

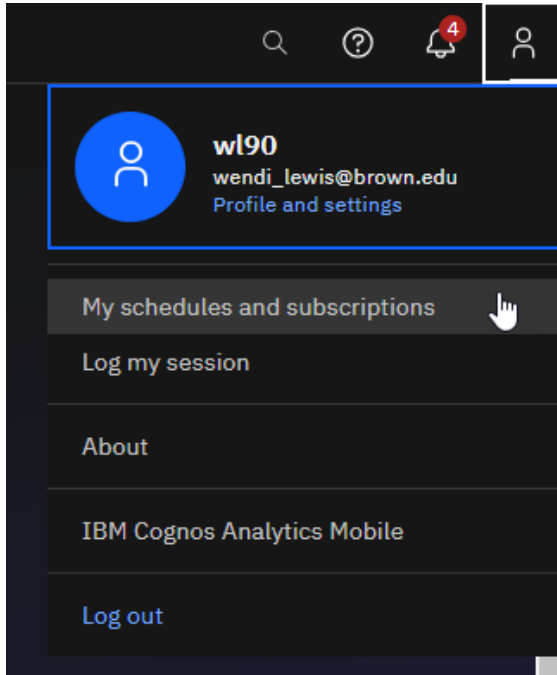
## Rerun a Failed Cognos Analytics Report

Wendi Lewis - 2026-04-29 - Comments (0) - Cognos Analytics

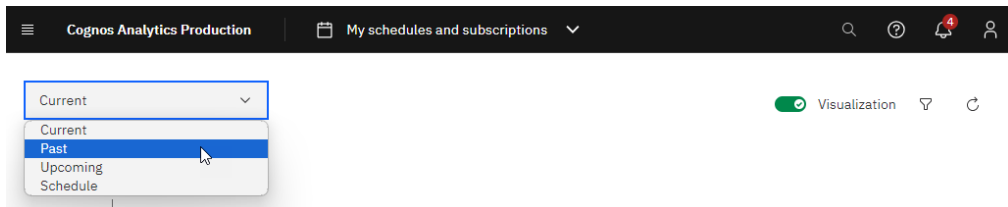
In **My schedules and subscriptions**, use the **Run once** feature to rerun a failed scheduled report when:

- You scheduled it during a [data refresh window](#).
- There was a Cognos Analytics outage, communicated by Office of Information Technology (OIT), that has been resolved.

1. Log in to [Cognos Analytics](#).
2. From the user icon, select **My schedules and subscriptions**.



3. In the upper-left drop-down menu, select **Past**.



4. Use the filter icon to filter the time period for the date/time the schedule was set to run.

*The list below shows matching report runs.*

5. From the report run Action menu, select **Run once**.

Past

Visualization

Period: Between November 1, 2023 11:42 AM and November 22, 2023 11:42 AM

Status: Failed

<input type="checkbox"/>	Name	Request time	Type	Run by	Status
<input type="checkbox"/>	> Pre-College and UG Pro...Reconciliation Report	Nov 4, 2023, 11:00:38 AM	Report	wl90	Failed
<input type="checkbox"/>	> TPAC Teaching Evalua...AC Teaching Summary	Nov 4, 2023, 11:00:38 AM	Report	wl90	
<input type="checkbox"/>	> Regression Job: Non-ODS Reports	Nov 4, 2023, 11:00:38 AM	Job	wl90	

- Run once
- View versions
- Run details