

ReportNet: A Basic Overview



IT Training Department

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Training Specialist

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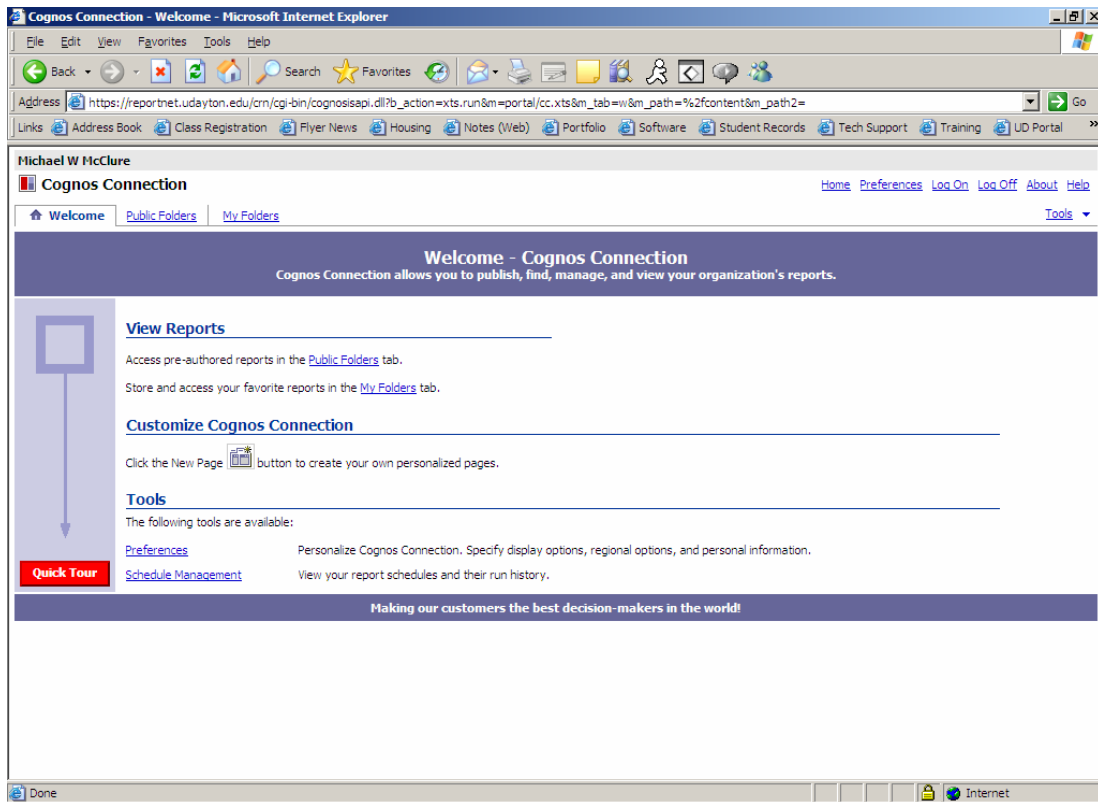
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Accessing ReportNet (Cognos Connection)

1. Open Internet Explorer and go to the following address:

http://reportnet.udayton.edu

2. Enter your LDAP username and password when prompted. Press **<ENTER>** or click on the **Login** button. The Cognos Connection Welcome page appears:

