

USING COGNOS WEB REPORTS 7

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1. IWR 7: Finding Your Way Around

The image consists of two screenshots of the Cognos web interface, illustrating the navigation process from a newsbox to a specific report.

Top Screenshot: NewsIndex Page

- Search facility:** Located at the top left of the page.
- Home Page:** Located at the top right of the page.
- Personal Newsbox [Your personal Inbox]:** A box highlighting the main content area.
- Available Newsboxes:** A box pointing to the left-hand navigation pane, which lists: Daniel Jackson's NewsBox, NewsIndex, General Information, Human Resources, Research, Research Management (RAE), and University Statistics.
- Newsboxes [Report Folders]:** A box pointing to the main content area, which lists: General Information, Human Resources, Research, and University Statistics.
- Management Information:** A label at the bottom right of the main content area.
- Clicking on a Newsbox will drill down to reports and/or sub folders:** A large blue arrow pointing downwards from the 'Research Management (RAE)' newsbox to the bottom screenshot.

Bottom Screenshot: Research Management (RAE) Report

- Web Report [click to run]:** A box highlighting the 'Check Group Membership' report under the 'Department Based Reports' section.
- Management Information:** A label at the bottom right of the page.

2. Running a Report

- Click Report Title to start running a report
- Enter any prompt information (don't forget that these prompts are case sensitive)

Room list for a School - Report Running

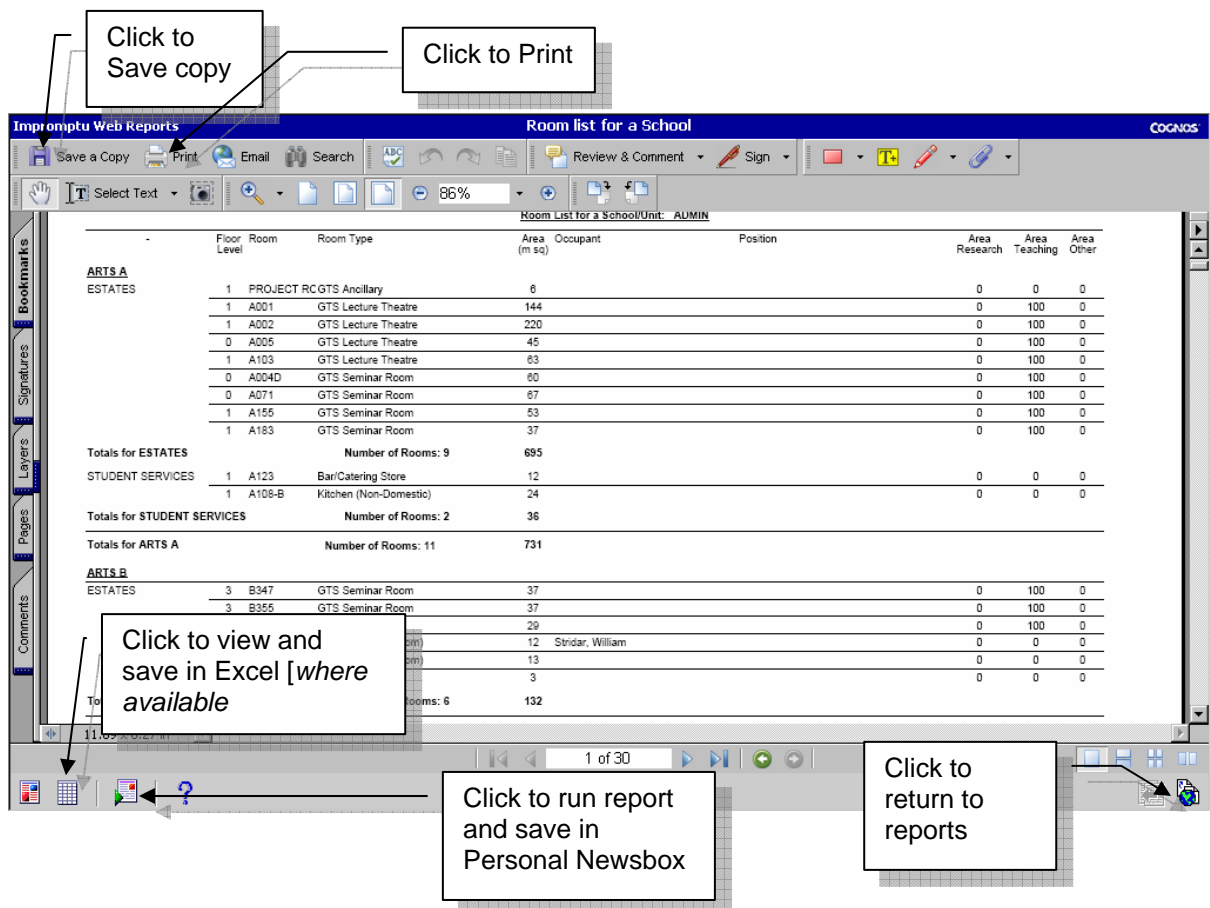
Your report is running.



