1. **Right click** on the report **Title**. From the drop down menu, click **Schedule**. The window is displayed. In the left panel, **click** **Recurrence**. In the **Recurrence** panel on the right, **click** the down pointing arrowhead at the right end of the ‘Run object’ prompt. A dropdown list of ‘recurrence’ options will be displayed. **Click** one of the options. In this example, **Weekly** is selected.
Specific scheduling criteria for the recurrence option chosen ('Now', 'Daily', 'Weekly', etc.) will be displayed. In this example since the **Weekly** recurrence option was chosen, the day(s) of the week the report will be scheduled to run must be selected. **6** Click on your selection(s). In this example **Friday** is selected. The **Start Date/Time:** and the **End Date/Time:** prompts specify the effective date/time range for this schedule. The default values make the schedule effective immediately and for a 10 year period. If you wish to change the default values, **7** click the down pointing arrowheads to change the times. To change the date range, **8** click the calendar icon or manually enter the start/end dates. Next, to set the **Output Format** for the scheduled report instances, **9** click in the **Schedule** panel on the left.
Web Intelligence is the default Output Format and it will be used unless you click another option on this screen.

If the report instance is going to a **BI Inbox** destination the *Web Intelligence* format is probably the best choice since that option will send it in the Business Objects report format.

If the report instance is going to an **Email** destination the *Microsoft Excel* or the *Adobe Acrobat* format would probably work best. The *Microsoft Excel* format sends the report as an **Excel spreadsheet**. The *Adobe Acrobat* format sends the report as a **PDF**.

To define where the scheduled report instances will be sent, click **Destinations**.

We will demonstrate setting the most commonly used destinations, **'BI Inbox'** and **'Email'**.

**Note:** If the destination is not set, then by default the report will run as scheduled, but it will only be viewable as an instance on the report’s **History** page.
Setting the Destination to ‘BI Inbox’  

**NOTE:** You must know the Personnel ID of the recipient to use this destination.

11. Click the down pointing arrowhead to the right of the ‘Destinations:’ prompt. From the dropdown list of options, click **BI Inbox**. The ‘Available Recipients:’ and the ‘Selected Recipients:’ panels will be displayed. In the prompt, 13. enter the Personnel ID of the recipient and 14. click the search icon. When it has been found, click/highlight the recipient’s Personnel ID under the **Title** column. 16. Click the right pointing arrow to move the recipient to the ‘Selected Recipients:’ panel. 17. Confirm that ‘Send As: is set to **Copy**. 18. Click **Schedule**.
The report’s screen will be displayed. Click **Recurring**. The report’s window will be displayed. Confirm that the scheduling selections you made are listed here.
Basic Steps to Schedule a Webi Report

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Setting the Destination to ‘Email’: Repeat steps 1 through 10 as described above.

11 Click the down pointing arrowhead ▼ to the right of the ‘Destinations:’ prompt. From the dropdown list of options, click Email. 12 Enter your e-mail address on the ‘From:’ prompt and the recipient’s e-mail address in the ‘To:’ prompt. The other prompts (like ‘Subject:’ and ‘Message’) are optional. 14 Click Schedule. The report’s screen will be displayed.
To **delete** a report’s schedule: 1 open the **History** window, 2 **right** click on the report Instance with **Recurring** Status. 3 Move the mouse over **Organize** in dropdown list. 4 Click the **Delete** option that will pop-up on the right. The **Delete** confirmation window will display. 5 Click **OK**.