

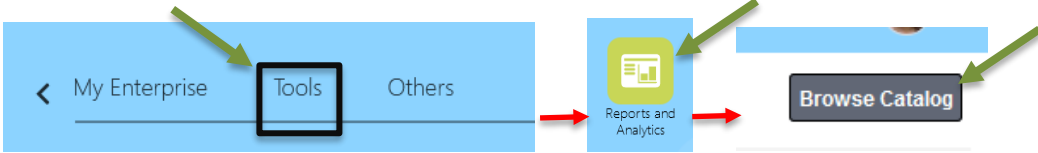
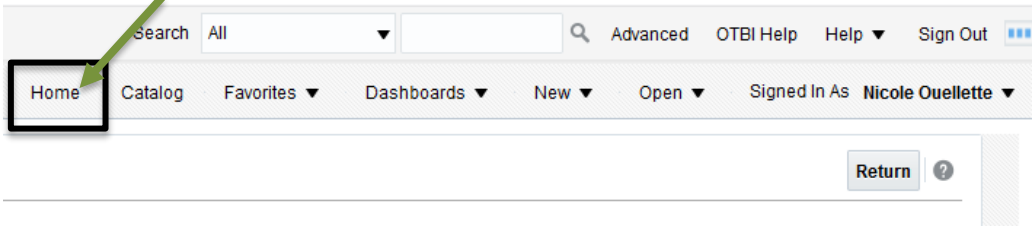
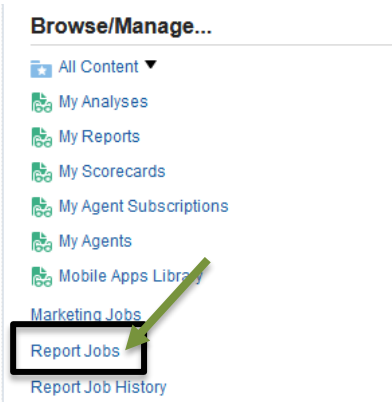
Editing Scheduled Reports

Purpose: The purpose of this document is to outline the steps for editing previously scheduled reports.


Audience: Budget Managers

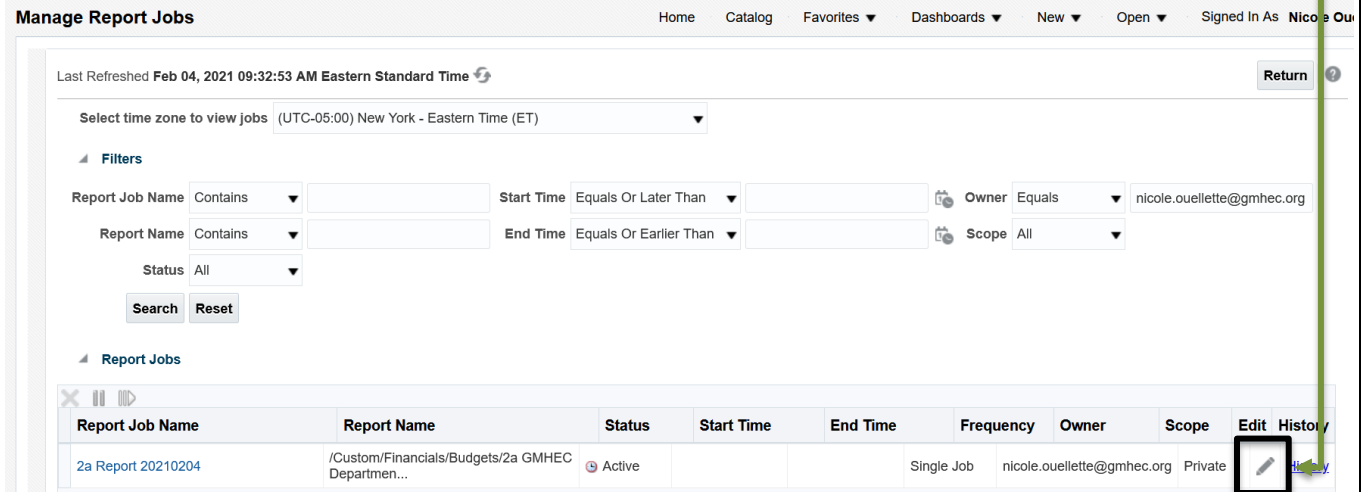
Additional Resources:

- finance@qmhec.org
- [Finance & Procurement Knowledge Base](#)

Process Step & Description	Action
<p>1.1 Navigation</p>	<p>Navigation Path: <i>Oracle Homepage → Tools → Reports and Analytics → Browse Catalog</i></p>  <p>Click on Home in the top right corner of the screen.</p>  <p>From the home page, under Browse/Manage... select Report Jobs.</p> 

Once reports have been scheduled, you can edit or delete an existing report.