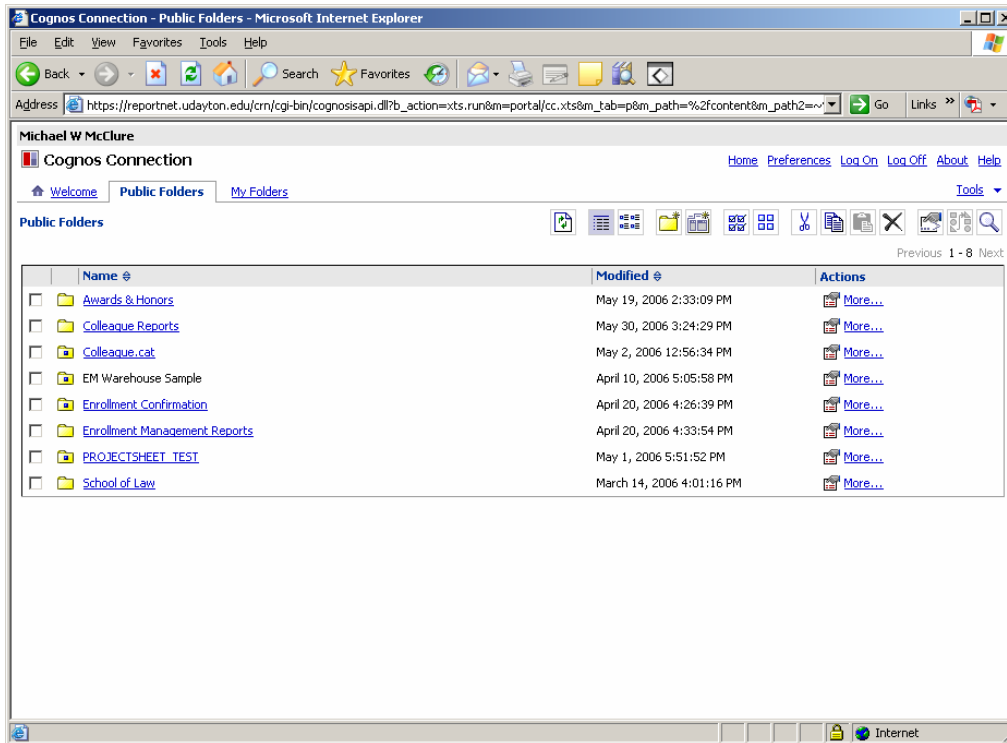


Tab Descriptions

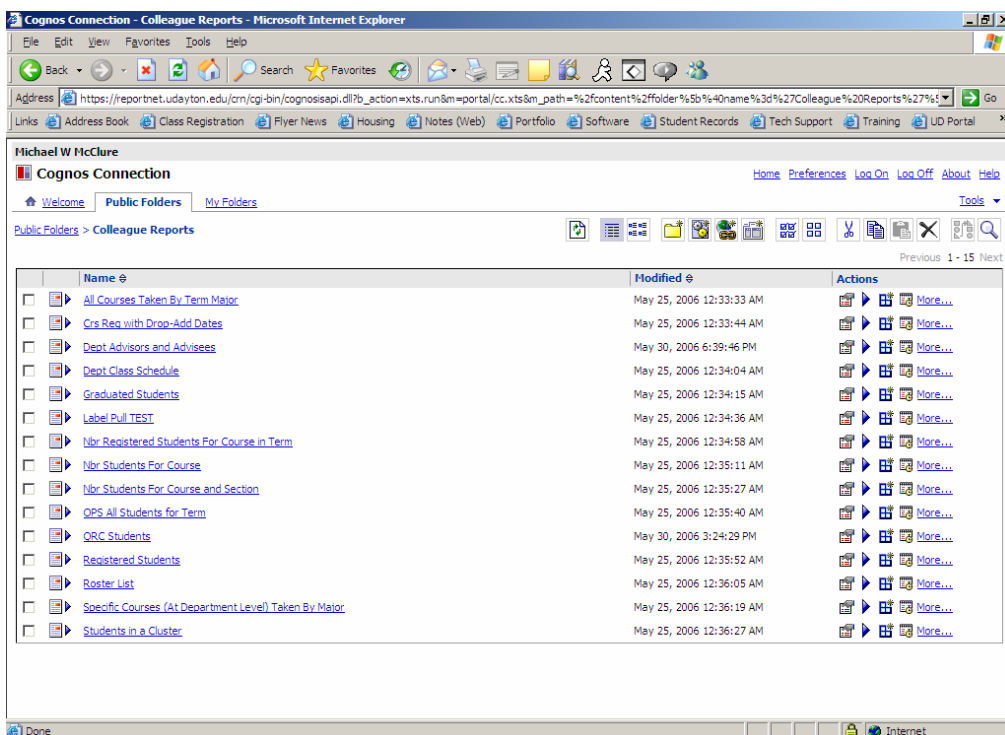
- Welcome:** The Cognos Connection home page. Displays links for viewing reports, customization features and various tools and preferences.
- Public Folders:** Displays entries that are shared by most users such as Colleague Reports.
- My Folders:** Displays entries that are only accessible to the user logged in to Cognos Connection (you).

Creating a Report View

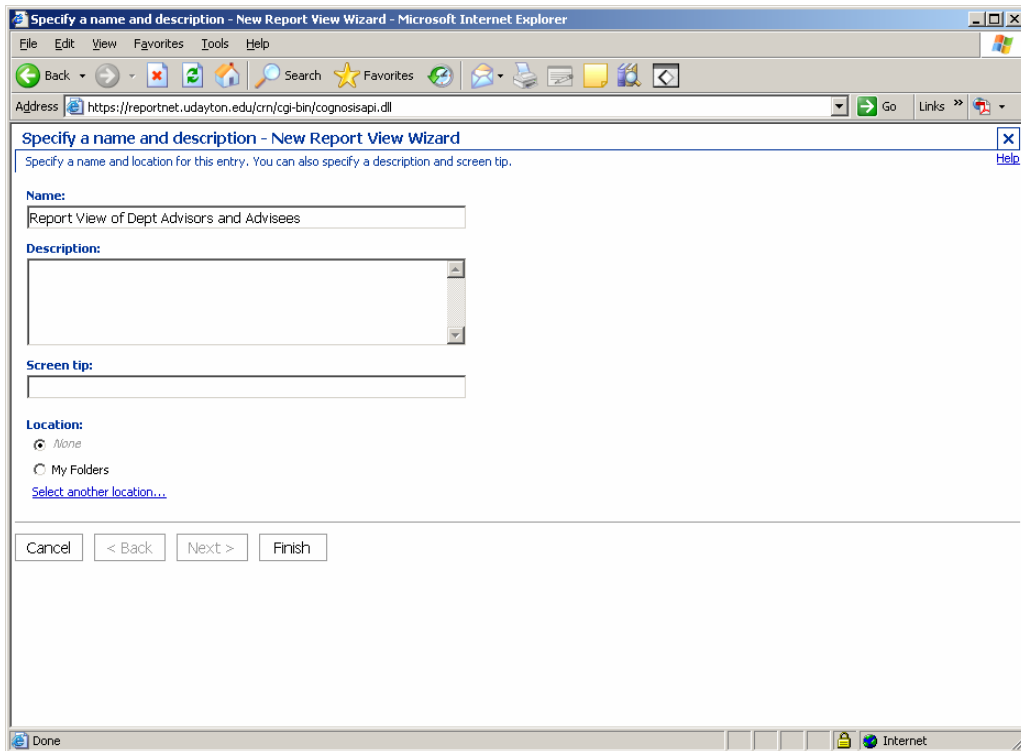
1. Click on the **Public Folders** tab. A list of available report folders appears.