Select one of the following actions:

 [Cancel and return to source](#)

- You will get a notification to show you your report is running
- When ready it will display as a pdf:



Click to Save copy

Click to Print

Click to view and save in Excel [where available]


Click to run report and save in Personal Newsbox

Click to return to reports

	Floor Level	Room	Room Type	Area (m sq)	Occupant	Position	Area Research	Area Teaching	Area Other
ARTS A									
ESTATES	1	PROJECT RC/GTS	Ancillary	6			0	0	0
	1	A001	GTS Lecture Theatre	144			0	100	0
	1	A002	GTS Lecture Theatre	220			0	100	0
	0	A005	GTS Lecture Theatre	45			0	100	0
	1	A103	GTS Lecture Theatre	63			0	100	0
	0	A004D	GTS Seminar Room	60			0	100	0
	0	A071	GTS Seminar Room	67			0	100	0
	1	A155	GTS Seminar Room	53			0	100	0
	1	A183	GTS Seminar Room	37			0	100	0
Totals for ESTATES			Number of Rooms: 9	695					
STUDENT SERVICES	1	A123	Bar/Catering Store	12			0	0	0
	1	A108-B	Kitchen (Non-Domestic)	24			0	0	0
Totals for STUDENT SERVICES			Number of Rooms: 2	36					
Totals for ARTS A			Number of Rooms: 11	731					
ARTS B									
ESTATES	3	B347	GTS Seminar Room	37			0	100	0
	3	B355	GTS Seminar Room	37			0	100	0
				29			0	100	0
				12	Stridar, William		0	0	0
				13			0	0	0
				3			0	0	0
Totals for ARTS B			Number of Rooms: 6	132					

3. Running a Report and Saving the Output

In most cases you may just want to view your report and possibly print it out once it has run. However if you want to save the output of your report to your Personal Newsbox you can do this too.

- Run your report (see point 2 above)
- From the report, click the icon to run report again 
- From the next screen click option to 'Save as a New Entry'

- This will run the report again. Put in the prompts as requested
- You will then be taken into a screen (see below) which will let you save your report as a new entry in your Personal Newsbox.

University of Sussex

Save As

Select where you want the entry placed and what it should be named.

Name:
My Report on Staff Development for Informatics

Description:
Report run for Informatics (14/12/05)

Destination NewsBox:
NewsIndex > Personal NewsBoxes > Daniel Jackson's NewsBox [Other NewsBox](#)

Save As:
Custom View Report

Hint:
A 'custom view' is an object that allows you to view the report with your own custom properties, such as your own prompt schedule.

Click Finish to complete

The report will be saved to your Personal Newsbox

Buttons: Cancel, < Back, Finish

University of Sussex

NewsIndex > Personal NewsBoxes

Daniel Jackson's NewsBox

Edit View |

My Report on Staff Development for Informatics New

Report run for Informatics (14/12/05)
Modified: 13 December 2005 16:56:15
[Actions](#)

Basic Appointment Details

List basic details for appointments selected by departments
Modified: 21 November 2005 08:54:01
[Actions](#)

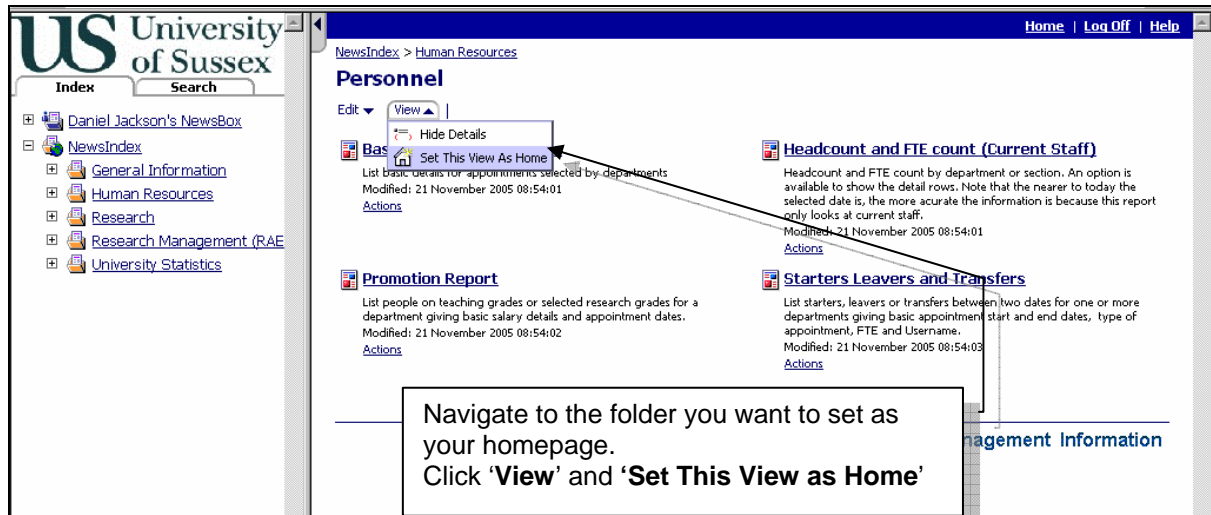
Headcount and FTE count (Current Staff)

