



IBM Cognos Analytics

View a Report

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

Navigate to Cognos

Cognos Analytics supports all browsers with the exception of Microsoft Edge.

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.

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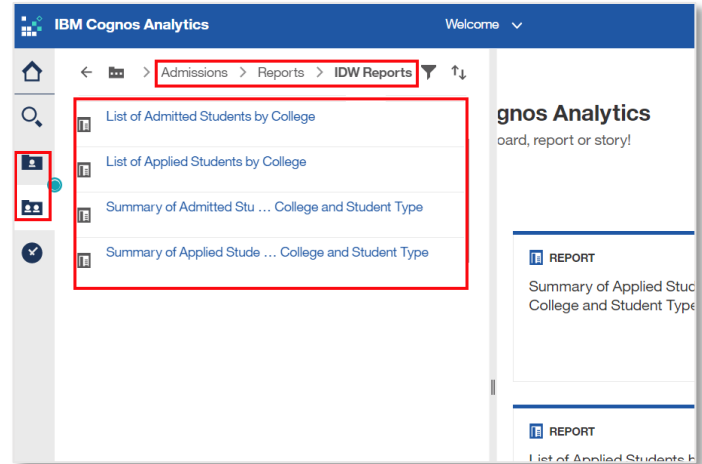
Navigate to Reports

In Cognos Analytics, all managed reports are housed in the *Team Content* pane. All reports you create or edit are housed in the *My Content* pane.

1. Click the [Team Content](#)  icon to view managed reports or click the [My Content](#)  icon to view personal reports.
2. Navigate through the folder options.
3. Click on the report you wish to view.
4. The prompt screen will appear. Select the prompts for the information you wish to view in the report.

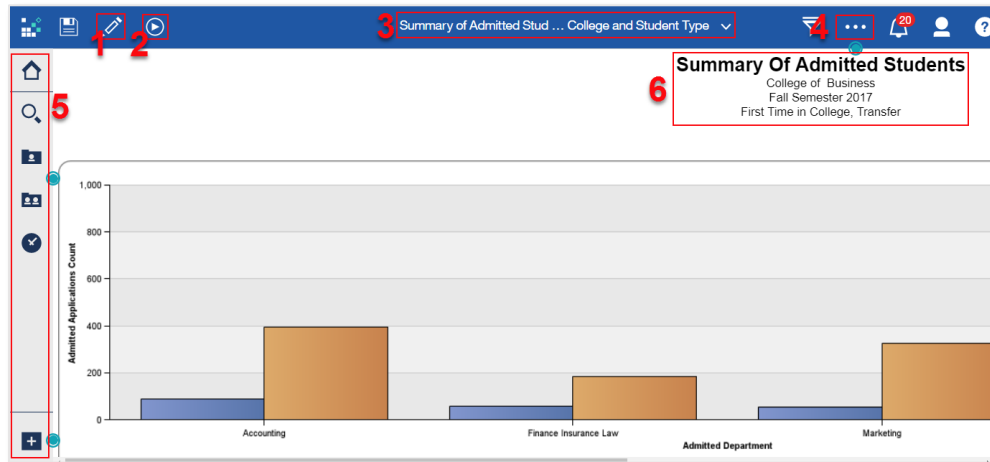
*Hint: If you would like to select more than one option, you can hold down the **Control** key while clicking on items, or use the **Select all** link at the bottom.*

5. Once you have selected your prompts, click the [Finish](#) button at the bottom of the screen.



Overview of Report Viewer


Within the report viewer you have all the options you had on the Welcome Page, as well as options to customize how you view each report.



1. **Edit in authoring** – When a user has ad hoc access, they can use this icon to access the report editor. For more information about editing reports, see the document [Edit a Report](#).
2. **Run as** – The *Run as* icon is used to export the report being viewed or reset the prompts.
3. **Page Title dropdown** – The title of the page being viewed will display here. Use the dropdown to navigate through reports that have been viewed during a logged in session.
4. **More** – The more icon gives users options such as setting a report as the home page and subscribing to a report.
5. **Navigation Pane** – The navigation pane looks the same as on the Welcome Screen. Users can view other reports straight from this screen.
6. **Report Title and Prompt Selections** – The title of the report and a list of the prompts that were selected will many times display at the top of the report.