2. Click on the appropriate folder link (for example **Colleague Reports**). A List of available reports appears.



3. Click on the **Create a Report View** icon  next to a report name. The **New Report View Wizard** appears.



Specify a name and description - New Report View Wizard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://reportnet.udayton.edu/crn/cgi-bin/cognosisapi.dll> Go Links

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:

Description:

Screen tip:

Location:
 None
 My Folders
[Select another location...](#)

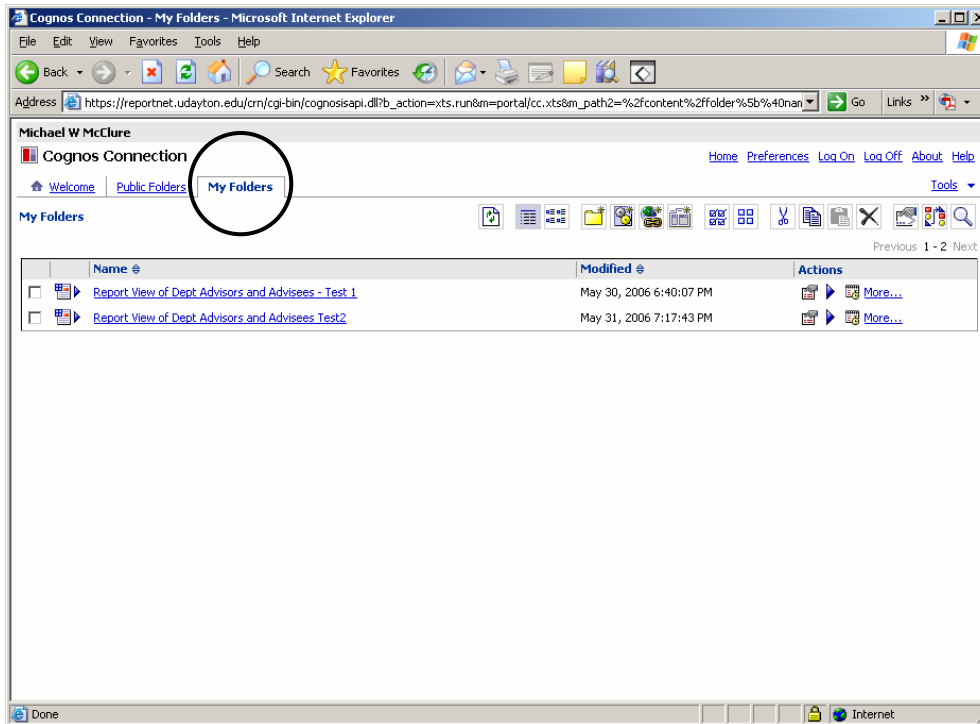
Cancel < Back Next > Finish

Done Internet

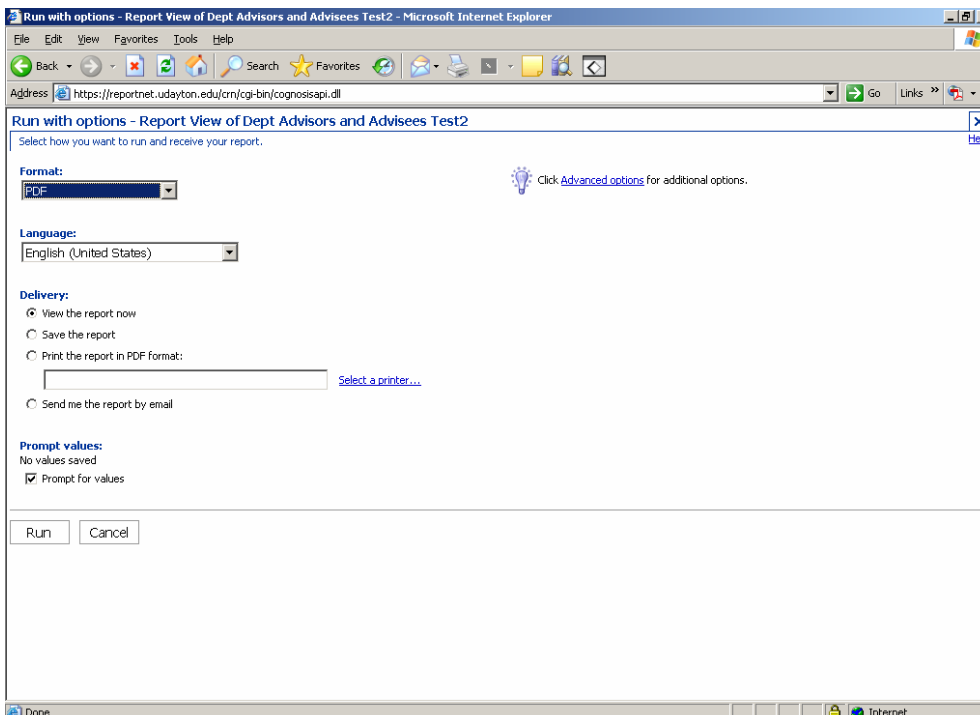
4. Type a name for the report in the **Name** field.
5. Click inside the **Description** field and type out a brief description of the report.
6. (Optional) Type out a screen tip in the **Screen tip** field. This information appears when the mouse pointer is placed over report icon.
7. Click on the **My Folders** radio button under the **Location** options.
8. Click on the **Finish** button. ReportNet will create the report view and place it in **My Folders**.

Running a Report with Options

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.

