How to Schedule Reports for Remote Delivery

The Scheduling of Objects; including reports, is explained in the BOXI User’s Guide found on the Division of Administration, Office of Information Services, Business Objects Logon page. The process can be summarized in these steps:

1. Create and save a report to be scheduled.

2. Right click on the report Title for the “Schedule” option panel.

A Scheduled Report creates an “Instance” of the report each time it runs. If changes need to be made to the Schedule or Destination options it is important to “Replace” existing scheduled reports rather than create a new scheduled version of the original document to prevent duplicate reports running in the system.

Instructions for rescheduling an existing report are at the end of this document.
3. Select your “Recurrence” option to set the frequency of your report.

The frequency option will appear based on the option chosen.
4. The Format and Destinations tab gives the options needed for Remote Delivery of reports. Select your Output Format and Delivery method.
De-select the “Use the Job Server’s defaults” option in the “Destinations Options and Settings” section.
Your Destination and Output options are presented based on the Delivery Method chosen under “Output Format”. Fill in the required fields. Should you decide to change your delivery method; for example from FTP to Email, the “Cancel” button will close the report and return you to the Infoview screen. To go back to Output options, type anything in the required field and click the “Output Format and Destination” section to expand it again.

The “Inbox” option sends your output to a Business Object Inbox.

The screen shows the option needed for Emailing reports outside Business Objects.
Reports may be sent directly to File systems like network shared drives or local PC hard drives if the Business Objects server has access to the network. It is unusual for Business Objects to be able to access these drives with today’s firewall restrictions.
Reports may be FTP’d to sites configured to accept FTP.
5. Changing Scheduled Reports:

Scheduled reports will have a number in the “Instances” column.

Right click on the report title and select “History”.

![Scheduled report list with instances and history option highlighted]
The report instance with the status of “Recurring” is the main report that must be adjusted when necessary.

Click the icon on the left end of the line to highlight the “recurring” report.

Use the dropdown arrow next to the word “Actions” to click the “Reschedule” action.

Select the option of “Replace” for recurring reports.
Select the “Replace existing schedule” option to ensure duplicate reports will not be scheduled in Business Objects.

Press “Schedule” after your other changes are complete. You should pull up your report again using the “History” option to check that only 1 report appears with a status of “Recurring”. 

![Image of SAP BusinessObjects InfoView with replace option highlighted](image-url)