The *Manage Report Jobs* page will open where you will see a list of all scheduled jobs. To make edits to existing reports, click on the  icon in the **Edit** column next to the report job that you are looking to make changes to.



Manage Report Jobs

Last Refreshed Feb 04, 2021 09:32:53 AM Eastern Standard Time

Select time zone to view jobs (UTC-05:00) New York - Eastern Time (ET)

Filters


Report Job Name Contains Start Time Equals Or Later Than Owner Equals nicole.ouellette@gmhec.org

Report Name Contains End Time Equals Or Earlier Than Scope All

Status All

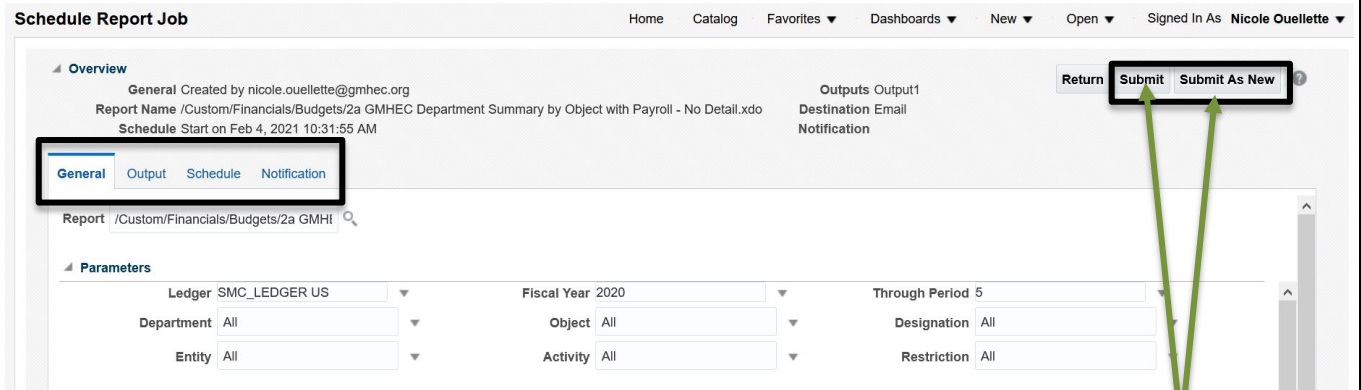
Search Reset

Report Jobs

Report Job Name	Report Name	Status	Start Time	End Time	Frequency	Owner	Scope	Edit	History
2a Report 20210204	/Custom/Financials/Budgets/2a GMHEC Department...	Active			Single Job	nicole.ouellette@gmhec.org	Private		

1.2 Editing Scheduled Reports

Once you have selected the edit icon for a specific report, the *Schedule Report Job* page will open and you will have the ability to navigate between the various tabs, (**General**, **Output**, etc.,) to make the necessary updates to parameters, recipients, delivery frequency, etc.



Schedule Report Job

Overview

General Created by nicole.ouellette@gmhec.org

Report Name /Custom/Financials/Budgets/2a GMHEC Department Summary by Object with Payroll - No Detail.xdo

Schedule Start on Feb 4, 2021 10:31:55 AM

Outputs Output1

Destination Email Notification

Return Submit Submit As New

General Output Schedule Notification

Report /Custom/Financials/Budgets/2a GMHEC

Parameters

Ledger SMC_LEDGER US Fiscal Year 2020 Through Period 5

Department All Object All Designation All

Entity All Activity All Restriction All

After all of the desired changes have been made, either click **Submit** to make changes to the existing report or click on **Submit as New** to schedule a new report in addition to the one that was previously scheduled.