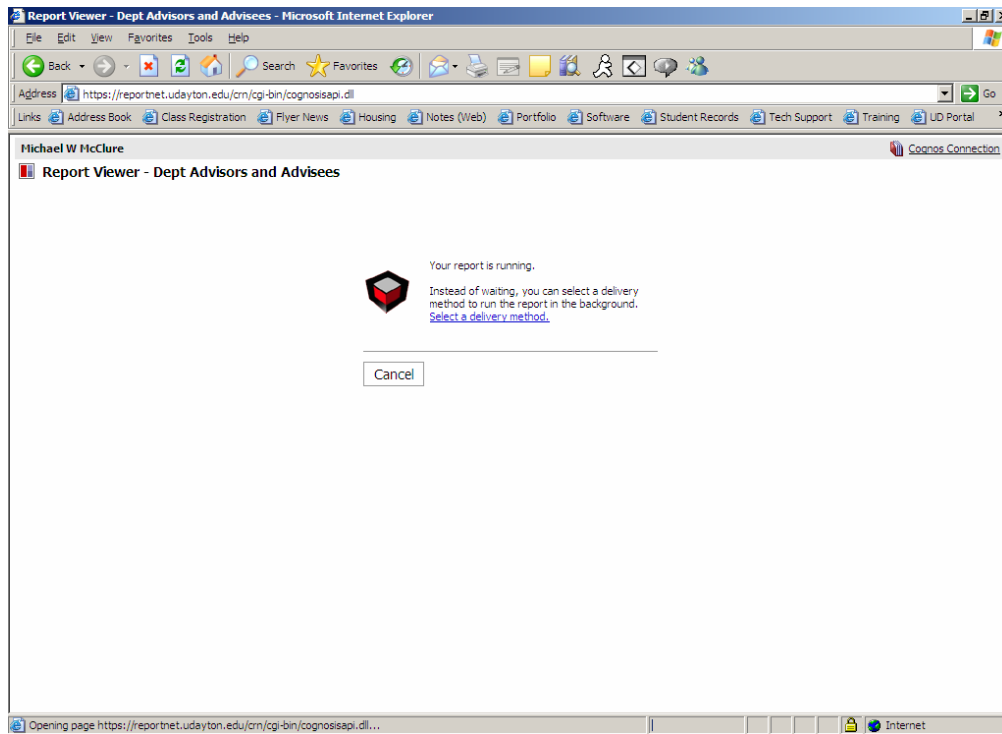


3. Click on the **Format** drop down list and choose a format.
4. Choose a **Delivery** method (see procedures below).

Note: **DO NOT** remove the check mark next to **Prompt for values**.

5. Click on the **Run** button.

3. Make the appropriate selections and click on the **Finish** button. ReportNet will generate the report.



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

4. Once the report has been run, the report results will appear.

Delivery Option: Save the report

1. Choose the **Save the report** radio button.

Run with options - Report View of Dept Advisors and Advisees Test2 - Microsoft Internet Explorer

Address: <https://reportnet.udayton.edu/crn/cgi-bin/cognissapi.dll>

Run with options - Report View of Dept Advisors and Advisees Test2

Select how you want to run and receive your report.

Format: PDF

Language: English (United States)

Delivery:

- View the report now
- Save the report
- Print the report in PDF format: [Select a printer...](#)
- Send me the report by email

Prompt values:

No values saved

Prompt for values

Run Cancel

Note: **DO NOT** remove the check mark next to **Prompt for values**.

2. Click on the **Run** button. The prompt window appears.

Report Viewer - Dept Advisors and Advisees - Microsoft Internet Explorer

Address: https://reportnet.udayton.edu/crn/cgi-bin/cognissapi.dll?b_action=xts.run&m=portal/report-viewer.xts&method=execute&m_obj=%2fcontent%2ffolder%5b%40name%3d%27C

Links: Address Book Class Registration Flyer News Housing Notes (Web) Portfolio Software Student Records Tech Support Training UD Portal

Michael W McClure Cognos Connection

Report Viewer - Dept Advisors and Advisees

Enter registration term (ex: 03/FA - enter in ALL CAPS):

06/FA

Enter the minimum required hours (ex: 55):

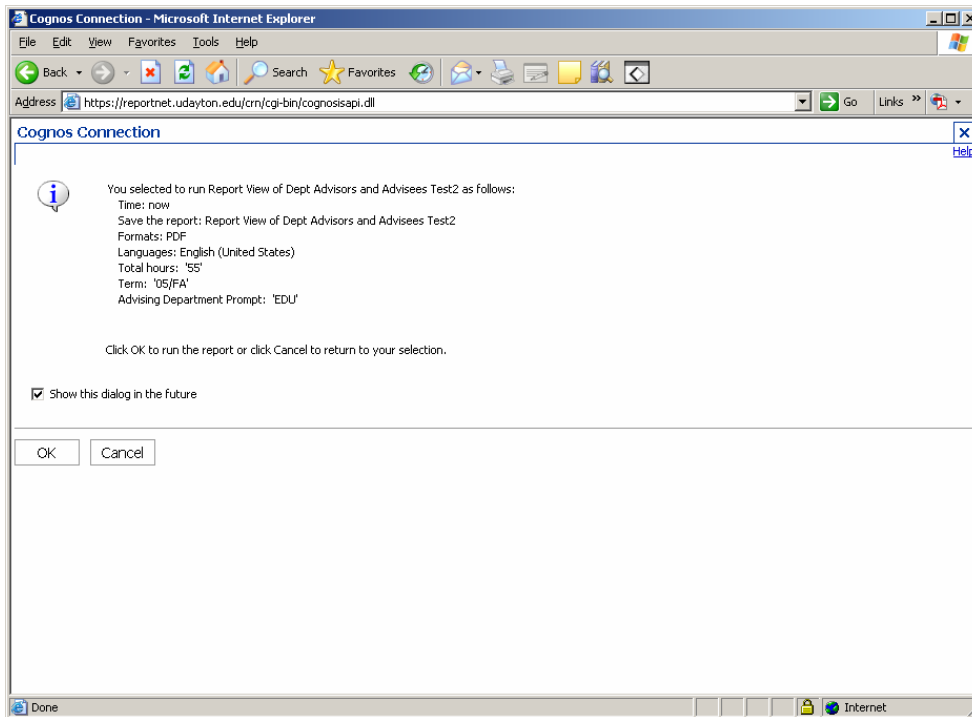
0

Select advising department:

