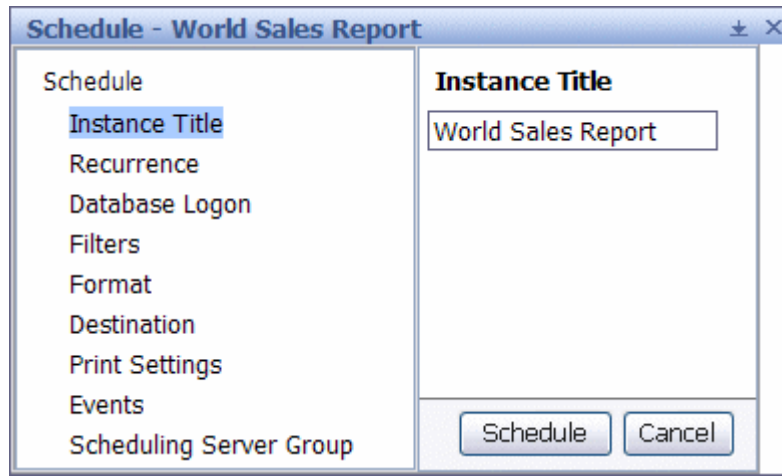


Report Scheduling

Use the following steps to schedule a report:

1. Go to the folder that contains the object that you want to schedule, select the object, and click “Actions” then select “Schedule”. The Schedule page appears.



2. Specify the scheduling options that you want to use.
 - Instance Title: You can type a name to be used for each scheduled instance. Type the name in the Instance Titled field.
 - Recurrence: This option specifies a schedule for running an object. Each parameter in the Run object list has its own specific data entry requirements. For Example scheduling:
 - Now - When you click Schedule, the object runs once (immediately).
 - Weekly - This option requires a start and end time parameter. Each week, the object runs on the selected days at the time that you specify. It will not run after the end time that you specify.
 - Monthly - This option requires a start date and time, along with a recurrence interval in months. The object runs on the specified date and time every N month. It will not be run after the end time that you specify.
 - Notification: Email notification allows you to send an email to an address you supply when your scheduled object has run successfully or if it has failed to run.
 - Database logon information: Some objects require you to log on to a database before you can successfully schedule them.
 - Formats : Select the format from the drop down list which includes:
 - Crystal Reports;
 - Microsoft Excel (97-2003) (Data Only)
 - PDF
 - Plain Text
 - Separated Values (CSV)
 - XML
 - Destinations: You can schedule, send, or publish objects and publications in Business Objects Enterprise to a selected destination. For example;
 - Default Enterprise location: If you select this option, the instance is saved to the default Business Objects Enterprise location (the Output File Repository Server).
 - Inbox: This option saves the instance to the Output File Repository Server and to inboxes as specified.
 - Email Recipient: This option saves the instance to the Output File Repository Server and to the specified email recipients.

- Filters*
- Print*
- Caching*
- Events *
- Server Group*
- Parameters / Prompts: Some objects make use of the parameters feature. If the object to be scheduled contains parameters, parameters must be filled to run successfully. If the object does not contain parameters then the Parameter option does not appear on the Schedule page.

*Note: For some scheduling options, the settings that the administrator has specified for the object are already selected when you choose that option. You can schedule an object with these options or choose your own options.

3. Click Schedule.