



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Introduction to Using Cognos 8.4

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**Procedure Information:**

Title: Introduction to Using Cognos 8.4

Mnemonic:

File Name: JA\_Into to Using Cognos 8.4.ppt

Application:

Primary Dept: All Users

Effective Date: February, 2011

Revision Date: February 22, 2011 Rev # 4

**Purpose:**

Use this guide to develop an understanding of the initial set up process and functionality for COGNOS 8.4. The guide demonstrates how to logon to the system for the first time, set the report tabs, change user preferences and perform basic functions in Cognos.

**Summary Steps**

1. Log On to Cognos8.4
2. Cognos Connection Tool Bar Overview
3. Searching for Reports
4. Running a Report
5. Report Tool Bar Overview
6. Exporting Report to Excel
7. Log Off Cognos

**Resources:****ITS Help Desk**

x24357 (inside College)  
 (810) 762.0216 (outside College)  
 email: 2help@mcc.edu

**Govada, Krishna** (810) 762-0239  
 Information Technology Services  
 Senior Cognos Consultant  
 Curtice-Mott Complex CM1208

**Raubinger, Teresa** (810) 762-0240  
 Information Technology Services  
 Data Warehouse Specialist  
 Curtice-Mott Complex CM1208

**Ives, Gail B.** (810) 762-0230  
 Institutional Research  
 Executive Director  
 Curtice-Mott Complex CM1000

**Available browsers:**

**Internet Explorer:** fully compatible, no set up for single sign-on required.

**Mozilla Firefox:** fully compatible, contact [ITS Help Desk](#) for additional set up instructions to enable single sign-on.

**Google Chrome:** not fully compatible or supported by IBM, no set up for single sign-on required.



Figure 1.0

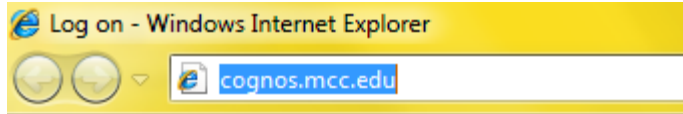


Figure 1.1

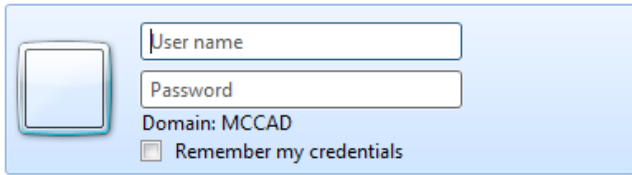


Figure 1.2

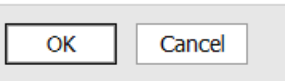
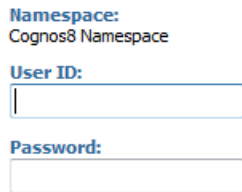