- CHM
- CIE
- CJS
- CME
- CNIM
- COP
- CFS
- DEV
- DSC
- ECE
- ECO

Cancel Finish

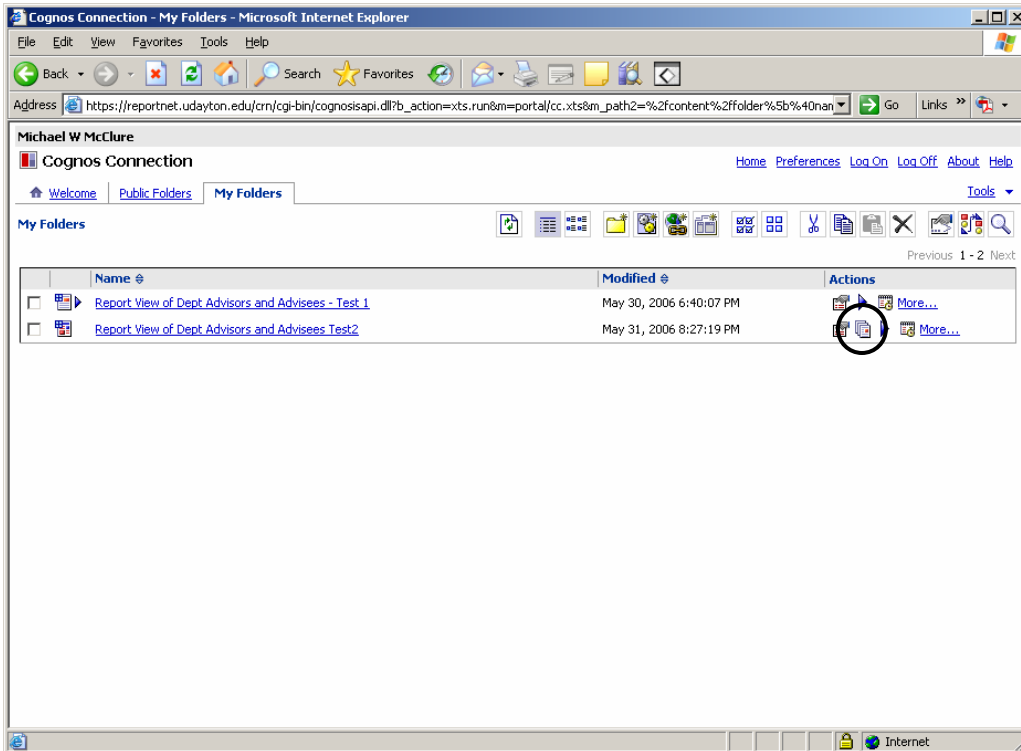
3. Make the appropriate selections and click on the **Finish** button. An information window appears.



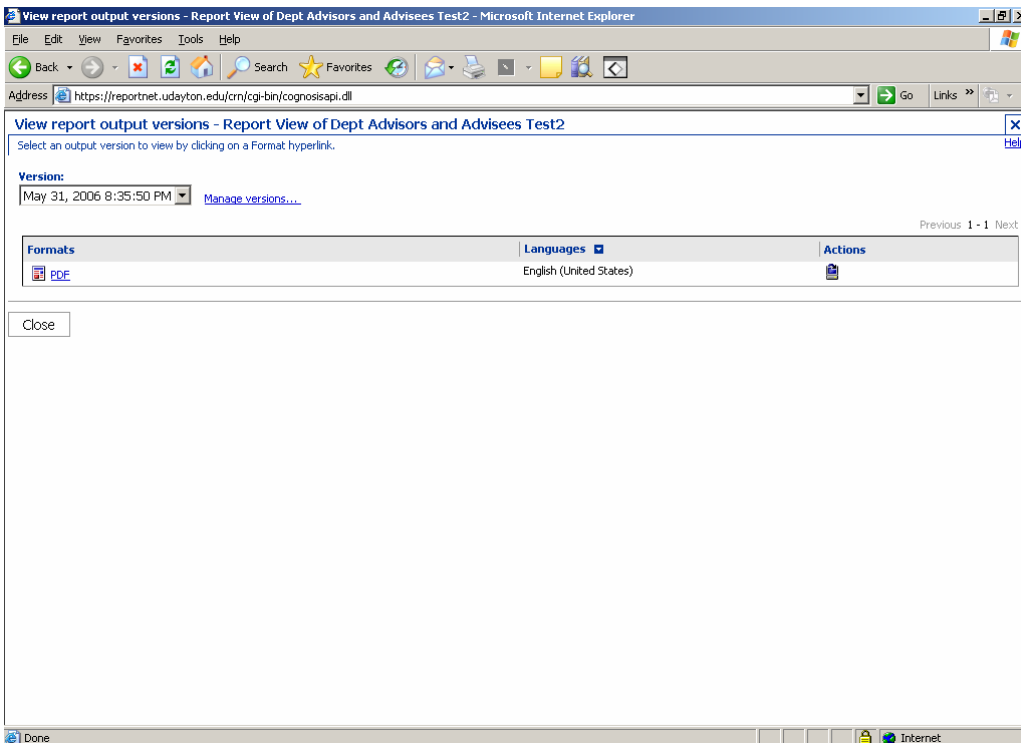
4. Click on the **OK** button.
5. Once the report has been saved, an icon will appear in the **Actions** column of the My Folders window.

