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x SchedulingOn the newly copied My Content report s

- x Here there are many options to set up the schedule. For the G1007 may wish to continue a Monthly delivery. Select Monthly for Schedule. The report start date can be edited for the first delivery following example if for delivery on the 10 of each month.
- x On the Format menu deselect HTML and select Excel.

- x Select Excel for the Format.





x Now set up the report parameters. ~~Set~~ Set values in the Prompts, Then click Set for Current values.



x Once prompts are set they are displayed

x Click Create in the window.

x The above procedure will ensure that an updated GM097 is sent by Cognos to the recipients' email boxes on a userspecified recurring schedule.