

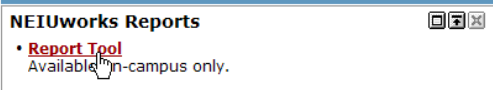
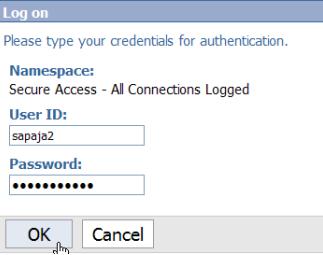


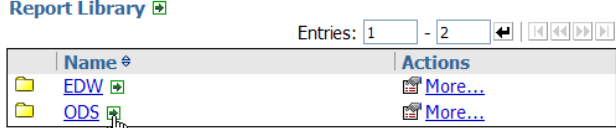

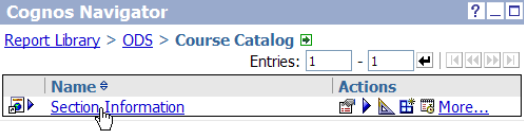








Run a Report in Cognos

Step	Action
1.	<p>Login to NEUport.</p>  <p>The image shows a 'Secure Access Login' dialog box with fields for 'NetID:' (containing 'sapaja2') and 'Password:' (masked with dots). There are 'Login' and 'Cancel' buttons at the bottom.</p>
2.	<p>Click on the NEUworks Self Service tab.</p>  <p>The image shows a blue tab labeled 'NEUworks Self-Service' with a mouse cursor pointing to it.</p>
3.	<p>Select the Report Tools link in the NEUworks Reports channel.</p>  <p>The image shows a 'NEUworks Reports' window with a list containing 'Report Tool' and the text 'Available on-campus only.' A mouse cursor is pointing to the 'Report Tool' link.</p>
4.	<p>Login to Cognos using your NEUport login information. Click OK.</p>  <p>The image shows a 'Log on' dialog box with the text 'Please type your credentials for authentication.' It includes fields for 'User ID:' (containing 'sapaja2') and 'Password:' (masked with dots), and 'OK' and 'Cancel' buttons.</p>
5.	<p>Click on the Cognos Connection link.</p>  <p>The image shows the 'COGNOS 8' 'Welcome' page. It features a navigation bar with 'Steven Pajak' and 'Log Off'. The main content area lists various tools like 'Query Studio', 'Analysis Studio', and 'Report Studio'. A 'Quick Tour' button is visible in the bottom right.</p>
6.	<p>By default, you will be on the Report Library tab.</p>  <p>The image shows a navigation bar with tabs for 'Report Library', 'Shared Reports', 'My Folders', 'Resources', and 'Public Folders'. The 'Report Library' tab is selected and highlighted.</p>
7.	<p>Click on the green arrow next to <u>ODS</u> from the Cognos Navigator menu. A new window will open.</p>  <p>The image shows the 'Report Library' interface with a table of folders. The 'ODS' folder is highlighted, and a mouse cursor is pointing to a green arrow icon next to it.</p>
8.	<p>Click on the appropriate folder link.</p>

	
NOTE	Depending on your security access, you may have more or less folders than depicted in the screen shot.
9.	Click on a specific report name. 
10.	Provide responses to required parameters and when appropriate, optional parameters too. 
NOTE	Required Parameters will vary by report. Optional parameters may or may not be available, depending on the report. Parameters are used to narrow the data retrieved by the report.
11.	Click the Finish button to run the report once you have selected the appropriate parameters. 
NOTE	You will see a spinning Hour glass as the report runs. Reports may take several minutes or longer to run.
12.	When the report is displayed you may view and print in several formats by selecting one of the icons from the icon bar at the upper right of the report.  <p>Note: if View in Excel is selected, you can choose Excel 2000, Excel 2002 and CSV formats.</p>
NOTE	You will again see a spinning Hour glass as the report runs. Reports may take several minutes to run.
13.	To exit the report, click the Home icon  located at the top of the screen. You will be returned to the Cognos Connection menu.
14.	To run additional reports, repeat steps 7-13.
15.	To exit, click the Log Off link. 
16.	Close the web browser by clicking the  .