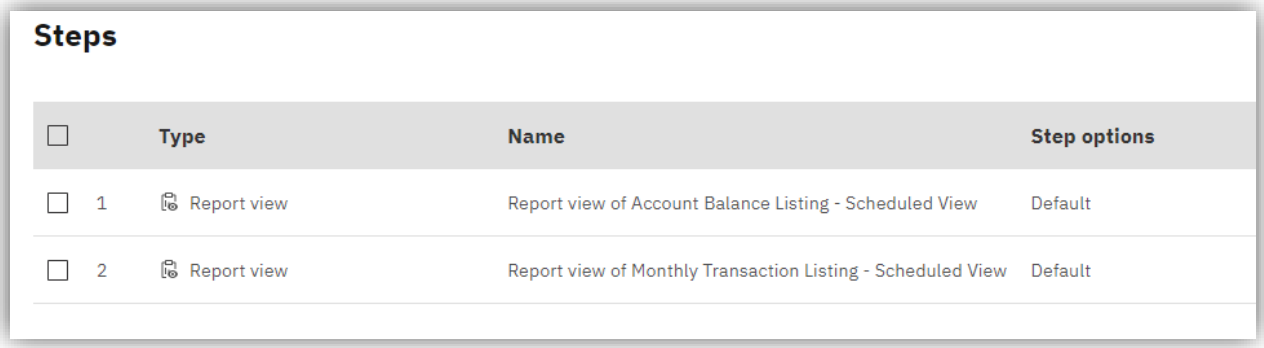
1. To create a job, select the **New+** button and then choose the **Job** choice.



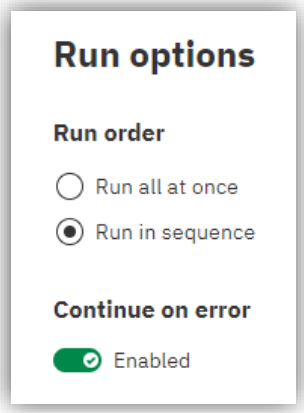


2. Select **+** to add the entries (reports, reports views, etc) to the job.

3. Navigate to the folder(s) holding the reports, report views, etc.
4. Click on the **checkbox** to each entry in the folder that should be part of the job schedule.
5. Click **Add job steps** when all the entries have been selected to the **Selected entries** area. All the selected entries should appear at the top of the page under **Steps:**



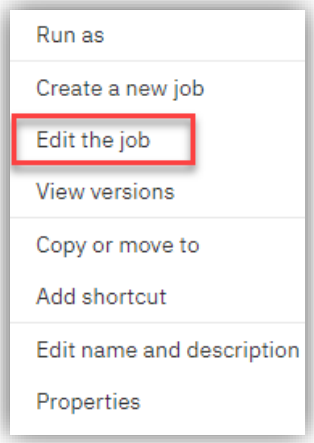
6. In the **Run Options** section, under **Run Order**, select **Run in sequence**.
    a. The **In sequence** selection means the entries are executed in the order they appear in the **Steps** lists.
    NOTE: **In sequence** means when one report finishes running the next report will run. This allows report executions to be staggered so the system resources are not taxed.
    b. Click **Continue on error** under **In sequence** to have the job continue to run even it one entry fails. If this is checked the job will not stop if it runs into an error with a report.



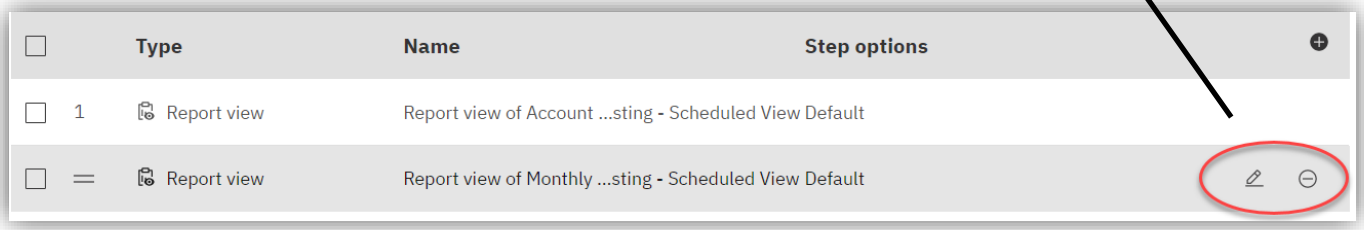
7. If an asterisk is still visible on the Application bar, the Job has not been saved. Click Save.

