


## OVERVIEW

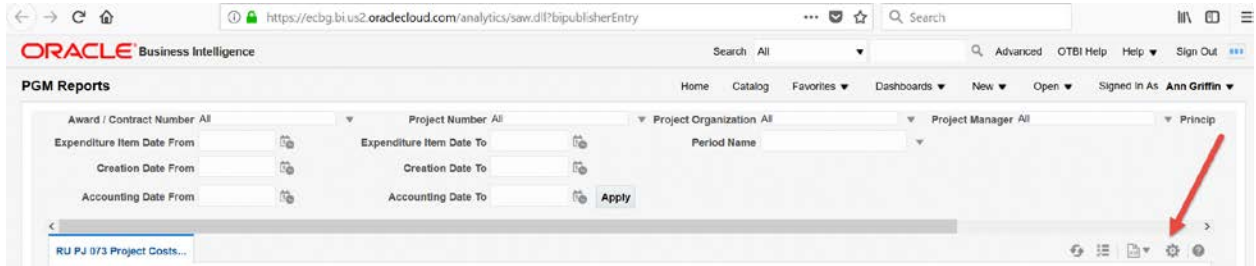
This job aid details the process for scheduling a Business Intelligence (BI) Report.

## NAVIGATING TO SCHEDULE A BI REPORT

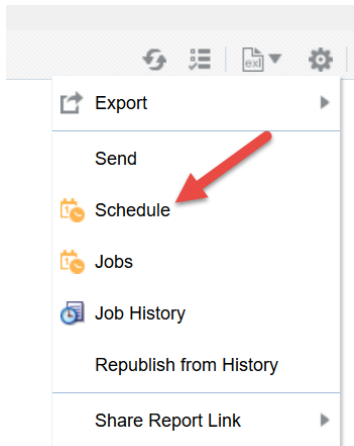
If you are running a report in Business Intelligence (BI) Publisher (navigation path Tools> Reports and Analytics>Shared Folder>Custom>RU Custom>Reports) for one or more Projects or Project Organizations over multiple months, you should schedule the report. If you don't schedule the report it will time out as you are trying to pull in large amounts of data. Reports can be scheduled daily, weekly or monthly.

Navigate to the Business Intelligence (BI) report you would like to run and follow these steps to schedule a report:

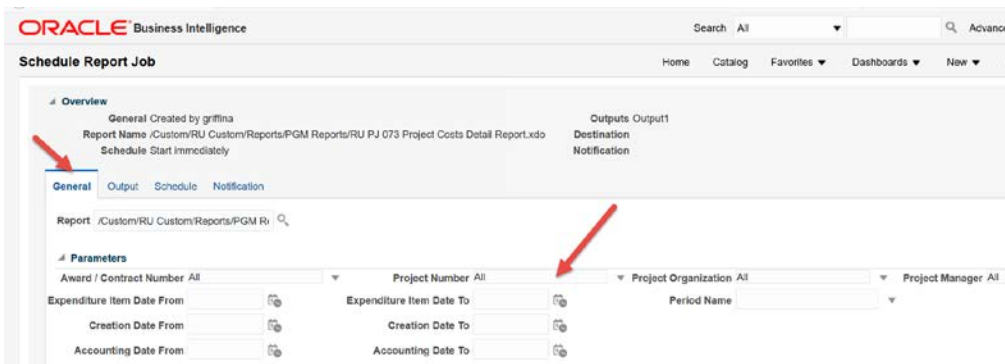
1. Click the  at the top-right corner of the report.



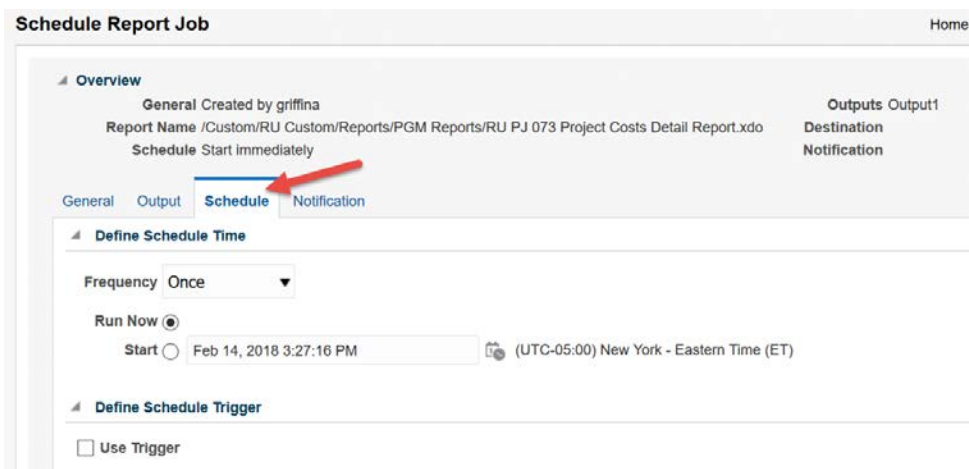
2. Select **Schedule** from the menu.



