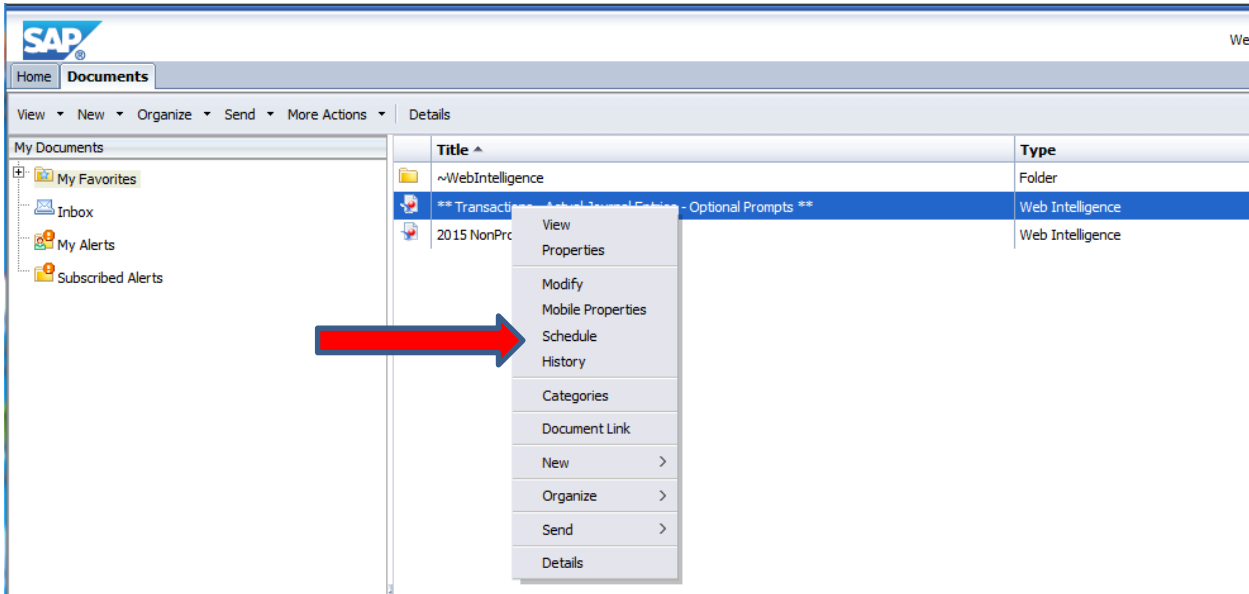


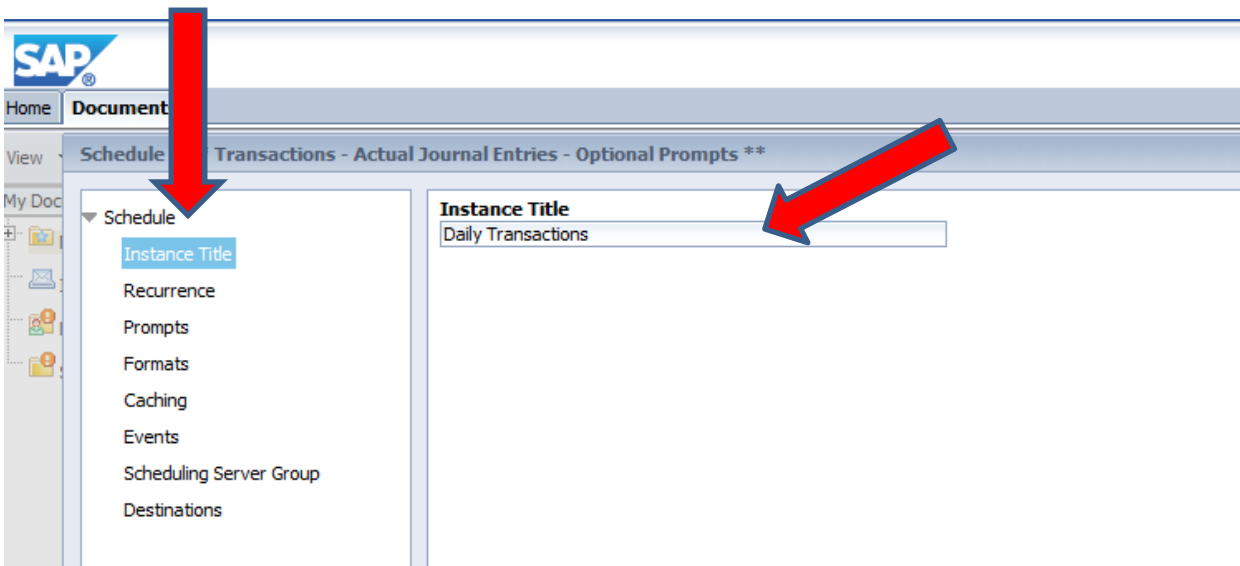
# Business Objects – Scheduling Reports & Queries

