




Setting My Preferences in Cognos

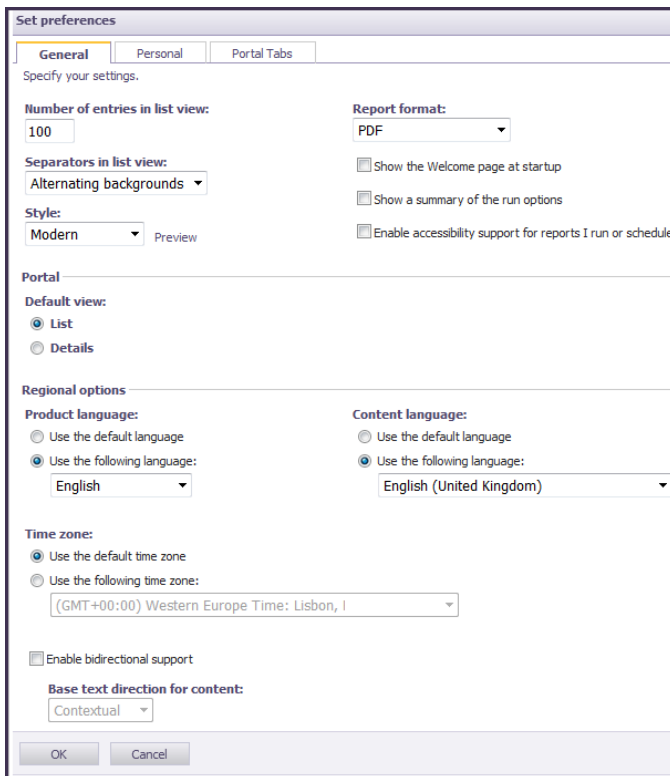
You can set some defaults in terms of report format preference, screen colours and amend the sequence of your tabs.



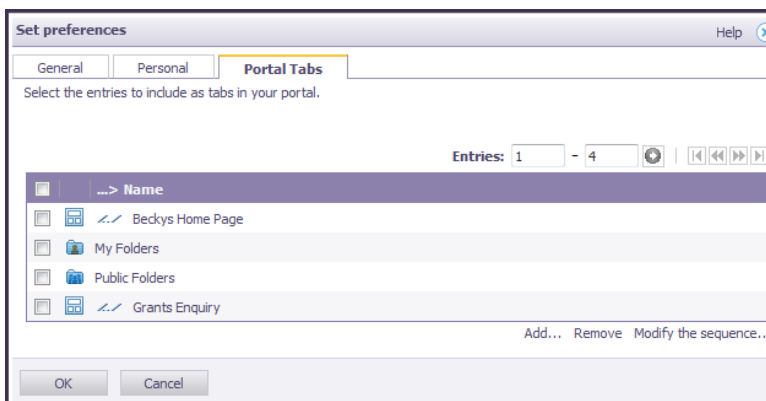
From the Cognos home page, click on the  icon which is displayed the top right hand side of your screen. The two common reasons for using this icon are to set preferences and view reports you have scheduled.

My Preferences

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



- **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 **Portal Tabs** 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.