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Author Tip | Publish a Report Update That Won't Break User's Schedules

Wendi Lewis - 2025-01-06 - Comments (0) - Cognos Analytics

Problem: Save As

To make changes to an existing published report, authors will make a copy of the report, and then work on the copy in another folder location.

When the author uses **Save As** to replace the original report with a new updated copy, Cognos Analytics saves the report with a *new* object ID. The original report and ID has been replaced and no longer exists, so any **existing users' report views become"orphaned"** or unlinked to the source report because it no longer exists.

Result

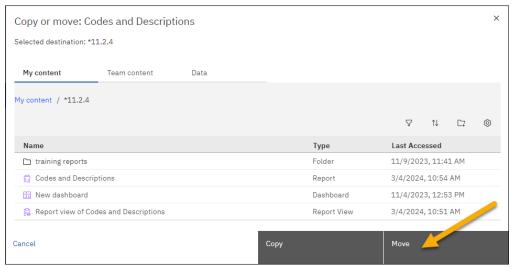
Orphaned report views have the following negative consequences for the end user:

- The report view appears greyed out and the user cannot run it.
- If the report view had a schedule the schedule begins failing with an error like the following:
 - RSV-BBP-0024 The report view '[ID, folder path, and report name]' has no source report.
- The user doesn't understand why their report view and/or schedule suddenly stopped working. It may not be apparent how to <u>relink it to the source report</u>. The user usually assumes they did something wrong.

TIP: If you are concerned you created orphaned report views, contact the <u>Business</u> <u>Intelligence (BI) team</u>. They may be able to provide a list of affected users to follow up with and/or help with user communication to <u>relink the source report</u>.

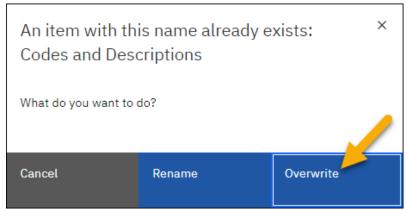
Solution: Use "Move + Overwrite" to Publish Report Changes
Instead of using **Save As**, use the **Move** action to replace the original report with the new one. This will retain the original report ID and will be seamless for the end user.

- 1. Ensure both the original and new report have the same name.
- In the new report folder location, from the report Action menu, select Copy or Move to.
- 3. Navigate to the folder of original report, and then click **Move**.



4. On the prompt that appears, click **Overwrite**.

The object ID is retained and a confirmation appears that Cognos Analytics successfully overwrote the object.



NOTE: Alternative to the procedure above, authors can develop the report in <u>Cognos</u>

<u>Analytics QA</u> (or develop it in Production and move the ready to implement version to QA), and then <u>submit a ticket</u> for the BI Team to migrate the report for you. The BI Team migration process does not change the object ID in Production.

Additional Reading

- Relink a Cognos Analytics Report View to the Source Report
- IBM | Report views get broken when replacing a report: Source report unavailable