## CREATING AND EMAILING SCHEDULED QUERIES

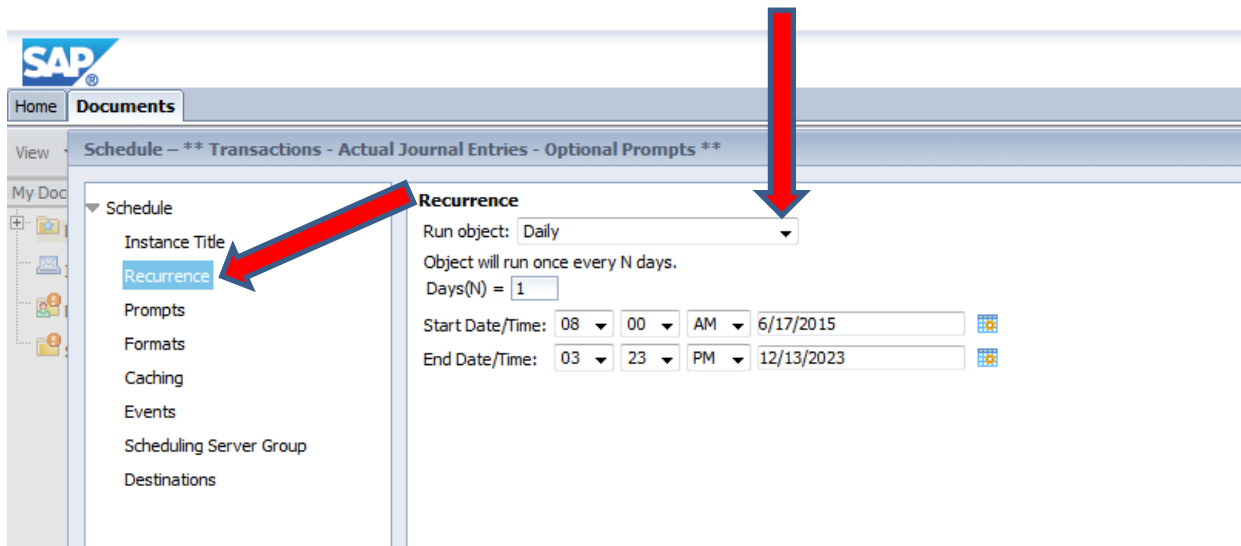
From your “My Favorites” folder in Business Objects (BOB) select a report or query that you would like to schedule by right clicking on the report or query. Select “Schedule” from the menu.