Figure 1.3

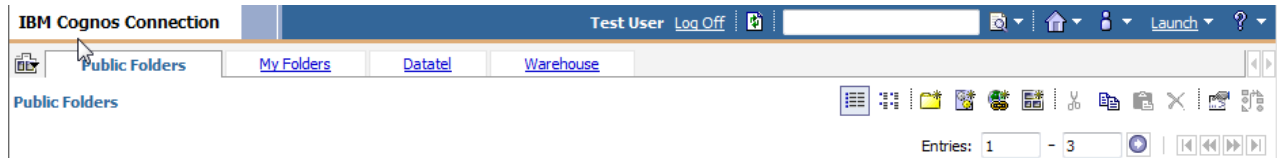


Figure 1.4

**Step 1: Log on to Cognos 8.4**

**Double Click** on the Internet Explorer (or other browser) icon.

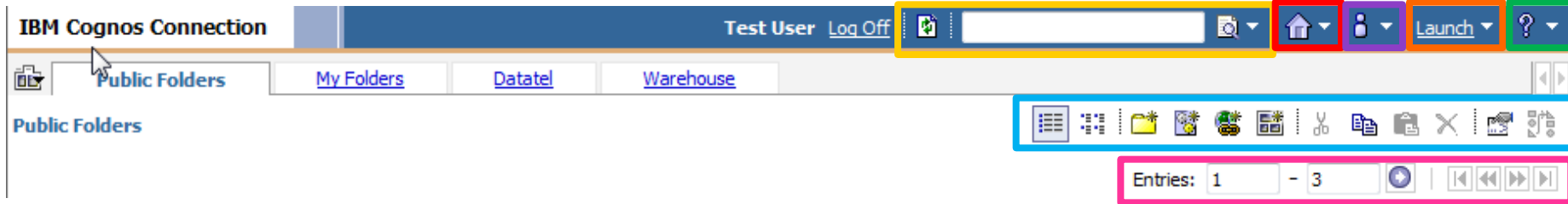
**Type in the following** URL address and press **Enter**:

**cognos.mcc.edu**

Cognos authenticates access using the network id of the host computer.

If you have been granted access to Cognos, **you will be automatically logged in** and the default page will appear (Figure 1.4).

If a Log On page appears (Figure 1.2 or 1.3), contact the ITS Help Desk for further assistance.



**Search Bar**



**Home**



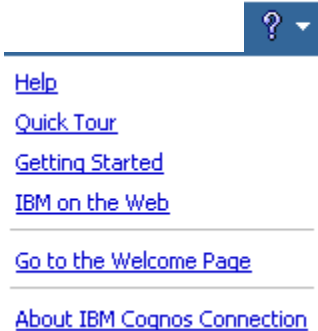
**My Area**



**Launch**



**Help**



**Task Bar**



**Navigation Bar**



## Search Bar



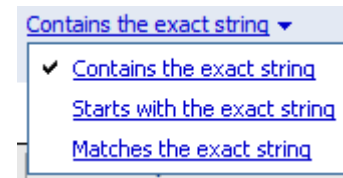
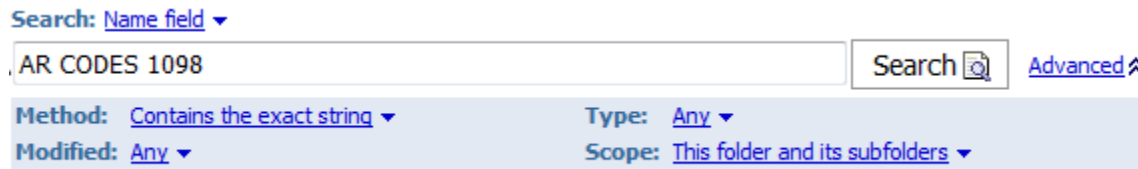
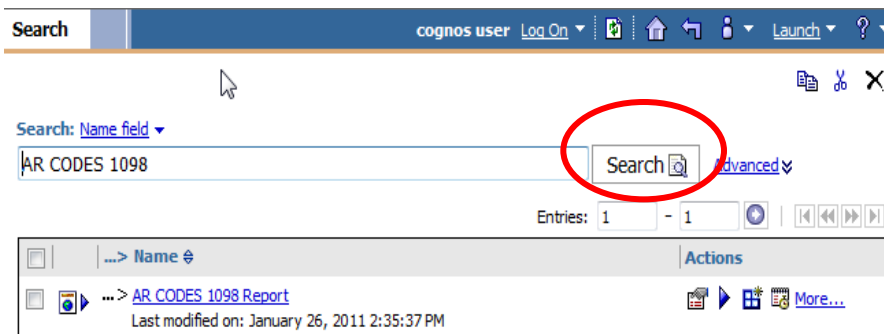
### Step 1: Using Search feature to locate report

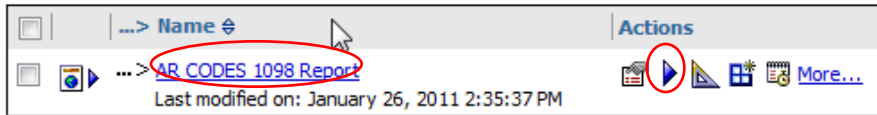
**Place** cursor in Search area and type a key word that appears in the name or description of the report you are trying to locate.

