

Table of Contents

Access Cognos Connection	2
Run a Report	4
Choose Report Output	5

Access Cognos Connection

1. Cognos reports are web-based and run from a site called Cognos Connection. To access Cognos Connection, use a link below:

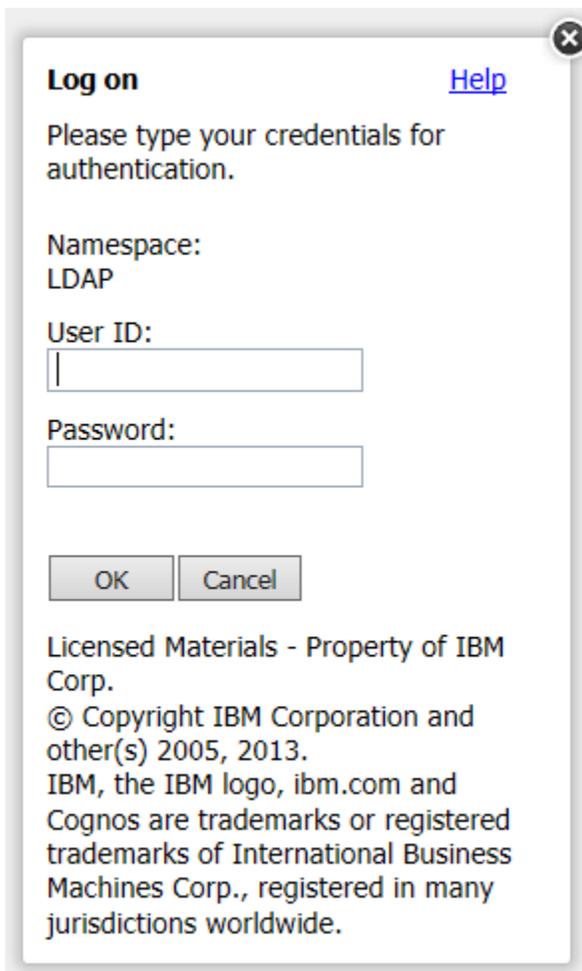
Production environment:

<https://odsqs.ucr.edu>

Test environment:

<https://odsqstest.ucr.edu>

2. The above link will take you to a login screen:



The screenshot shows a 'Log on' dialog box with a close button (X) in the top right corner. The dialog contains the following text and fields:

Log on [Help](#)

Please type your credentials for authentication.

Namespace:
LDAP

User ID:

Password:

OK Cancel

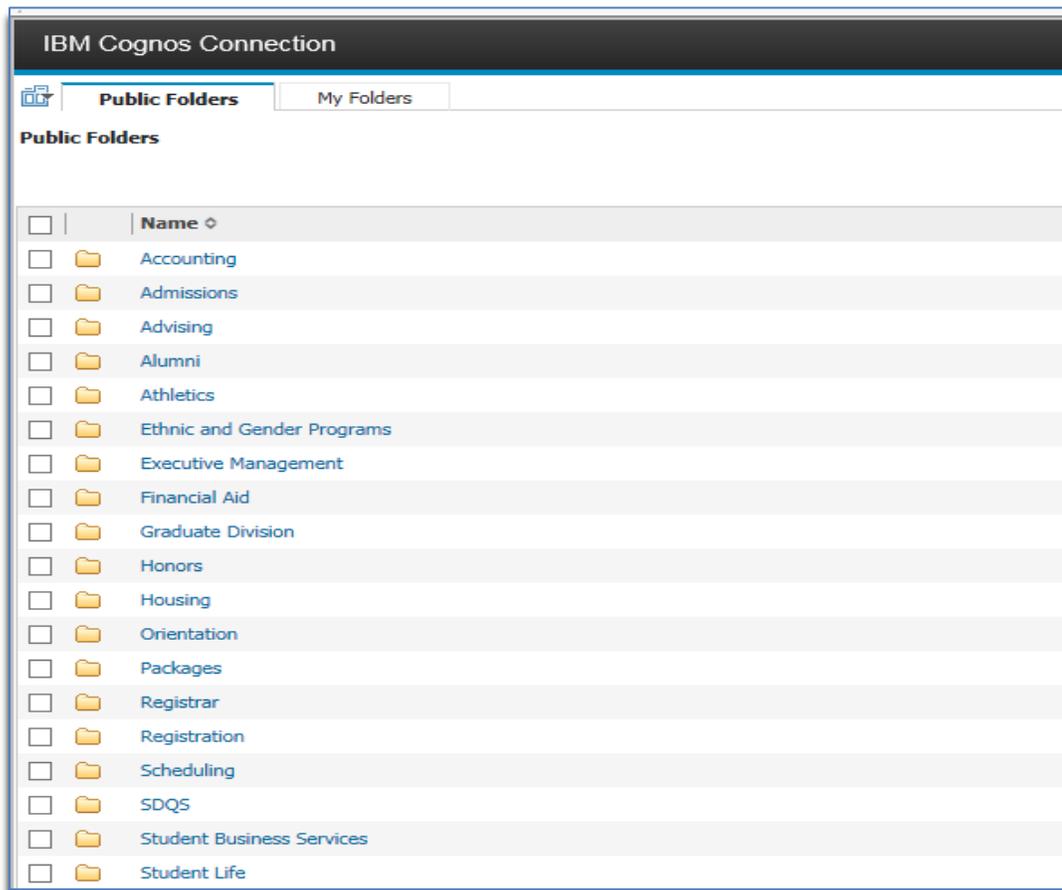
Licensed Materials - Property of IBM Corp.
© Copyright IBM Corporation and other(s) 2005, 2013.
IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.

