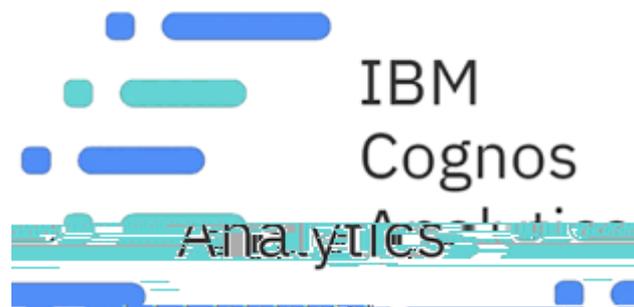




# Getting Started with Cognos 11



ITS 26/02/2021

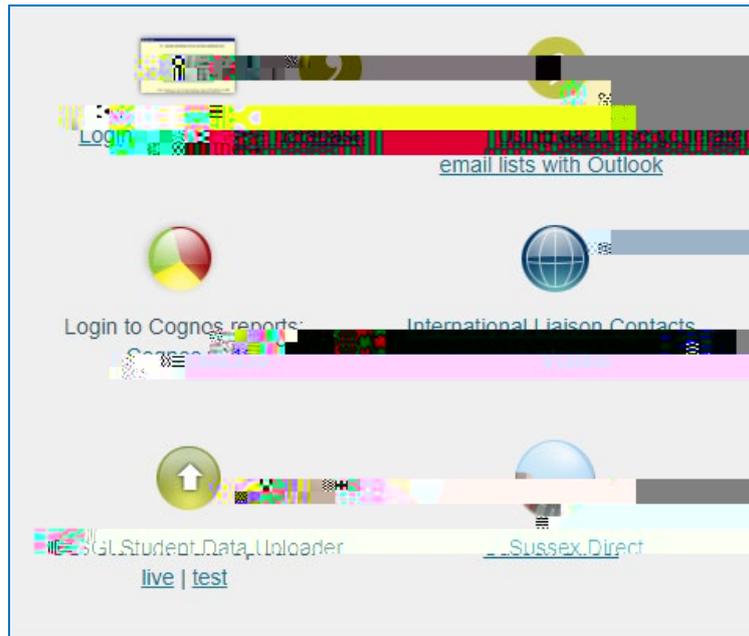
# **Contents**

- 1. Quick Guide to running reports in Cognos 11**
- 2. Searching for Reports**
- 3. Saving a Personal Copy of a Report**
- 4. Customising a Report View ('My Content' area)**
- 5. Help and Learn Resource**
- 6. Set a Homepage**
- 7. Troubleshooting**
- 8. Issues and Errors**

# 1. Quick Guide to running reports in Cognos 11

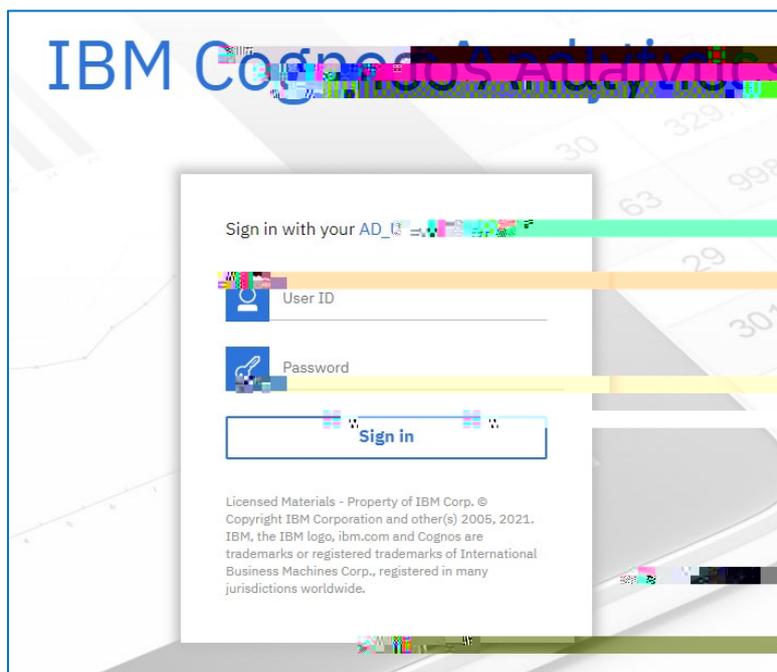
## Step 1:

