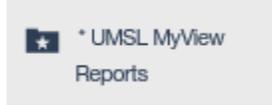


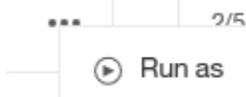
Run a Cognos Report and Send Results via Email

Below are the steps to run a report and have the results sent via email.

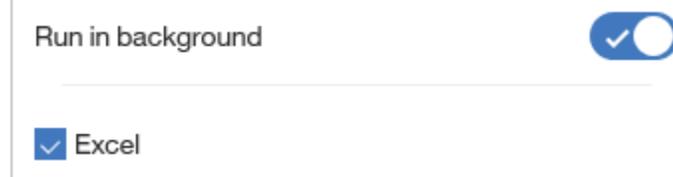
1. Sign in to Cognos, <https://reports.umssystem.edu>
2. Find the report you wish to run from either your Recent list or by clicking on the * UMSL MyView Reports icon on the left hand navigation bar.



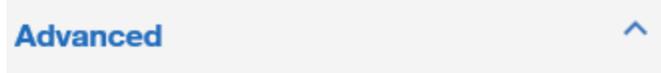
3. Left click on the ellipsis (...) at the right side of the report and select Run as



4. Click the Run in background button, check the Excel box, uncheck the HTML box



5. Click the arrow next to Advanced and next to Delivery.



Now Later

Languages >

Delivery >

6. Check the box next to Send report by email and Attach the report. Uncheck Include a link to the report and save report. Then click the Done button

7. Then click the Run button.



8. You will be prompted with the normal selection criteria screen for that report. Make the appropriate selections and click the Finish button. Your report will be delivered to your inbox.