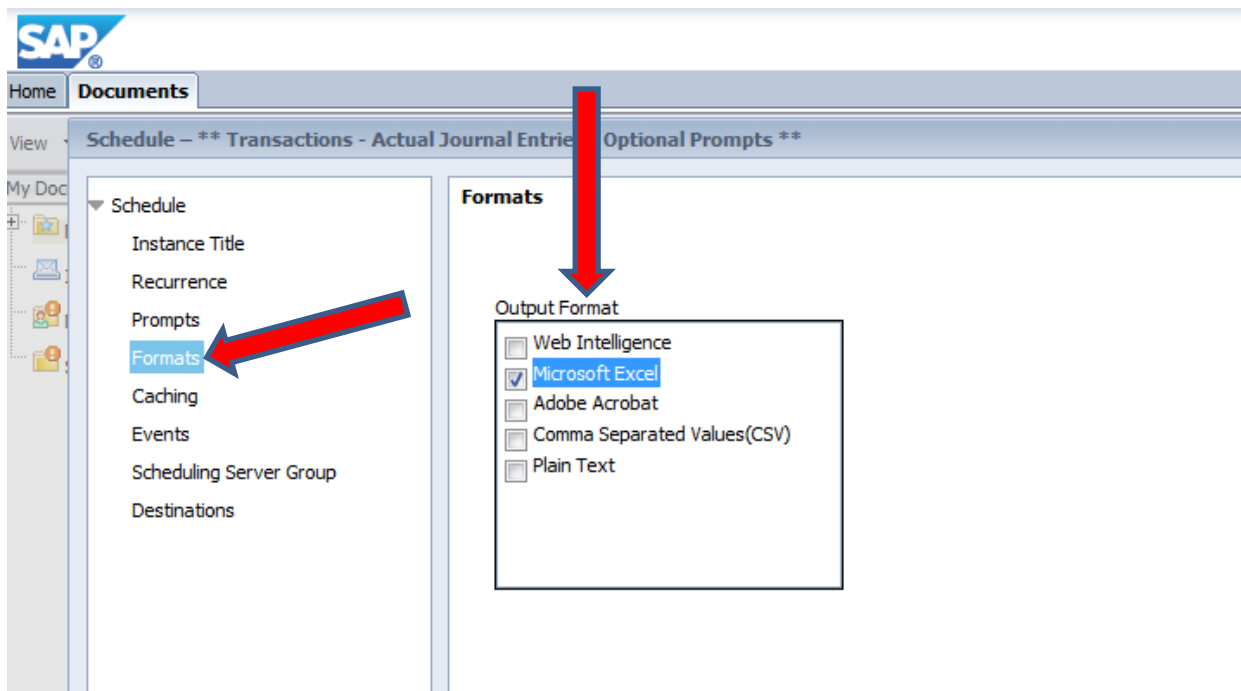
Select “Instance Title” from the menu on the left and type in a name for your scheduled report or query. You should select a name that will help you remember what you have scheduled such as ... “Daily Transactions” or “Monthly Chartblock Review”.