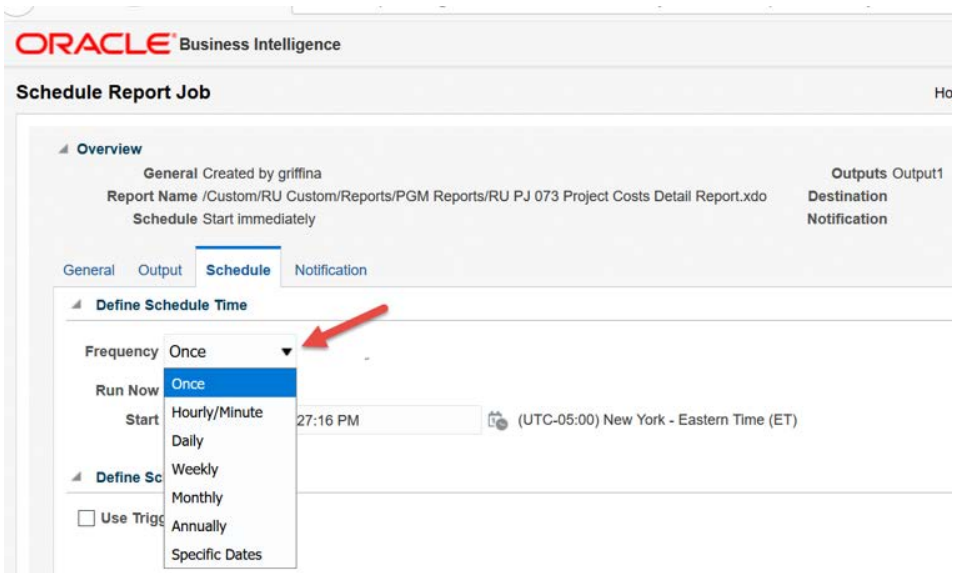
3. Select the **General tab** and fill in your **parameters** for your report.



4. The select the **Schedule tab**.



5. Choose the **frequency** for your report.



6. Choose whether you want the report to **start now or on a specific date**.

General Output **Schedule** Notification

Define Schedule Time

Frequency

Run Now

Start  (UTC-05:00) New York - Eastern Time (ET)

Define Schedule Trigger

Use Trigger

7. Select the **Output** tab and **Add Destination**.

ORACLE Business Intelligence

Schedule Report Job Hor

Overview

General Created by griffina

Report Name /Custom/RU Custom/Reports/PGM Reports/RU PJ 073 Project Costs Detail Report.xdo

Schedule Start immediately

Outputs Output1

Destination Notification

General **Output** Schedule Notification

Make Output Public

Save Data for Republishing

Output

| Name    | Layout                 | Format        | Locale                  | Timezone                   |
|---------|------------------------|---------------|-------------------------|----------------------------|
| Output1 | RU PJ 073 Project Cost | Excel (mhtml) | English (United States) | (UTC-05:00) New York - Eas |

Destination

There are five destination types: Email, Printer, Fax, FTP and Web folder. You can add multiple destinations as you need.

Destination Type  **Add Destination**

8. Type the **email address** you would like to send the report to in the **To field**. You can also compose an email and cc others in your department if you want to send them a report.

**Destination**

There are five destination types: Email, Printer, Fax, FTP and Web folder. You can add multiple destinations as you need.

Destination Type

**Email**      Output

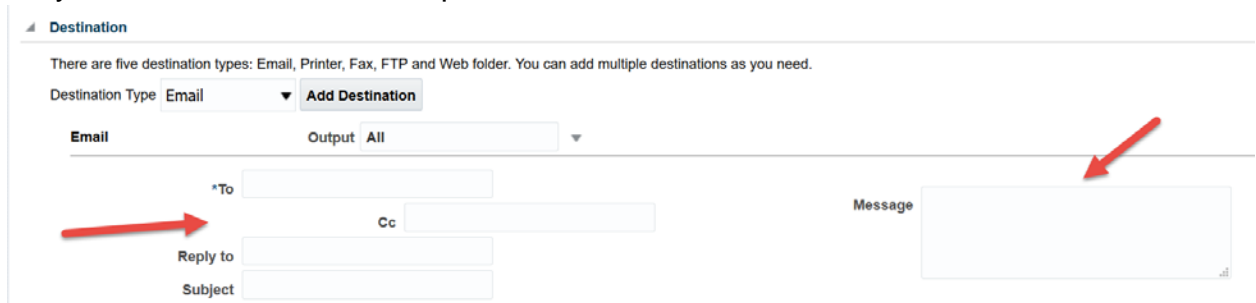
\*To

Reply to

Subject

Cc

Message



9. Click **Submit** in the upper right hand corner.