Navigate to <http://www.sussex.ac.uk/its/services/staffservices/businessapplications> and click on the 'Cognos 11' link on the Business Applications logon page. **IMPORTANT: You must be on the staff VPN to access Cognos 11**



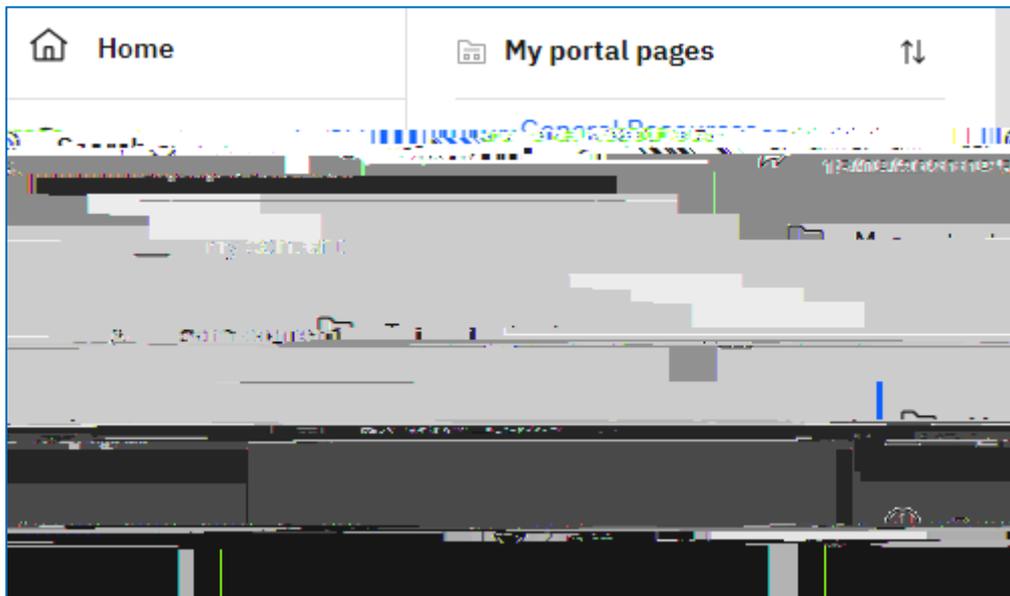
## Step 2:

Enter you Sussex login and password



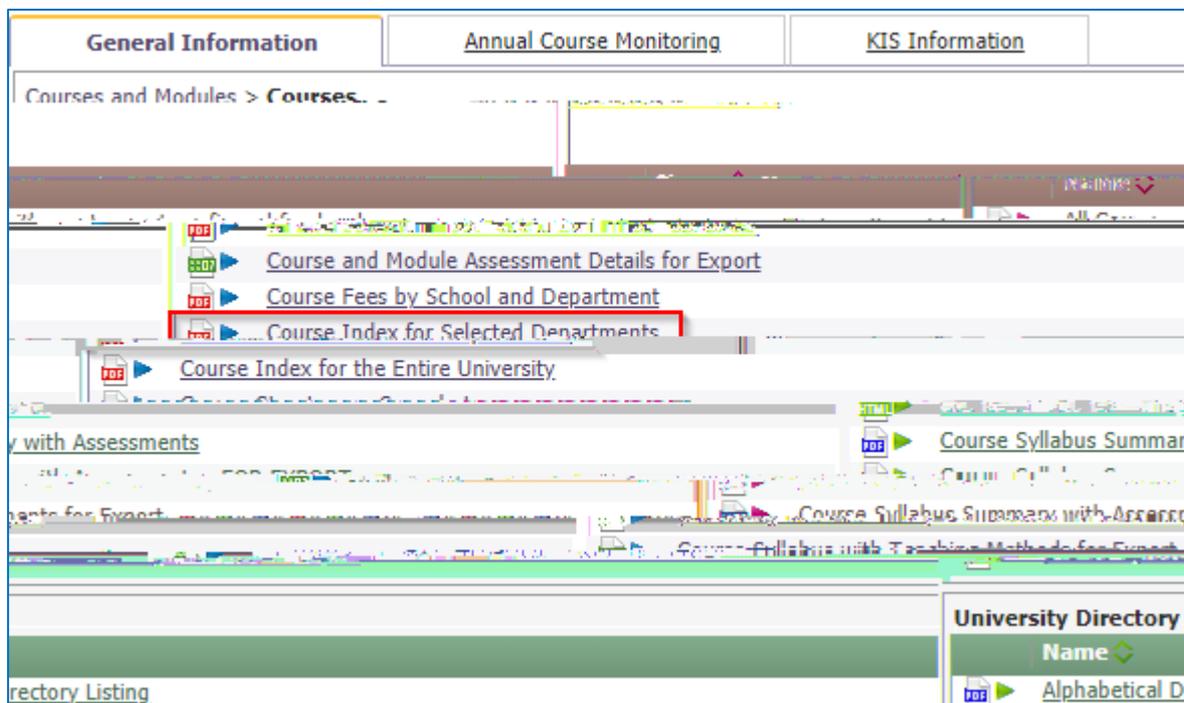
### Step 3:

