To schedule a User Community report that exists as a Report View:

1. Log in to ROSS, and then click to select **Reports** on the **Administration** menu.

2. On the **Public Folders** in Cognos, click to open the **User Community Reports** folder, and then click to open the **UC** sub folder(s) of your choice.

3. Click to select the **check box next to the [ ]** that corresponds to the **report of your choice**, and then click.

4. Click the **My Folders** tab, and then click.

5. Click [ ] that corresponds to the **report in My Folders** that you want to schedule.

6. On the **Schedule** screen under **Prompt values**, click the **Override the default values** check box, and then click the **Set** link.

This Quick Reference card explains how to copy, paste, and schedule a ROSS User Community Report that already exists in Cognos as a Report View. To determine whether the report is already saved as a Report View, look for [ ] located next to the name of the report.
Scheduling a ROSS Report View

To schedule a User Community report that exists as a Report View - continued

7 On the Prompt screen, complete the filter criteria screen that displays for the report, and then click OK.

8 On the Schedule screen under Options, click to select the Override the default values check box, complete any additional Formats information as appropriate.

9 Under Delivery, click to select the Send a link to the report by email check box, and then click the Edit the options link.

10 On the Set the email options screen, type the Email Address of your choice in the To text box, and then click OK.

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