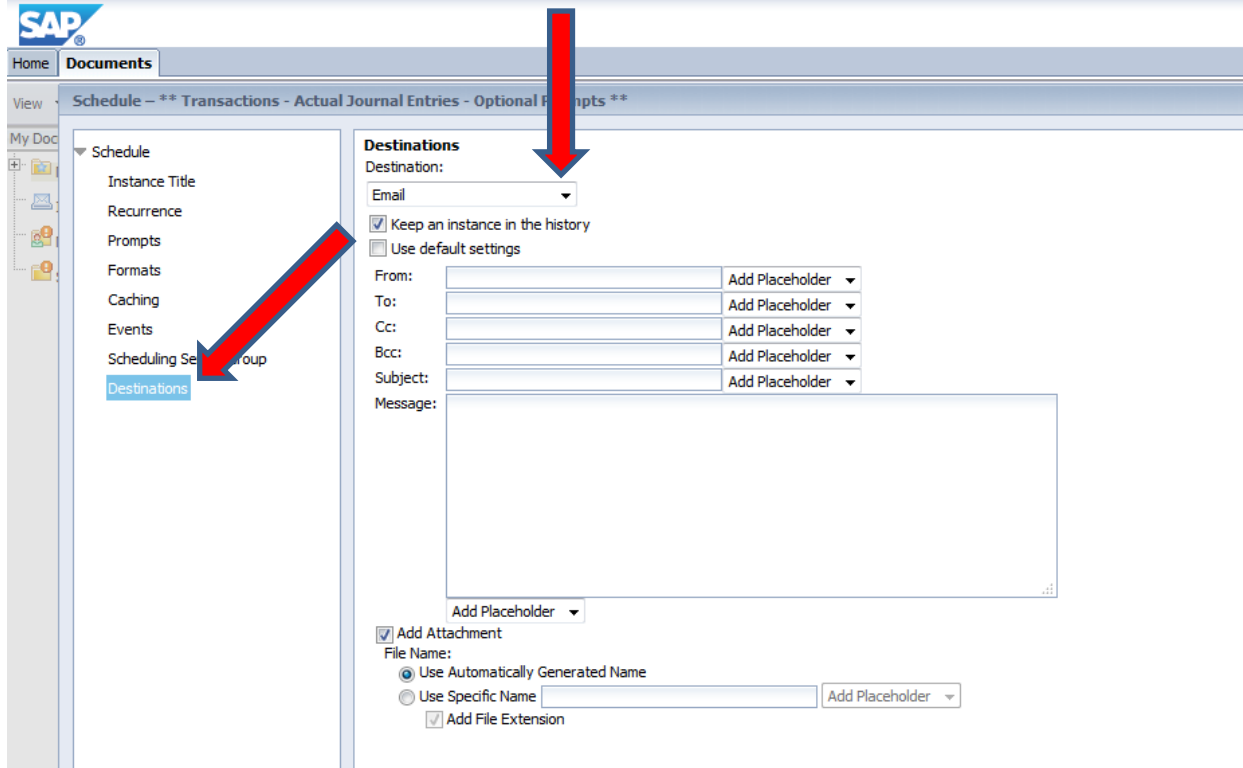
Select "Recurrence" from the menu on the left and click on the drop down menu in the "Run object" box. Choose how often you wish to have your scheduled report or query run. Based on your choice you will then be presented with other information to fill in to schedule the day(s) and time you want the report or query to run.



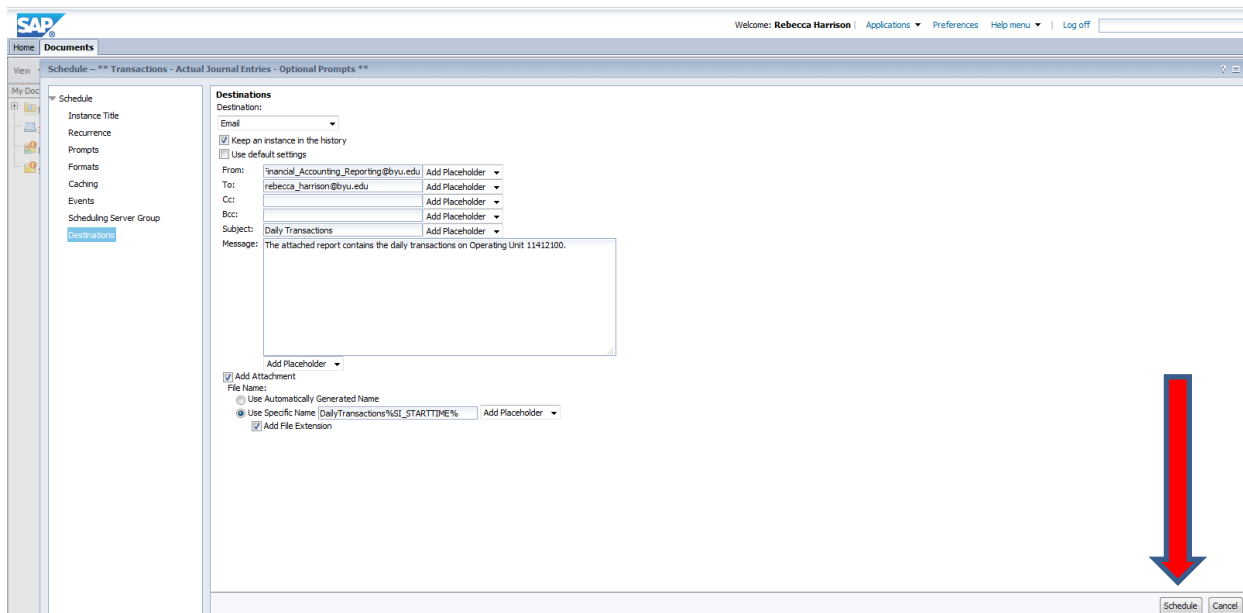
You can also use the menu item "Prompts" however it doesn't work well for anything that needs to be changed often (Ex. Dates). The "Formats" menu item allows you to choose what format the report or query will be sent to you in.