Select a Cognos portal tab from 'My Portal Pages'. E.g. For general course and module reports click on the 'General Resources' option



### Step 4:

Click on your chosen report from the report listing and enter any prompt selections as requested.



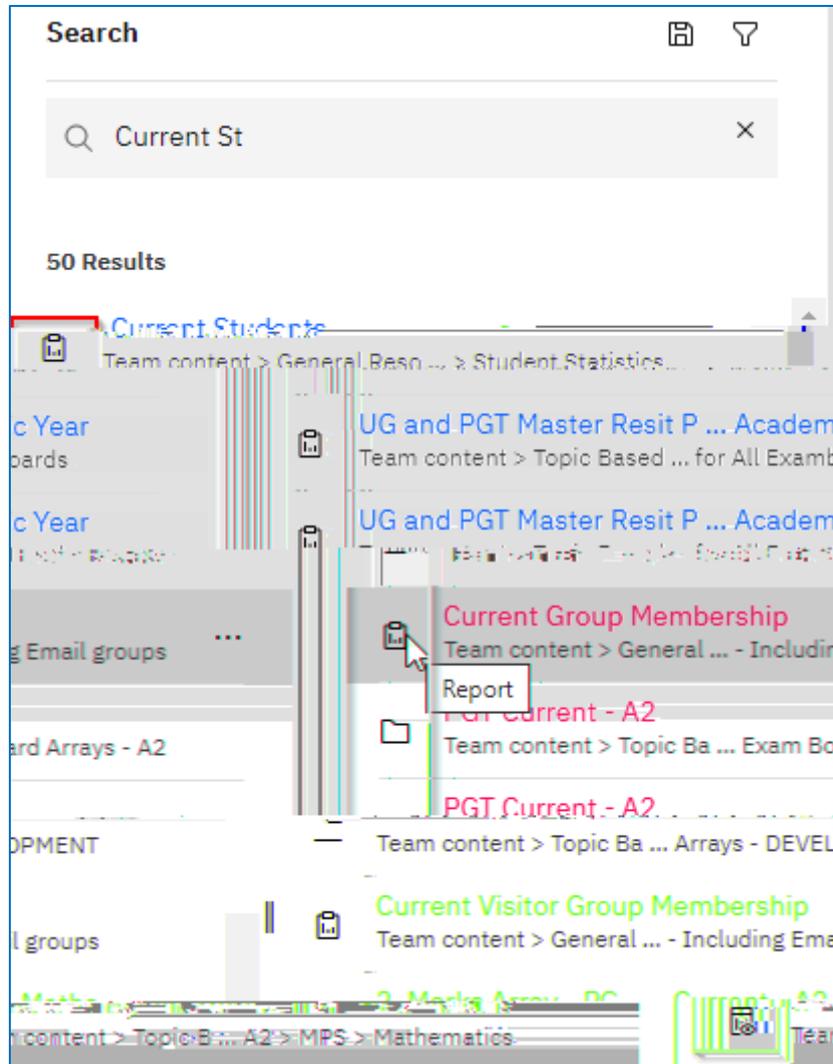






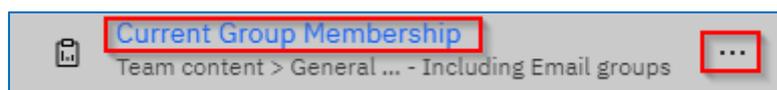
### Step 2:

You can select an object from the pull-down menu or hit the **Enter** key to return all related objects. The icons next to the object indicate what the item type it is and can be revealed by hovering over the icon.



### Step 3:

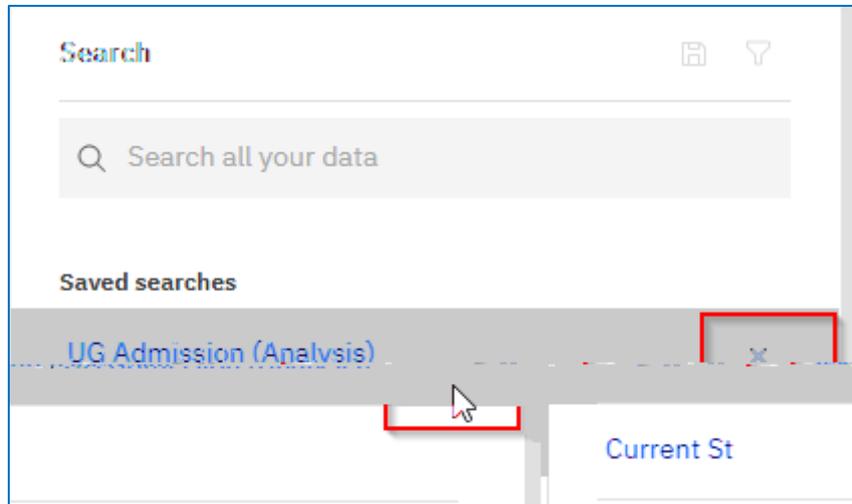
To run an item, click the **Title** of the search result or click the three dots for **More** options,





### Step 6:

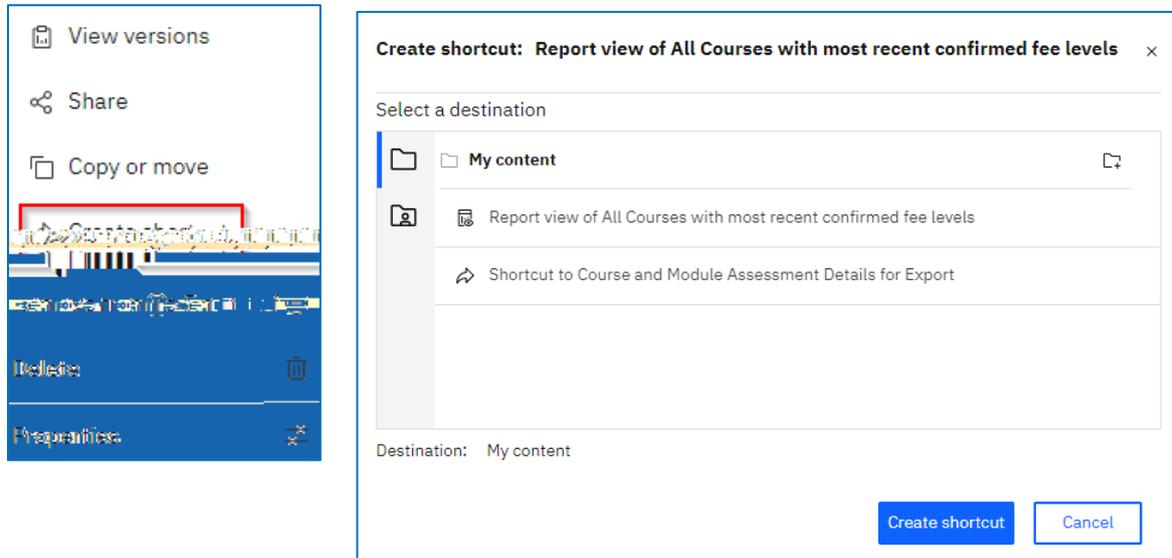
The **Save** button allows you to **Save** searches that you may use often. When you **Save** a search the next time you return to the **Search** window your **Saved** searches appear under the **Search** field. These can be removed by clicking on the 'x' on the saved **Search**. (**Filters** are not saved as part of a **Saved Search**)



