1. Login to Cognos and navigate to folder containing the scheduled report.

2. Click on the Calendar/Clock Icon of the report for which you want to change the prompt term.

3. Under “Prompt Values” at the bottom of the page, click on Edit . . . (Note: the current prompt value(s) being used for the scheduled report appear).

4. The prompt page for the report will appear; in this example, click on the new desired term value “201210-Fall 2011” to run the report the next time it is scheduled to run and then click “Finish”.

5. To select multiple parts of term, hold down the Control key “CTRL” to select each.
5. The new prompt value will appear under the Prompt values, Click “OK”.