

COGNOS^(R) Business Intelligence Series 7

C o g n o s S c h e d u l e r

USER GUIDE



Product Information

This document applies to Cognos Scheduler Version 7.4 and may also apply to subsequent releases. To check for newer versions of this document, visit the Cognos Global Customer Services Web site (<http://support.cognos.com>).

Copyright

Copyright (C) 2006 Cognos Incorporated.

Portions of Cognos(R) software products are protected by one or more of the following U.S. Patents: 6,609,123 B1; 6,611,838 B1; 6,662,188 B1; 6,728,697 B2; 6,741,982 B2; 6,763,520 B1; 6,768,995 B2; 6,782,378 B2; 6,847,973 B2; 6,907,428 B2; 6,853,375 B2; 6,986,135 B2; 6,995,768 B2.

Cognos and the Cognos logo are trademarks of Cognos Incorporated in the United States and/or other countries. All other names are trademarks or registered trademarks of their respective companies.

While every attempt has been made to ensure that the information in this document is accurate and complete, some typographical errors or technical inaccuracies may exist. Cognos does not accept responsibility for any kind of loss resulting from the use of information contained in this document.

This document shows the publication date. The information contained in this document is subject to change without notice. Any improvements or changes to either the product or the document will be documented in subsequent editions.

U.S. Government Restricted Rights. The software and accompanying materials are provided with Restricted Rights. Use, duplication, or disclosure by the Government is subject to the restrictions in subparagraph (C)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013, or subparagraphs (C) (1) and (2) of the Commercial Computer Software - Restricted Rights at 48CFR52.227-19, as applicable. The Contractor is Cognos Corporation, 15 Wayside Road, Burlington, MA 01803.

This software/documentation contains proprietary information of Cognos Incorporated. All rights are reserved. Reverse engineering of this software is prohibited. No part of this software/documentation may be copied, photocopied, reproduced, stored in a retrieval system, transmitted in any form or by any means, or translated into another language without the prior written consent of Cognos Incorporated.

Table of Contents

Chapter 1: What is Scheduler?	5
Run an Unattended Task	5
Run Multiple Renditions of Scheduler	6
Processing Considerations for Local Tasks	6
Chapter 2: Get Started	9
Start Scheduler	9
Chapter 3: Schedule and Run Tasks	11
Schedule a Task	12
Set Security for a Scheduled Task	13
Chapter 4: Refine Your Tasks	15
View Settings for a Running or Completed Task	15
Edit or Reschedule a Task	15
Put a Task On and Off Hold	16
Remove a Task	16
Select Multiple Tasks	17
Chapter 5: Work With Completed Tasks	19
Send Results By Email	19
Print the Results of a Scheduled Impromptu or PowerPlay Report	20
Save a Snapshot for a Scheduled Impromptu Report	20
Save the Results of an Impromptu or PowerPlay Report	21
Launch Applications and Macros Upon Completion of a Report	21
Publish Impromptu and PowerPlay Reports in HTML	22
Chapter 6: Customize Scheduler	25
Show Warning Messages	25
Set Task Defaults	25
Set the Maximum Delay Before Starting a Task	26
Automatically Remove Completed Tasks	27
Run Scheduler in the Taskbar Tray	27
Customize Scheduler to Work with Non-MAPI Email Platforms	28
Example Code	29
Chapter 7: Customize the Scheduled and Completed Task Lists	33
Sort Tasks	33
Hide and Show Columns	33
Size and Move Columns	34
Customize Background Color and Font	35
Chapter 8: Work Smart	37
Open an Impromptu Report for Scheduling	37
Run a CognosScript Macro Using Scheduler	38
Run PowerPlay Transformer in Batch Mode Using Scheduler	39
Update the Database User Profile for an Impromptu Report	40
Chapter 9: Troubleshoot Task Errors	41
Troubleshoot Impromptu Errors	41

Chapter 10: Cerr.ini file 43

Glossary 45

Index 49

Chapter 1: What is Scheduler?

Scheduler coordinates the execution of automated processes, called tasks, on a set date and time, or at recurring intervals. Scheduler supports tasks that run once and tasks that run repeatedly. Through Scheduler, Impromptu users can submit Impromptu report requests to be executed locally.

Scheduler can run tasks completely unattended, because you can specify security parameters for your databases and Impromptu catalogs when submitting tasks. Scheduler stores passwords in an encrypted format so that they cannot be seen when the tasks are running.

You can schedule

- Impromptu to run a specific report
- PowerPlay Transformer to create or refresh a PowerCube
- PowerPlay to update the contents of a report
- a CognosScript macro
- an executable file or DOS batch file

For example, you can create tasks that execute

- a CognosScript macro that automatically runs a production report or builds a HotFile every night of the week, starting at 2:00 A.M
- PowerPlay Transformer, to refresh a PowerCube at midnight every Friday
- an Excel macro, once a week on a specified day at a specified time. Your Excel macro might include OLE automation statements that automatically run a linked Impromptu report
- a CognosScript macro, that automatically creates a set of PowerPlay reports once a month and then mails the results to a group of users

Related Topics

- ["Schedule and Run Tasks" \(p. 11\)](#)

Run an Unattended Task

Most of the time, you will want to run Scheduler **unattended** so that you do not have to monitor the progress of the tasks you have scheduled.

Keep the following points in mind:

- Scheduler must be running to start tasks on your computer. You can minimize the Scheduler application window, or run Scheduler in the Windows taskbar tray, if you want to keep your desktop neat. If you rely on Scheduler to regularly launch tasks on your computer, you may want to add Scheduler to your Windows StartUp group.
- When you schedule an Impromptu report, Impromptu will request values for any prompts, and automatically provide these values along with any security information to Scheduler in order to run the report.
- If you use a CognosScript macro to run an Impromptu report that prompts for values, ensure that the macro provides appropriate values for the prompts. Otherwise, the report will prompt for input when the task runs, and the task will not complete when it is run unattended. You can use the PromptValue parameter of the OpenReport method to provide a complete list of run-time prompts for the report.

Note: Impromptu automatically provides Scheduler with all prompts when a report is scheduled directly from within Impromptu.

- If you schedule multiple reports to run back-to-back without closing Impromptu, it is important to note that the reports use the same catalog. To have a report use a different catalog, you must create and run a macro script that closes the original catalog. Alternatively, you can run the reports using different instances of Impromptu.
- When a task requires security parameters, such as a catalog password or a database password, you can specify the security values. For example, if you are running a task that accesses a remote Sybase database for which Impromptu and Sybase passwords are required, you can provide the user IDs and passwords within the task. For PowerPlay, if you are running in Reporter mode against a host PowerCube for which security parameters are required, you can provide the necessary values.
Note: Impromptu automatically provides Scheduler with the necessary security information when a report is scheduled directly from within Impromptu, or when Impromptu is already running and the user is logged into the catalog for the report being scheduled.
- Impromptu automatically tracks tasks that have run and tasks that are waiting to run. Most task settings are shown in the Scheduled tab (Scheduler application window). To view all details for a task, from the Edit menu, select the task and click Edit Task or Show Task. For more information, see ["Edit or Reschedule a Task" \(p. 15\)](#) and ["View Settings for a Running or Completed Task" \(p. 15\)](#).
- Scheduler maintains a log of task execution errors, schederr.log, stored in the folder where Windows puts temporary files on your computer. For more information, see ["Troubleshoot Impromptu Errors" \(p. 41\)](#). or ["Troubleshoot Task Errors" \(p. 41\)](#).

Related Topics

- ["Processing Considerations for Local Tasks" \(p. 6\)](#)

Run Multiple Renditions of Scheduler

You can run multiple renditions of Scheduler simultaneously on your computer, but only one [rendition](#) of Scheduler can exist with one rendition of Impromptu.

For example, you can install Scheduler to simultaneously support earlier supported versions of Impromptu clients. When you install Scheduler, it upgrades and preserves previous versions of scheduled tasks that are stored in the Scheduler database.

Only one Scheduler dialog box appears, despite the number of versions of Impromptu simultaneously used to invoke Scheduler. You can use Scheduler to print an Impromptu report that was created in an earlier supported version of Impromptu or run a CognosScript macro file (.mac).

Related Topics

- ["Cern.ini file" \(p. 43\)](#)
- ["What is Scheduler?" \(p. 5\)](#)

Processing Considerations for Local Tasks

A primary advantage of Scheduler is that you can schedule long, processing-intensive tasks to run on your computer when you will not otherwise need it, such as late at night. You must leave the computer switched on with Scheduler running.

You can choose to display a warning message if you exit Scheduler before it has processed all scheduled local tasks.