Editing a Job or Schedule

1. Navigate to the folder that contains the job.
2. Click on the **ellipsis** to the right of the job and then the **Edit the job** option.
3. Hover over the report to view the pencil and delete buttons
    a. The **pencil** to edit the individual report/report view such as the delivery options, report format, and prompt selections.
    NOTE: The **pencil** allows you to customize your delivery options for each report within your job.



For example:
Report view 1 can be delivered via email in Excel format.
Report view 2 can be delivered to a different email address and in PDF format.

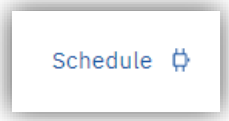


b. The **delete** button removes the report from the job.

4. **Save** after editing the job properties.

Adding the Schedule to a Job

1. Open the job. Select the **Schedule** button.
2. Click on **Create schedule**.



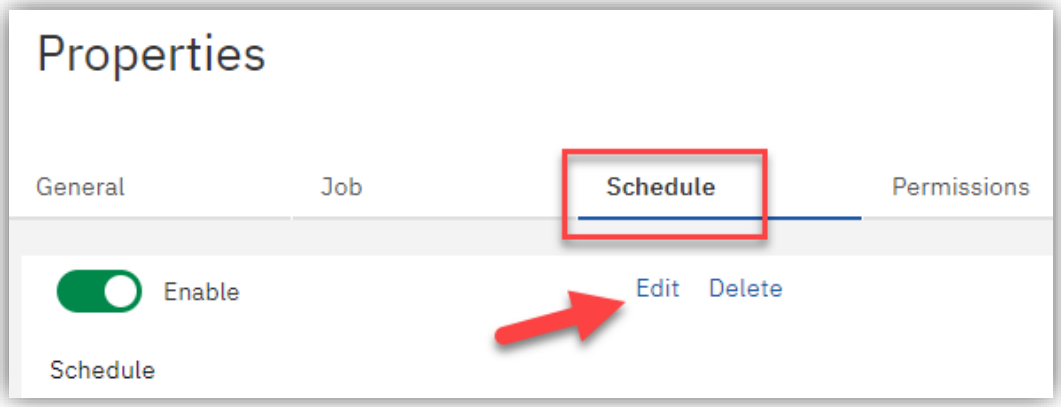
3. Select the appropriate **Frequency and Start/End time** for the schedule.

4. **Save** after editing the job properties.

NOTE: If you would like to have the reports within the job emailed to you/others, continue to the Emailing the Reports within a Job section.

Editing a Job Schedule

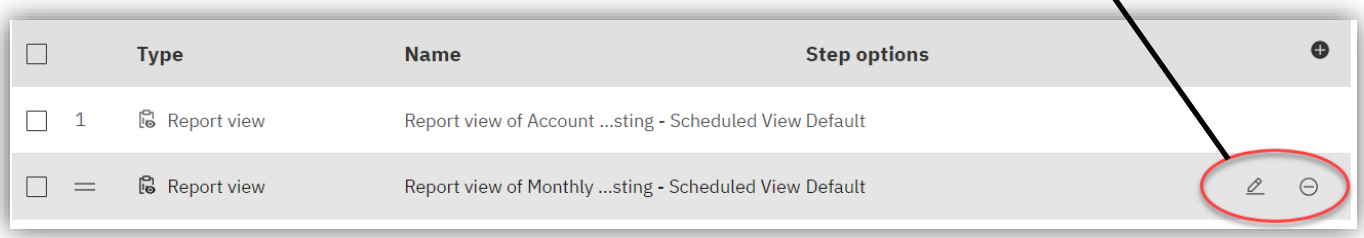
1. Navigate to the folder that contains the job.
2. Click on the **ellipsis** to the right of the job and then then the **Properties** option.
3. Click on the **Schedule** tab and then **Edit**.



4. The **pencil** to edit the individual report/report view such as the delivery options, report format, and prompt selections.

   NOTE: The **pencil** allows you to customize your delivery options for each report within your job.

