



Cognos Reporting

A Basic Overview



University of Dayton

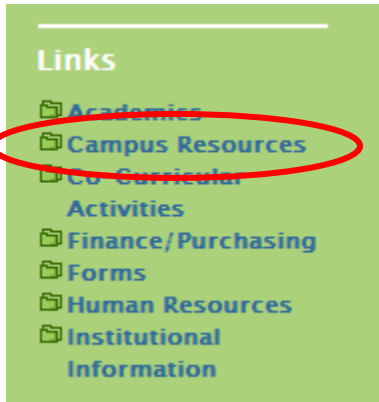
Updated on: 07.16.10

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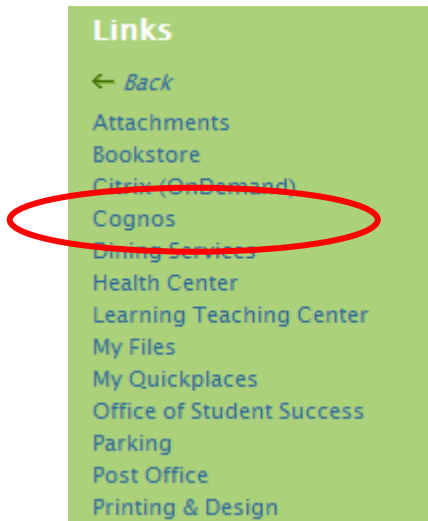
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Accessing Cognos

1. Open your web browser and sign on to Porches.
2. Go to the **Links** section of the FrontPorch tab and click on **Campus Resources**.