Delays

On your local computer, only one report or CognosScript macro can be run by an application at one time. A scheduled task that uses a particular application will not run until a running task that uses the same application has finished. If a report or macro contains errors, the application that is generating the report or running the macro could conceivably stop running the task to await user intervention. Any tasks scheduled to run later will not run until the existing problem has been dealt with.

Whenever possible, you should avoid having any program open a dialog that waits for input. In such a case, the program will pause and wait for input, possibly for many hours. Until the program resumes processing, all further local processing in Scheduler will wait.

Substantial delays can also occur if you schedule tools to download large amounts of information from bulletin boards or World Wide Web sites, or run disk checks or compression utilities. These tasks may slow other processing that occurs at the same time.

A delay can also occur as a result of other processing. Retries at starting tasks that initially fail to start are not unlimited. Scheduler will try to run the task until it is successful, or until the maximum delay for task execution has passed, as set in the Start tab (Options dialog box).

Related Topics

- ["Get Started" \(p. 9\)](#)
- ["Schedule and Run Tasks" \(p. 11\)](#)

Chapter 2: Get Started

Scheduler enables you to schedule new tasks, as well as manage those you've already scheduled.

Scheduling Tasks

Use Scheduler to schedule automated processes, called tasks, at set intervals, regardless of whether you are at your computer. You can schedule tasks to run once only, or repeatedly. You can set default values for new tasks, or use an existing task as a template when creating a new task. You can also set a maximum allowable task delay if the time at which the task runs is critical.

How Do I Manage Tasks With Scheduler?

Once you have scheduled a task, it appears on the task list in the Scheduled tab (Scheduler application window). You can change any of the settings for a task before it is run. You can temporarily postpone the execution of a scheduled task, or when it is no longer required, you can permanently remove it from the task list.

After a task has been run, it appears on the task list in the Completed tab (Scheduler application window). From this list, you can double-click a task, to view the results in Impromptu. If you attempt to view a task that did not run to completion, the Errors dialog box, is shown, indicating the specific error that occurred. You can configure Scheduler to automatically remove completed local tasks from the task list after a specified number of days.

You can edit the settings for a scheduled task before it runs, or view the settings of any task. You can easily create new tasks that use the settings of existing tasks.

The task lists on the Completed tab and Scheduled tab can be customized. You can sort a list by the values in any column, or change the order and width of the columns.

You can also configure Scheduler to display warnings before it completes certain operations, and have it notify you of completed tasks.

Related Topics

- ["Edit or Reschedule a Task" \(p. 15\)](#)
- ["Put a Task On and Off Hold" \(p. 16\)](#)
- ["Schedule and Run Tasks" \(p. 11\)](#)
- ["Set Security for a Scheduled Task" \(p. 13\)](#)
- ["View Settings for a Running or Completed Task" \(p. 15\)](#)

Start Scheduler

Description

You can start Scheduler as an independent application, or you can start it from other applications, including Impromptu and Transformer.

If Scheduler is configured to run in the taskbar tray, the Scheduler application window will not open when you start Scheduler. To open the Scheduler application window, double-click the Scheduler icon in the taskbar tray. For more information, see ["Run Scheduler in the Taskbar Tray" \(p. 27\)](#).

Steps to Start Scheduler from Windows

- From the Start menu, click Scheduler.
- In Explorer, double-click the file schdl_go.exe.

Steps to Start Scheduler from Impromptu

- From the Report menu, click Schedule.
- From the Tools menu, click Scheduler.
- Select Open Scheduler on the Open dialog box.
- Click the Launch Scheduler button on the PowerBar
Launch Scheduler button



Steps to Start Scheduler from Transformer

- From the Tools menu, click Scheduler.
- Click the Scheduler button on the PowerBar.
Scheduler button



Chapter 3: Schedule and Run Tasks

Use Scheduler to run automated processes, called tasks, at set intervals, regardless of whether you are at your computer. You can schedule tasks to run locally on your computer.

You can schedule tasks to run once only, or repeatedly

- every hour
- every few hours
- every day (including weekends)
- every few days
- on selected days of the week
- every few weeks on selected days of the week
- one day each month (for example, the first or the fifteenth day of each month)
- one day from a particular set of days in each month (for example, the first Friday of each month)
- every few months on one day each month, or one day from a particular set of days in each month

Note: You can schedule tasks to be run on any date up to five years from the current date.

You can set default values for new tasks, or use an existing task as a template to create a new task. You can also set a maximum allowable task delay if the time at which the task runs is critical.

Single Tasks

You will often want to schedule tasks to run once only. For example:

- you use Impromptu to access a large database, extracting data for conversion to Microsoft Excel. You schedule the task to run the required report and perform the conversion in the middle of the night, when network traffic is light;
- you plan to run PowerPlay against a large host PowerCube. You, therefore, schedule it to run at a time when you know that server load will be low.

Recurring Tasks

You likely use many reports that must be run repeatedly at the same time every week or every month. You can schedule recurring tasks to automatically prepare these reports. For example, you can use a recurring task to run Impromptu, producing weekly or monthly summary sales reports that provide up-to-date sales information; you can use a recurring task to run Transformer in batch to periodically refresh existing PowerCubes.

Unattended Operation

Scheduler can run tasks while completely unattended because you can specify security parameters for your databases and catalogs within Impromptu or Scheduler. With user IDs and passwords in place, you can leave Scheduler running unattended and cease worrying about unauthorized access to a secured database. When Scheduler runs the task, the task obtains security information from Scheduler as required. Scheduler stores catalog user IDs, database user IDs, and passwords in an encrypted form so that they cannot be seen when the tasks are running.

Scheduler can run tasks on your computer. To run a task on your computer, all you have to do is leave your computer switched on with Scheduler running. At the specified time, Scheduler will automatically run the scheduled task.

Executing Local Tasks

To run a task on your computer, simply create the task, then leave your computer switched on with Scheduler running. At the specified time, Scheduler automatically runs the task.

Related Topics

- ["Refine Your Tasks" \(p. 15\)](#)

Schedule a Task

Description

You can use Scheduler to schedule certain tasks to run once only.

For example, you might use Impromptu to access a large database, extracting data for conversion to Microsoft Excel. You schedule the [task](#) to run the required report and perform the conversion in the middle of the night, when network traffic is light. Or, you plan to run PowerPlay Reporter against a large host PowerCube. You, therefore, schedule it to run at a time when you know the server load will be low.

You can also use Scheduler to run reports that are produced every hour, day, week, or month.

For example, you might run Impromptu summary sales reports weekly or monthly to provide up-to-date sales information. Or, you might run Transformer regularly in batch to refresh existing PowerCubes.

You can change the default time and location for running new tasks. For more information, see ["Set Task Defaults" \(p. 25\)](#).

Steps

1. Open the Scheduler application window.
2. From the Insert menu, click
 - task to schedule a task to run once only.
 - recurring task to schedule a task to run on a recurring basis.
 The Identification tab (Insert Task dialog box) appears.
3. In the File Name box, type the file name and path of the new task, or click Browse to select a task from the File Name dialog box. You can schedule:
 - an Impromptu report (.imr file)
 - a PowerPlay report (.ppr file)
 - a macro (.mac or .mcx files)
 - executable programs (.exe, .com, .pif, or .bat files) such as Transformer

Note: If you are scheduling a remote task with shared results, use Universal Naming Conventions (UNC) or common file locations to avoid errors when the recipient opens the results you send.
4. Type a description of the task in the Description box.

The description is useful, particularly if you schedule the same task more than once, with different criteria.
5. From the Insert Task dialog box, click the Timetable tab.
6. Set the time at which the task is to run in the Time box.

Note: Times are expressed in 24-hour format.
7. For tasks being scheduled to run once only, set the date on which the task is to run in the On box. Skip to step 12.

Tip: When scheduling a task overnight, remember that the date changes at midnight.
8. For recurring tasks only, select the frequency with which the task is to run.

Select ...	To ...
Hourly	Run the task recurring at intervals measured in hours.
Daily	Run the task at a selected time recurring at intervals measured in days.
Weekly	Run the task at the specified time on selected days of the week recurring at intervals measured in weeks.

Select ...	To ...
Monthly	Run the task at the specified time on the specified date or day of the month recurring at intervals measured in months.

Tip: When scheduling a task overnight, remember that the date changes at midnight.

If you chose	Then select
Daily	The number of days between runs.
Weekly	The number of weeks between runs, and the day or days of the week on which the task is to run.
Monthly	The number of months between runs, and the day of the month on which the task is to run. <ul style="list-style-type: none"> • Select the first option button (relative day) to run the task on a particular occurrence of a day. Then select the occurrence (First, Second, Last, etc.) and the day (Monday, Saturday, etc.). For example, "Second" and "Friday" cause the task to run on the second Friday of every month. • Select the second option button (ordinal day) to run the task on a particular date. Then select the day of the month (1st, 2nd, etc.).