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

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

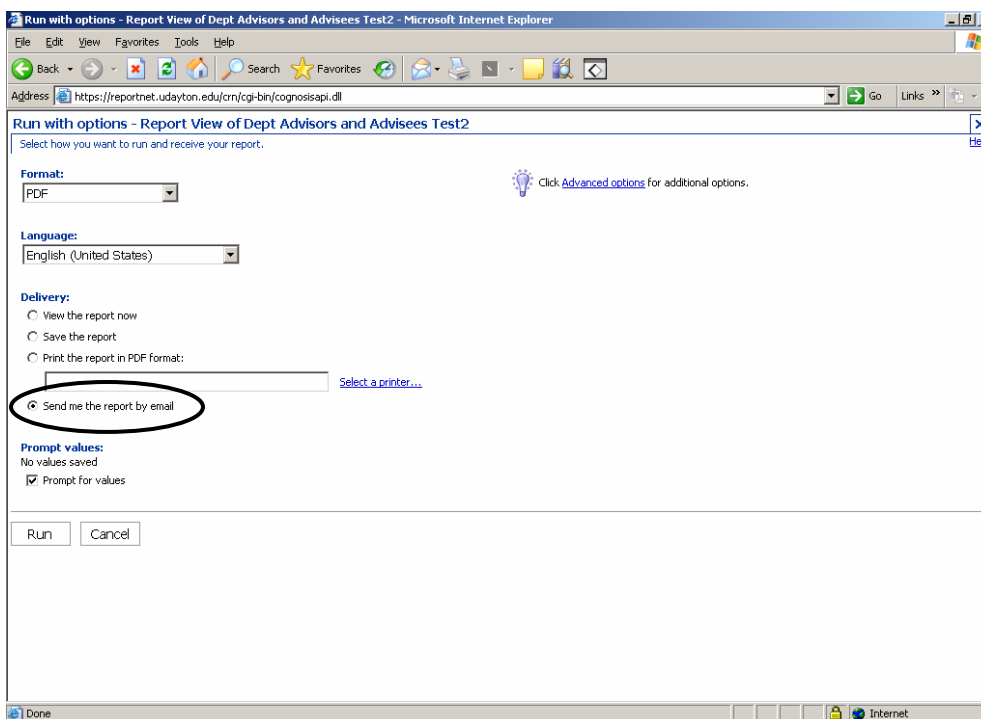


- Click on the format link in the **Formats** column (for example PDF). The report results will appear.



Delivery Option: Send me the report by email

1. Choose the **Send me the report by email** radio button.



Run with options - Report View of Dept Advisors and Advisees Test2 - Microsoft Internet Explorer

Address: https://reportnet.udayton.edu/crn/cgi-bin/cognosapi.dll

Run with options - Report View of Dept Advisors and Advisees Test2

Select how you want to run and receive your report.

Format: PDF

Language: English (United States)

Delivery:

- View the report now
- Save the report
- Print the report in PDF format: [Select a printer...](#)
- Send me the report by email

Prompt values:

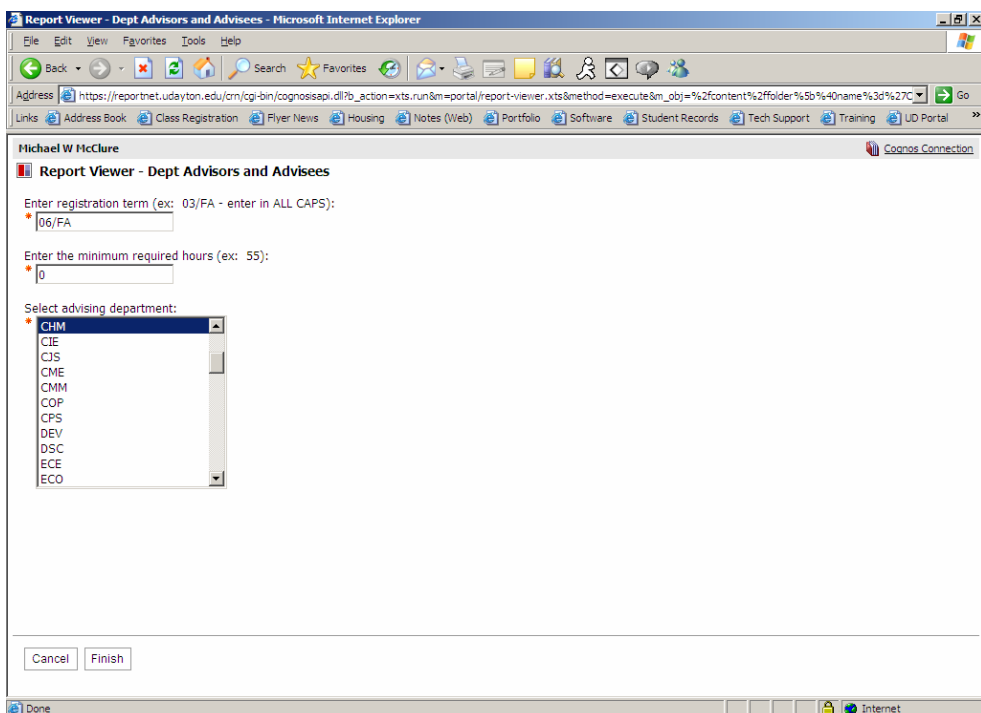
No values saved

Prompt for values

Run Cancel

Note: DO NOT remove the check mark next to **Prompt for values**.

