

How to configure the Cognos Impromptu 7.4 scheduler

***Note- If the user doesn't run the Cognos Scheduler then you can skip this document.**

1. Open Configuration Manager

Click on the [Start bar] then click on [Programs] then click on [Cognos Series 7 Version 4]
Click [Tools]
Click on [Configuration Manager] to open the program.
The “Cognos configuration manager” icon window flashes for a brief second leaving the “untitled Configuration manager” window.

2. Configure the scheduler

Go to “File” at the top of the window and click on [Open Current Configuration]
A window on the “left pane” opens with the current configuration listed with the “machine name” and “local” listed at the top.

Click on the [plus sign] in front of “tools”.
The “scheduler” entry should drop down under tools.

Click on [scheduler] to highlight it.

3. Apply the scheduler

Return to the tool bar menu at the top of the “untitled Configuration manager” window.
Click on the [circle] on the menu at the top of the page to “validate selection”.
Configuration Manager window displays,

You are about to apply the configuration of the component named 'Scheduler'.
Are you sure? Click [yes]

The smaller configuration manager window opens displaying the text,
“Successfully applied all properties”. Click [OK].

Close the “untitled Configuration manager” window.

[END]