Headcount and FTE count by department or section. An option is available to show the detail rows. Note that the nearer to today the selected date is, the more accurate the information is because this report only looks at current staff.
Modified: 21 November 2005 09:54:01

The report will appear as a new version in your Personal Newsbox. You wont have to run the report again – just click to view the output!

4. Setting a Favourite Location as Your Homepage

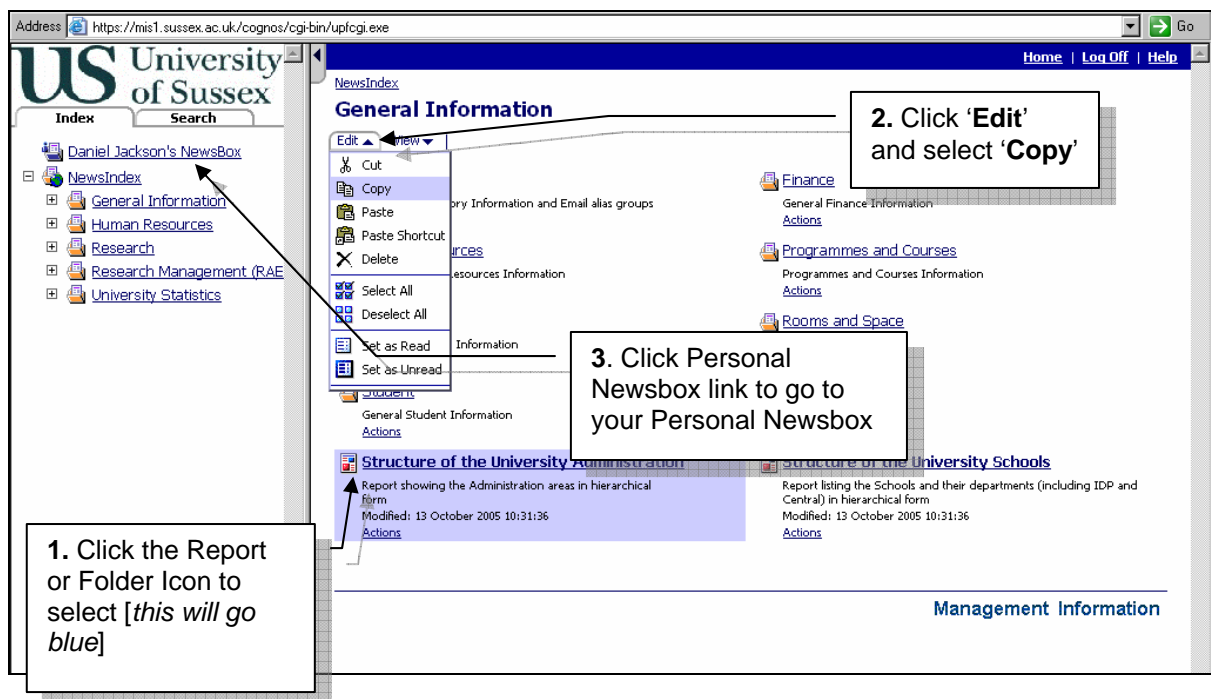
If you usually run reports from a particular folder you can set this folder to be your home page. This means that every time you login to IWR 7 you will be able to access these reports straight away.