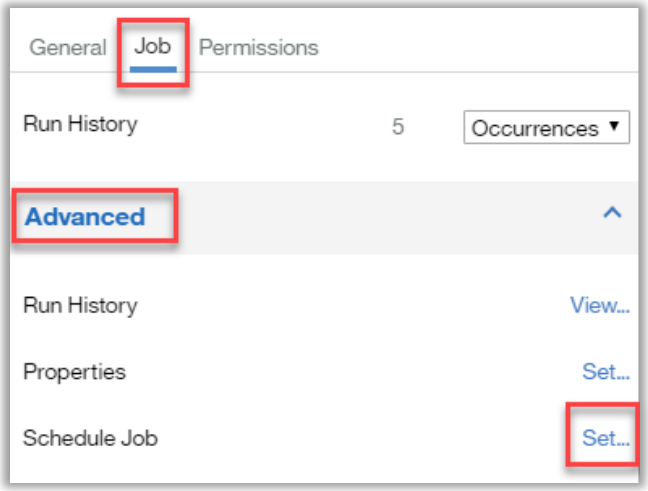
For example:
Report view 1 can be delivered via email in Excel format.
Report view 2 can be delivered to a different email address and in PDF format.



   a. The **delete** button removes the report from the job.

5. **Save** after editing the job properties.

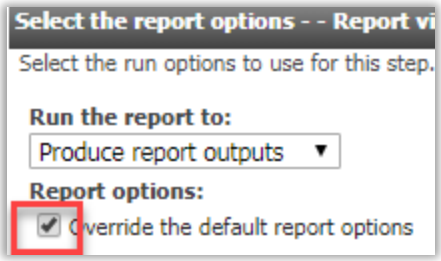
6. Click on the **Job** tab, then the **Advanced** bar, then **Set** on the **Schedule Job** row. This will open the job's schedule.



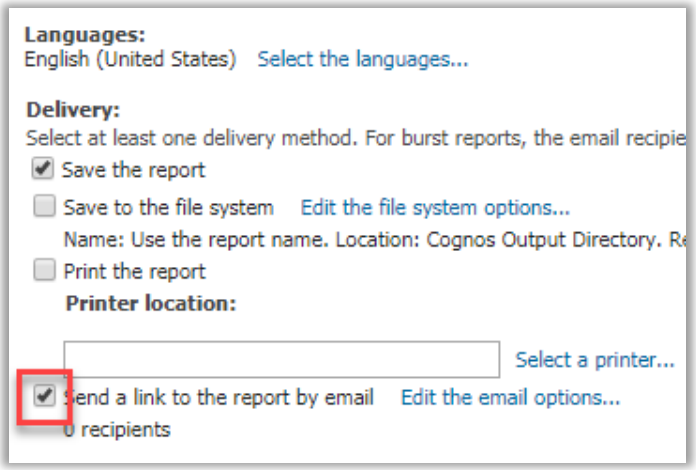
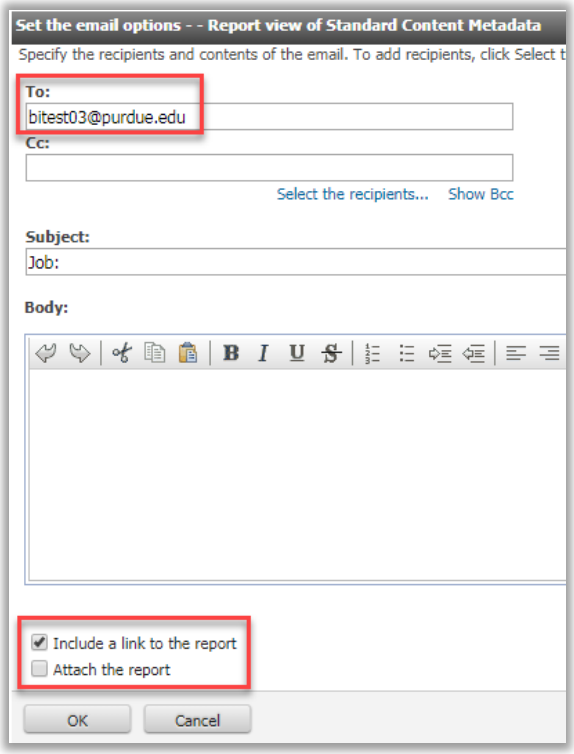
7. Update the schedule and click **OK** when finished.

Emailing the Reports within a Job

1. Follow Steps 1 – 3 under **Editing a Job**.
2. Under the **Steps** section are all the report views for the job. Next to each report view, under **Options and prompt values**, is a pencil . Click on the pencil.
3. A **Select the report options** window will appear. Under **Report options**, click the checkbox next to **Override the default report options.**



4. Under the **Delivery** section, select the **Send a link to the report by email.**



5. Click on **Edit the email options** to set up the email for the report. Add the email address(es) and determine if the report should be sent as a link, attachement, or both.
6. Click **OK** afer setting up the email.
7. Click **OK** to close out of the **Select the report options** box.
8. Repeat steps 2-7 for each report view in the job that you want to email.
9. When done, click **OK** to close out of the **Set properties** box.