Home page

When logged in to Cognos Analytics users will see the screen shown in the image below, each numbered icon is explained further below.

1. This is where users are able to change settings and preferences, view current schedules and check alerts. The current view can be set as home page from here.

2. This is the main home page display and will over time show recently accessed reports. This can be switched off by changing the Show welcome icon option.

3. In this section, users can:
   - search for reports using the Search option,
   - view saved personal reports in the My Content (this is the equivalent of My folder in Cognos 10),
   - view shared reports in the Team Content (this is the equivalent of Public Folder in Cognos 10).

4. In this section, certain users will be able to access options to create or author reports using Report and or Query Studio.