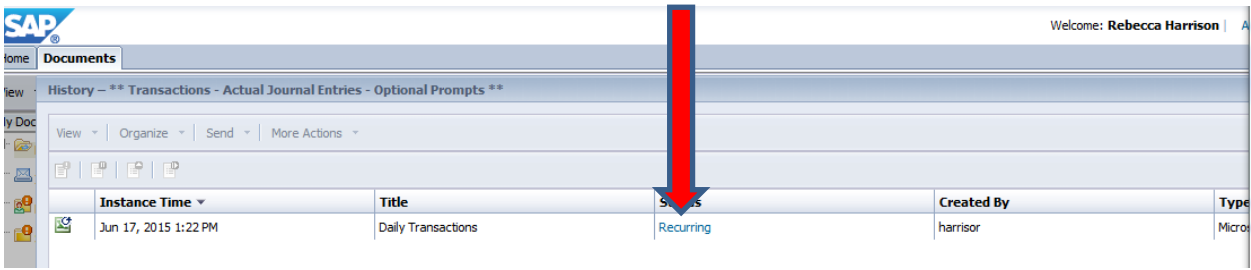
You can ignore the “Caching”, “Events”, and “Scheduling Server Group” menu items. The “Destinations” menu item allows you to choose where the report or query will be delivered. Click on the dropdown menu for “Default Enterprise Location”. You will be able to choose to send it to your “BI inbox” (your inbox in BOB), “Email”, “FTP server”, or “File System”. Whatever choice you make you will then be asked for additional information in order for BOB to be able to deliver your report or query. Below we have shown the information requested if you choose to send it to “Email”.



In the “From:”, “To:”, “Cc:”, or “Bcc:” boxes you must fill in complete email address (Ex. tom\_smith@byu.edu). Using only a user name (Ex. tls45 or tom\_smith) will cause an error and the system will not deliver the report or query. When you have completed the necessary information, click on the “Schedule” button in the bottom right corner.