- For recurring tasks only, in the Effective From box, set the first date that the recurring task will be run.
By default, the task will run at its scheduled time(s), on or after the effective date, for an indefinite period.
Tip: The Next Run At box shows the next date and time that the task will run, based on the current settings in the dialog box.
- For recurring tasks only, if you want Scheduler to stop running the task at its scheduled time(s) after a certain date, select To, and type an end date for the task.
- If you need to provide user classes, user IDs, and passwords to run the task unattended, see "Set Security for a Scheduled Task" (p. 13).
- Click OK.
The Scheduled Tab appears, and the new task appears on the task list.

Related Topics

- ["Edit or Reschedule a Task" \(p. 15\)](#)
- ["Put a Task On and Off Hold" \(p. 16\)](#)
- ["Schedule and Run Tasks" \(p. 11\)](#)
- ["View Settings for a Running or Completed Task" \(p. 15\)](#)

Set Security for a Scheduled Task

Description

If you are using Scheduler to automate tasks that run against catalogs or databases with security requirements, you can provide the user IDs and passwords as part of the task. By providing this information in the task rather than in the CognosScript macro that runs the [task](#), you avoid the risk of placing security information within a macro. Furthermore, changing the user IDs and passwords is easier.

You do not have to provide user IDs or passwords in Scheduler for Impromptu reports. Impromptu automatically provides this information to Scheduler.

Scheduler stores passwords in an encrypted form that prevents users from seeing them.

Note: If you create a task that requires entry of a user ID and password to gain access to the catalog or database, and click the Security tab of the Edit Task dialog box, you may observe that the password field of the resulting prompt is blank. Asterisks indicating that the password has already been supplied will not appear. You may, if you wish, confirm the password by re-entering it, or change it following an update.

Steps

1. From the Insert Task dialog box, click the Security tab.
2. In the User Class box, type a user class for the task.
Note: The user class is used by Impromptu and is included for compatibility with macros created in previous versions. For PowerPlay and Transformer, the user class is defined in Access Manager.
3. Type the password for the user class in the User Password box.
4. If the database supports multiple user IDs, type the database user ID for the task in the User ID box.
5. If the database supports multiple user IDs, type the password associated with the given user ID in the User Password box.
6. Set all other task options.
7. Click OK.

Related Topics

- ["Schedule a Task" \(p. 12\)](#)

Chapter 4: Refine Your Tasks

You can change any of the settings for a scheduled task before it runs.

You cannot edit a running or completed task. However, you can view the current settings for such tasks.

You can temporarily postpone the execution of a locally scheduled task. For example, if access to a database will not be available when a recurring task is scheduled to run, you can put the task on hold so that Scheduler will not attempt to run it. When the database is again available, you can take the task off hold. The task again runs at the scheduled time(s).

When a scheduled task is no longer required, you can permanently remove it from the task list.

Related Topics

- ["Get Started" \(p. 9\)](#)
- ["Schedule a Task" \(p. 12\)](#)
- ["Schedule and Run Tasks" \(p. 11\)](#)

View Settings for a Running or Completed Task

Description

In Scheduler, you cannot edit a running or completed task with the Edit Task command (Edit menu). However, you can view the current settings for such tasks by using the Show Task command (Edit menu).

Steps

1. In the Scheduler window, click the tab that corresponds to the list where the desired task can be found.
2. Click the desired task.
3. From the Edit menu, click Show Task.
Note: You cannot make any changes to the settings for the task.
4. Review the current settings for the task on the Show Task dialog box.
5. Click Cancel.

Related Topics

- ["Edit or Reschedule a Task" \(p. 15\)](#)
- ["Put a Task On and Off Hold" \(p. 16\)](#)
- ["Refine Your Tasks" \(p. 15\)](#)
- ["Set Security for a Scheduled Task" \(p. 13\)](#)
- ["Set Task Defaults" \(p. 25\)](#)

Edit or Reschedule a Task

Description

You can edit task settings any time before a task runs. To reschedule a task, edit the date and time settings.

Notes

- If a local task's scheduled execution time arrives when you are editing that task, then execution does not occur until you finish editing the task.
- You cannot edit a task that is already running. To display the settings of a task that is running, see ["View Settings for a Running or Completed Task"](#) (p. 15).

Steps

1. From the Scheduler application window, click the Scheduled tab to show the list of scheduled tasks.
2. Click the desired task.
3. From the Edit menu, click Edit Task.
The Identification tab (Edit Task dialog box) appears.
4. Make the desired changes to the task.
5. Click OK.

Related Topics

- ["Put a Task On and Off Hold"](#) (p. 16)
- ["Schedule a Task"](#) (p. 12)
- ["Set Security for a Scheduled Task"](#) (p. 13)
- ["Set Task Defaults"](#) (p. 25)

Put a Task On and Off Hold

Description

You can temporarily prevent a scheduled task from running by putting it on hold. For example, if your computer will not be available when a recurring task is scheduled to run, you can put the task on hold so that Scheduler will not attempt to run it. When the computer is again available, you can take the task off hold. The task again runs at the scheduled time(s).

To permanently delete a scheduled task, see ["Remove a Task"](#) (p. 16).

Note: Only local tasks can be placed on hold.

Steps

1. Click the Scheduled tab in the Scheduler application window.
In the list of scheduled tasks, the word "active" in the status column indicates tasks that will be executed at the appointed times. The words "on hold" indicate tasks that have previously been put on hold; these tasks will not run at the scheduled time(s) until taken off hold.
2. Click the task you want to put on hold or take off hold.
3. From the Edit menu, click Put On Hold to put the task on hold, or click Take Off Hold to take the task off hold.

Related Topics

- ["Edit or Reschedule a Task"](#) (p. 15)
- ["Schedule and Run Tasks"](#) (p. 11)
- ["Set Security for a Scheduled Task"](#) (p. 13)
- ["Set Task Defaults"](#) (p. 25)
- ["View Settings for a Running or Completed Task"](#) (p. 15)

Remove a Task

Description

When a task is no longer required, you can permanently remove it from the task list.

You can configure Scheduler to automatically remove completed tasks after a given period of time. For more information, see ["Automatically Remove Completed Tasks"](#) (p. 27).

To temporarily prevent a scheduled task from running, see ["Put a Task On and Off Hold"](#) (p. 16).

Note: Once you have deleted a task, you cannot recover it.

Steps

1. In the Scheduler application window, click the tab that corresponds to the list in which the desired task can be found.
2. Select the task.
3. From the Edit menu, click Delete Item, or press the Delete key.
If delete warnings are enabled in the Warnings tab (Options dialog box), a dialog box appears asking you to confirm the deletion.
4. Click OK in the confirmation dialog box to remove the task.

Related Topics

- ["Refine Your Tasks"](#) (p. 15)
- ["Schedule a Task"](#) (p. 12)

Select Multiple Tasks

Description

You can select more than one task at a time using the row selector (first) column of the Scheduled and Completed main windows. After you select multiple tasks, you can delete them, place them on hold, or take them off hold.

Steps

1. Click a task on which you want to take action.
2. Ctrl+click the row selector (first) column of the second and all subsequent tasks you want to select together.
3. Take the action you want on the selected tasks.

Related Topics

- ["Schedule a Task"](#) (p. 12)

Chapter 5: Work With Completed Tasks

Scheduler automates several options for working with completed tasks.

You can have Scheduler automatically:

- Print the results of a scheduled Impromptu or PowerPlay report on a specified printer.
- Save the results of an Impromptu or PowerPlay report in a specified location and file format.
- Save a Snapshot of an Impromptu report in a specified location.
- Save an Impromptu or PowerPlay Report in HTML, and save the resulting HTML files in a specified location.
- Launch an application or macro upon completion of an Impromptu or PowerPlay report.

Note: If selected, any of the above processes is executed automatically upon completion of a locally scheduled task.

From Scheduler, you can manually send the results of a completed task as an attachment to an email message.

Related Topics

- ["Launch Applications and Macros Upon Completion of a Report" \(p. 21\)](#)
- ["Run PowerPlay Transformer in Batch Mode Using Scheduler" \(p. 39\)](#)
- ["Run PowerPlay Transformer in Batch Mode Using Scheduler" \(p. 39\)](#)
- ["Print the Results of a Scheduled Impromptu or PowerPlay Report" \(p. 20\)](#)
- ["Publish Impromptu and PowerPlay Reports in HTML" \(p. 22\)](#)
- ["Save a Snapshot for a Scheduled Impromptu Report" \(p. 20\)](#)
- ["Save the Results of an Impromptu or PowerPlay Report" \(p. 21\)](#)
- ["Send Results By Email" \(p. 19\)](#)
- ["Schedule a Task" \(p. 12\)](#)

Send Results By Email

Description

You can send the results of a completed report as an attachment to an email message.