Run/Export Options

The run button  gives a user several options; most focus on exporting the report.

Most data in Cognos is updated every night at midnight. Every time a report is viewed in Cognos, it reflects the updated data. If a user wants to view the same data at a later date, the report needs to be exported and saved on a local drive.

Run HTML – Reports in Cognos run in HTML by default. After viewing the report in PDF, click on this option to return to the default view.

Run PDF – A static, ready to print report format. To export, the user will need to save the file to a local drive.

[View as PDF Instructions](#)

Run Excel – The same data as in Cognos will be displayed in an Excel spreadsheet, and most formatting will be the same. **This is the most common way to export reports from Cognos.**

[Export to Excel Instructions](#)

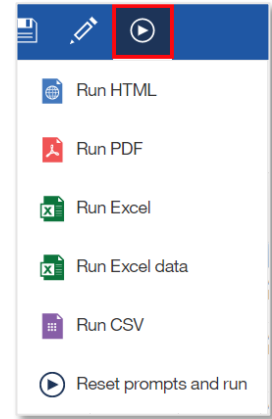
Run Excel data – The same data as in Cognos will be displayed in an Excel spreadsheet, but all formatting will be stripped.

Example: Students' addresses are displayed as one data item in some reports. This option will display the students' address in several columns so mail merges can be used.

Run CSV – Excel is a CSV program. Users that use a different program than Excel will use this option.


Reset prompts and run – After viewing a report, use this option to change the prompt selections.

[Change Selected Prompts Instructions](#)



View as PDF


While viewing a report, the information can be exported into a PDF.

1. Click the [Run](#)  icon in the upper left corner.
2. Click [Run PDF](#).
3. The **Your report is running** message will appear.
4. The report will display in PDF format.

Options to save and print will vary based on your browser. For instructions on every browser, view the document [Export a Report](#).

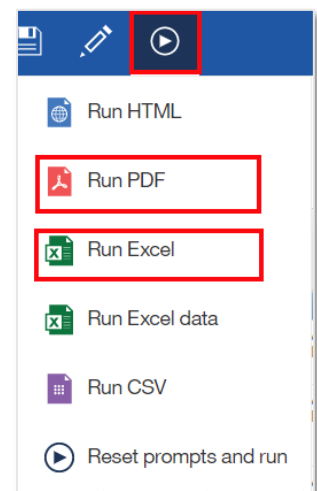
Export to Excel

While viewing a report, the information can be exported into an Excel document.

1. Click the [Run](#)  icon in the upper left corner.
2. Click [Run Excel](#).
3. A pop up window will appear. The **Your report is running** message will be displayed. This may take several seconds.

Options to open or save the document will vary based on your browser. For instructions on every browser, view the document [Export a Report](#).


****You may have to resize the pop up window to see the file.**

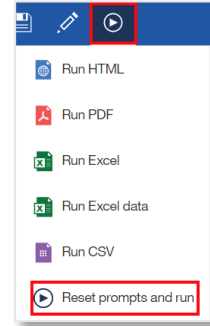




Change Selected Prompts


Prompts can be reset from the viewer.

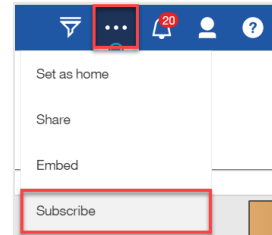
1. Click the [Run](#)  icon in the upper left corner.
2. Click [Reset prompts and run](#).
3. Select from the list of prompts.
4. Click the [Finish](#) button at the bottom of the screen to run the report.




