




IBM Cognos Analytics

Subscribe to a Report

The following instructions cover how to subscribe to a report you frequently view in IBM Cognos Analytics.

Navigate to Cognos

All major browsers are supported with the exception of:


-  Microsoft Edge
- Mozilla Firefox (recent versions)



Log into Cognos by going to <https://insight.illinoisstate.edu/>. (You must use a computer that is connected to the ISU network.) Log in using your ULID and central login password.

Subscribe to a Report


Users subscribe to reports they frequently view. The reports are sent as emails and saved in Cognos. Each time the report is sent, it will display the most up to date information in Cognos.

1. Open the report you wish to subscribe
2. Enter the desired prompts.
3. From the report viewer screen, click the **More**  dots icon in the upper right corner.
4. Click **Subscribe**.
5. Use the **On day(s)** field to select the days of the week the report will be run and sent.

Depending on the day(s) of the week you wish to receive the subscription, you may need to unselect the current day of the week.

6. Use the **Time** field to enter the time the report will be run and sent.

Most information is updated overnight. For the most up-to-date report, enter a time after 4:00AM.

7. Click the **arrow**  at the end of the **Format** field.

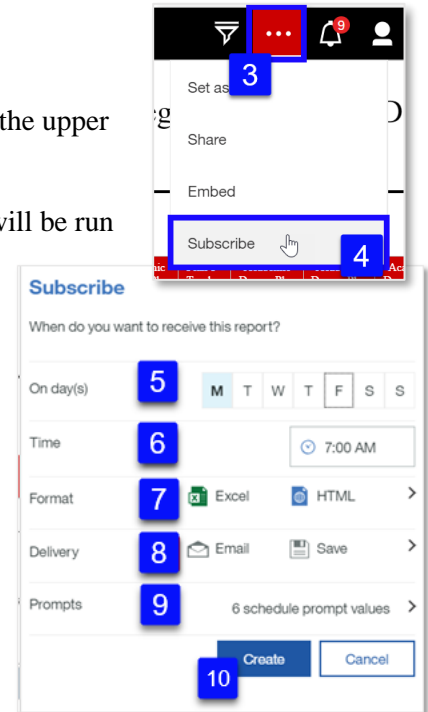
- i. Confirm **HTML** is selected.
- ii. Select **Excel**.
- iii. Click the **Done** button.

8. Click the **arrow**  at the end of the **Delivery** field.

- i. Select **Send report by email**.
- ii. When two options appear, choose between **Attach the report** and **Include a link to the report**. Both can be selected.

Attach the report – Report will be delivered as an attachment. This is a good option if you wish to check historical data later down the road. Drill-through reports cannot be accessed from the attachment.

Include a link to the report. – Report will be delivered as a link to Cognos. You will need to log into Cognos before viewing the report. Old subscription links will show updated information as of the last overnight refresh, not as of when the subscription was sent.





- iii. Confirm [Save report](#) is selected.
- iv. Click the [Done](#) button.
- 9. The **Prompts** field displays the prompts that were selected when opening the report. These are the prompts that will automatically be selected when the report is delivered.
- 10. Click the [Create](#) button.

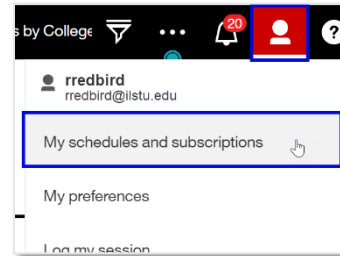
The report will be delivered with the set prompts that were selected when you subscribed to the report.

Edit a Report Subscription
















Once a user has subscribed to a report, the subscriptions can be edited to meet changing needs. Most frequently this edit is done to update the prompt selection at the change of terms.

- 1. Click the [Personal Menu](#)  tab in the top, right corner.
- 2. Click [My schedules and subscriptions](#).

All of your subscriptions will display on the bottom half of the page. They will display in the order they were last modified, with the most recent subscription last in the list.