Notes

- The Send command is available only when the selected task produces an output file (for example, a snapshot).
- You need to install an email application before you can email the results of a report directly from Scheduler.
- Scheduler is set up for email applications that use the MAPI protocol. If you use a non-MAPI email application, your administrator must customize Scheduler.

Steps

1. From Completed tasks list, click on the task for which you want to send results.
2. From the File menu, click Send.

If you are sharing results, a dialog appears containing the name of the last file sent by Scheduler. If you are not sharing results, all files created by the report appears as attachments to a new Microsoft Mail or Microsoft Exchange message.

3. Do one of the following:

- If the file name that appears contains the results you want to send, click OK.
- If the file name that appears does not contain the results you want to send, type the correct file name and click OK.

Print the Results of a Scheduled Impromptu or PowerPlay Report

Description

You can schedule the results of a report to print automatically when the report finishes running.

Notes

- The print option is available only if you have access to a printer.

Steps

1. Schedule an Impromptu or PowerPlay report. For more information, see "[Schedule a Task](#)" (p. 12).
2. From the Insert Task dialog box, click the Results tab.
The Results tab only appears if the file name you have typed in the File Name box of the Insert Task dialog box ends in the .imr (Impromptu report), or .PPR (PowerPlay report) file extension.
3. Select the Print check box.
More print options appear.
4. Select a printer from the drop down list.
5. Select the number of copies to print.
6. Click OK.

Save a Snapshot for a Scheduled Impromptu Report

Description

You can schedule an Impromptu report to be saved as a snapshot. A snapshot is a permanent local copy of the data in your report. Like a photograph, it shows the data at the moment you created the snapshot.

Example

You create and save a snapshot of this month's sales report to compare it in the future to any subsequent month's sales report.

Note

- When you refresh a snapshot, by scheduling the report to be saved as a snapshot again, all data in the snapshot is overwritten with the current data, unless you specify a different file name for the updated snapshot.

Steps

1. Schedule an Impromptu Report. For more information, see "[Schedule a Task](#)" (p. 12).
2. From the Insert Task dialog box, click the Results tab.
The Results tab only appears if the file name you have typed in the File Name box of the Insert Task dialog box ends in the .imr (Impromptu report), or .PPR (PowerPlay report) file extension.
3. Select the Save Snapshot with Report check box.
More snapshot options appear.
4. In the Snapshot File Name box, enter the location and file name to save the snapshot under, or click Browse to show the File Name box, where you can search for the file name and location you want.
5. Click OK.

Related Topics

- ["Save the Results of an Impromptu or PowerPlay Report"](#) (p. 21)
- ["Work Smart"](#) (p. 37)
- ["Work With Completed Tasks"](#) (p. 19)

Save the Results of an Impromptu or PowerPlay Report**Description**

You can schedule the results of a report to be exported to a local file of the specified format.

Example

You created an Impromptu report and want to send it to a customer who only has Microsoft Excel. You export the report in Excel format.

Steps

1. Schedule an Impromptu or PowerPlay Report. For more information, see ["Schedule a Task"](#) (p. 12).
2. From the Insert Task dialog box, click the Results tab.
3. Select the Save As check box.
More save options appear.
4. From the Save As Type list, select the data type for your saved results.
5. In the File Name box, enter the location and file name to save the results under, or click Browse to show the File Name box, where you can search for the file name and location you want.
6. Click OK.

Related Topics

- ["Launch Applications and Macros Upon Completion of a Report"](#) (p. 21)
- ["Save a Snapshot for a Scheduled Impromptu Report"](#) (p. 20)
- ["Work Smart"](#) (p. 37)
- ["Work With Completed Tasks"](#) (p. 19)

Launch Applications and Macros Upon Completion of a Report**Description**

You can schedule an Impromptu or PowerPlay report so that Scheduler launches an application, a file, or a macro when the report finishes running.

Notes

- Scheduler will only open files that are associated with an application.

Steps

1. Schedule an Impromptu or PowerPlay Report. For more information, see ["Schedule a Task"](#) (p. 12).
2. From the Insert Task dialog box, click the Results tab.
The Results tab only appears if the file name you have typed in the File Name box of the Insert Task dialog box ends in the .imr (Impromptu report), or .PPR (PowerPlay report) file extension.
3. Select the Command script check box.
More command script options appear.
4. In the Script file name box, enter the full location and file name of the application, file, or macro you want Scheduler to execute, or click Browse to show the File Name box, where you can search for the file name and path location you want.

5. Click OK.

Related Topics

- ["Work With Completed Tasks" \(p. 19\)](#)

Publish Impromptu and PowerPlay Reports in HTML

Description

You can schedule Impromptu and PowerPlay reports to be saved in HyperText Markup Language (HTML) file format. An HTML report is a read-only report that you can view with a Web browser. You do not need Impromptu or PowerPlay on your desktop to view it. To the user, an HTML report looks similar to the Impromptu or PowerPlay report.

When you save a report in HTML, Impromptu and PowerPlay create several files of different types. The quantity and types of files created depend upon

- the size of the report
- the number of graphics
- the inclusion of a Report Navigator
- the navigation options you've specified

When you distribute the HTML report, include all of its files.

You can distribute HTML reports by

- making them available worldwide on an internet Web page
- making them available within your organization on your intranet Web page
- sending them to specific users via email
- making them available on a network

Notes

- The Save As HTML command for Impromptu reports requires a printer to correctly format the report.
- For further information about saving reports in HTML format, see the online help for PowerPlay or Impromptu.

Steps

1. Schedule an Impromptu or PowerPlay Report. For more information, see ["Schedule a Task" \(p. 12\)](#).
2. From the Insert Task dialog box, click the Publish tab.
The Publish tab only appears if the file name you have typed in the File Name box of the Insert Task dialog box ends in the .imr (Impromptu report), or .PPR (PowerPlay report) file extension.
3. Select the To HTML check box.
More options appear. The options that appear differ depending on whether you are scheduling a PowerPlay or Impromptu report (see notes below).
4. Enter the directory path of the folder the resulting HTML files are to be saved in.
5. For Impromptu reports only, in the Prefix box, type a meaningful name that you want as the prefix on all of the HTML files created for the report.
6. For Impromptu reports only,

To	Click
Include a Report Navigator	Include Report Index
Show the Report Navigator on a separate page from the report body	On separate page

To	Click
Include a list of page numbers, corresponding to the pages in the report body, enabling the user to jump to a specific page	Include Page Numbers

7. Click OK.
Scheduler creates all the HTML files for the report in the specified location.
8. To verify the HTML report, double-click the file with the prefix you specified and the extension .HTM.
The Web browser displays the report. Verify that the format of the report appears as expected and that it contains the navigation options you want.

Related Topics

- ["Work With Completed Tasks" \(p. 19\)](#)

Chapter 6: Customize Scheduler

You can change several configuration settings in Scheduler. You can set

- Scheduler to show warning messages before deleting a task or exiting the application before scheduled local tasks have run.
- default locations and times for new tasks.
- Scheduler to notify you of completed tasks with a dialog box, an audible alarm, or both.
- the maximum delay allowed before the start of a task.
- Scheduler to automatically remove completed and canceled tasks from the task lists after a specified number of days.
- Scheduler to run minimized in the recessed tray at the end of the Windows taskbar (this tray may also contain the clock and other icons). This is useful for starting scheduled tasks, without keeping a Scheduler window open.

You can also control the appearance of the tasks lists. For more information, see "[Customize the Scheduled and Completed Task Lists](#)" (p. 33).

Related Topics

- "[Run Scheduler in the Taskbar Tray](#)" (p. 27)
- "[Set Task Defaults](#)" (p. 25)
- "[Set the Maximum Delay Before Starting a Task](#)" (p. 26)
- "[Show Warning Messages](#)" (p. 25)

Show Warning Messages

Description

Scheduler can show confirmation messages before you delete a task or exit the application when you have local tasks scheduled to run.

Note: By default, both of these warning options are enabled.

Steps

1. From the Tools menu, click Options.
The Warnings tab (Options dialog box) appears.
2. Select the Deleting check box to cause Scheduler to show a confirmation message before deleting a task.
3. Select the Exit With Active Local Schedules check box to cause Scheduler to show a confirmation message before exiting the application when you have scheduled tasks to run on your computer.
4. Click OK.

Related Topics

- "[Customize Scheduler](#)" (p. 25)

Set Task Defaults

Description

You can change the default settings that will apply to new tasks. You can set tasks to run by default on your local computer and set a default scheduled time for the task.

Steps to Set the Default Time for New Tasks

1. From the Tools menu, click Options.
2. Click the New Task.
3. Select the default scheduled time for new tasks.

Select	To
Immediately	Use the current time as the default scheduled time for new tasks.
At	Use a specific time as the default scheduled time for new tasks.

