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](https://odsqs.ucr.edu)

   Test environment:
   
   [https://odsqstest.ucr.edu](https://odsqstest.ucr.edu)

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

   ![Login Screen](image)

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.

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).

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.