

Cognos Analytics Data Refresh Schedules & Maintenance Window

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During non-business hours, the Office of Information Technology (OIT) refreshes data and may perform system maintenance.

You should not schedule or subscribe to a report during the times on this page, as the run may fail or not run at all.

Tip: Schedule or subscribe to reports after 8:00 AM to avoid conflicting with the data refresh schedules and maintenance windows.

Maintenance Outage

OIT takes Cognos Analytics Production offline for maintenance as needed during non-business hours listed below.

Users Affected	Schedule	Impact on Records
All Cognos Analytics users	Weekdays: 5 AM–8 AM Saturdays: 3:30 AM–8 AM Sundays: 5 AM–noon	OIT will notify users of a planned outage via a Statuspage alert . Users should subscribe to Cognos alerts . During a maintenance outage, scheduled reports will fail or not run.

Data Refresh Schedules

The following table lists the windows when OIT refreshes data sources used by Cognos Analytics Production. These occur regularly—OIT will not notify you each time they run.

Avoid scheduling reports to run for the package(s) you report against during these times.

Tip: View the package your report uses in the report properties, on the Report tab under Source.

Not run, or be terminated

*These packages also contain Banner real-time data, which is refreshed every 30 minutes (:15 and :45 minutes past the hour). This frequent refresh does not adversely affect subscriptions or scheduled reports and can be ignored when you specify a run time.

Faculty Appointments package accesses ODS (Banner course offering data) through a database link, which means that reports against this package will run during the refresh and load windows, but **ODS data may be incomplete/inaccurate.

Data Load	Schedule and Duration (approx)	Affected Users/ Packages (data)	During data load, schedules/ subscriptions will...
Load C-CURE card swipe transactions from month just completed into C-CURE Oracle data mart (GENDM)	2:00 AM, 2nd day of month Duration: 5 min	Brown Card Entrance Activity folder users Package: C-CURE Transactions	Run—data may be inaccurate or incomplete
Load new/modified data from EvaluationKIT and Banner ODS into Course Feedback data mart (Snowflake)	6:00 AM daily Duration: 19 min	Course Feedback Reports users Package: TPAC Teaching Evaluations	Run—data may be inaccurate or incomplete
Load new/modified data from 25Live into Event Scheduling data mart (GENDM)*	4:30 AM, Sun–Fri 3:00 AM, Sat Duration: 1 min	25Live and Scheduling Office reports users Package: Event Scheduling*	Run—data may be inaccurate or incomplete *This package includes Banner ODS data items in certain query subjects. Reports with these data items are affected by the ODS (Banner) Refresh and ODS (Banner) Load windows below.
Populate Human Subjects and Grants data marts (Snowflake) with data from Huron Research Suite and Workday	3:00 AM daily Duration: 50 min	Human Subjects and Grants reports users Packages: • Grants • Human Subjects • Huron Research Suite Security	Run—data may be inaccurate or incomplete

Data Load	Schedule and Duration (approx)	Affected Users/ Packages (data)	During data load, schedules/ subscriptions will...
Populate Lab Animals and COI data marts in Oracle Coeus Data Warehouse with data from InfoEd	11:00 PM, Mon-Fri Duration: 30 min	InfoEd reporting users Packages: • Conflict of Interest • Lab Animals	Run—data may be inaccurate or incomplete
Populate InfoEd Security data mart in Snowflake with data from InfoEd	3:00 AM daily Run Time: 11 min	InfoEd Security Reports Users Package: InfoEd Security	Run—data may be inaccurate or incomplete
Refresh Banner ODS with new/modified data from Banner*	11:00 PM, Sun-Fri Duration: 4.5 hours	Banner reporting users ODS Packages: • Accounts Receivable* • Admission* • Continuing Education* • Course Evaluation • Course Proposal • Course Proposal (Departmental) • Event Scheduling (only certain query subjects include ODS data) • Faculty Appointments (course offering data)** • Financial Aid* • GSIM • GSIM Post 2015 • Pre-College and UG Programs • Registration Override Requests* • Student* • Student (Departmental)	
Populate Banner ODS with data from Banner*	5:00 PM, Sat Duration: 9 hours		

Data Load	Schedule and Duration (approx)	Affected Users/ Packages (data)	During data load, schedules/ subscriptions will...
Load new/modified person information into C-CURE data mart (GENDM) from OIM staging tables, Banner ODS, and Faculty Appointments data mart	3:30 AM, Mon-Sat Duration: 3 min	Brown Card Entrance Activity folder users Package: C-CURE Transactions	Run—data may be inaccurate or incomplete
Load data from Workday (via Oracle staging tables) into Faculty Appointments data mart (GENDM)	2:00 AM, daily Duration: 2 min	Faculty Affairs Reports Users Packages: • Faculty Appointments • Student	Run—data may be inaccurate or incomplete

Why don't I see a data refresh schedule for my package?

Some packages are not refreshed because:

- they report directly against live Production data
- the data does not change, like historical data from legacy systems

See [Package Data Sources & Refresh Schedules](#) for details about a specific package.

Data Refresh Schedules for Non-Production Environments

If you work in [Cognos Analytics QA](#) or [Development](#), see [data refresh schedules for non-production environments](#).