4. If you selected the At option button, set the desired default scheduled time (in 24-hour format) in the At box.

Note: When you schedule a new task based on default settings, and the time in the At box is earlier than the current time on your computer's clock, the task date for the new task will default to the next calendar day.

5. Click OK.

Related Topics

- ["Customize Scheduler" \(p. 25\)](#)
- ["Edit or Reschedule a Task" \(p. 15\)](#)
- ["Schedule a Task" \(p. 12\)](#)
- ["Set Security for a Scheduled Task" \(p. 13\)](#)
- ["View Settings for a Running or Completed Task" \(p. 15\)](#)

Set the Maximum Delay Before Starting a Task

Description

If Scheduler is not running, tasks scheduled to run locally can not be started. Similarly, if the scheduled execution time for a task arrives while Scheduler is running another task, the task can not be started. These tasks are delayed until Scheduler becomes available, or until the maximum delay has elapsed. After the maximum delay has elapsed, Scheduler skips the task.

You can specify the maximum delay permitted before scheduled tasks are started. This ensures that Scheduler does not amass a large backlog of scheduled tasks.

Notes

- The default maximum delay value is 8 hours
- Valid settings for the maximum delay are 1 to 12 hours.

Steps

1. From the Tools menu, click Options.
The Options dialog box appears.
2. Click the Start tab.
3. Enter the number of hours for the maximum delay in the Task Execution No Later Than box.
4. Click OK.

Related Topics

- ["Customize Scheduler" \(p. 25\)](#)
- ["Schedule a Task" \(p. 12\)](#)

Automatically Remove Completed Tasks

Description

Completed tasks are listed on the Completed tab (Scheduler application window) task list. You can set Scheduler to remove tasks from this task list automatically after a given period of time.

Notes

- Auto Purge affects local tasks only.
- Auto Purge must be set for automatically deployed tasks.
- If you delete tasks containing shared results, the exported file will also be deleted along with the exported data.

Steps

1. From the Tools menu, click Options.
2. Click the Purge tab.
3. Select whether Scheduler should automatically remove completed tasks.

Select	To
Auto Purge Off	Leave completed tasks on the task list indefinitely.
Purge After	Cause Scheduler to automatically remove completed tasks from the task list after a given number of days.

4. If you selected the Purge After option, in the Purge After box, type the number of days after which Scheduler automatically removes a [completed task](#) from the task list.
5. Click OK.

Related Topics

- ["Remove a Task" \(p. 16\)](#)
- ["Customize Scheduler" \(p. 25\)](#)

Run Scheduler in the Taskbar Tray

Description

You can run Scheduler minimized in the recessed tray at the end of the Windows taskbar. This tray may also contain the clock and other icons. Run Scheduler in the taskbar tray to start scheduled tasks, without keeping a Scheduler window open.

Notes

- Hold the pointer over the Scheduler icon in the taskbar tray to view a tool tip which shows the number of remote results sets.
- Double-click the Scheduler icon in the taskbar tray to open a Scheduler window.
- Right-click the Scheduler icon in the taskbar tray to open a pop-up menu, allowing you to Show or Hide the Scheduler window or Exit Scheduler.
- If the Run in Taskbar Tray option is selected when Scheduler is opened, Scheduler will open in the taskbar tray, rather than a window.
- When Scheduler is set to run in the taskbar tray, clicking



button closes the Scheduler window, but Scheduler remains open in the taskbar tray. To exit Scheduler, when Scheduler is set to run in the taskbar tray, right click the Scheduler icon in the taskbar tray and click exit from the pop-up menu.

- If you minimize the Scheduler window while Scheduler is set to run in the taskbar tray, double-clicking the Scheduler icon in the taskbar tray does not open a Scheduler window. In this case, you must click the Scheduler button on the taskbar to open a Scheduler window.



Steps

1. From the Tools menu, click Options.
The Options dialog box appears.
2. Click the Mode tab.
3. Select the Run in Taskbar Tray check box.
4. Click OK.

The Scheduler window is minimized and the Scheduler icon appears in the taskbar tray.



Related Topics

- ["Customize Scheduler" \(p. 25\)](#)
- ["Run an Unattended Task" \(p. 5\)](#)

Customize Scheduler to Work with Non-MAPI Email Platforms

Description

You can customize the Send command in Scheduler to work with email platforms that use mail protocols other than MAPI.

Note: If this procedure is not performed properly, the Send command will no longer work. Proceed with caution.

Notes

- Scheduler must be closed when a new .dll file is made: if Scheduler is open and you use the default name and path for the new .dll, an error will occur, or if you choose a different name or path for the new .dll, the new capabilities will not be available until you exit and restart Scheduler.
- See the documentation that comes with your email application to determine the OLE automation interface available with your mail protocol.

Steps

1. Close Scheduler, if necessary.
2. In an application that can make .dll files, for example Visual Basic, create a class called clsSend with the Instancing property set to Multiuse.
3. Copy the example script below and paste into the script window for the class.
4. Modify the script using the OLE automation interface of your mail protocol.
5. Make the .dll file.

The name of the installed .dll file is Send32.dll, but you can use any name or path.

Note: Do not move the new .dll file. If you move it, it will prevent Scheduler from locating it and the Send command will no longer work.

6. Test the Send command in Scheduler.
7. Repeat steps 4 to 6 until the Send command works properly.

For an example, see ["Example Code" \(p. 29\)](#).

Related Topics

- ["Send Results By Email" \(p. 19\)](#)

Example Code

The following examples are:

- a template to add the send capabilities for your mail protocol.
- the code for the default Send command capability, which can be compiled to return to the default Send command capability.

Code Template

```
Public Sub Send(Schedule As Object)
    'This subroutine will be called when the Send Results command
    'is used in Scheduler.
    Const IMP_TASK = 1
    Const PPLAY_TASK = 2
    Dim strFileExists As String
    Dim strFileName As String
    'Place code here to declare the objects you will require to
    'generate a new mail message with an attachment in your mail
    'system here.
    'Place code here to activate an automation session for your
    'mail system.
    'Place code here to log on to your mail system.
    'Place code here to create a new, blank message in your
    'mail system.
    If Schedule.CreateSnapshot Then
        If Schedule.SnapshotFileName = "" Then
            strFileName = Schedule.ScheduleName
        Else
            strFileName = Schedule.SnapshotFileName
        End If
        strFileExists = Dir(strFileName)
        If strFileExists <> "" And Err.Number = 0 Then
            'Place code here to place the file described by strFileName
            'into the new message as an attachment.
            End If
        End If
    If 0 <> Len(Schedule.ExportType) Then
        strFileName = Schedule.ExportFileName
        strFileExists = Dir(strFileName)
        If strFileExists <> "" And Err.Number = 0 Then
            'Place code here to place the file described by strFileName
            'into the new message as an attachment.
            Else
                If Schedule.TaskType = PPLAY_TASK Then
                    If Schedule.ExportType = "csv" Then
                        strFileName = Trim(strFileName) + ".asc"
                    Else
                        strFileName = Trim(strFileName) + ".xls"
                    End If
                    strFileExists = Dir(strFileName)
                    If strFileExists <> "" And Err.Number = 0 Then
                        'Place code here to place the file described by strFileName
                        'into the new message as an attachment.
                        End If
                    End If
                End If
            End If
        End If
        'Place code here to update and send the new message.
        'Place code here to close the automation session for your
        'mail system.
    End Sub
```

Default Send Command Code

```
Public Sub Send(Schedule As Object)
    'Enable a user to send the physical files created by a request
    'to others via a MAPI session
    Const IMP_TASK = 1
```

```

Const PPLAY_TASK = 2
Dim MapiSession As Object
Dim MapiMessage As Object
Dim MapiRecipient As Object
Dim MapiAttachment As Object
Dim Recpt
Dim errObj As Long
Dim ErrMsg
Dim FileExists As String
Dim FileName2 As String
Const mapiFileData = 1
Const mapiHigh = 1
Const mapiTo = 1
Const MAPI_USER_CANCEL = &H80040113
On Error GoTo MAPITrap
Set MapiSession = CreateObject("Mapi.Session")
MapiSession.Logon
Set MapiMessage = MapiSession.Outbox.Messages.Add
With MapiMessage
    If Schedule.CreateSnapshot Then
        If Schedule.SnapshotFileName = "" Then
            FileName2 = Schedule.ScheduleName
        Else
            FileName2 = Schedule.SnapshotFileName
        End If
        FileExists = Dir(FileName2)
        If FileExists <> "" And Err.Number = 0 Then
            Set MapiAttachment = MapiMessage.Attachments.Add
            With MapiAttachment
                .Name = FileName2
                .Source = .Name
                .ReadFromFile filename:=.Name
                .position = 1
                .Type = mapiFileData
            End With
        End If
    End If
    If 0 <> Len(Schedule.ExportType) Then
        FileName2 = Schedule.ExportFileName
        FileExists = Dir(FileName2)
        If FileExists <> "" And Err.Number = 0 Then
            Set MapiAttachment = MapiMessage.Attachments.Add
            With MapiAttachment
                .Name = FileName2
                .Source = FileName2
                .ReadFromFile filename:=FileName2
                .position = 1
                .Type = mapiFileData
            End With
        Else
            If Schedule.TaskType = PPLAY_TASK Then
                If Schedule.ExportType = "csv" Then
                    FileName2 = Trim(FileName2) + ".asc"
                Else
                    FileName2 = Trim(FileName2) + ".xls"
                End If
                FileExists = Dir(FileName2)
                If FileExists <> "" And Err.Number = 0 Then
                    Set MapiAttachment = MapiMessage.Attachments.Add
                    With MapiAttachment
                        .Name = FileName2
                        .Source = FileName2
                        .ReadFromFile filename:=FileName2
                        .position = 1
                        .Type = mapiFileData
                    End With
                End If
            End If
        End If
    End If
End With

