Cognos Reporting

A Basic Overview

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

4. Click on the **Select My Folders** link.

5. 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.

Checking the **Override the default values** option allows you to set the default format for all your reports (PDF, Excel, etc.).
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.
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 window 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.

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