











Navigating Cognos

This procedure explains how to get to the most commonly used pages in Cognos.


1. **Home Page** (Recent Reports)
 - a. Click on the  Open Menu icon in the upper left-hand corner on the black application bar. A left sidebar is displayed.
 - b. Click  **Home**.
2. **Recent Report**
 - a. Click on the  Open Menu icon in the upper left-hand corner on the black application bar. A left sidebar is displayed.
 - b. Click  **Home**.
 - c. Scroll the list of recent reports to find the report.
3. **Content Page**
 - a. Click on the  Open Menu icon in the upper left-hand corner on the black application bar. A left sidebar is displayed.
 - b. Click  **Content**.
 - c. When the Content page displays, **select Team Content to view the items you have access to**. Click on My content to view reports you have created (advanced users only).
4. **Student Records Report (or other types of reports)**
 - a. Click on the  Open Menu icon in the upper left-hand corner on the black application bar. A left sidebar is displayed.
 - b. Click  **Content**.
 - c. When the Content page displays, select Team Content.
 - d. In the table find the package folder for the category of the report to be viewed. For example, Student Records or Admissions. The user may have to scroll to find the package folder they are looking for. Click on the folder.
 - e. Click on the Reports folder. All the reports for that category are displayed. Sometimes there are additional folders such as restricted or self-service. The user can click on those if they don't find what they want in the main Reports folder. See Find a Report procedure for another way to find a report.



5. The User's Custom Report

- a. Click on the  Open Menu icon in the upper left-hand corner on the black application bar. A left sidebar is displayed.
- b. Click  **Content**.
- c. When the Content page displays, select My Content.
- d. In the table find the report to be viewed. If the user has added additional folders for navigating their reports, click on those until the report is found. The user may have to scroll to find the folder or report they want. See Find a Report procedure for another way to find a report.

6. My schedules and subscriptions Page

- a. Click on the  Personal Menu icon in the upper right-hand corner on the black application bar. A right sidebar is displayed.
- b. Click on My schedules and subscriptions. It will open the page in Current view.
 - i. **Current View** shows any reports that the user scheduled or subscribed that are currently running.
 - ii. **Past View:** This view shows any reports that the user scheduled or subscribed that finished running in the last four hours.
 - iii. **Upcoming View:** This view shows any reports that the user scheduled or subscribed to run sometime today but have not run yet.
 - iv. **Schedule View:** This view shows any subscriptions or scheduled reports that the user created. The status field will display if the report is currently active (enabled) or not active (disabled).
- c. To see all subscriptions and schedules created by the user, in the upper left-hand corner next to Current, click the down arrow and select Schedule. This will show all their existing subscriptions and schedules whether they are enabled or disabled. It will not show deleted ones.