```

```
        End If
    End If
    .Update
    .Send showdialog:=True
End With
Set MapiSession = Nothing
MAPIExit:
Exit Sub
MAPITrap:
If Err.Number <> MAPI_USER_CANCEL Then
    Err.Raise Number:=Err.Number, Description:=Err.Description
Else
    If Not MapiMessage Is Nothing Then
        MapiSession.Outbox.Messages.Delete
    End If
End If
End Sub
```

Chapter 7: Customize the Scheduled and Completed Task Lists

Scheduler maintains two separate lists showing Scheduled and Completed tasks. They are contained in the Scheduled and Completed tabs of the Scheduler application window.

Each list appears in the form of a table. You can move, size, or hide the columns in these two tables. You can control the background color and font for each of the two lists. Each tasks list has its own settings, independent of the other.

Changes to the tasks lists are saved in the `Cern.ini` file, when you exit the application.

Related Topics

- ["Customize Background Color and Font" \(p. 35\)](#)
- ["Customize Scheduler" \(p. 25\)](#)
- ["Hide and Show Columns" \(p. 33\)](#)
- ["Size and Move Columns" \(p. 34\)](#)
- ["Sort Tasks" \(p. 33\)](#)

Sort Tasks

Description

You can sort tasks in the Scheduled or Completed tasks lists by any of the columns.

Tip

To sort without using menus, click within the heading of the column you want to sort on. A second click will reverse the sort order.

Steps

1. Open Scheduler to the tasks list that you want to sort.
2. From the View menu, place the cursor over the Sort On command and select the column to sort on.

Related Topics

- ["Customize the Scheduled and Completed Task Lists" \(p. 33\)](#)

Hide and Show Columns

Description

You can hide or show any of the columns in the Scheduled and Completed tasks lists.

Steps to Hide Columns

1. From the Scheduled or Completed tasks list, click and hold the on the right border in the header of the column you want to hide.



When the pointer moves over a column border, it changes.

2. Drag the border to the left until it meets the border of the adjacent column and the column is completely hidden.
3. Release the mouse button.

Steps to Show Hidden Columns

1. In the Scheduled or Completed tasks list, slowly move your pointer across the column headers.
↳ When the pointer moves over a column border where another column is hidden, the pointer icon will change.
2. Click and hold on the border where the column is hidden.
3. Drag the border to the right until the hidden column is revealed.
4. Release the mouse button.

Step to Show All Hidden Columns

- From the View menu, click Show Hidden Columns.
All hidden columns in the current task list are restored to their default size. The size and position of other columns are unaffected.

Related Topics

- ["Customize the Scheduled and Completed Task Lists" \(p. 33\)](#)
- ["Size and Move Columns" \(p. 34\)](#)

Size and Move Columns

Description

You can move or resize the columns in the Scheduled and Completed tasks lists to suit the way you work. You may want to

- shrink columns, so that they all fit within your display and can be viewed without scrolling.
- enlarge columns, to view all the text they contain.
- move columns into an order you prefer.

Notes

- When a column is smaller than the width of the header text, the header text scrolls to the next line, if there is vertical room in the header.

Tip

To deselect columns, click anywhere outside of the selected columns' headers.

Steps to Shrink and Enlarge Columns

1. From the Scheduled or Completed tasks list, left-click and hold on the right border in the header of the column you want to resize.
2. Drag the border to the left to shrink the column, or to the right to enlarge the column.
3. Release the mouse button.

Steps to Move Columns

1. Left-click and hold the left mouse button within the header of the column you want to move.
2. Drag the pointer to the top or bottom of the header cell to select a single column, or drag the pointer into the header cells to the left or right to select a range of columns.
3. Release the mouse button.
The selected columns remain shaded.
4. Click and hold again within the header of the selected column, or columns.
The divider at the left border of the selected column(s) is enlarged and highlighted
5. With the mouse button depressed, drag the highlighted border to the desired location.
6. Release the mouse button.
The selected column(s) are moved immediately to the left of the highlighted border. Columns remain selected after they are moved.

Related Topics

- ["Customize the Scheduled and Completed Task Lists" \(p. 33\)](#)
- ["Hide and Show Columns" \(p. 33\)](#)

Customize Background Color and Font

Description

You can customize the background color and font of the Scheduled and Completed tasks lists.

Steps to Customize the Background Color

1. Open Scheduler to the desired task list.
2. From the Tools menu, select Background.
The Color dialog box appears.
3. Select a color.
4. Click OK.

Steps to Customize the Font

1. Open Scheduler to the desired task list.
2. From the Tools menu, select Font.
The Font dialog box appears.
3. Select a font.
4. Click OK.

Related Topics

- ["Customize the Scheduled and Completed Task Lists" \(p. 33\)](#)

Chapter 8: Work Smart

You can use Scheduler to maximize your efficiency by learning how to work smart. This section provides sample tasks that can show you how to work smart by

- scheduling an Open Impromptu report directly from Impromptu
- opening an Impromptu report for Scheduling
- running a CognosScript macro using Scheduler
- running PowerPlay Transformer in batch mode using Scheduler

Related Topics

- ["Open an Impromptu Report for Scheduling" \(p. 37\)](#)
- ["Launch Applications and Macros Upon Completion of a Report" \(p. 21\)](#)
- ["Run a CognosScript Macro Using Scheduler" \(p. 38\)](#)
- ["Run PowerPlay Transformer in Batch Mode Using Scheduler" \(p. 39\)](#)
- ["Update the Database User Profile for an Impromptu Report" \(p. 40\)](#)

Open an Impromptu Report for Scheduling

Description

When you open an Impromptu report, you can easily access Scheduler to schedule the report.

Impromptu supplies information about the report, including run-time prompts and security information. Using the Results tab (Insert Task dialog box), the results can automatically

- be printed
- be published as HTML
- be exported
- be saved as a snapshot
- run a macro or application

If selected, any of the above processes is executed automatically upon completion of a locally scheduled task.

The following procedure demonstrates how to open an Impromptu report and schedule it to run weekly on your local computer.

Steps

1. In Impromptu, from the File menu, click Open.
The Open dialog box is displayed.
2. Select the file name of a report to open.
3. Select the Open Scheduler check box.
4. Click OK.
Impromptu launches Scheduler to schedule the chosen report. The Insert Task dialog box is displayed, and the file name of the current report is automatically entered in the File Name box.
5. Type a description to identify the task in the Description box.
6. Select My Computer to run the task on your local computer.
7. Select Recurring Task to schedule the report to run repeatedly at selected intervals.
8. Click Timetable to show the Timetable tab (Insert Task dialog box).
9. Select Weekly to run the task every week on selected days.

10. Select the day(s) of the week that the task should run.
11. Set the time at which you want the task to run in the Time box.
The Effective From box shows the current date by default. The task will run every day at the same time starting today.
The Next Run At box shows the next date and time that the recurring task will run.
12. Click OK to save the task description.
The Insert dialog box closes and the task description appears in the task list in the Scheduled tab (Scheduler application window).
Because the task is scheduled to run on your computer, you must leave your computer switched on with the Scheduler application running.

Related Topics

- ["Schedule a Task" \(p. 12\)](#)
- ["Work Smart" \(p. 37\)](#)

Run a CognosScript Macro Using Scheduler

Description

You can schedule the execution of a [CognosScript](#) macro that runs any OLE-compliant application with defined methods and properties. For example, you can run a macro that updates your local copy of a distributed Impromptu catalog at the end of every week. Because the macro will run on your computer, you must leave your computer switched on with Scheduler running in order for the task to execute.

The following procedure describes how to schedule a CognosScript macro to run at a specified time every day.

