Cognos 11 - Basic Navigation

UNIVERSITY OF SUSSEX

Logging in: https://cognos.sussex.ac.uk/ibmcognos/bi

📁	My content	My Folders (Cognos 10) is now referred to as **My Content**
🗂	Team content	Public Folders (Cognos 10) is now referred to as **Team Content**

IBM Cognos Analytics

Welcome ⌄

... 🔔 👤 ❓

1/2 Alerts ← → ⓘ What's New   To read about what's new in Getting Started, click More Info.   Dismiss   More Info   →

🏠 Home

🔍 Search

📁 My content

🗂 Team content

📑 My portal pages

🕐 Recent

Page Switcher

Alerts

Notifications

Personal Preferences

Help/Learn

Portal Tabs in Cognos 10

Hello. Welcome to IBM Cognos Analytics.

Recent

Your recent content will appear here

Your content will appear here.

Drag and drop files, open Quick launch or Browse
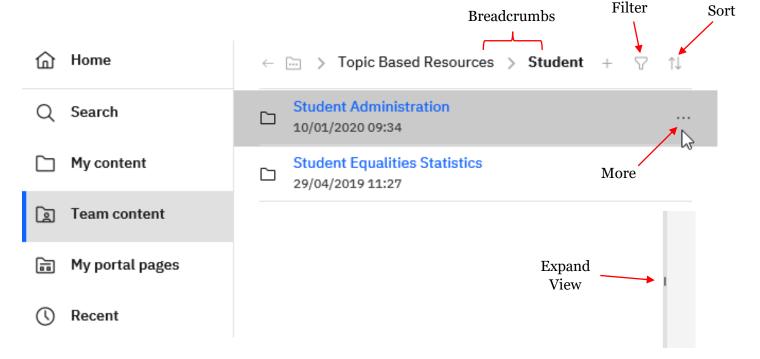
New Content (Authors Only)

Hints

+ New

Cognos 11 - Basic Navigation

Cognos Navigation

Cognos Analytics offers some changes in terminology and content within the content explorer.

☐ My content	My Folders (Cognos 10) is now referred to as **My Content**
☐ Team content	Public Folders (Cognos 10) is now referred to as **Team Content**

The menu structure offers easy navigation and additional options to view content within folders. The look and feel of the interface are more modern.

Be mindful that Cognos remembers where you left off. You may need to use you breadcrumbs the next time you navigate to a report

Search for Content

The new Self-Indexing Smart Search provides a modernised search engine that uses a smart, intent-driven search process to assist our users

1. Click **Search** to open the Search panel.
2. Type in keyword(s) that match your search.

As you type in keywords, an auto-fill feature will launch and render search suggestions for related terms.

3. Select the appropriate suggestions from the list of related terms.

A list of all objects related to your search will appear.

4. To narrow your search, click **Filter** button and place a check mark in one or more of the boxes beside criteria types

Your list will now contain only objects outlined by your filter, making it easier to find and select exactly what you're looking for

If this is a search you perform often, you have the option to save your search simply by clicking the **Save** icon

Once you've successfully saved one or more searches, a list will form under **Saved Searches** and will be seen the next time you click **Search** from the left