2. Click on the **Run** button. The prompt window appears.



Report Viewer - Dept Advisors and Advisees - Microsoft Internet Explorer

Address: https://reportnet.udayton.edu/crn/cgi-bin/cognosapi.dll?b_action=xts.run&m=portal/report-viewer.xts&method=execute&m_obj=%2fcontent%2ffolder%5b%40name%3d%27C...>

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Report Viewer - Dept Advisors and Advisees

Enter registration term (ex: 03/FA - enter in ALL CAPS):

* 06/FA

Enter the minimum required hours (ex: 55):

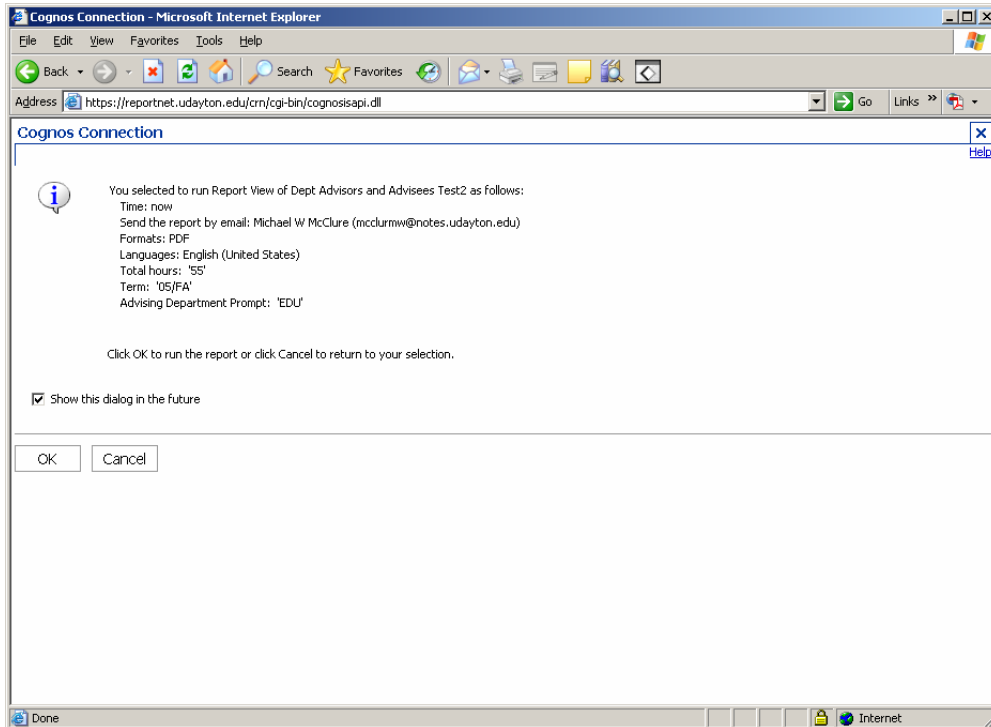
* 0

Select advising department:

- * CHM
- CIE
- CIS
- CME
- CMM
- COP
- CPS
- DEV
- DSC
- ECE
- ECO

Cancel Finish

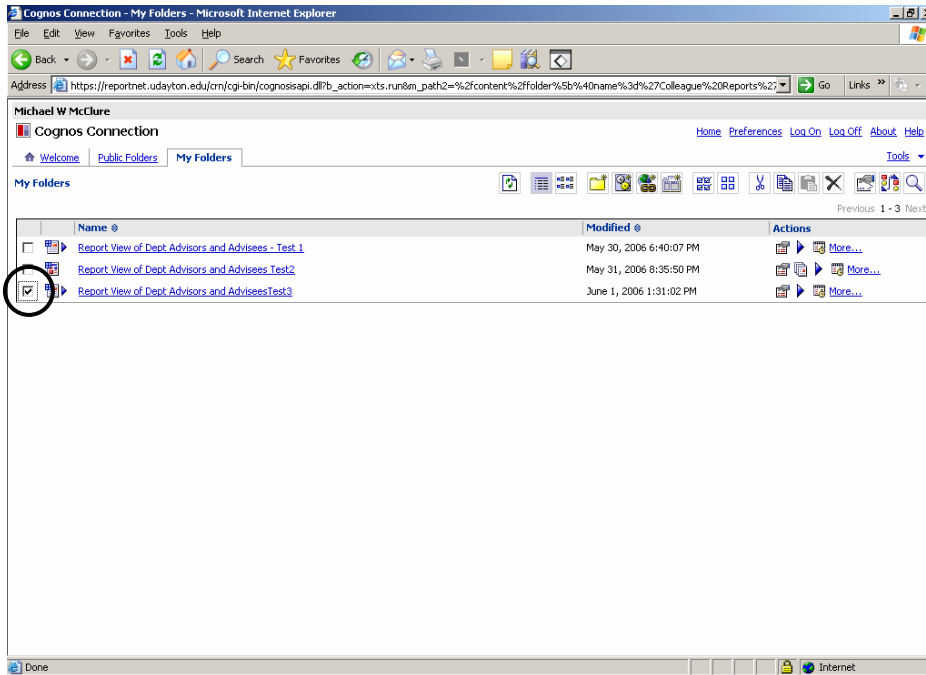
3. Make the appropriate selections and click on the **Finish** button.
4. Click on the **OK** button and ReportNet will run the report, send it to your email account and return you to the **My Folders** window.