3. Your User ID and Password will be the same as your UCR Net ID and Password.

4. You will then come to a screen like below. Choose “My Home” to go to the next screen. If you uncheck “Show this page in the future” you won’t need to go through this step any more.

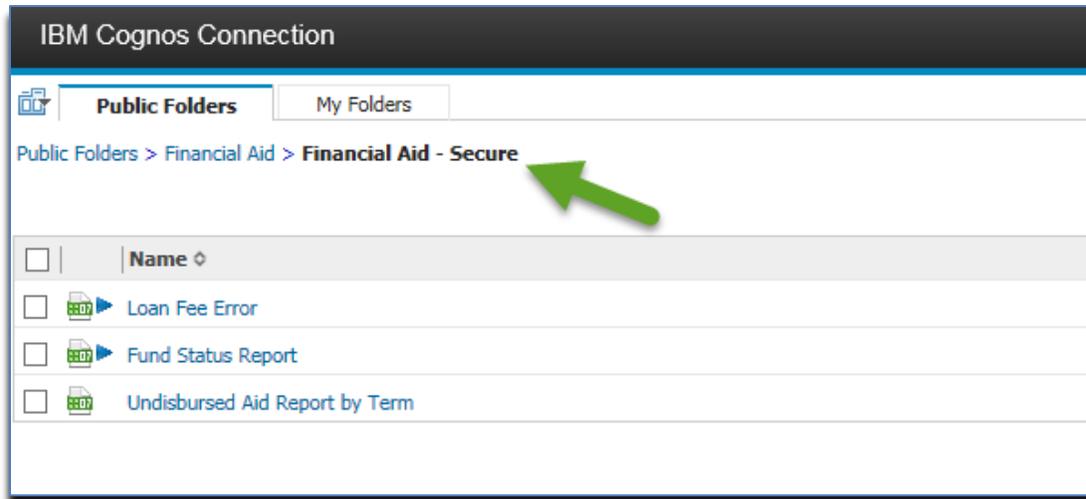


5. Various folders will be displayed, dependent on your department and permissions. Clicking on a folder name opens the folder and displays reports that can be run. Folders can be more than one level deep.



Run a Report

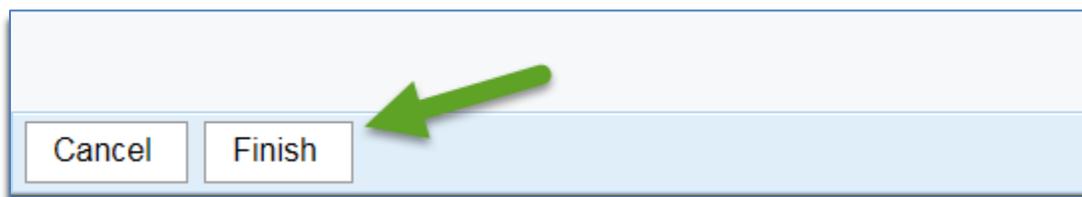
Once you have negotiated to the report to be run, clicking on the report name will run the report. In the case below, the Financial Aid folder and the underlying Financial Aid – Secure folder have been chosen. In this shot, there are three reports within this folder that can be run. There is a breadcrumb feature (green arrow) that keeps track of the folder(s) you are in. The breadcrumb line itself can be clicked on to move between the folders.



