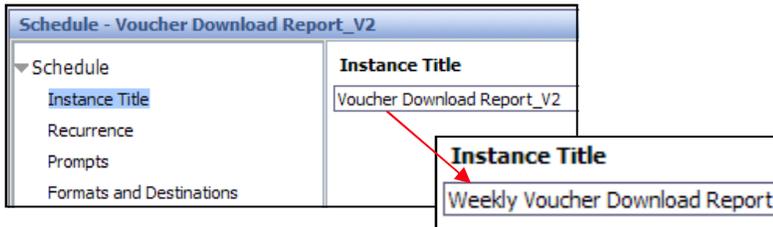
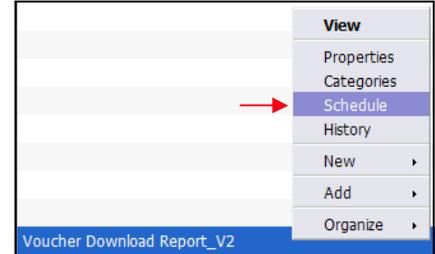


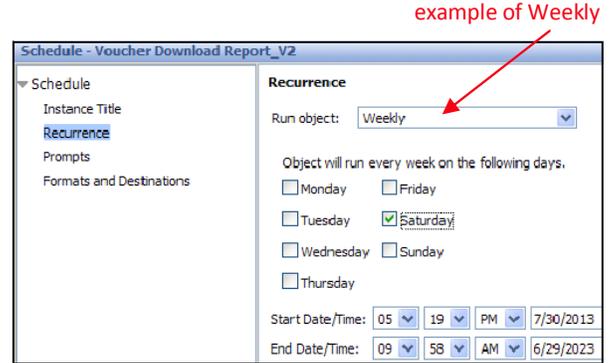
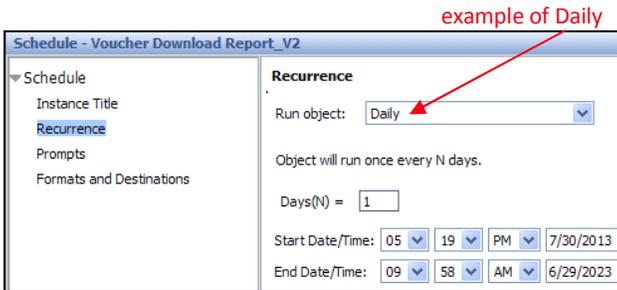
Scheduling CIR Reports

Do you run the same report every day or every week? You can save time by scheduling the report to run in the background and be available when you are ready to retrieve it.

1. Highlight the name of the report you want to schedule and right-click. From the menu, choose **Schedule**.
2. A new window opens to guide you as you schedule the report. You can give your report a more meaningful title.



3. In the left navigation panel, click **Recurrence**. The options on the right change depending on your choices.

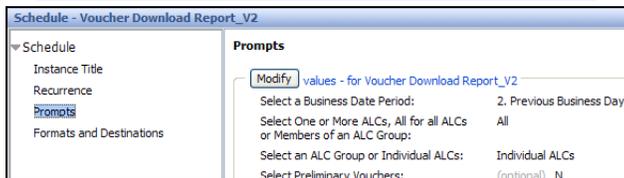


Note: Examples of other choices include Once, Monthly, and 1st Monday of the month.

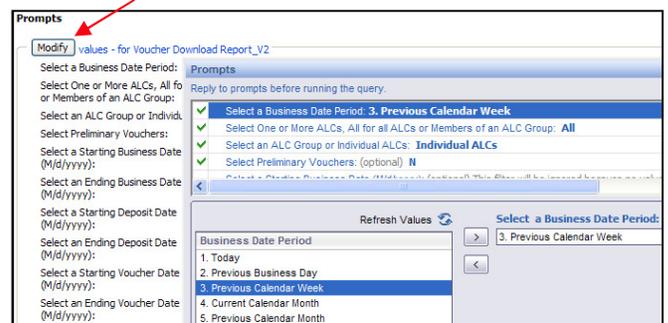
4. In the left navigation panel, click **Prompts**. Choose the search options you want for your report as if you were running it on demand.

To accept the default values, you don't have to do anything!

To change the default values, click the **Modify** button and work through the prompts as if you were running the report on demand.



After modifying, click the **Apply** button at the bottom of the Prompts window.

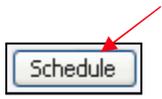


CIR Collections Information Repository

5. In the left navigation panel, click **Formats and Destinations**. Click the box to the left of the format you want. Common choices are Adobe Acrobat (so you can print the report easily) and CSV (so you can import to MS Excel or other reporting system).

Note: Check **Inbox** as the destination of your report so you can retrieve it from your CIR Inbox. This is the only valid choice.

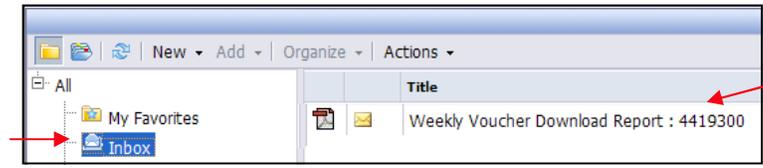
6. Click the **Schedule** button in the lower right corner.



CIR returns to the History of the report you are scheduling, and you see the definition of the scheduled report.

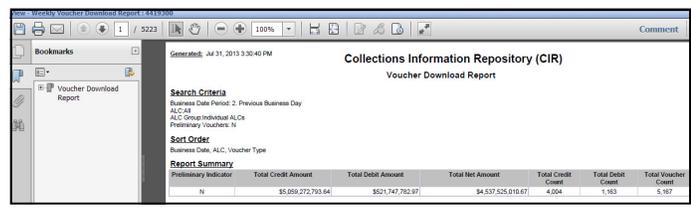
Instance Time	Title	Run By	Parameters	Format	Status
Jul 31, 2013 9:41 AM	Weekly Voucher Download Report	madams10	3. Previous Calendar Week; All; Individual ALCs;N	Adobe Acrobat	Recurring

7. To pick up your report, go to your CIR Inbox.

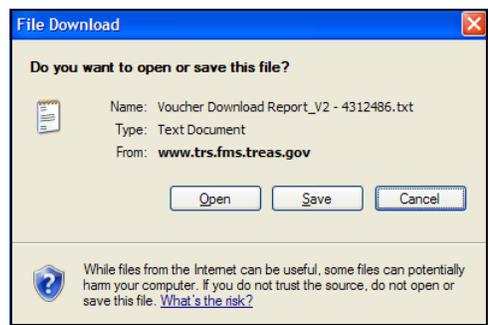


8. Double-click the title of your report.

If you have scheduled the report to be produced in Web Intelligence or Adobe PDF format, the report opens for you to work with.



If you have scheduled the report to be produced in MS Excel or CSV format, you first see the File Download dialog box asking whether you want to open or save the file.



To learn more about scheduling reports, refer to these resources:

- *Business Objects General Help* (CIR reference manual)
 - ☞ Scheduling a Report
- CIR Web-Based Training
 - ☞ Scheduling BO Reports