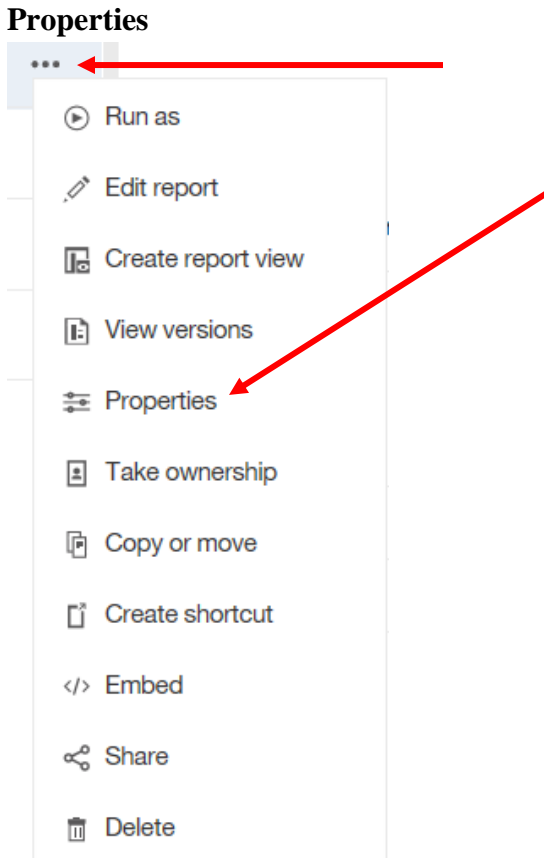
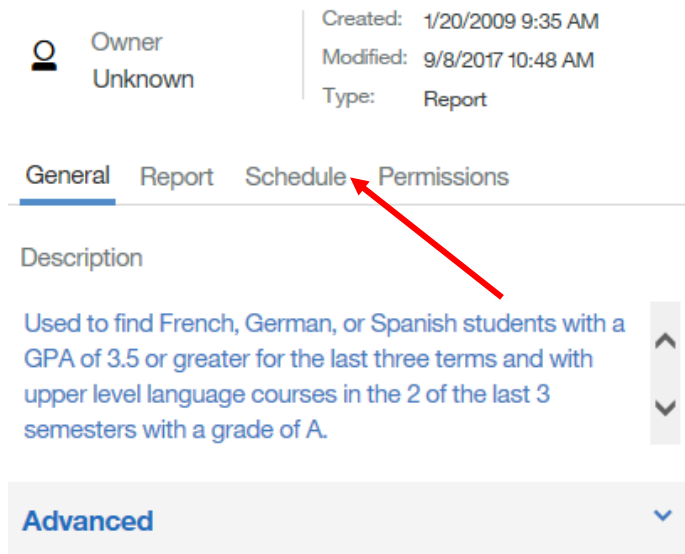


# **CHANGING PROMPTED VALUES ON SCHEDULED COGNOS REPORTS**

1. Login to Cognos and navigate to folder containing the scheduled report.
2. Click on the **Ellipses** to the right of the report for which you want to change the prompt term and click **Properties**




3. Click **Schedule**





4. Click on the arrow to the right of the report schedule you want to adjust.

Owner: Unknown  
Created: 1/16/2009 1:24 PM  
Modified: 9/11/2017 9:45 AM  
Type: Report

General Report **Schedule** Permissions

Enable  Delete

Daily - Daily at 9:45 AM

HTML

5. Click on the arrow to the right of prompts

< Back **Update schedule**

Schedule

**Period**


Start



No end date

Every

Daily time interval

**Options**

Format  HTML >

Delivery  Email  Save >

Prompts 2 schedule prompt values >

Languages English (United States) >

PDF [Select](#)

6. The prompt values for the report will appear and you can click on Edit to change the prompt values.

Current values		Edit   Clear
Term 1 - Spring	201620	
Term 2 - Fall	201710	

7. The prompt page for the report will appear; in this example, click on the new desired term values, a spring term: “201720” and a fall term: “201710” to run the report the next time it is scheduled to run and then click “Finish”.

202010

201930

201920

201910

201830

201820

201810

201730

201720

201710

201630

Select Previous Spring Term  
(like 200820)

202010

201930

201920

201910

201830

201820

201810

201730

201720

201710

201630

Select Previous Fall Term  
(like 200910)

8. The screen then shows the updated, current prompt values.

Cancel < Back Next > Finish

Current values		Edit   Clear
Term 1 - Spring	201720	click with
Term 2 - Fall	201710	

9. The full screen will look similar to below, on Update and the report schedule will run the new updated prompt values.

[← Back](#)

### Update schedule

Schedule

#### Period

Start

No end date

Every

Daily time interval

#### Options

Format

Delivery

Prompts

Languages

PDF [Select](#)

[Update](#)

[Cancel](#)

#### Current values

[Edit](#) | [Clear](#)

Term 1 - Spring 201720

Term 2 - Fall 201710