Most reports will prompt you for input. In the case below, there is only one prompt; the Aid Year. Some reports will have no prompts, and others may have more than one.

Aid Year	
(Required)	
<input type="radio"/>	1516
<input type="radio"/>	1415
<input type="radio"/>	1314
<input type="radio"/>	1213
<input type="radio"/>	1112
<input type="radio"/>	1011
<input type="radio"/>	0910

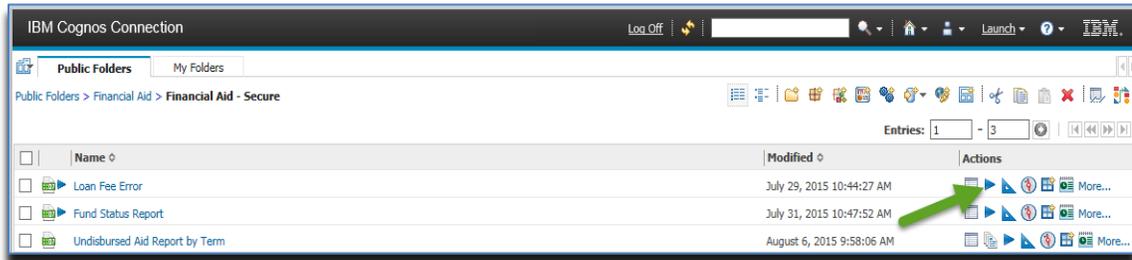
It is mandatory that some prompts be chosen for the report to run. They will say “(Required)” like above. Others will say “(Optional)” and a choice is not necessary. After all prompts are satisfied, clicking on the Finish button like below will begin report execution.



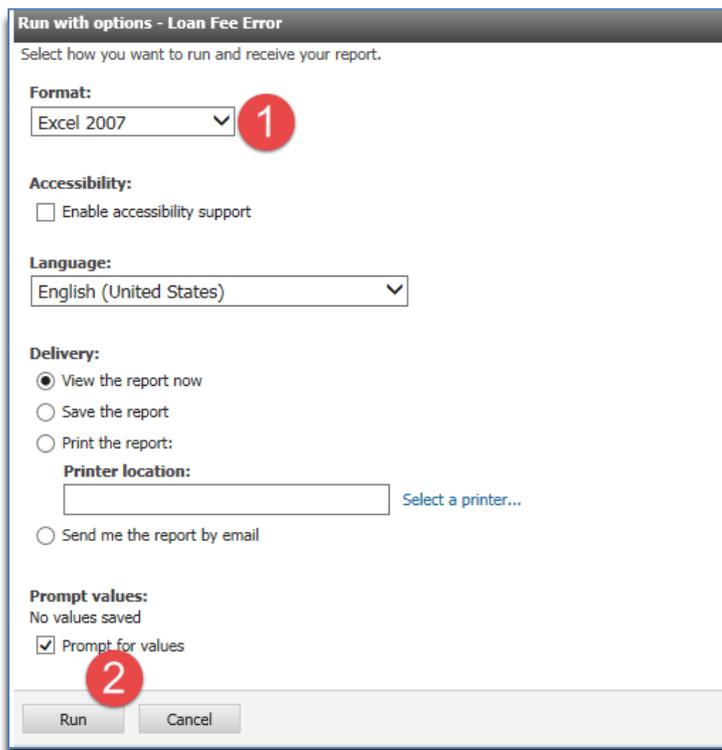
Choose Report Output

Each report will have a default format when it runs, like Excel, PDF, CSV or HTML. This default format can be changed when running the report.

1. To the far right of each report will be a “run with” icon, which is the solid blue triangle.



2. Clicking this icon instead of the report name presents the screen below. You can change the format (1), and then run the report (2).



Run with options - Loan Fee Error

Select how you want to run and receive your report.

Format:
Excel 2007 (1)

Accessibility:
 Enable accessibility support

Language:
English (United States)

Delivery:
 View the report now
 Save the report
 Print the report:
 Printer location: [Select a printer...](#)
 Send me the report by email

Prompt values:
No values saved
 Prompt for values (2)

Run Cancel

Note- When run in HTML, reports will show on screen with the option to page up and down using buttons like these. . Larger Excel reports will automatically write to additional tabs for each 64,000 records in the report.