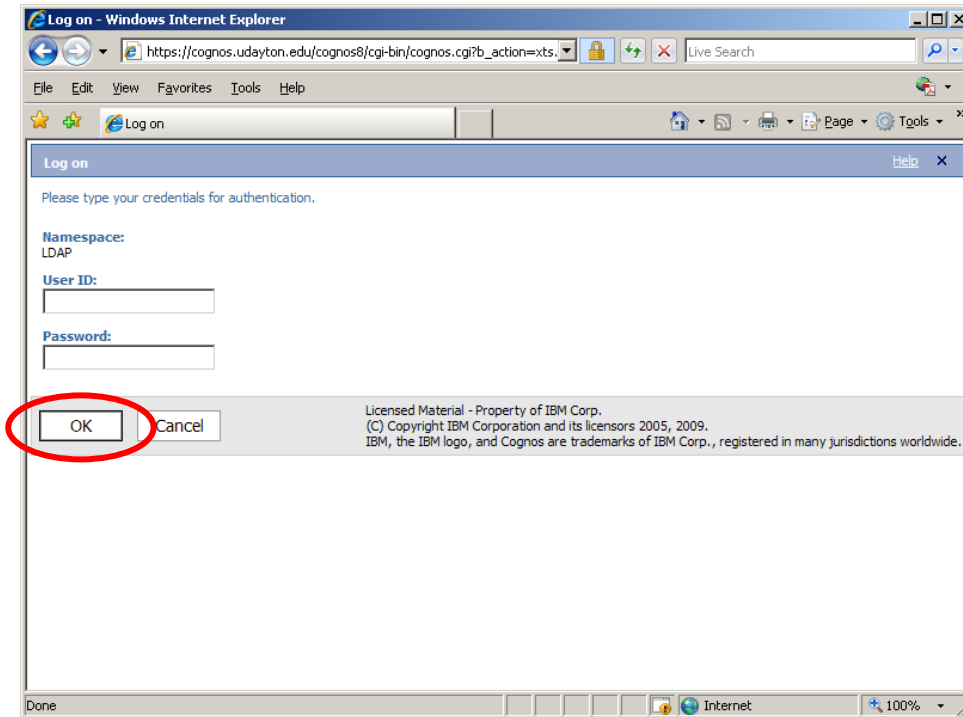


3. Click on the **Cognos** link.

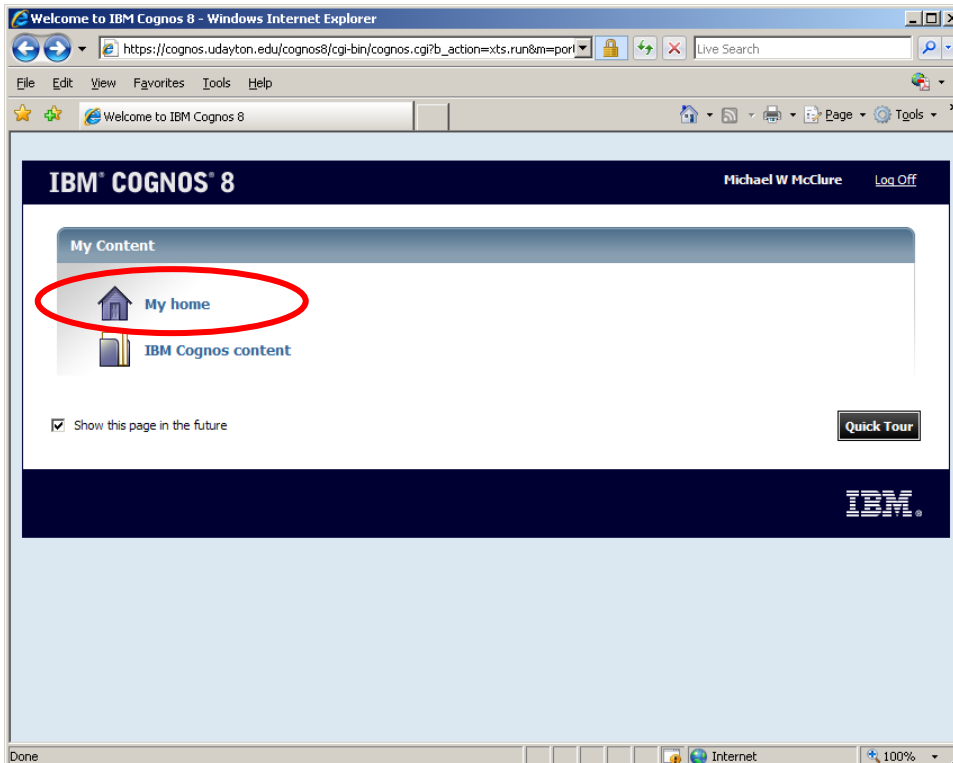


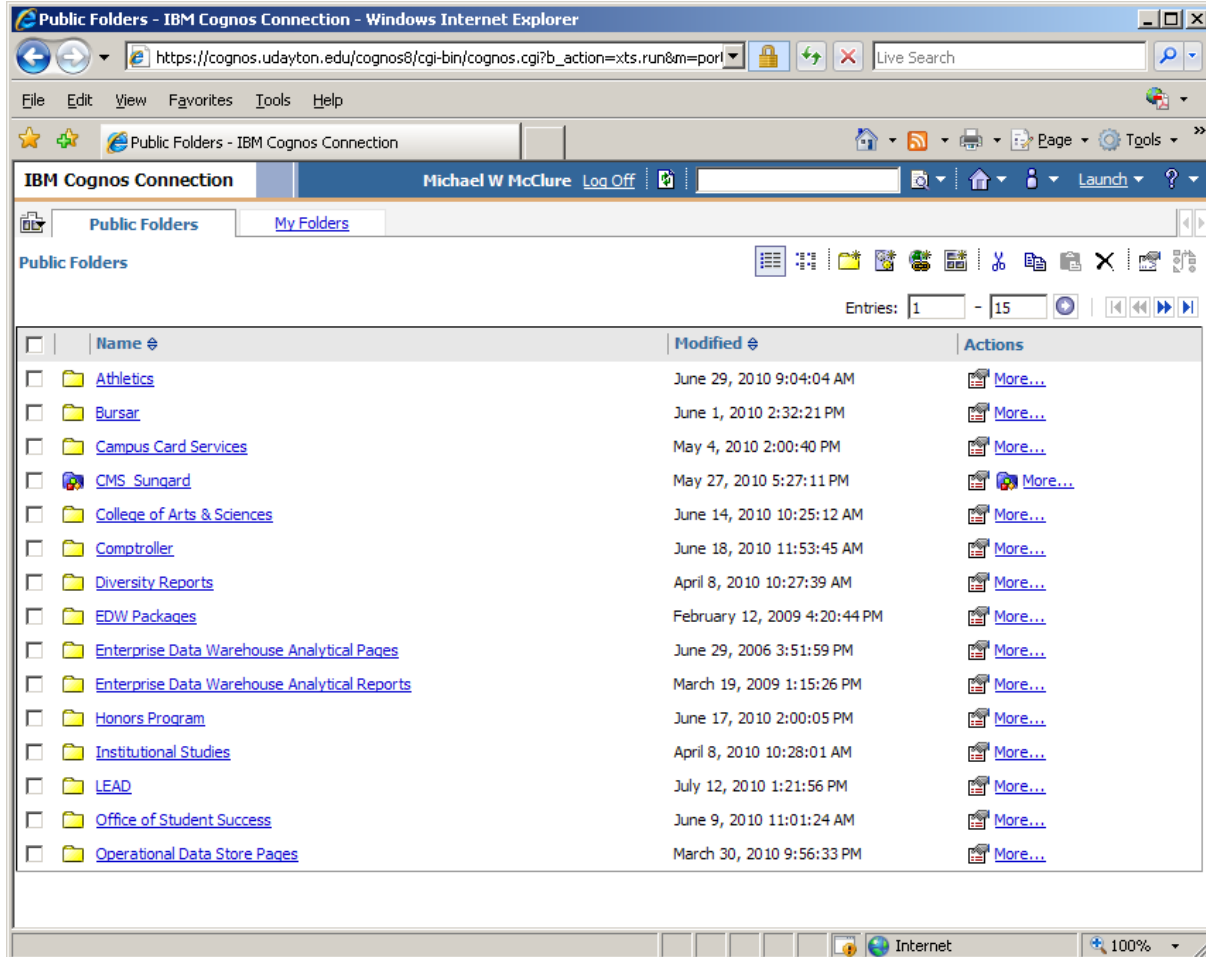
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4. Enter your LDAP username and password when prompted. Press **<ENTER>** or click on the **OK** button.



5. Click on the **My home** link.





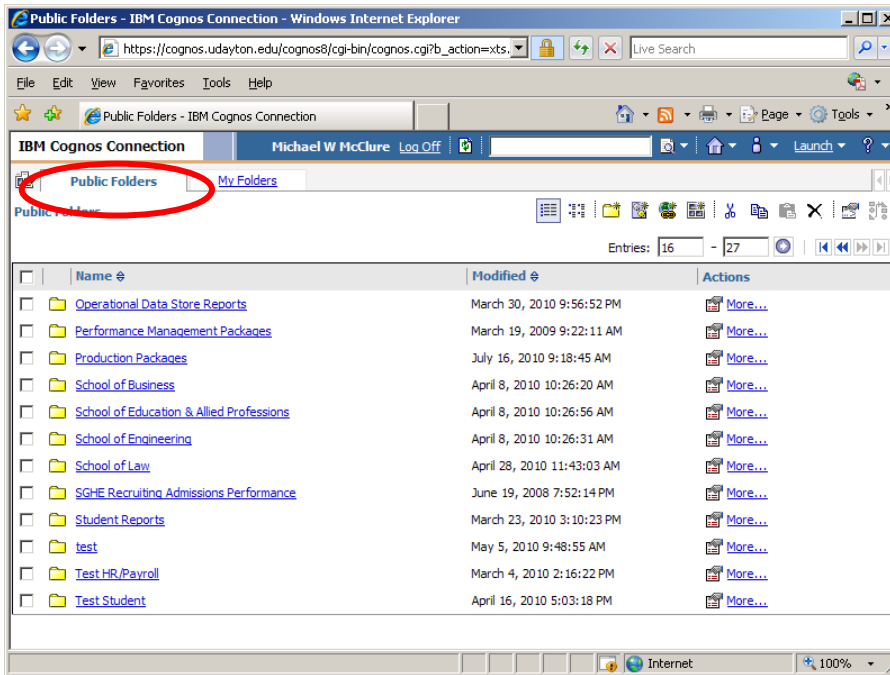
Tab Descriptions

Public Folders: Displays entries that are shared by most users such as Student Reports.

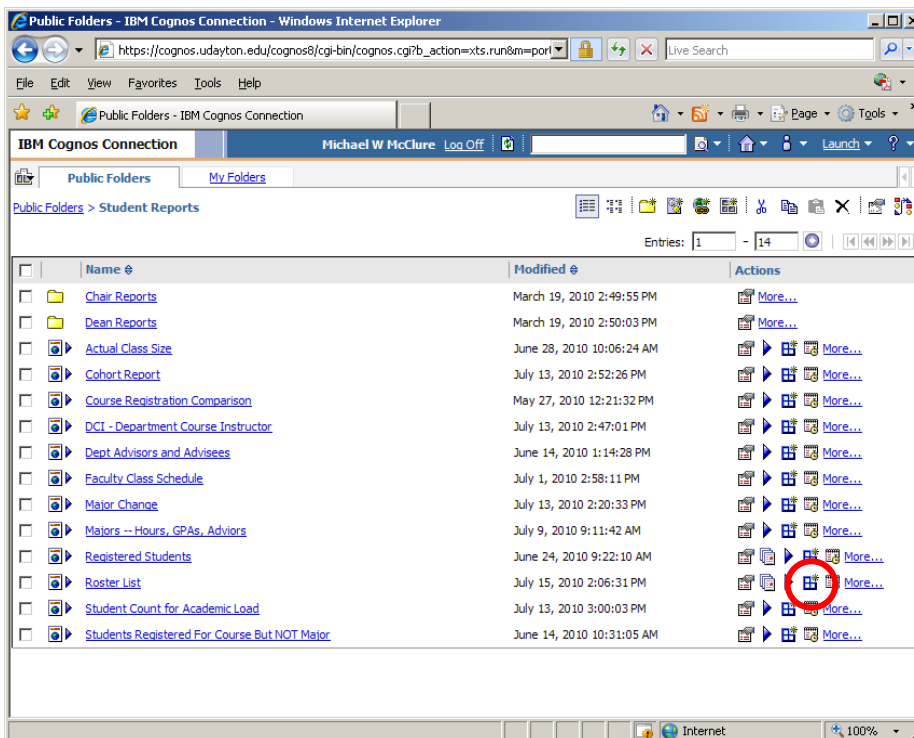
My Folders: Displays entries that are only accessible to the user logged in to Cognos Connection (you).