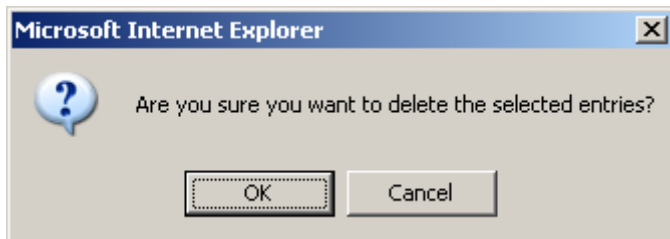
Note: The email process can take up to several minutes depending on the report criteria and length.

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.

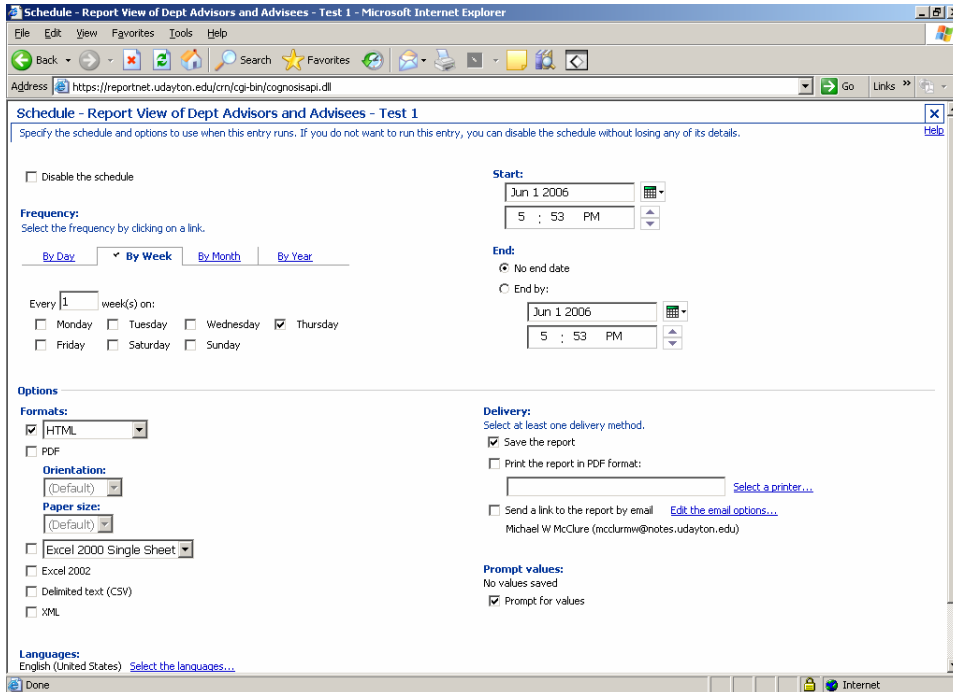


3. Click on the **Delete** button.
4. Click on the **OK** button to confirm the delete.



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 Dept Advisors and Advisees - Test 1

Specify the schedule and options to use when this entry runs. If you do not want to run this entry, you can disable the schedule without losing any of its details.

Disable the schedule

Frequency:
Select the frequency by clicking on a link.

[By Day](#) | **[By Week](#)** | [By Month](#) | [By Year](#)

Every week(s) on:

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Start:
Jun 1 2006
5 : 53 PM

End:
 No end date
 End by:
Jun 1 2006
5 : 53 PM

Options

Formats:
 HTML
 PDF

Orientation:
(Default)

Paper size:
(Default)

Excel 2000 Single Sheet
 Excel 2002
 Delimited text (CSV)
 XML

Delivery:
Select at least one delivery method.
 Save the report
 Print the report in PDF format: [Select a printer...](#)
 Send a link to the report by email [Edit the email options...](#)
 Michael W McClure (mclurmw@notes.udayton.edu)

Prompt values:
No values saved
 Prompt for values

Languages:
English (United States) [Select the languages...](#)

Done

3. Choose a **Frequency**, a **Start** date and time, and an **End** date and time.
 4. Select a **Format** (PDF, Excel, CSV, etc.) and a **Delivery** format.
- Note:** **DO NOT** remove the check mark next to **Prompt for values**.
5. 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.

Name	Modified	Actions
Athletics	May 24, 2006 8:20:36 PM	More...
Awards & Honors	May 19, 2006 10:33:09 AM	More...
Colleague Course.cat	April 25, 2006 1:48:18 PM	More...
Colleague Reports	July 7, 2006 2:26:27 PM	More...
Colleague Test	April 25, 2006 1:48:37 PM	More...
Colleague.cat	June 15, 2006 10:38:07 AM	More...
Colleague_davtest	April 25, 2006 1:49:09 PM	More...
Diversity	May 22, 2006 2:12:30 PM	More...
EM Computers	June 14, 2006 1:36:17 PM	More...
EM Warehouse Sample	April 10, 2006 1:05:58 PM	More...
Enrollment Confirmation	April 20, 2006 12:26:39 PM	More...
Enrollment Management Reports	June 22, 2006 10:35:20 AM	More...
General Ledger	April 25, 2006 1:52:29 PM	More...
Graduate School	May 19, 2006 5:51:35 PM	More...
Honors & Scholars	April 25, 2006 1:53:08 PM	More...



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