### **3. Saving a Personal Copy of a Report**

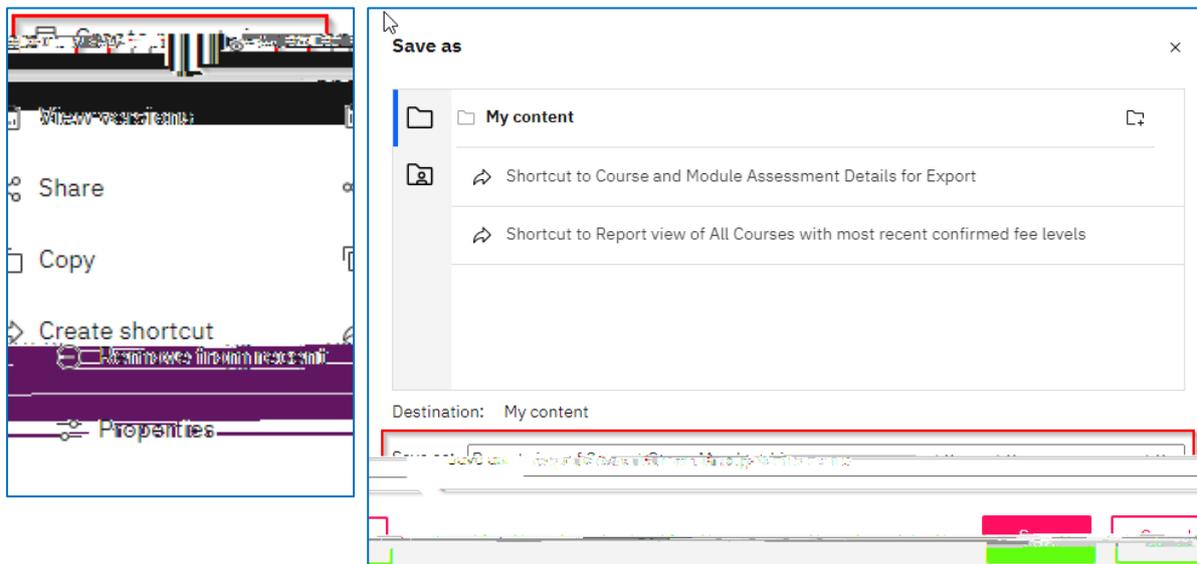
You can use your personal folder ‘

On the **Action** or **More** menu choose **'Create shortcut'** and then select **'My Content'** as the destination. This will simply create a shortcut to the report in your **'My Content'** area and you can run the report directly from that shortcut. You can delete these shortcuts using the **More** (three dots) options in your **'My Content'** area.



#### Step 4 (Create a Report View):

On the **Action** or **More** menu choose **'Create report view'** and then select **'My Content'** as the destination on the **Save as** menu and change the **Report View** name if required. A report view is created in your **'My Content'** area and this can be customised for your convenience (outlined in the next section).





## **Step 2 – Change the Report View output:**

Expand the **Report options** option on the **Report** tab and change the **Format** from '**PDF**' to '**Excel**' (or any other choice)

## **Step 3 – Pre-Set Prompts for the Report View:**

Select **Set values** from the **Report** tab and untick **Prompt for values** if you no longer want the **Report V BDC 86TC**

These **Prompt** choices are now stored in the **Report View** and will run automatically on each **Report View** run

#### **Step 4 – Save versions of the Report View**

Run the **Report View** and the **Save the Report View** by clicking on the **Save** icon in the top left of the window and then click **'Save report...'**