Creating a Report View in My Folders

1. Click on the **Public Folders** tab then click on the appropriate folder link (for example **Student Reports**).



2. Click on the **Create a Report View** icon  next to a report name.



- (Optional) Type out a screen tip in the **Screen tip** field. This information appears when the mouse pointer is placed over report icon.

Specify a name and description - New Report View wizard - Windows Internet Explorer

https://cognos.udayton.edu/cognos8/cgi-bin/cognos.cgi

File Edit View Favorites Tools Help

Specify a name and description - New Report View wiz...

Specify a name and description - New Report View wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:
Report View of Roster List

Description:
Prompts for term, course/section OR course department.
Returns a list of students registered for the course/section (or course department) you desire for the term you enter. The report shows course/section, number of students registered in the course/section, credit hour, building, room, days, class start

Screen tip:


Location:
Public Folders > Student Reports
[Select another location...](#) [Select My Folders](#)

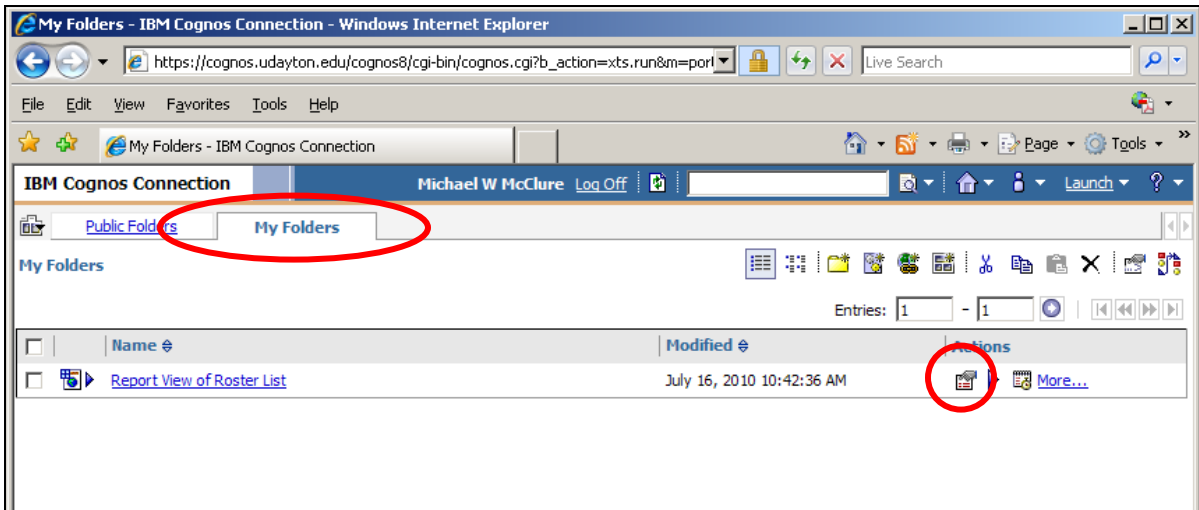
Cancel < Back Next > **Finish**

Done Internet 100%

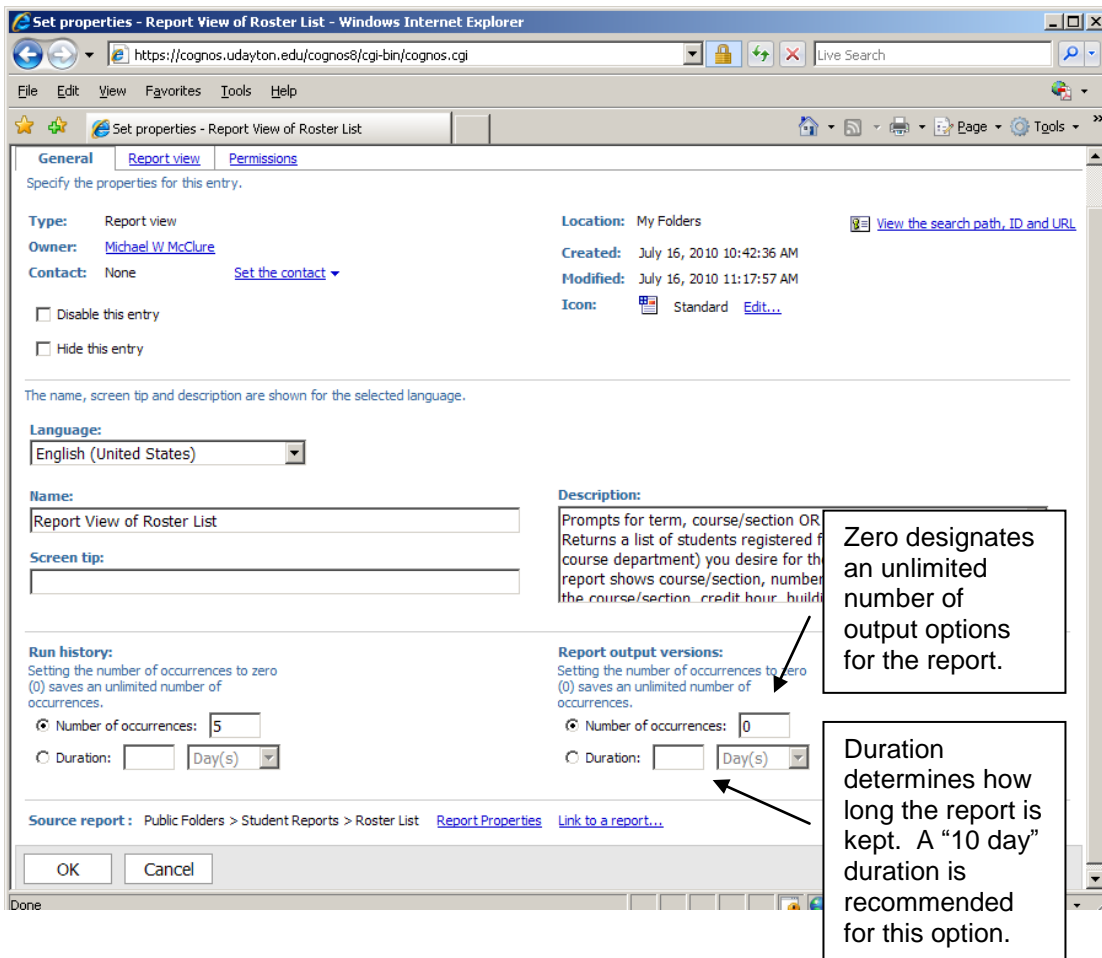
- Click on the **Select My Folders** link.
- Click on the **Finish** button. ReportNet will create the report view and place it in **My Folders**.