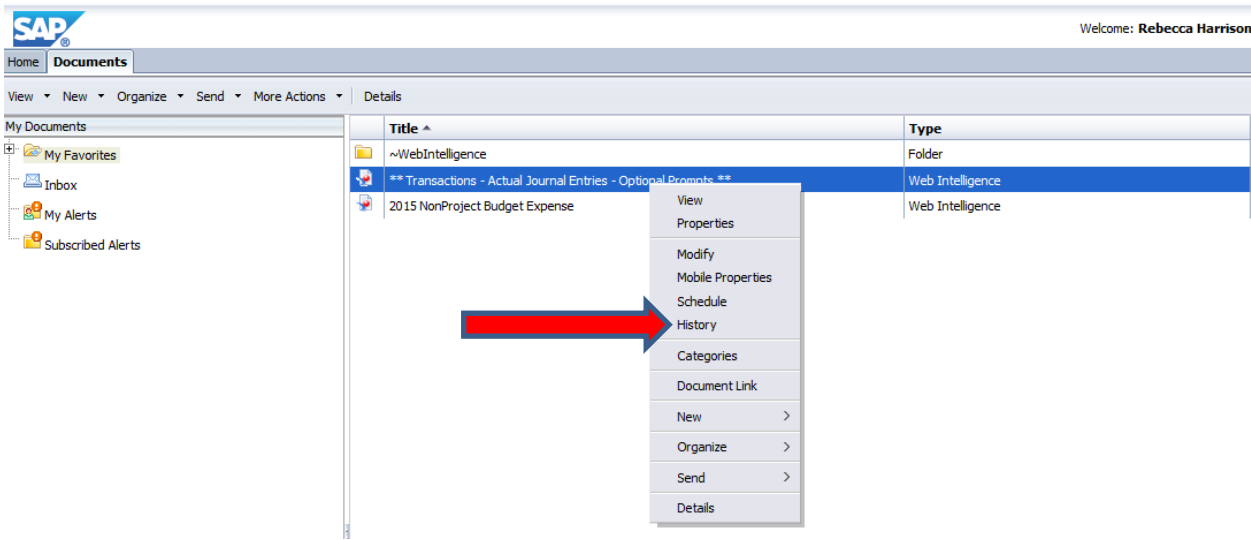


A box will appear showing the recurring job that you have scheduled.

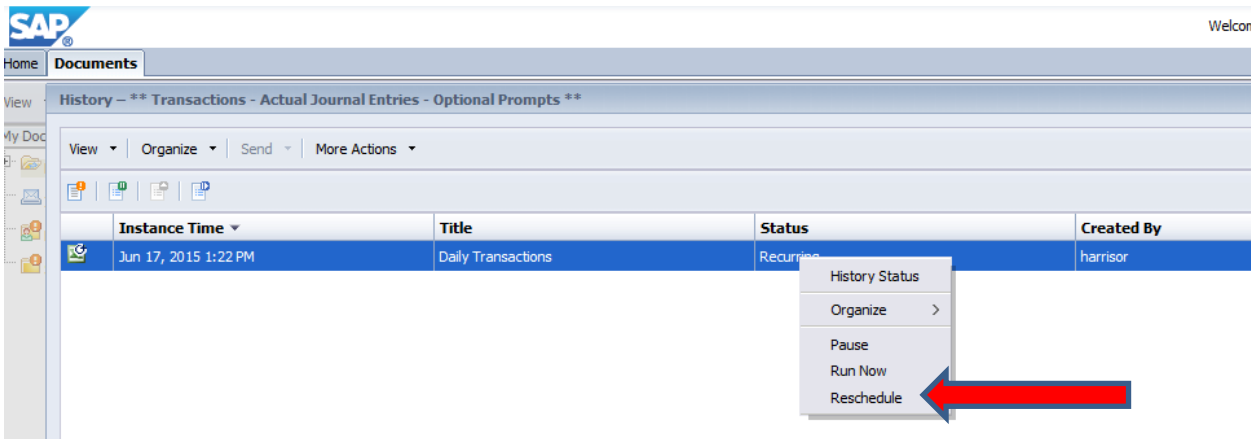


### VIEW, MODIFY, OR RESCHEDULE

In order to view, modify, or reschedule the job you can right click on the report or query in your “My Favorites” folder and choose “History” from the menu.



Then right click on the “Recurring” instance of the job and choose “Reschedule”.



You will then be given the choice to: “Replace existing schedule” (change the existing job) or “Create new schedule from existing schedule” (create a new job using the old job as a beginning point, the old job will continue to run). Once you make your choice you will be able to use the menu on the left (the same as when you created the original scheduled job) to accomplish your task and click the “Schedule” button when you are finished.