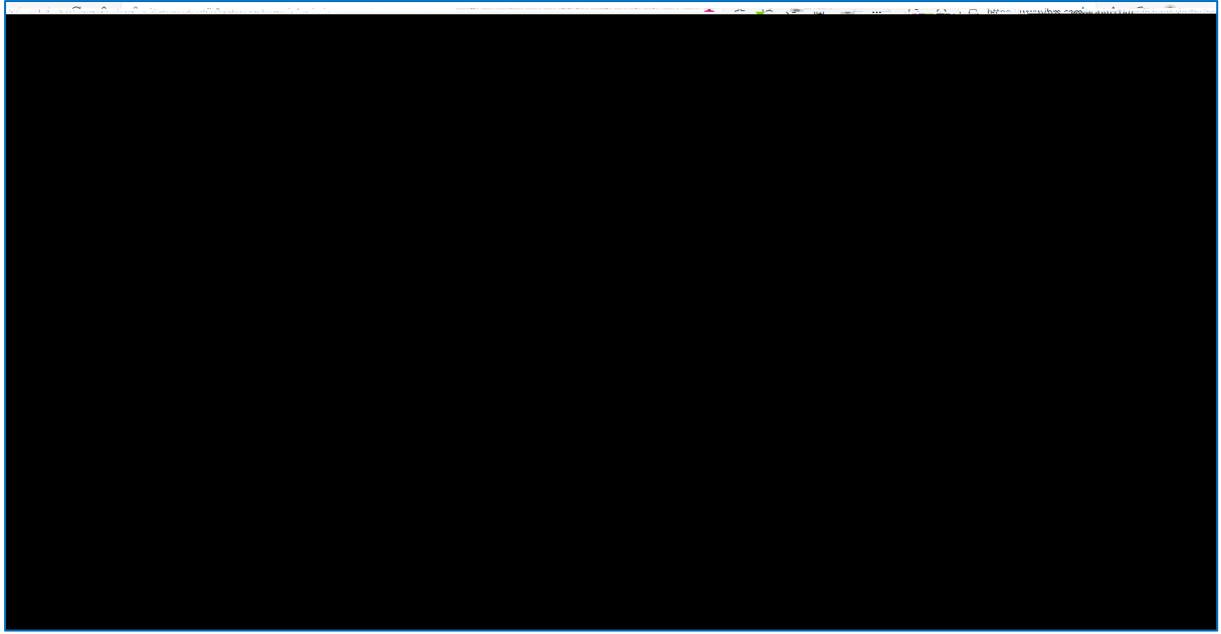
To **View versions** of the **Report View**, go to the **More** menu of the **Report View** and choose **View Versions**

Click the **Timestamp** to open the options of the **Report Version** where you can then either **Delete** the **Report Version** or open it by clicking on the **PDF** icon. The blue **Information** button reveals the metadata for that **Report Version**



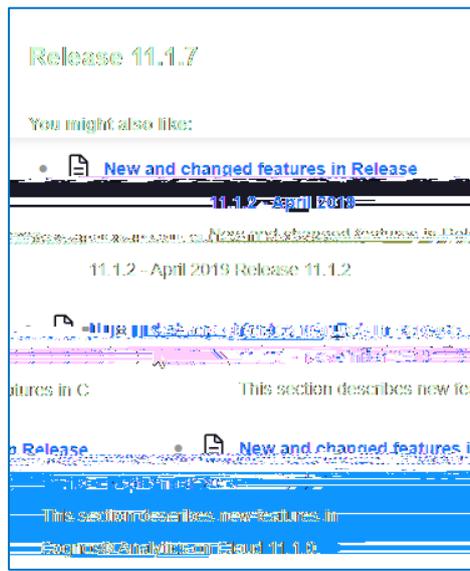
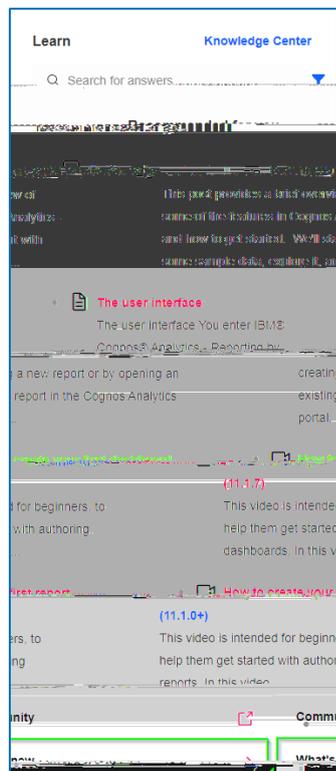
### Step 3:

Click on **Knowledge Center** to access the official **IBM Cognos Analytics Version 11.1** documentation



### Step 4:

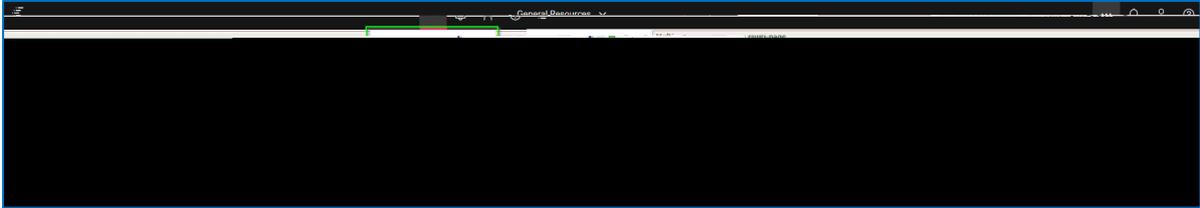
Click on **What's New** to find out what is contained in the current and past releases of **Cognos Analytics 11.1.x**



## 6. Set a Homepage

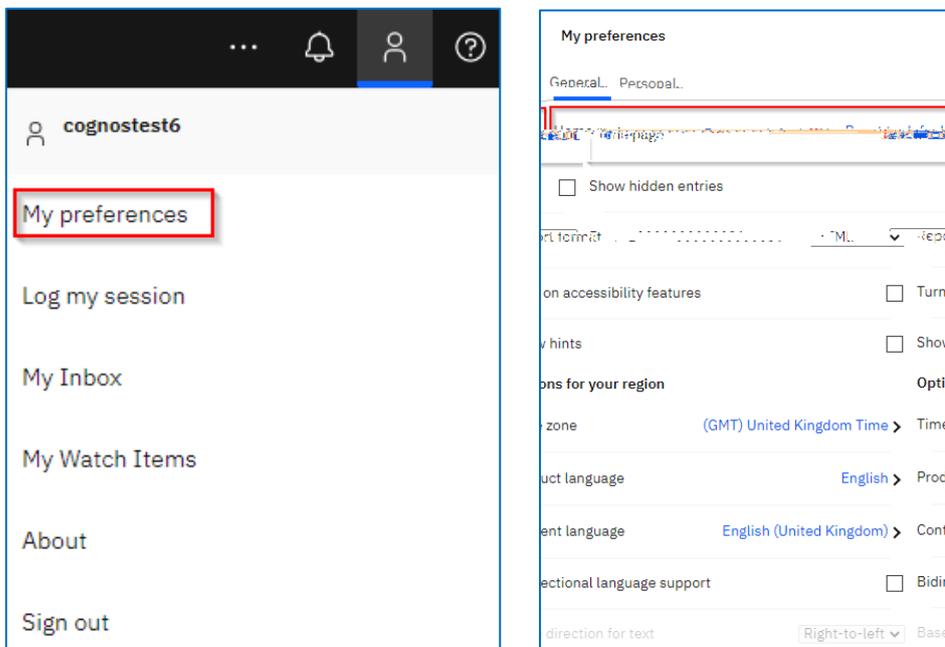
### Step 1:

You can make other content types (like **Reports**, **Portal Tabs**) your **Home Page**. Click the **More** button on the application toolbar and select **Set as home**.



### Step 2:

To reset your **Home Page** click on the person icon (personal Menu) on the top right of the window and then go to **My Preferences** and then click on **Reset to default** on the **Home Page** section



## 7. Troubleshooting

### A. Browser Compatibility

<b>Cognos Viewers:</b>	
<b>Browser</b>	<b>Version</b>
Apple Safari	9, 10, 11, and future fix packs