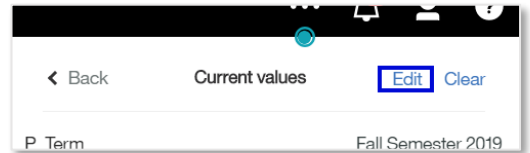


- 3. Hover over the subscription you wish to modify. Click the more dots that will appear to the right of the subscription you wish to edit.

Name	Modified	Type	Scheduled by	Status	Priority
 My Class Roster List	10/3/2018 10:48 AM			Enabled	3
 My Applied ... College (1)	10/3/2018 10:50 AM			Enabled	3
 My Admitt ... by College	10/3/2018 10:52 AM			Enabled	3
 My Plan R ... Report_alc	11/1/2018 4:27 PM			Enabled	3
 My Class Off ... by Term	11/1/2018			Enabled	3

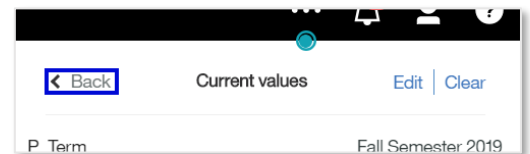
- 4. Click [Modify this subscription](#).
- 5. To edit days, the time, or format, follow the same steps 5-10 under [Subscribe to a Report](#).
- 6. To edit the **Prompts** field:
 - i. Click the [arrow](#) > at the end of the **Prompts** field.
 - ii. Click [Edit](#) in the top right.

There will be no indicator that you clicked the [Edit](#) link, and it may take up to a full minute for the prompt window to appear. When the prompt page window does open, all prompt selections will be blank. You will need to reselect all prompt selections.



- iii. Select your preferences from the prompt selections.
- iv. Click the [Finish](#) button.
- v. When the prompt page window closes, return to the pane, then click the [Back](#) < arrow at the top left of the pane.



- 7. Click the [Update](#) button at the bottom of the **Subscribe** pane.

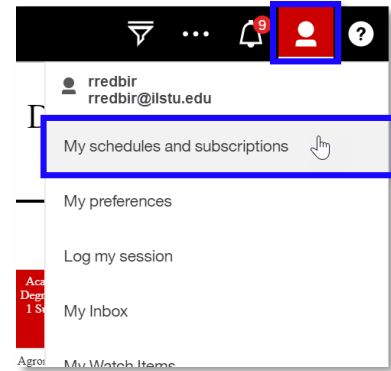




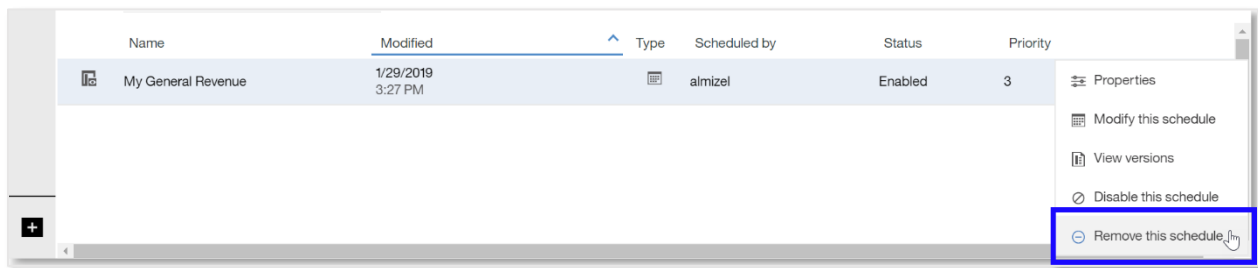
Delete a Report Subscription

Once a user has subscribed to a report, the subscriptions can be deleted.

1. Click the personal menu  icon.
2. Click [My schedules and subscriptions](#).
Subscriptions are displayed in the order they were last modified (created or edited.) The most recent subscription created will be at the bottom of the list.
3. Hover over the subscription you wish to delete. Click the [More](#)  dots that will appear to the right of the subscription.
4. Click [Remove this subscription](#) to delete.



The subscription will be removed from the list.



Questions?

Visit AT.IllinoisState.edu/EDA/

OR

Contact eda@ilstu.edu