



COGNOS Icons

Against each report will be a list of available actions that can be carried out against it. The Actions listed against the report are dependant on how the report has been created and saved by the author (COGNOS reporting team).

Navigational Icons

These are always displayed at the top right hand side of the screen.

The Icon	The Name	The function
	My Area	Enables you to set up output preferences
	Home	
	Return	Returns you back to the screen of listed reports

Folder Icons

The Icon	The function
	Run the report in the default format and retrieve the latest available Cognos data
	A short cut to a report
	View a recent report in Excel 2002
	View a recent report in HTML
	View a recent report in Excel 2007
	Shortcut to a view a recent report in Excel 2007



Action Icons

The Icon	The Name	The function
	Run With Options	Allows you to run the report, specify the output and input parameters. Advanced options enables you to run it a specified time.
	Report output versions	View historic versions
	Schedule	Enables you to schedule reports to run on a regular basis
	More	Provides the following functions. <div data-bbox="625 792 1056 1218" style="border: 1px solid black; padding: 5px;"><p>Available actions:</p><ul style="list-style-type: none"> Set properties<hr/> Run with options... View the schedule Alert me about new versions<hr/> Create a shortcut to this entry... Add to bookmarks...</div>