Changing the Properties of a Report View

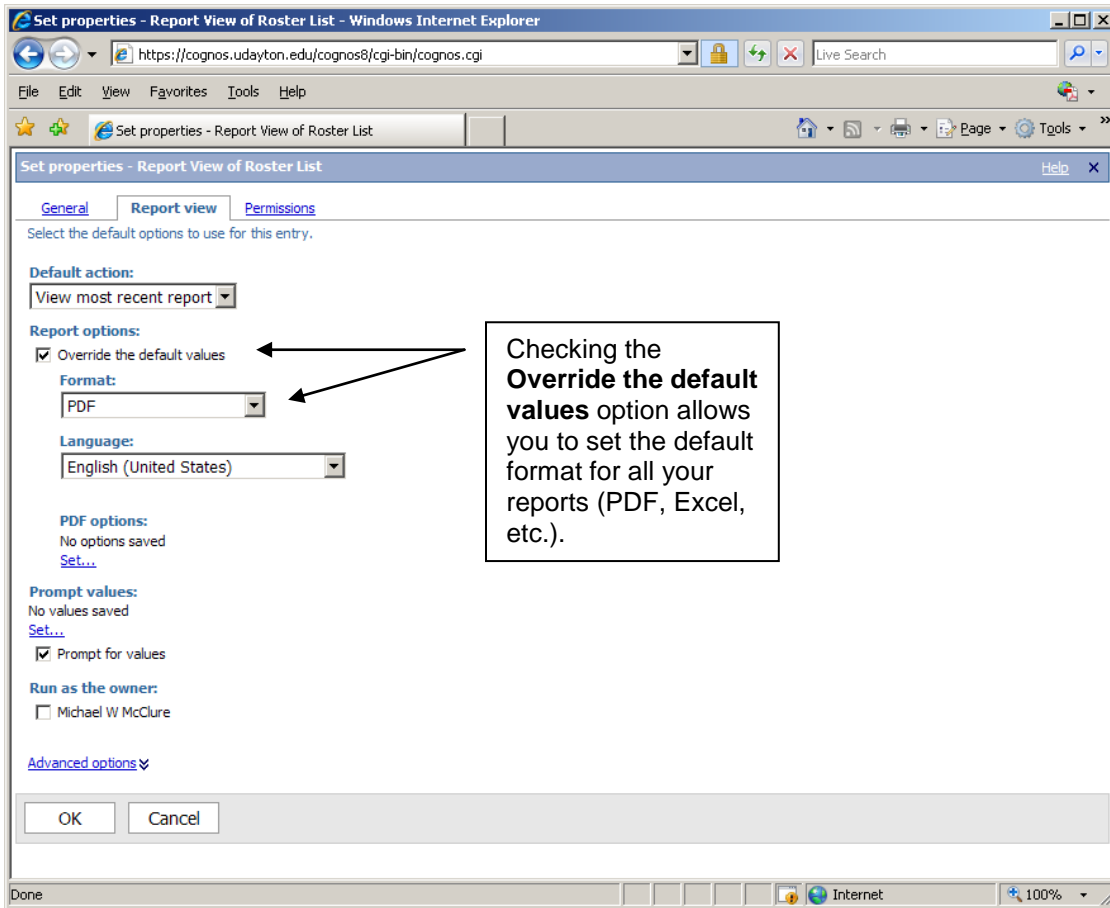
1. Click on the **My Folders** tab then click on the **Set Properties** icon. 



2. Click on the **General** tab and make the necessary changes.



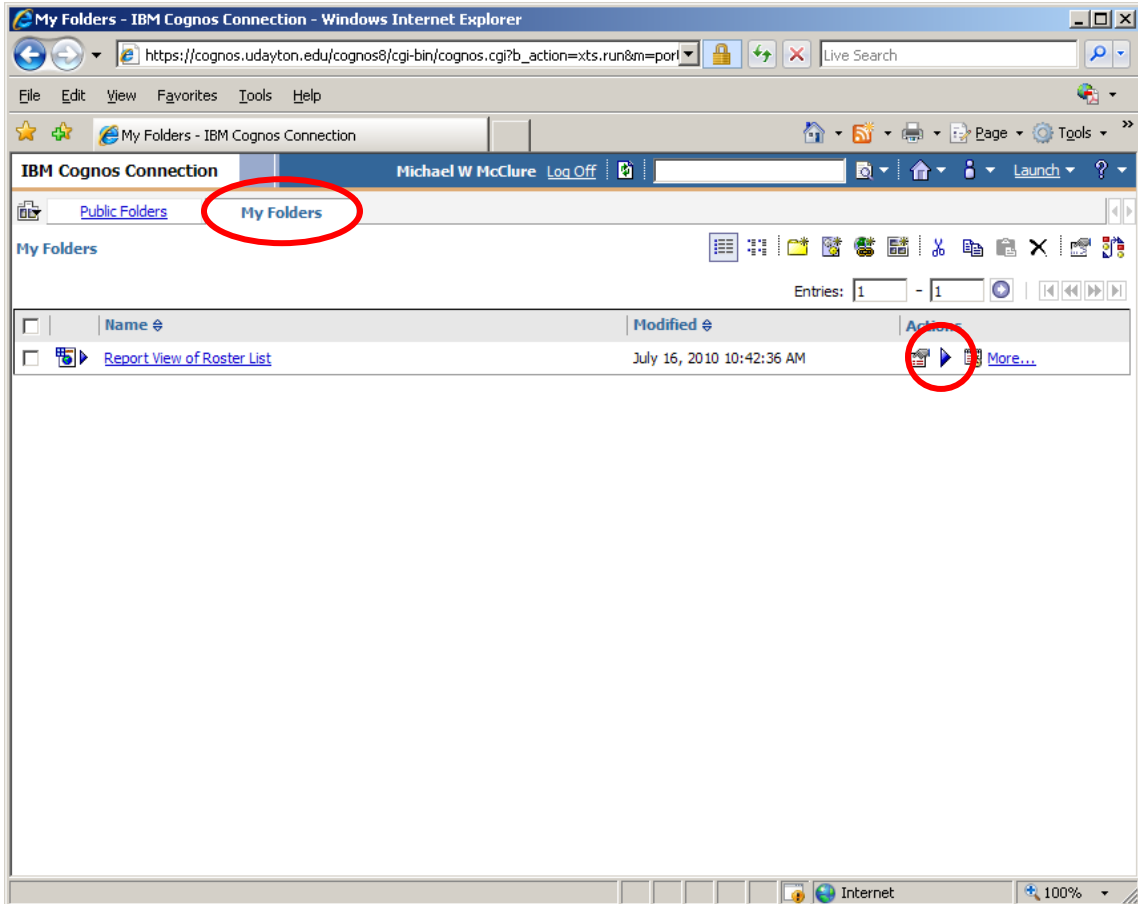
3. Click on the **Report view** tab and make the necessary changes.



4. Click on the **OK** button.

Running a Report

1. Click on the **My Folders** tab.



2. Click on the report name or click on the **Run with Options** icon  next to the report you wish to run. The **Run with Options** window appears.

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Run with options - Report View of Roster List - Windows Internet Explorer

https://cognos.udayton.edu/cognos8/cgi-bin/cognos.cgi

File Edit View Favorites Tools Help

Run with options - Report View of Roster List

Run with options - Report View of Roster List Help X

Select how you want to run and receive your report.

Format:
PDF

To specify a time to run the report, or for additional formats, languages, or delivery options, use [advanced options](#).

Language:
English (United States)

Delivery:

View the report now

Save the report

Print the report:

Printer location:
Select a printer...

