

How to Schedule a Report in Oracle

- To schedule a report to run at a designated time click on the “Schedule” button in the “Submit Request” screen when requesting the report.

Submit Request

Run this Request

Copy

Name: RIT Account Analysis - Subledger EXPORT

Operating Unit: [Empty]

Parameters: APR-20.JUN-20.Actual:::01.63200.00000.00.00000.00000:01.63200.99999.99.00000.0000

Language: American English

Language Settings | Debug Options

At these Times

Run the Job: As Soon as Possible

Schedule

Upon Completion

Save all Output Files Byrst Output

Layout: XXRIT Subledger ACCT EXPORT | Options

Notify: [Empty] | Delivery Opts

Print to: View_Output_and_Print_Only

Help (C) | Submit | Cancel

- The “Schedule” screen will open giving you the option to run the job:
 - As Soon as Possible – right away
 - Once – Enter a specific date and time

Schedule

Apply a Saved Schedule

Run the Job...

As Soon as Possible

Once

Periodically

On Specific Days

Advanced

Run At: 20-MAY-2020 13:30:48

Save this schedule

Help | OK

Calendar

May 2020

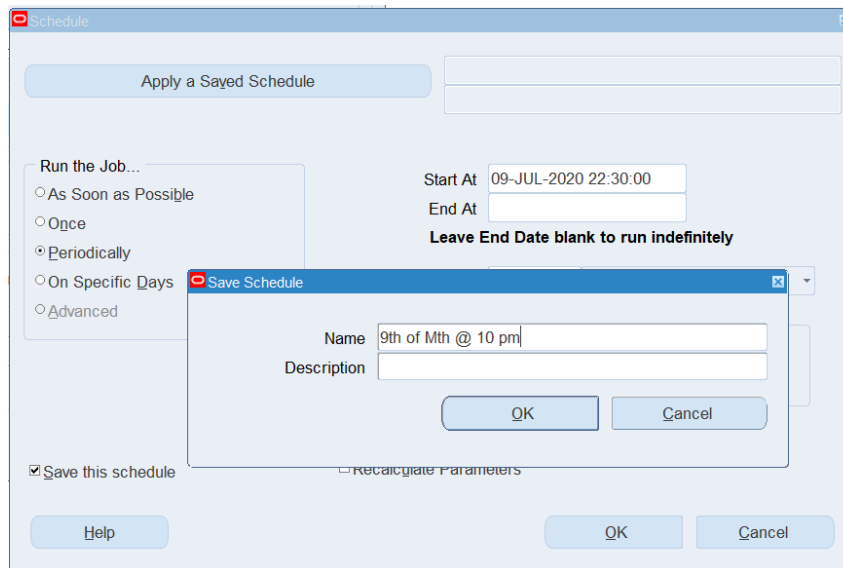
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

20-MAY-2020

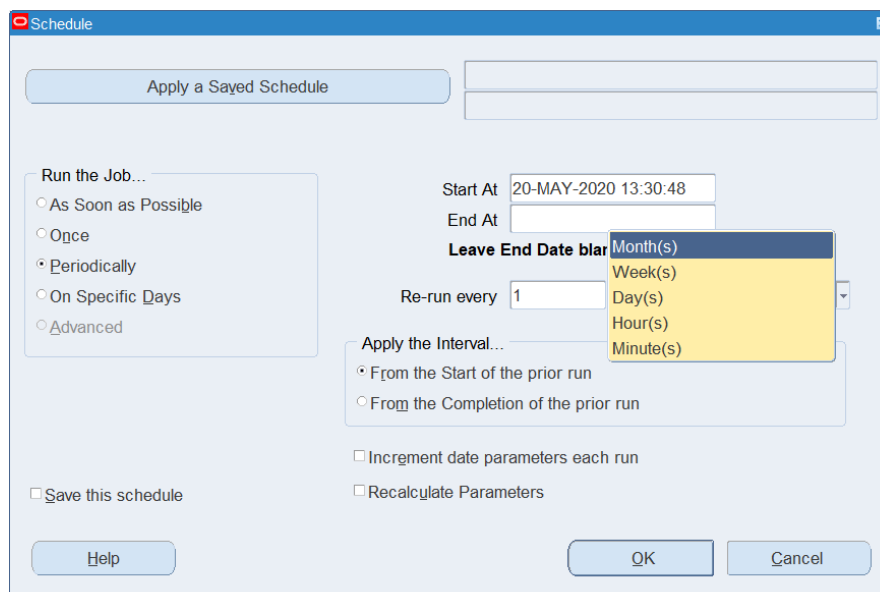
10:00 AM

OK | Cancel

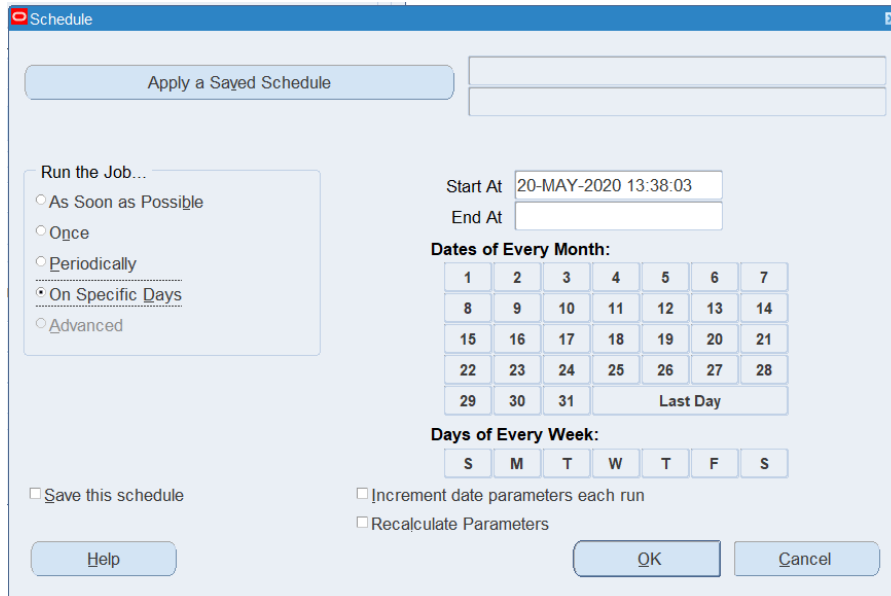
- To save this schedule and reuse it click the “Save this schedule” box.



- Periodically – Select a start and end date, how often you want the report rerun (monthly, weekly, daily, hourly or once every minute), and if you want the report to start at the same time as the previous one or at the time the previous one ended.
 - If your request contains date parameters, you can choose "Increment date parameters each run" to have the value for that parameter be adjusted to match the resubmission interval. For example, if the value for the parameter is 09-JUL-2020 07:00:00 and your interval is monthly, the parameter is adjusted to 09-AUG-2020 07:00:00 for the next submission.



- On Specific Days – You can pick multiple dates within a month or the same days every week for a designated time frame.



- You can use a schedule that already exists by clicking on the “Apply a Saved Schedule” button and picking from a list of values to use a pre-defined schedule.