Steps

1. Open the Scheduler application window.
2. From the Insert menu, click Recurring Task.
3. In the File Name box, either type the file name and path of the new task, or click Browse to locate the task.
For example, you could type:
updatlg.mac
4. Type Update Local Catalog to identify the task in the Description box.
5. Click the Timetable tab.
6. Select Daily to run the task every day at the same time.
7. In the Time box, set the time at which you want the task to run.
The Effective From box shows the current date by default. The task will run every day at the same time starting today.
8. If the catalog or the database prompt for user IDs and passwords:
 - Click Security to show the Security tab (Insert Task dialog box).
 - Type a user class for the task in the User Class box.
 - Type the password for the user class in the first User Password box.
 - If the database supports multiple user IDs, type the database user ID for the task in the User box.
 - If the database supports multiple user IDs, type the password associated with the user ID in the second User Password box.
9. Click OK to save the task description.
The Insert dialog box closes and the task description appears in the task list in the Scheduled tab (Scheduler application window).
10. Do not close Scheduler. To tidy your desktop, you can click the Minimize button on the top right of the Scheduler application window.

Scheduler runs minimized, and the CognosScript macro will run at the scheduled time on your computer.

Related Topics

- ["Launch Applications and Macros Upon Completion of a Report"](#) (p. 21)
- ["Work Smart"](#) (p. 37)

Run PowerPlay Transformer in Batch Mode Using Scheduler

Description

You can schedule PowerPlay Transformer to run in [Batch mode](#) at a specific time. For example, you can schedule Transformer to refresh an existing PowerCube at a specific time each day.

Before Scheduling PowerPlay Transformer to run in batch mode, the PowerPlay administrator should set up Auto-access to the required data sources. This ensures that authenticator attempts to identify the user via their OS signon, thereby eliminating the need for user interaction.

The following procedure describes how to schedule PowerPlay Transformer to run in batch mode. Because the macro will run on your computer, you must leave your computer switched on with Scheduler running in order for the task to execute.

Steps

1. Open the Scheduler application window.
2. From the Insert menu, click Task.
3. In the File Name box, type `trnsfrmr.exe`, the file name of the PowerPlay Transformer executable file. Add the path, if necessary.
You can also click Browse to open the File Name dialog box, where you can locate the file. Type the appropriate batch mode switches, and then type the name of the model file.
For example, you could type:
`"trnsfrmr.exe" -n -s "national.pyi"`
4. Type Transformer Batch Mode in the Description text box to identify the task.
5. Click Timetable to show the Timetable tab (Insert Task dialog box).
6. Select the time at which you want the task to run in the Time box.
7. Set the date for the task to be run in the On box.
You must select tomorrow's date for the task to run overnight, as the time has been set after midnight. For example, click the arrow keys to change the date to 22/03/04 (March 22, 2004).
8. If the catalog or the database prompt for user IDs and passwords:
 - Click Security to show the Security tab (Insert Task dialog box).
 - Type a user class for the task in the User Class box.
 - Type the password for the user class in the first User Password box.
 - If the database supports multiple user IDs, type the database user IDs for the task in the User ID box.
 - If the database supports multiple user IDs, type the passwords associated with the user IDs in the second User Password box.
9. Click OK.
The Insert Task dialog box closes, and the task description appears in the task list in the Scheduled tab (Scheduler application window).
10. Do not close Scheduler. You can click the Minimize button on the top right of the Scheduler application window.
Scheduler runs minimized, and Transformer will run at the scheduled time on your computer.

Related Topics

- ["Launch Applications and Macros Upon Completion of a Report"](#) (p. 21)
- ["Work Smart"](#) (p. 37)

Update the Database User Profile for an Impromptu Report

Description

You can update the database user logon and password for any active scheduled Impromptu report to match changes in the database.

Notes

- This command is always available when you select multiple tasks.

Steps

1. Select the task with the database user profile you want to update.
2. From the Edit menu, click Updating Database Profile.
3. Enter the new user ID in the User ID box.
4. Enter the new user password associated with the user ID in the User Password box and click OK.

Note: Each password character you enter appears as an asterisk (*) for security purposes.

Related Topics

- ["Schedule a Task" \(p. 12\)](#)

Chapter 9: Troubleshoot Task Errors

Description

Once Scheduler runs a task, the task appears on the task list in the Completed tab (Scheduler application window). If the task generated an error, a description of the error appears in the Errors column on this list.

Whenever a serious error is raised, Scheduler creates the file schederr.log in the directory used by Windows for temporary files. In the error log, Scheduler records the module that was executing and error information. Use a text editor to open and review the errors recorded in this file.

Below are some tips for troubleshooting errors generated by tasks on your local computer.

For help on specific Impromptu error messages, see ["Troubleshoot Impromptu Errors"](#) (p. 41).

Local Tasks

- Scheduler could not start the application required to run the task. Check that the correct path and file name for the application was specified in the File Name box on the Identification tab (Insert Task dialog box). If other applications or tasks were running, it could be that your computer did not have enough memory to start the application.
- Scheduler could not find the Impromptu report definition (.imr file). Check if this file was renamed or deleted.
- The [catalog](#) could not be opened. Check that the correct [user class](#) and [password](#) are specified in the macro or in Scheduler.
- The database could not be opened. Check that the correct user IDs and passwords were specified in the macro or in Scheduler. The database might no longer exist, or perhaps the database was not accessible when the task was run.
- If a scheduled Impromptu report does not have current security information for a catalog or database, delete the task and schedule a new one to ensure that current information is being used.
- There may have been errors during the query, or errors in [OLE \(Object Linking and Embedding\)](#) methods. Consult the Impromptu documentation for more information.
- The options set for the report caused an error. When Impromptu runs a report, it keeps track of execution errors in a log file. You can review this file if you encounter problems launching Impromptu reports from Scheduler. For more information, see ["Troubleshoot Impromptu Errors"](#) (p. 41).

Related Topic

- ["Processing Considerations for Local Tasks"](#) (p. 6)

Troubleshoot Impromptu Errors

Description

Once Scheduler runs a task, the task appears on the task list in the Completed tab (Scheduler application window). If the task generated an error, a description of the error appears in the Errors column on this list.

As well, when Impromptu runs a report, it logs execution errors in the Imprpmtu.log file in the directory where Impromptu was installed. Use a text editor to open and review errors.

The following errors may be generated by Impromptu when working with Scheduler:

Impromptu has no active reports at this moment.

Scheduler has requested information about the report currently open in Impromptu, but Impromptu does not have any reports open.

The active report has not been saved yet.

Scheduler is adding the report currently open in Impromptu to the schedule, but the report has not yet been saved.

Impromptu does not have enough memory to complete the command.

Your system is low on memory. Exit open applications to free memory. You may need to restart Windows.

Impromptu could not open the report.

The Impromptu report (.imr) file could not be found. This file may have been renamed or deleted.

The report is not a valid Impromptu report.

The scheduled task is not an Impromptu report. The file scheduled as a report was not created by Impromptu, or the report file is corrupt.

Impromptu was unable to read from the report.

The scheduled task is not an Impromptu report. The file scheduled as a report was not created by Impromptu, or the report file is corrupt.

Impromptu cannot open the required catalog.

Impromptu was not able to open the catalog required for the report. The catalog user name and password may have changed, or the catalog may have been renamed or deleted.

Impromptu could not connect to the database.

Impromptu was not able to open the database required for the report. The database user name and password may have changed.

The report has changed since it was scheduled.

When you schedule an Impromptu report, Impromptu provides Scheduler with prompt values and security information. Impromptu has determined that changes affecting the SQL have been made since the report was scheduled. Different prompt values or security information is now required. Delete the task and reschedule the report to automatically obtain the updated information.

Internal read error occurred while retrieving batching information.

Impromptu could not retrieve information about the report. The most likely cause is low disk space.

Internal error occurred while opening a temporary file.

Impromptu could not open a temporary file. The most likely cause is low disk space or no permission to create files in a specific directory.

Internal error occurred while storing batching information.

Impromptu could not save information about the report. The most likely cause is low disk space.

Internal error occurred while creating a temporary file.

Impromptu could not create a temporary file. The most likely cause is low disk space.

Related Topics

- ["Troubleshoot Task Errors" \(p. 41\)](#)

Chapter 10: Cern.ini file

Specifies preferences for Cognos applications. This file is created or updated when you install Impromptu, PowerPlay, or any other Cognos product that runs under Microsoft Windows.

Scheduler supports the following entries in Cern.ini:

[Cognos Locations] section

Specifies the locations of Cognos applications and components.

Scheduler Workspace=<directory>

Specifies the directory in which the local Scheduler database of scheduled and completed tasks is stored. If not specified, Scheduler creates the task database in the current directory and creates a Scheduler Workspace entry that records the directory that was used.