**Select** the appropriate option to search within the report name, report description or both.

**Click** the **Search** button.

To get even more specific in your Search, you can use the Advanced arrows, and enter more specifics on what the field should have in it. An example would be under the Method section - you can choose “Contains the exact string” and type in exactly what you are looking for.

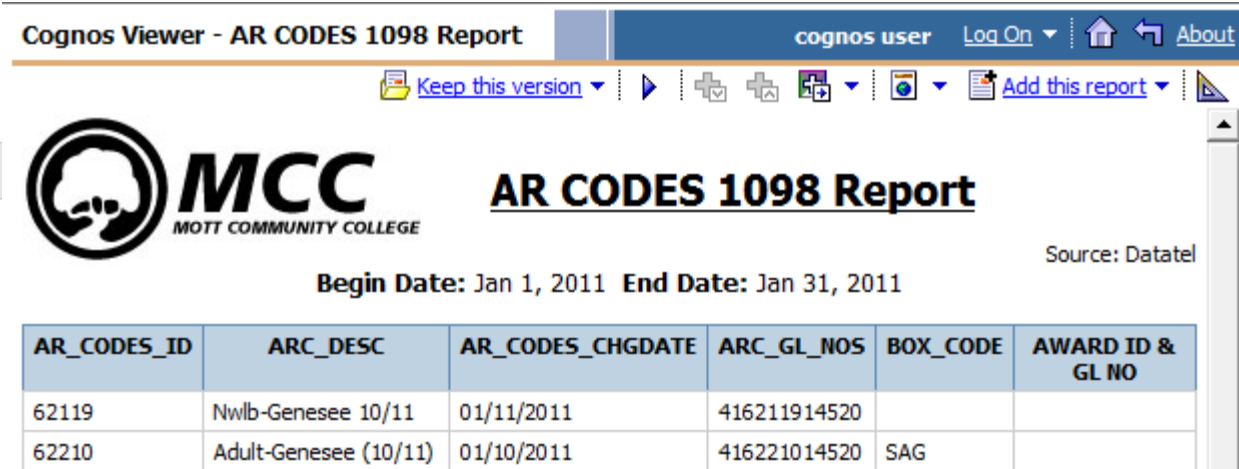
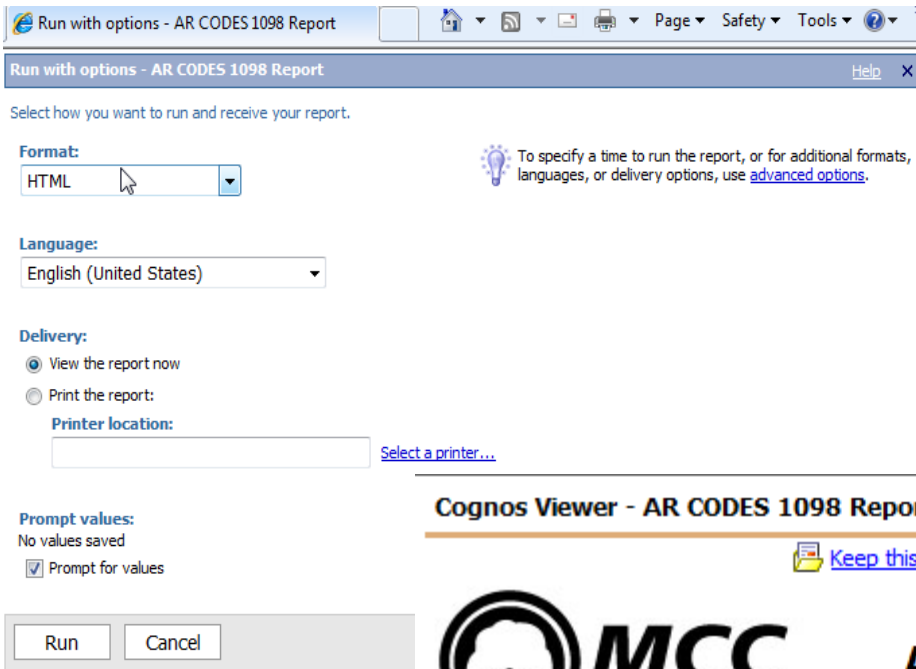


