

Setting My Preferences in Cognos

You can set some defaults in terms of report format preference, screen colours and amend the sequence of your tabs.

From the Cognos home page, click on the **set of** icon which is displayed the top right hand side of your screen. The two common reasons for using this icon are to set preferences and view reports you have scheduled.

My Preferences

The *General* tab displays, where you can amend the following:

Set preferences	
General Personal Portal Tabs	
Specify your settings.	
Number of entries in list view: 100 Separators in list view: Alternating backgrounds	Report format: PDF Show the Welcome page at startup
Style: Modern Preview	Show a summary of the run options Enable accessibility support for reports I run or schedule
Default view:	
Product language:	Content language:
 Use the default language 	Use the default language
O Use the following language:	 Use the following language:
English 🔻	English (United Kingdom)
Time zone: © Use the default time zone © Use the following time zone: (GMT+00:00) Western Europe Time: Lisbon © Enable bidirectional support Base text direction for content: Contextual ~ OK Cance	, 1 4
Set preferences	

- Number of entries in list view: Amend to 100 so that you can view all available reports on one page
- **Report Format:** Amend to your preference.
- Untick the Show the Welcome page at start up
- Style: This is where you can amend your screen colours

The <i>Portal Tabs</i> enables you
to modify the sequence of
the tabs.

Whichever tab is at the top of the list becomes the first one to display every time you log into Cognos.

Portal Tabs

Personal

🔲 📅 💴 Beckys Home Page

OK Cancel

My Folders
 My Folders
 Public Folders
 Grants Enquiry

Select the entries to include as tabs in your portal.

General

Add... Remove Modify the sequence.

Entries: 1

- 4