

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

Wendi Lewis - 2026-01-29 - 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 report views become "orphaned" or unlinked to the source report because it no longer exists.

Result

When a report view loses the link to the source report, it has the following negative consequences for the end user:

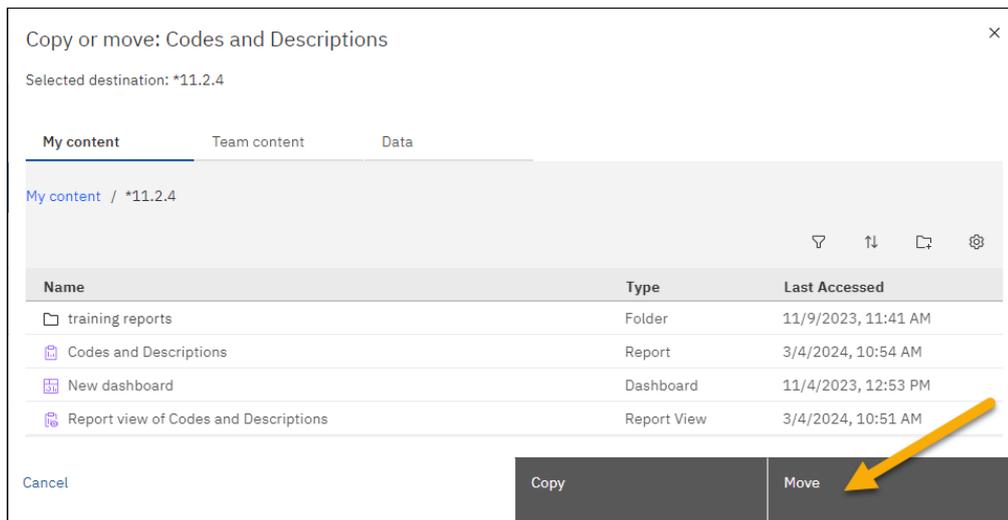
- The report view appears greyed out and the user cannot run it.
- If the report view had a schedule, the schedule begins failing with an error:
RSV-BBP-0024 The report view '[ID, folder path, and report name]' has no source report.
- The user doesn't understand why their report view and/or schedule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

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

Solution: Use "Move + Overwrite" to Publish Report Changes

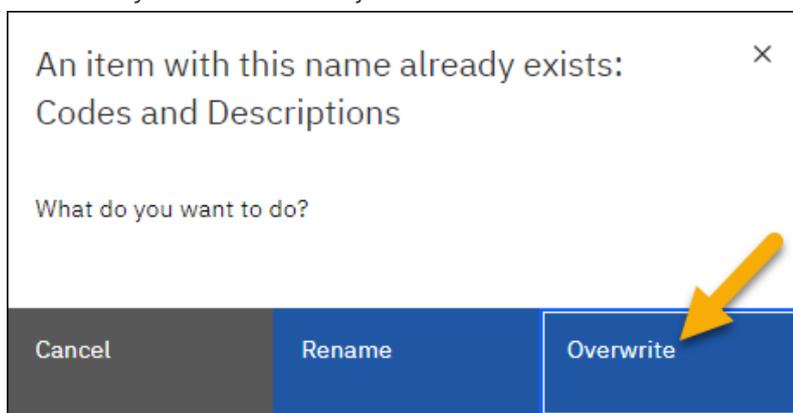
Instead of using **Save As**, use the **Move** action to replace the original report with the new one. This will retain the original report ID and will be seamless for the end user.

1. Ensure both the original and new revised report have the same:
 1. Name
 2. Owner (for help changing the owner of a report, [contact the BI Team](#))
2. In the new report folder location, from the report **Action menu**, select **Copy or Move to**.
3. Navigate to the folder of original report you want to update, 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 [Cognos Analytics QA](#) (or develop it in Production and move the ready to implement version to QA), and then [submit a ticket](#) 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](#)