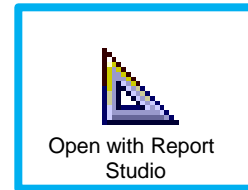
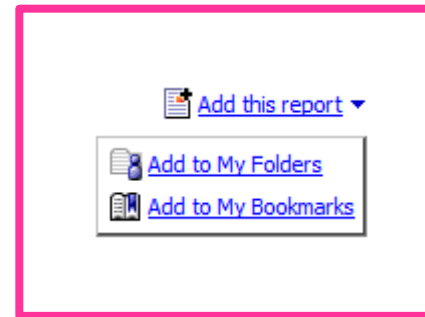
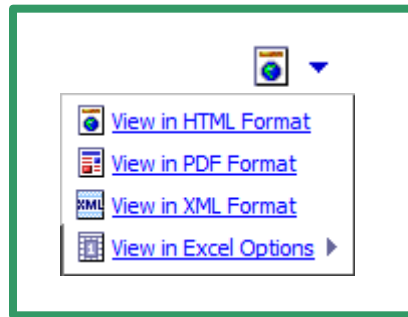
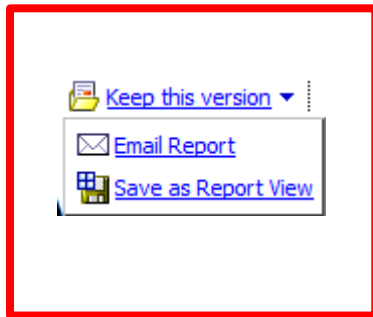


### Step 1: Running a Cognos Report

There are two ways to run a report: **clicking** on the report name or on **Run with Options** button.

A window will display if the Run with Options button is selected. **Choose** the appropriate options and select the Run button.





**Step 1: Exporting a Report to Excel**

Select the appropriate view drop down arrow and select **View in Excel Options**.

A window will display requesting to **Open** or **Save the File**.

The **report** will display in Excel in the format requested.

The screenshot shows the Cognos report viewer interface. At the top, there is a toolbar with a dropdown menu circled in red, containing options: 'View in HTML Format', 'View in PDF Format', 'View in XML Format', and 'View in Excel Options'. Below this, another dropdown menu is open, listing: 'View in Excel 2007 Format', 'View in Excel 2002 Format', 'View in Excel 2000 Single Sheet Format', and 'View in CSV Format'. The report title is 'AR CODES 1098 Report'. Below the title is a table with columns: AR\_CODES\_ID, ARC\_DESC, BOX\_CODE, and AWARD ID & GL NO. A 'File Download' dialog box is open in the foreground, asking 'Do you want to open or save this file?' with fields for Name, Type, and From, and buttons for Open, Save, and Cancel. In the background, an Excel spreadsheet is visible, showing the report data in a table format.

AR_CODES_ID	ARC_DESC	BOX_CODE	AWARD ID & GL NO
62119	Nwlb-Genesee 10/11		
62210	Adult-Genesee (10/11)		
62211	Dislocated-Genesee (10/11)		

AR_CODES_ID	ARC_DESC	AR_CODES_CHGDATE	ARC_GL_NOS	BOX_CODE	AWARD ID & GL NO
62119	Nwlb-Genesee 10/11	01/11/2011	416211914520		
62210	Adult-Genesee (10/11)	01/10/2011	416221014520	SAG	
62211	Dislocated-Genesee (10/11)	01/10/2011	416221114520	SAG	



**Step 1: Log Off**

**Click on Log Off** button