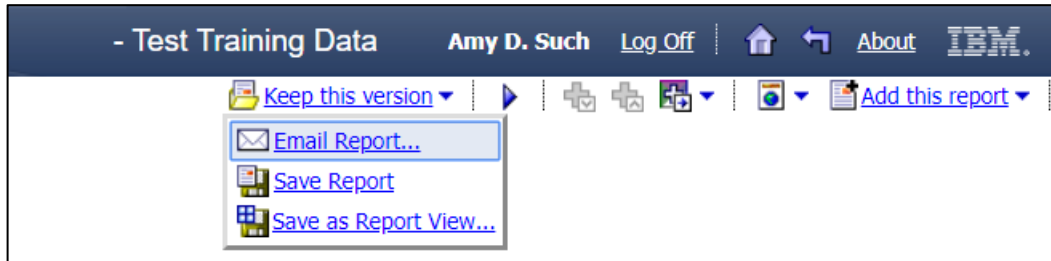


Cognos 10.2

Once a report has been run in Cognos, users have the ability to immediately email the report as an attachment.

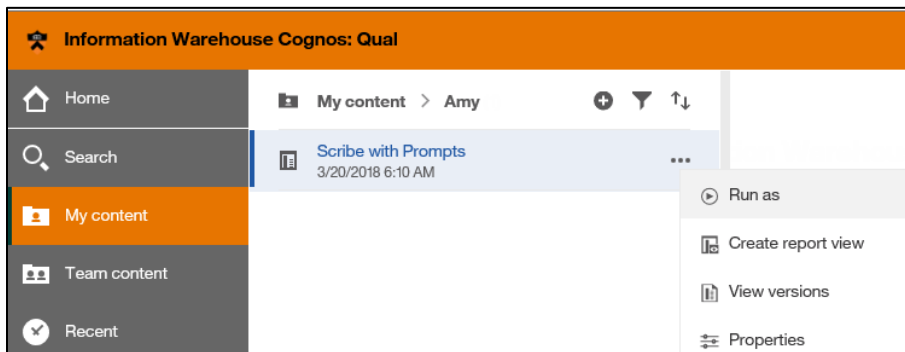


Cognos 11.0.10

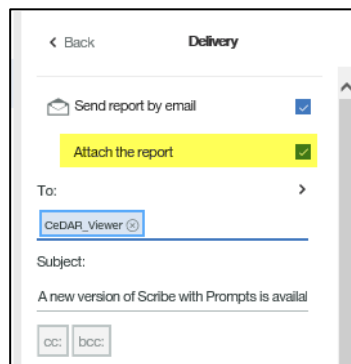
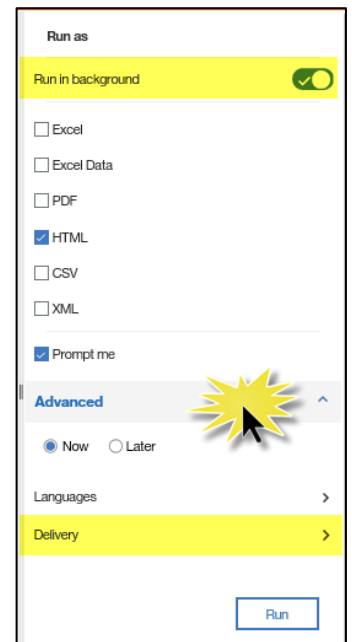
While this functionality is not as straight forward or simple in Cognos Analytics, there are still ways (workarounds) to do it without having to schedule/subscribe to the report.

Solution A

1. Hover over the report name to reveal the **More** button.
2. Click **Run As**



3. Slide the checkmark to **Run in Background**
4. Click **Advanced**
5. Select **Delivery**
6. Choose **Send report by email**
7. Place a check mark beside **Attach the Report**



Solution B

1. Run the report to PDF
2. Activate the Adobe Toolbox



3. Click the **Mailto:** icon (envelope) to send the pdf as an attachment via email

