NAVIGATING COGNOS QUICK REFERENCE CARD

RUN A REPORT

1. Go to reports.mit.edu .
   You will log in with your Touchstone login.
2. Choose **IBM Cognos content**
3. From **Public Folders** choose the type of report you need to run such as **Departmental Reports**.
4. Select the subfolder if one appears.
5. Click the link for the report.
6. If parameters appear, fill in the detail and click **Run My Report or Finish** depending on the report.

SAVING AND EMAILING REPORTS

KEEP THIS VERSION

SAVE AS REPORT VIEW
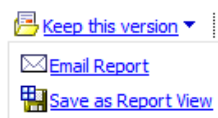
Use Save as Report View if you have a report with parameters you want to save, for example if you want to always set your Web Hits report to warehouse with a date range of this year.
Please Note: *Saving a report in this way will not bring up the latest version of the report. You may want to consider saving a shortcut instead.*

1. From the report view, go to **Keep this version** and choose **Save as Report View.**
2. Enter a new name for the report
3. Choose **My folders** under another location
4. Click **OK**.

EMAIL REPORT

1. To email a report from a report.
   a. From the report view, go to **Keep this version** and choose **Email report**.
   b. Enter your **To** and **CC** information for the email.
   c. Add a message to the email.
   d. Choose **Include a link** to send a link to the report. The receiver will need to login to Cognos and set the report parameters.
2. To email a report from the Home page:
   a. Go to the report folder and choose **Set Properties**.
   b. Choose **View the search path, ID and URL**.
   c. Copy the URL from **Default action URL** and paste it into an email.

ADD THIS REPORT

Add this report can be used to save a shortcut to a report to My Folders when you do not want to pre-set the parameters. This tool is used to create a favorites list of reports in Cognos.

1. From the report view, go to the link **Add this report** and choose **Add to My Folders**.
2. Rename the report and click **Finish**.
   Note: Renaming the report is an optional step.

PRINTING AND DOWNLOADING REPORTS

PRINT A REPORT USING PDF

1. Go to the **View** button and choose **View in PDF**.
2. Choose **Print** button from Adobe Acrobat.

## *DOWNLOAD TO EXCEL*

1. Go to the **View** button and choose **View in Excel Option**.
2. Choose the file type: **Excel 2007; Excel 2003 or CSV**.
3. Click **OK** and save the Excel file.

BUTTONS AND LINKS

	Home	Returns you to the Public Folders page. *Use the drop down to Set View as Home to change your home location.*
	Launch	Launches other Cognos tools such as Business Insight or Report Studio.
	Return	Returns you to the Public Folders portal or to My Folders, if you set it as Home.
	Logon/off	Use drop down to log off.
	Help	Shows you Cognos help.
	Set Properties	Defines properties of report or any Cognos object.
More...	More Link	Shows more options such as permissions to a particular object or even access to other modules of Cognos.
	Run	Runs a report. *If currently in a report, will bring you back to prompt screen.*
	Report Studio	Links you to Report Studio to edit existing reports or to build new reports.
1099901	Blue underscore	Signify values that have drill-through access to reports with more detail.
	Previous Report	Returns you to the original report after using a drill through link such as returning to a summary report after drilling to a detail report.
⊼ Top ⊼ Page up ⊽ Page down ⊻ Bottom		Arrows used for moving from page to page in the report.