Send me the report by email

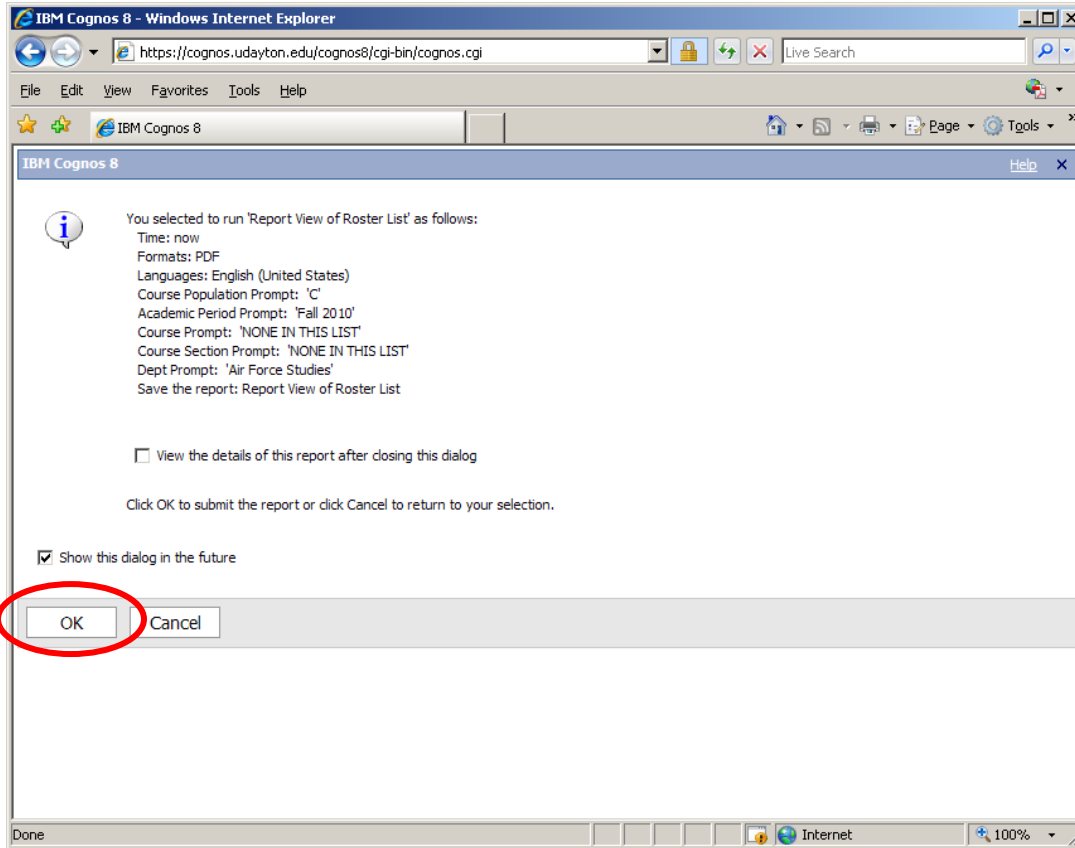
Prompt values:
No values saved
 Prompt for values


Run Cancel

Done Internet 100%


3. Click on the **Format** drop down list and choose a format.
4. Go to the **Delivery** section and click on the **Save the report** radio button.
**** NOTE: DO NOT** remove the check mark next to **Prompt for values**.
5. Click on the **Run** button.

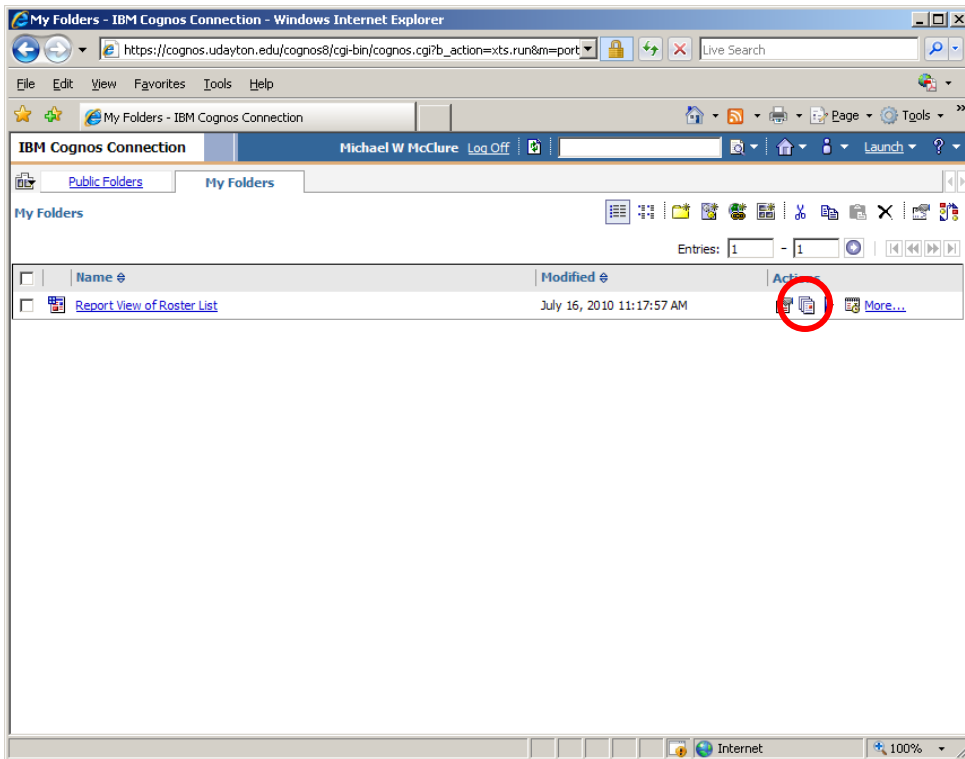
6. Make the appropriate selections and click on the **Finish** button. An information windows appears:



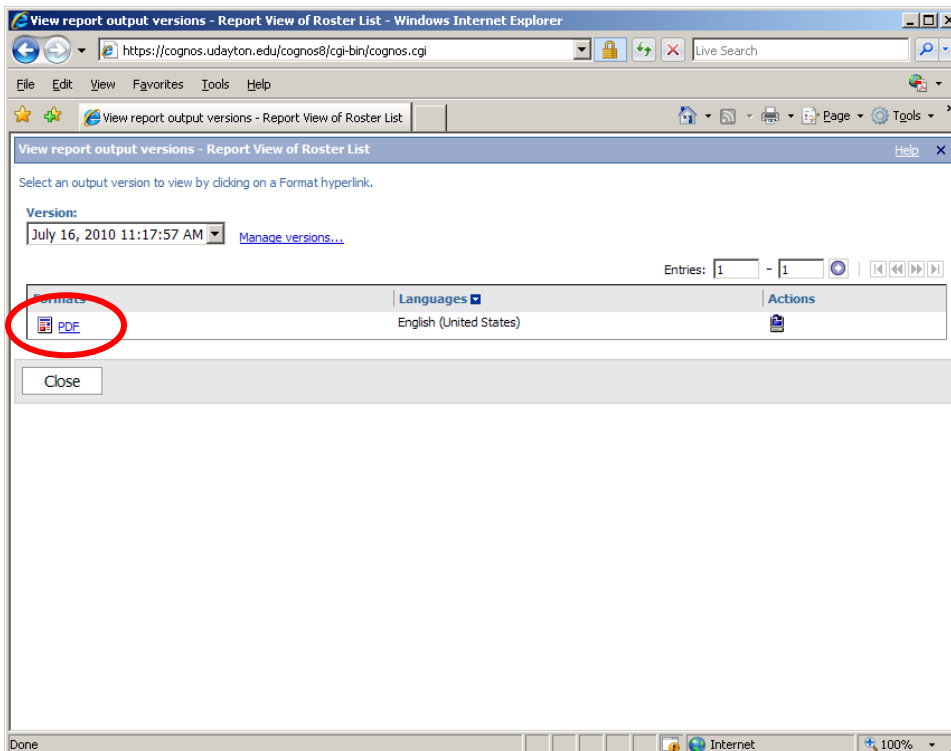
7. Click on the **OK** button.
8. Once the report has been saved, an icon will appear in the **Actions** column of the My Folders window. 

