MOTT COMMUNITY COLLEGE

JOB AID

Introduction to Using Cognos
Purpose:
This guide has been created for users of the Cognos Business Intelligence Tool. Basic features such as logging in, running reports, searching and scheduling reports is covered.

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Resources:

ITS Help Desk
x24357 (inside College)
(810) 762.0216 (outside College)
email: 2help@mcc.edu

Golla, Anuja (810) 232-2727
Information Technology Services
Cognos Developer
Curtice-Mott Complex CM1208

Govada, Krishna (810) 762-0239
Information Technology Services
Business Intelligence Systems Analyst
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Information Technology Services
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Curtice-Mott Complex CM1208
Log on to Cognos

1. Double Click on the Internet Explorer icon.

2. Type `cognos.mcc.edu` and click enter.

3. If you have been granted access to Cognos, you will be automatically logged in and the default page will appear.

4. If a log on page appears, contact the ITS Help Desk for further assistance.

Which browser to use?

- **Internet Explorer**: fully compatible
- **Mozilla Firefox**: fully compatible for consumers, not recommended for Power Users.
- **Google Chrome**: not supported and not recommended.
Cognos Tool Bar Overview

- **Search Bar**
  - Name field
  - Description field
  - Name or description field

- **Home**
  - Home
  - Set View as Home

- **My Area**
  - My Inbox
  - My Watch Items
  - My Preferences
  - My Activities and Schedules
Cognos Tool Bar Overview

- **Tab Setup**
  - Add tabs...
  - Remove this tab
  - Modify the sequence of tabs...

- **Task Bar**

- **Navigation Bar**
  - Entries: 1 - 7

- **Help**
  - Help
  - Quick Tour
  - IBM Cognos on the Web
  - Go to the Welcome Page
  - About IBM Cognos Connection
Searching for a Report

1. Place cursor in Search area and type a key word that appears in the name of the report you are trying to locate. *
   Use the drop down arrow and select Name or description field to search within the report description if this desired.

2. Click the Search button.

3. The Search results will display.

4. If the report was not found, change the search options under Advanced or Scope.
Running a Report

1. There are two ways to run a report. Clicking on the report name will run the report with the default settings. Selecting the Run with Options button will open a window allowing you to run the report with options you choose.

2. Click on the Run with Options button. Choose the format, delivery method and prompt values and click Run.
Report Toolbar Review

IBM Cognos Viewer - AR CODES 1098 Report

Begin Date: Jan 1, 2012  End Date: Oct 1, 2012

Source: Datatel

<table>
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<tr>
<th>AR_CODES_ID</th>
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<th>AR_CODES_CHGDATE</th>
<th>ARC_GL_NOS</th>
<th>BOX_CODE</th>
<th>AWARD ID &amp; GL NO</th>
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</table>

Run Report

Add this report

Keep this version

Email Report

Save as Report View

Add to My Folders

Add to My Bookmarks

View in HTML Format

View in PDF Format

View in XML Format

View in Excel Options
1. Output report to Excel: Select the view drop down arrow and select View in Excel Options. Note: Excel 2007 or most recent version is recommended.

2. A window will display requesting to Open or Save the File.
Report Views

1. You can create a report view, which uses the same report specification as the source report, but has different properties such as prompt values, schedules, delivery methods, run options, languages, and output formats.

2. Creating a report view does not change the original report.

3. Locate a report and click on the Create a report view of this report button.

5. Change the name so it is easy to identify.

6. Change the Location by clicking the Select My Folders link. Click the Finish button.

7. Click on My Folders tab, locate report view just created and run as you normally would.
Scheduling Your Report View

1. Cognos allows for scheduling a report to run at a later time or at a recurring date and time.

2. Locate a report you wish to schedule and click on the Schedule button

3. Choose the Frequency, Start and End Date, Options (output format & delivery method) and Prompt values and click Ok.

4. If you no longer need a schedule, you can delete it. You can also disable it without losing any of the scheduling details. You can then enable the schedule at a later time.
Schedule Options:

Schedule - Report View of XSAT - Student Academic Info test

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.

- Enable the schedule
- Priority: 3

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

Daily Frequency:
- Every 1 Minute(s) = between 9:00 AM and 5:00 PM

Options
- Override the default values

Formats:
- HTML

Number of rows per Web page:
- 20

Enable selection-based interactivity:
- PDF

No options saved
Set...

- Excel 2007
- Excel 2002
- Delimited text (CSV)
- XML

Accessibility:
- Enable accessibility support

Languages:
- English (United States) Select the languages...

Prompt values
- Override the default values
- No values saved

Delivery:
Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

- Save the report
- Print the report

Options
- Printer location: Select a printer...

Send a link to the report by email Edit the options...

0 recipients
Schedule Options: Delivery by Email

Set the email options - Report View of AR CODES 1098 Report 2012

Specify the recipients and contents of the email. To add recipients, click 'Select the recipients' or type the email addresses separated by semicolons. To include an HTML report as the message body, leave the 'Body' box empty and select the report as the only attachment.

**To:**

**Cc:**

**Subject:**


**Body:**

Include a link to the report

Attach the report

[OK]  [Cancel]
Log Off

Common Problems & Errors

**Problem:** ‘Unable to Log on’

**Solution:** Trying to open a new Cognos session when Cognos is already active in another tab.