Subscribe to a Report

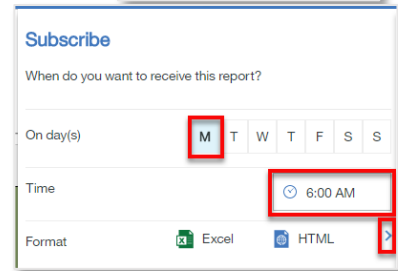
Users subscribe to reports they frequently view. The reports are sent as emails, and saved in Cognos. Each time the report is sent, it will display the most up to date data in Cognos.

1. From the viewer, click the [More](#)  dots icon in the upper right corner.
2. Click [Subscribe](#).
3. Using the **On day(s)** field, select the days of the week you would like the report to run and sent to you.
4. Using the **Time** field, enter the time you would like the report to run and sent to you.




Most data is updated overnight. For the most up to date information, enter a time between 4:00AM and the time you get into the office.

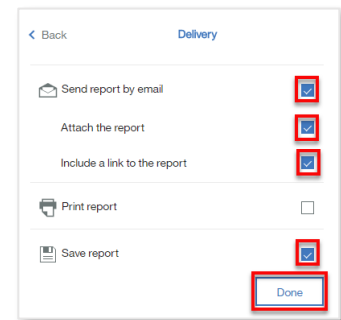
5. Click the **Format**  field arrow.
 - i. Confirm **HTML** is selected, select [PDF](#) if you would like a PDF document, or select [Excel](#) if you would like an Excel document.



Several format types can be selected at the same time.


Be careful who you share the exported data with. They may not be authorized to view the information.

6. Once all desired format options are selected, click the [Done](#) button.
7. Click the **Delivery**  field arrow.
 - i. Select [Send report by email](#).
 - ii. When two options appear, select [Attach the report](#), and confirm **Include a link to the report** is selected.
 - iii. Confirm **Save Report** is selected.
 - iv. Click the [Done](#) button.



8. The **Prompts** field displays the prompts that were selected when opening the report. These are the prompts that will be used when the report is delivered.
9. Click the [Create](#) button.

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

Check the **Notifications**  icon in the top right corner to view the reports saved in Cognos.

To edit or delete subscriptions see the document, [Subscribe to a Report](#).



View Drill Down in Reports

Many reports have drill down options. Drill down means that you can see another report by clicking a link within the report you are viewing. Not every report has a drill down. Drill downs are blue and underlined like a web link, as in the example below.



The drill down report will reflect the prompts that were selected in the original report. If the report does not appear, check your pop up blocker settings.

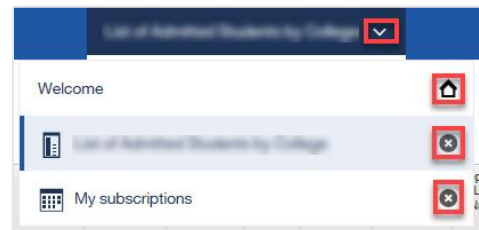
		First Time in College	Masters
		Applications Count	Applications Count
College of Education	Teaching and Learning	909	23
	Special Education	378	12
	Education Admin Foundation		106
	Summary	1,287	141
College of Business	Marketing	418	
	Accounting	570	32
	Finance Insurance Law	188	
	Master of Business Admin		104
	Management Quantitative Method	1,289	
	Summary	2,465	136
Summary		3,752	277

Return to the Home/Welcome Screen

When you are done viewing a report, you can go back to the Welcome page two different ways:

Switcher Drop Down:

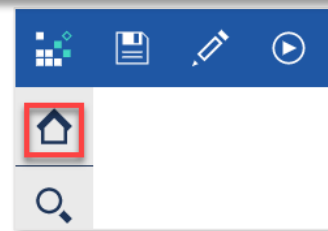
1. Click the dropdown arrow by the report name.
2. Select [Home](#) , or select the  next to each page to close it.



Home Icon

1. Click the [Home](#)  icon in the upper left corner.

The *Welcome* screen will load.



Questions?

Visit data.IllinoisState.edu/training/

or

Contact eda@ilstu.edu