NOTE: This process can take up to several minutes depending on the report criteria and length.


9. To view the report, click on the report icon  located in the **Actions** column.

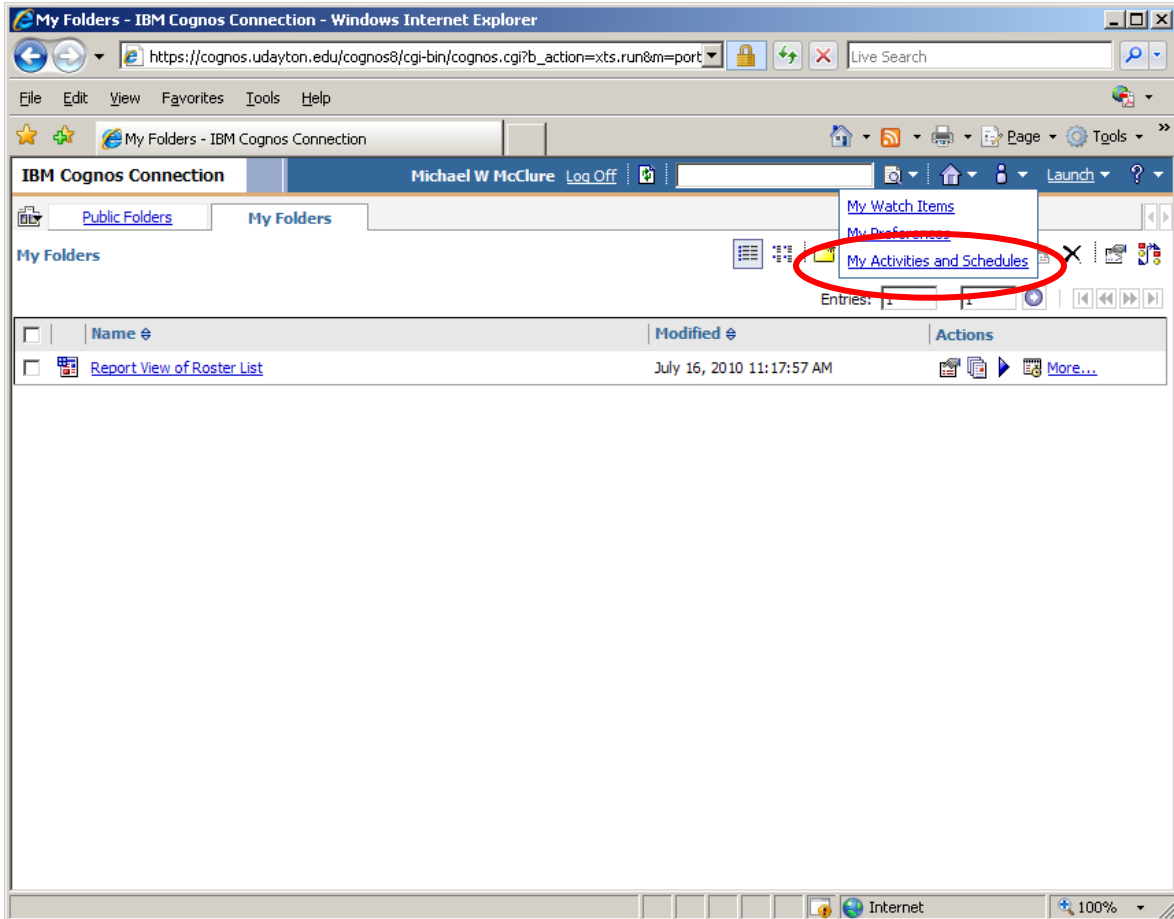


10. Click on the format link in the **Formats** column (for example PDF). The report results will appear.

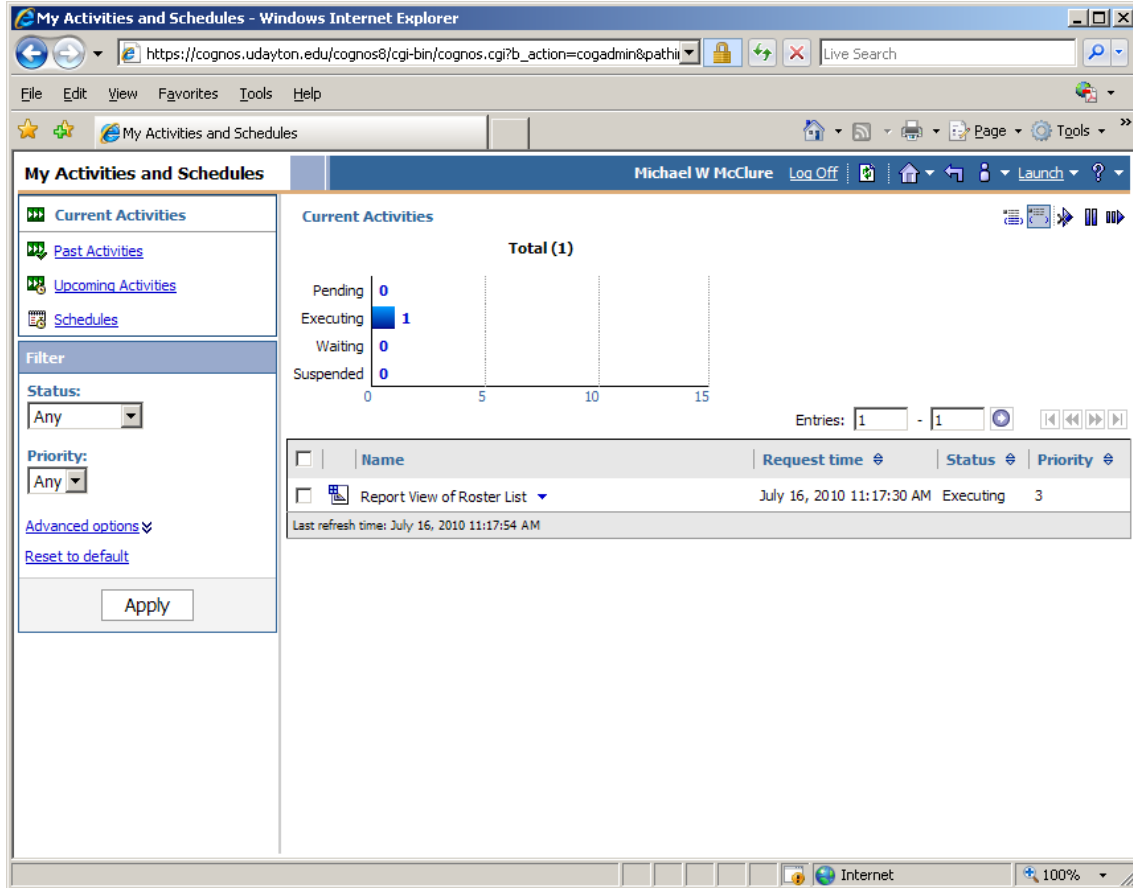



Checking a Report's Status

1. Go to the top of the Cognos window and click on the **My Area** icon. 
2. Click on the **My Activities and Schedules** link.