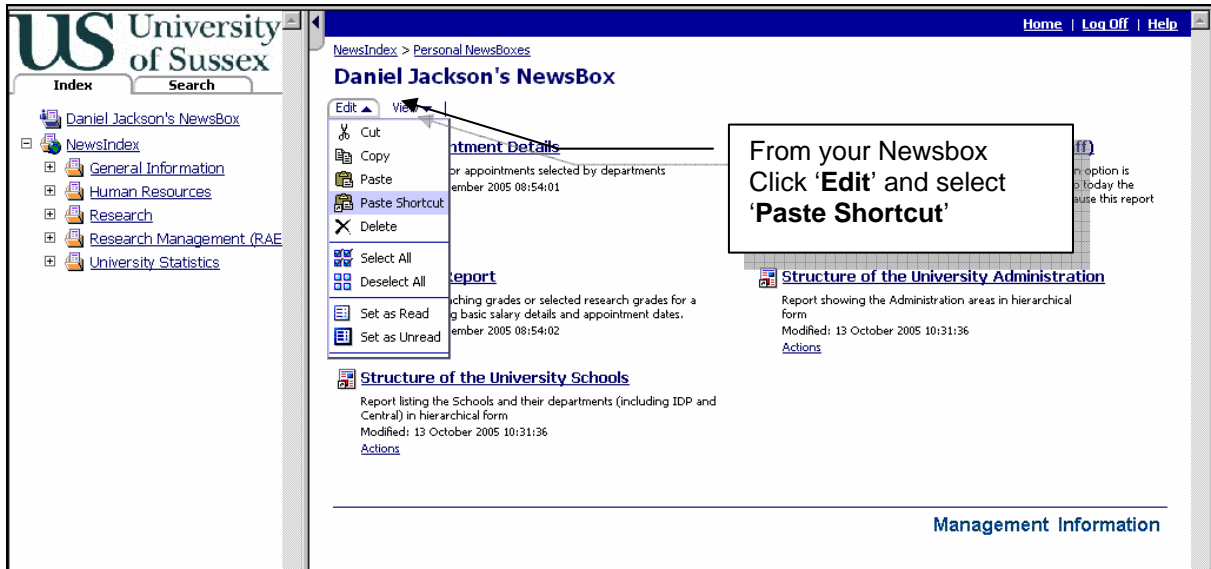


5. Customising Your Personal Newsbox

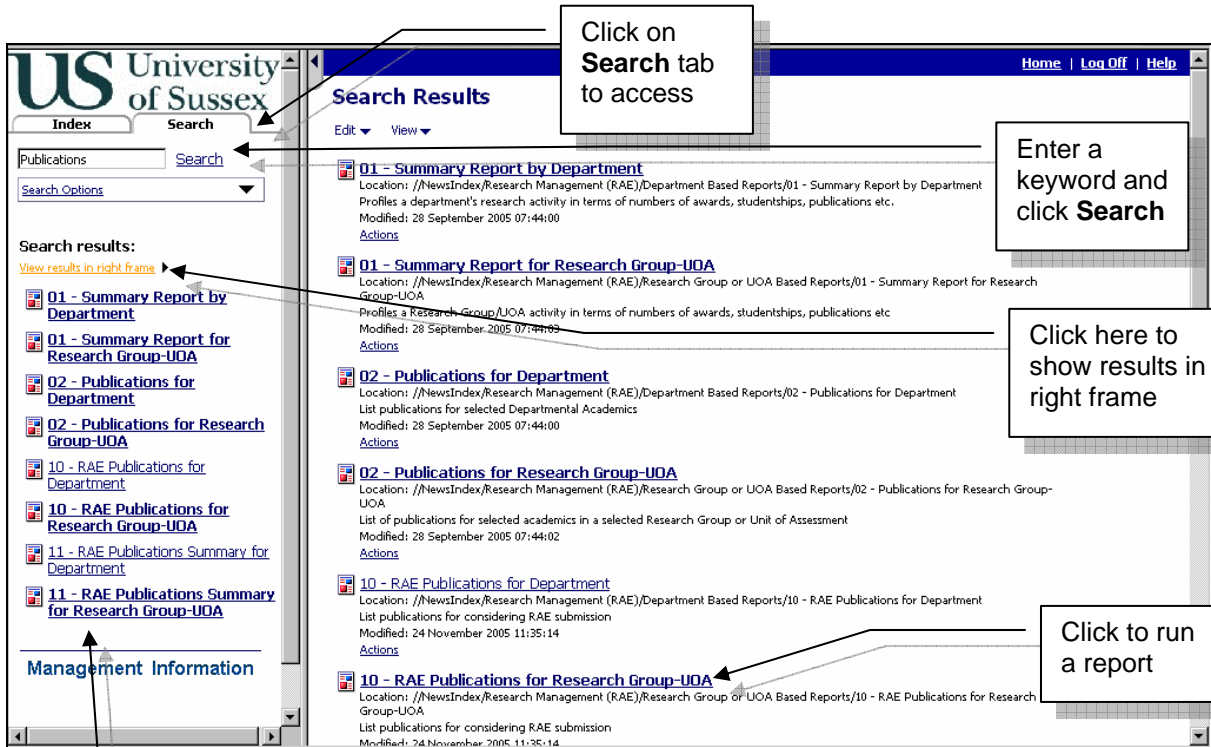
Your Personal Newsbox is your personal workspace in IWR 7. You can add shortcuts to your favourite reports or report folders in your Personal Newsbox and then set your Personal Newsbox to be your home page.

a. Creating a Shortcut to a Report or Folder in your Personal Newsbox





6. Using the Search Facility



Search results will be listed here