[Scheduler] section

Specifies settings used by Scheduler.

ClientId=<value>

Specifies a unique identifier that Scheduler provides to the server database. The ClientId is typically not required, as Scheduler uses your primary network login ID for this purpose. ClientId is required only when Scheduler cannot detect your primary network login name.

ClientId is restricted to 31 characters or less and can be set to any unique value, such as your name or phone number.

Collect=<Boolean>

Specifies True or False, whether Scheduler automatically deploys results. If set to True, Scheduler automatically deploys results once the task is complete. If set to False, you must view the completed task using the View Results command or double-click the task in the Complete tab to deploy the results.

ExportBDO=<Boolean>

Specifies True or False, whether Scheduler shares results. If set to True, Scheduler shares results with other users through the user class you specified to run the report. If set to False, Scheduler does not share results.

OleRequestTimeOut=<milliseconds>

Specifies the number of milliseconds that Scheduler waits for Impromptu to respond to a pending task request when idle. If Impromptu does not respond in the specified amount of time, Scheduler shows a dialog box to notify you that it is waiting.

Default: 30 seconds (30,000 milliseconds)

OleBusyTimeOut=<milliseconds>

Specifies the number of milliseconds that Scheduler waits for Impromptu to respond to a pending task request when busy. If Impromptu does not respond in the specified amount of time, Scheduler shows a dialog box to notify you that it is waiting.

Default: 30 seconds (30,000 milliseconds)

Glossary

active

Describes the status of a task that is not on hold, and will run at its scheduled time(s). The status of a scheduled task is shown in the Status column on the Scheduled tab (Scheduler application window).

application

A computer program.

Batch mode

Batch mode is a means of executing a program (such as Transformer), and activating its commands to perform a specific function without user interaction.

batching database

A database connected to by the server that contains the definitions of queries to be executed on the server.

catalog

A file that contains all the information necessary to access and retrieve information from a relational database. The catalog does not store data, but it describes how to retrieve the data. A catalog contains information about what database to access, where the database is stored, and how the tables in the catalog are joined.

CognosScript

A BASIC-like language that you can use to write macros.

completed task

A task that has been successfully run. Completed tasks are listed on the Completed tab (Scheduler application window).

database

A collection of data related to a particular purpose and organized for ease of reference. Depending on the type of database you are using, a database may contain tables, views, synonyms, and stored procedures.

error

A problem that has prevented an operation from completing successfully.

export

Save information (such as the results of an Impromptu report) in a new file that has a different format.

local

Describes a task that will execute on your computer.

log

A file that records events.

macro

A customized sequence of programmed instructions (macro commands) that a specific application performs.

OLE (Object Linking and Embedding)

A Microsoft Windows facility that enables applications to share data. When you use OLE, two applications share data through a connection that you establish.

on hold

Describes the status of a task that has been temporarily prevented from running at its scheduled time(s). The status of a scheduled task is shown in the Status column on the Scheduled tab (Scheduler application window). See also Active.

password

A code word that must be supplied with a user class or user ID to gain access to a secured database or catalog.

pending

The state of a task that has not yet run.

recurring task

A task that will run more than once at specified intervals.

remote

Describes a computer (such as a server) that you are connected to across a network. (Does not necessarily describe the location of the computer.)

rendition

An interpretation of a generation of products or a version of a product, such as language translations of Impromptu.

report

A view of current data in your company database that is organized and formatted the way you want it. Data you see in your report depends on a data you can access from your catalog. A report can be based on a template. A report contains frames.

scheduled task

A task that has not yet been run. Scheduled tasks are listed on the Scheduled tab (Scheduler application window).

snapshot

A permanent local copy of data retrieved by an Impromptu report stored on your local computer. Data can be shown and even manipulated at a later date without having to connect to the original database.

status

The state of a task that determines whether it will run at its scheduled time(s). An active task will run; a task on hold will not.

task

A scheduled action to be started by Scheduler. An application such as Impromptu, PowerPlay Transformer, PowerPlay Explorer, Portfolio, or a CognosScript macro, or a report, or an executable file can perform a scheduled action.

task list

A table that lists completed, or scheduled tasks. The list can be sorted, and the table's columns can be moved and sized.

unattended

A task that is started and run without user interaction. You do not have to be at your computer.

user class

A group of users (or a single user) who need access to the same data in a catalog, and who have the same access privileges.

user ID

The name assigned to a user that must be supplied (with a password) to gain access to a secured database.

warning

A confirmation message that is shown before certain actions are attempted, according to settings in the Warnings tab (Options dialog box).

Index

Symbols

.ini file, [43](#)

A

activating tasks, [16](#)

active

definition, [45](#)

application

definition, [45](#)

B

batch mode

definition, [45](#)

run PowerPlay Transformer in, [39](#)

batching database

definition, [45](#)

C

catalog

definition, [45](#)

catalog security, [13](#)

ClientId, [43](#)

CognosScript

definition, [45](#)

colors

customizing, [35](#)

columns

hiding, [33](#)

moving, [34](#)

showing, [33](#)

sizing, [34](#)

completed task

definition, [45](#)

copyright, [2](#)

creating tasks, [12](#)

customizing, [28](#)

colors, [35](#)

email, [28](#)

Scheduler, [28](#)

D

database

definition, [45](#)

security, [13](#)

user profile, [40](#)

defaults

setting, [25](#)

delays

maximum allowable, [26](#)

deleting

completed tasks automatically, [27](#)

tasks, [16](#)

directories

Scheduler Workspace, [43](#)

E

email, [28](#)

error

definition, [45](#)

errors

troubleshoot Impromptu, [41](#)

troubleshooting task, [41](#)

export

definition, [45](#)

exporting

results, [21](#)

H

hold

putting tasks on and off, [16](#)

HTML

publishing reports in, [22](#)

I

Impromptu

opening a report for scheduling, [37](#)

starting Scheduler, [9](#)

troubleshooting errors, [41](#)

initialization files, [43](#)

inserting tasks, [12](#)

intervals

types, [12](#)

L

launching applications and macros upon completion of a report, [21](#)

local

definition, [45](#)

local tasks

processing considerations, [6](#)

log

definition, [45](#)

M

macro

definition, [46](#)

macros

launching upon completion of a report, [21](#)

using scheduler to run, [38](#)

Index

managing tasks, 9

messages

warnings, 25

minimizing Scheduler, 27

multiple renditions, 6

multiple tasks, 17

selecting, 17

O

off hold, 16

OLE

definition, 46

OLERequest Timeout entry, 43

on hold, 16

definition, 46

opening

an Impromptu report for scheduling, 37

Scheduler, 9

options

set task defaults, 25

show warning messages, 25

P

password

definition, 46

passwords, 13

pending

definition, 46

PowerCube

updating, 39

PowerPlay Transformer

run in batch mode, 39

starting Scheduler from, 9

printing results, 20

putting tasks on hold, 16

R

recurring task

definition, 46

remote

definition, 46

removing

completed tasks automatically, 27

tasks, 16

rendition

definition, 46

report

definition, 46

reports

launching applications and macros upon completion, 21

printing, 20

publishing in HTML, 22

saving as snapshots, 20

saving results, 21

results

printing, 20

saving as snapshots, 20

saving to a file, 21

sending, 19

running

macros, 38

Scheduler in the taskbar tray, 27

unattended tasks, 5

S

sample tasks, 37, 38, 39

saving

snapshots, 20

the results of reports, 21

schederr.log, 41

scheduled task

definition, 46

Scheduler

customizing, 28

get started, 9

starting, 9

what is it, 5

scheduling

tasks, 12

security, 13

selecting, 17

multiple tasks, 17

sending results, 19

settings

defaults, 25

edit, 15

snapshot

definition, 46

snapshots

saving, 20

sorting tasks, 33

starting Scheduler, 9

status

definition, 46

suspending tasks, 16

T

taking tasks off hold, 16

task

definition, 46

task list

definition, 47

task lists

removing completed tasks, 27

taskbar tray

running scheduler in, 27

tasks

defaults, 25

deleting, 16

editing, 15

local processing considerations, 6

managing, 9

maximum delay before starting, 26

putting on hold, 16

remove completed, 27

running unattended, 5

samples, 37, 38, 39

scheduling, 12

sorting, 33

take off hold, 16

- tasks (*cont'd*)
 - troubleshooting errors, 41
- Transformer
 - run in batch mode, 39
- troubleshooting
 - Impromptu errors, 41
 - task errors, 41

U

- unattended
 - definition, 47
- unattended tasks, 5
- user class
 - definition, 47
- user classes, 13
- user ID
 - definition, 47
- user IDs, 13
- user profile, 40
 - updating, 40

V

- version of document, 2
- view task settings, 15

W

- warning messages, 25
- What is Scheduler, 5