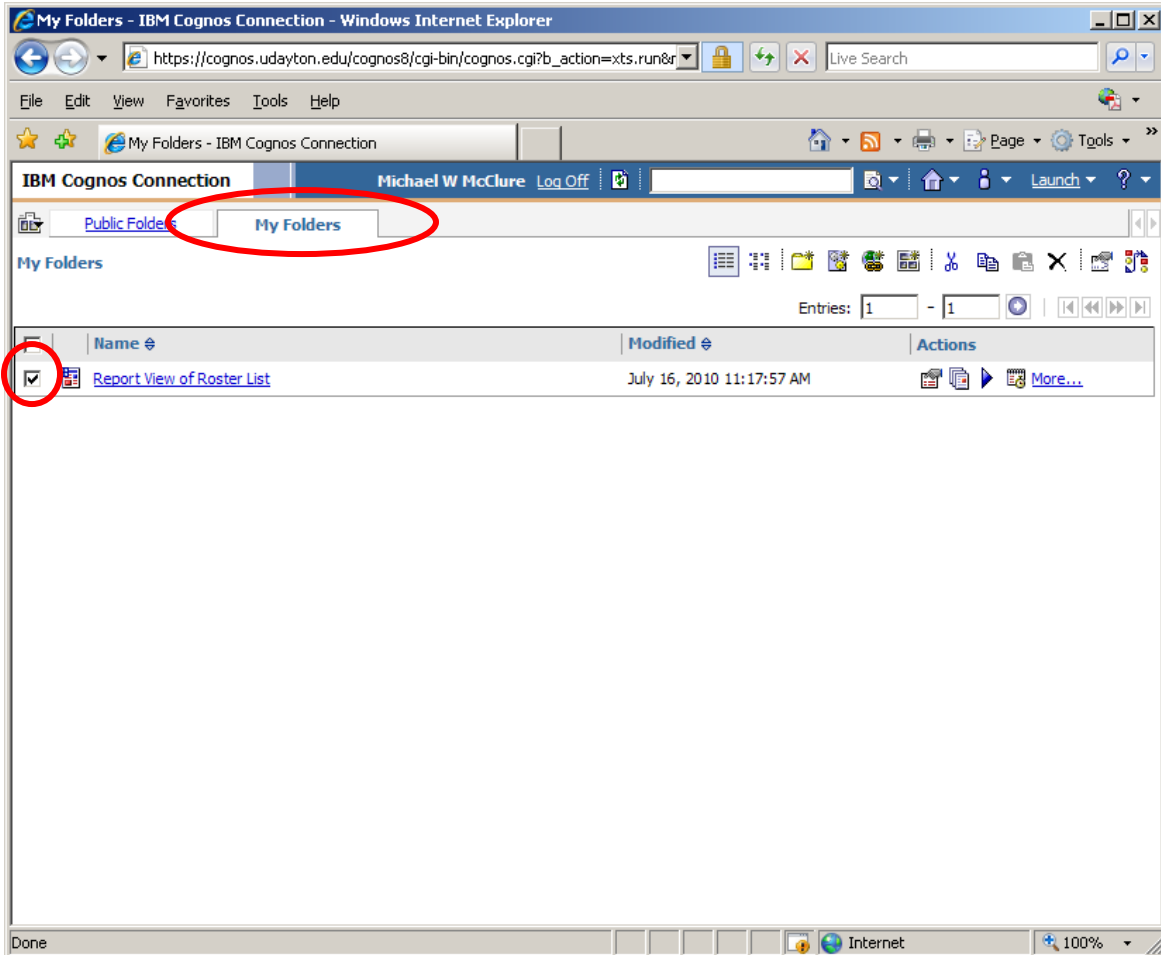
3. A report status window will appear.




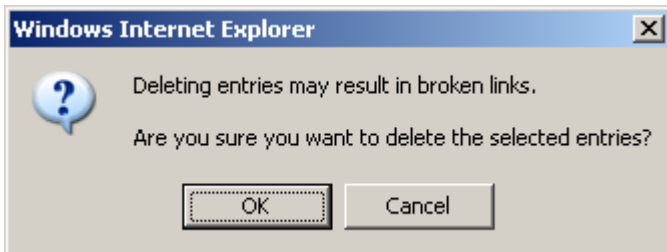
4. Click on the **Return** icon  to exit the status screen return to your previous window.

