This Quick Reference card explains how to copy, paste, and schedule a ROSS User Community Report **that already exists in Cognos as a Report View**. To determine whether the report is already saved as a Report View, look for **b** located next to the name of the report.

To schedule a User Community report that exists as a Report View

- 1 Log in to ROSS, and then click to select **Reports** on the **Administration** menu.
- 2 On the **Public Folders** in Cognos, click to open the **User Community Reports** folder, and then click to open the **UC** sub folder(s) of your choice.
- 3 Click to select the **check box next to the b** that corresponds to the **report** of your choice, and then click **b**
- 4 Click the My Folders tab, and then click 🛍
- **5** Click that corresponds to the **report in My Folders** that you want to schedule.
- 6 On the Schedule screen under Prompt values, click the Override the default values check box, and then click the Set link.

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## DATE: **04/04/12**

## Scheduling a ROSS Report View

VERSION 3.0

## To schedule a User Community report that exists as a Report View - *continued*

- 7 On the **Prompt** screen, complete the **filter criteria** screen that displays for the report, and then click OK
- 8 On the Schedule screen under Options, click to select the Override the default values check box, complete any additional Formats information as appropriate.
- 9 Under Delivery, click to select the Send a link to the report by email check box, and then click the Edit the options link.
- **10** On the **Set the email options** screen, type the **Email** Address of your choice in the **To** text box, and then click