Deleting Report Views from My Folders


1. Click on the **My Folders** tab.
2. Click on the check box to the left of the report name.

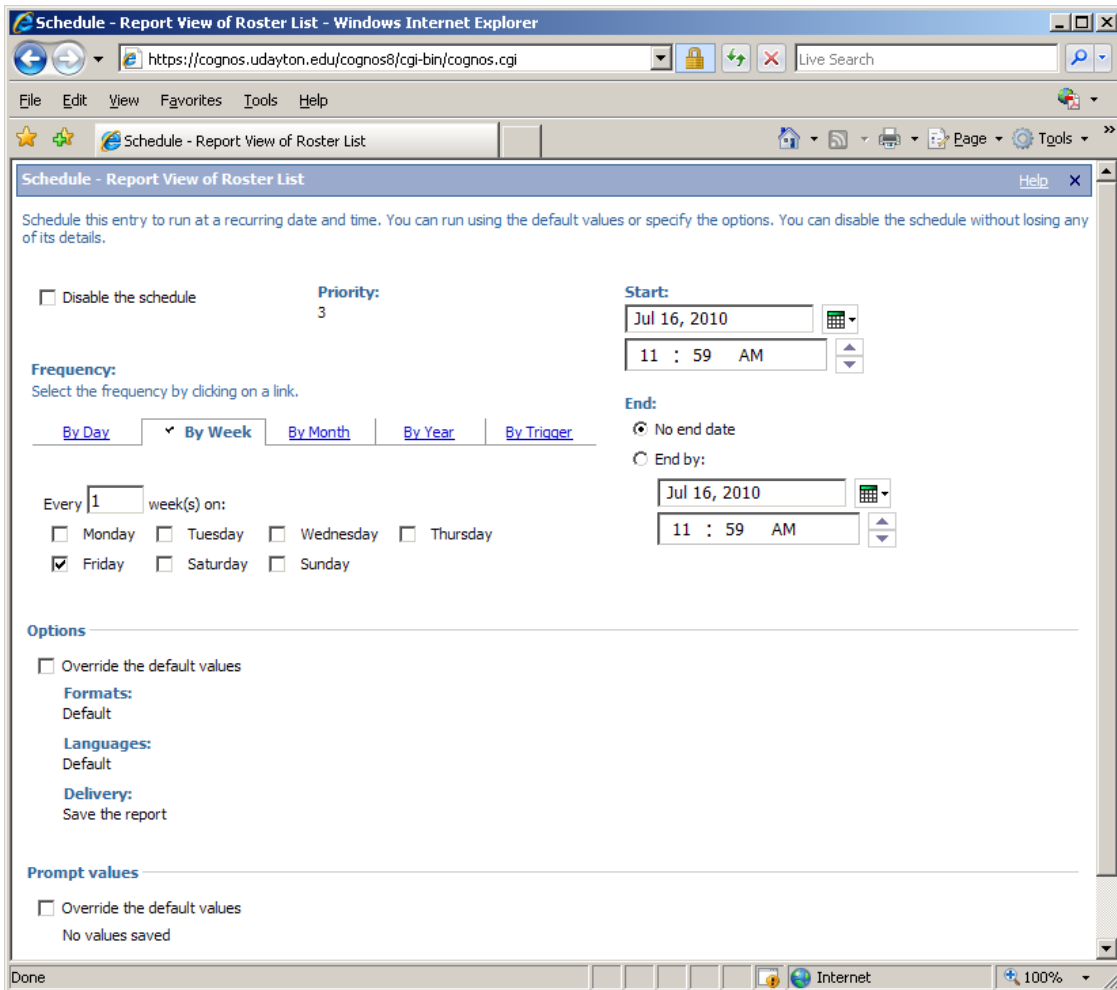


3. Click on the **Delete** button. 
4. Click on the **OK** button to confirm the delete.



Scheduling a Report to Run Automatically

1. Click on the **My Folders** tab.
2. Locate the report you want to schedule and click on the **Schedule** icon  located under the **Actions** column. A Schedule options window appears.



Schedule - Report View of Roster List - Windows Internet Explorer

https://cognos.udayton.edu/cognos8/cgi-bin/cognos.cgi

File Edit View Favorites Tools Help

Schedule - Report View of Roster List

Schedule - Report View of Roster List

Schedule this entry to run at a recurring date and time. You can run using the default values or specify the options. You can disable the schedule without losing any of its details.

Disable the schedule

Priority: 3

Start: Jul 16, 2010 11 : 59 AM

Frequency: Select the frequency by clicking on a link.

[By Day](#) [By Week](#) [By Month](#) [By Year](#) [By Trigger](#)

Every 1 week(s) on:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

End: No end date End by: Jul 16, 2010 11 : 59 AM

Options

Override the default values

Formats: Default

Languages: Default

Delivery: Save the report

Prompt values

Override the default values

No values saved

3. Choose a **Frequency**, a **Start** date and time, and an **End** date and time.
4. Click on the **OK** button.

Using the List and Details View

Reports listed in the Public Folders or My Folders can be displayed in one of two ways: List View or Details View.

1. Click on the **Public Folders** or **My Folders** tab.
2. Click on a view button (see the examples below).



List View: Displays report names in a list format.

The screenshot shows the IBM Cognos Connection interface in a Windows Internet Explorer browser. The browser address bar shows the URL: https://cognos.udayton.edu/cognos8/cgi-bin/cognos.cgi?b_action=xts.run&n. The interface includes a navigation bar with 'Public Folders' and 'My Folders' tabs. Below the navigation bar, there is a breadcrumb trail: 'Public Folders > Student Reports'. A toolbar contains various icons for file operations. Below the toolbar, there is a table displaying a list of reports. The table has three columns: 'Name', 'Modified', and 'Actions'. The 'Name' column contains report names, the 'Modified' column contains the date and time of the last modification, and the 'Actions' column contains a 'More...' link for each report. The table is currently displaying 14 entries.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Chair Reports	March 19, 2010 2:49:55 PM	More...
<input type="checkbox"/>	Dean Reports	March 19, 2010 2:50:03 PM	More...
<input type="checkbox"/>	Actual Class Size	June 28, 2010 10:06:24 AM	More...
<input type="checkbox"/>	Cohort Report	July 13, 2010 2:52:26 PM	More...
<input type="checkbox"/>	Course Registration Comparison	May 27, 2010 12:21:32 PM	More...
<input type="checkbox"/>	DCI - Department Course Instructor	July 13, 2010 2:47:01 PM	More...
<input type="checkbox"/>	Dept Advisors and Advisees	June 14, 2010 1:14:28 PM	More...
<input type="checkbox"/>	Faculty Class Schedule	July 1, 2010 2:58:11 PM	More...
<input type="checkbox"/>	Major Change	July 13, 2010 2:20:33 PM	More...
<input type="checkbox"/>	Majors -- Hours, GPAs, Adviors	July 9, 2010 9:11:42 AM	More...
<input type="checkbox"/>	Registered Students	June 24, 2010 9:22:10 AM	More...
<input type="checkbox"/>	Roster List	July 15, 2010 2:06:31 PM	More...
<input type="checkbox"/>	Student Count for Academic Load	July 13, 2010 3:00:03 PM	More...
<input type="checkbox"/>	Students Registered For Course But NOT Major	June 14, 2010 10:31:05 AM	More...



Details View: Displays report names and short descriptions of each report.

The screenshot shows the IBM Cognos Connection interface in a Windows Internet Explorer browser. The browser address bar displays the URL: https://cognos.udayton.edu/cognos8/cgi-bin/cognos.cgi?b_action=xts.run&n. The interface includes a navigation pane on the left with "Public Folders" and "My Folders" tabs. The main content area is titled "Public Folders > Student Reports" and displays a list of reports in a grid format. Each report entry includes a checkbox, a report name, a timestamp, and a "More..." link. The reports listed are:

- Chair Reports**: March 19, 2010 2:49:55 PM
- Dean Reports**: March 19, 2010 2:50:03 PM
- Actual Class Size**: Prompts for term, and either course department OR course OR course sections (all of which allow you to select multiple choices). This report is in two sections. The section shows summary totals and the bottom is course details. It lists department, course, course section, max class capacity for the course section, total number of students for the course section, seats available for the course section, faculty id, and faculty name. The summary shows total number of students for the course and total number of seats available. It sorts on department, course, course section, and faculty. June 28, 2010 10:06:24 AM
- Cohort Report**: Prompts for registration term and cohorts. Lists all students in the prompted cohort who are registered in the term entered. Results are sorted by cohort and then alphabetically by last name. Fields included are student id, name, start term, academic program, major, class, term hours attempted, term hours completed, term GPA, total hours completed, cum GPA, email, advisor department, advisor name. July 13, 2010 2:52:26 PM
- Course Registration Comparison**: Prompts for term(s) and EITHER course college/school OR course department OR course(s). Lists a count of students registered for each section of the course(s) selected in the term(s) entered and gives a total for each term. Results are in a crosstab format with terms across the page and courses down the page sorted course. Fields include term, course, course section, and total number of student registered. May 27, 2010 12:21:32 PM
- DCI - Department Course Instructor**: This report prompts you for the registration term and either the school(s) OR the department(s) of the courses OR course(s). It will show you the courses in the term you enter for the school(s)/departments(s) you choose. For the case of "team taught" courses it calculates the Allocated used and the allocated credit hours by taking the total number of students divided by the total number of faculty teaching and multiplies that by the course credit hour. It lists Instructor,