**Cognos Analytics - Navigation**

Navigation in the Cognos Analytics interface can be split into the following categories as depicted with the numbers in the diagram below.

1. Currently opened or executing reports.
2. Locating or exploring existing folders/reports/scheduled jobs, or to create new folders/scheduled jobs.
3. Locating a Cognos Analytics Studio for report authoring (for those with access)
4. Monitoring of existing personal schedules and subscriptions, alerts and changing or setting personal preferences.

1. To view reports currently opened or executing
   
   Click on the Welcome text on the Cognos Analytics banner; this will reveal any opened or executing report(s).

2. To locate, or access, an existing report
   
   Using AP: Dashboard as an example:
   - Select **Team Content** (equivalent to Public Folder in Cognos 10).
   - Then navigate to **Live**, then select your School, and then **Departmental (Shared) Reports**.
   - Then either select **AP:Dashboard** to run the report with all default options or click on the **ellipsis** to reveal more option as shown below.
To view existing Schedules: click on Properties – see *Scheduling a report* for guidance on creating or editing schedules.

To navigate back one-step: click on the back arrow highlighted below, or click on the folder icon and select the parent folder to navigate back to

3. **Accessing Cognos Analytics Query Studio**

Select **New** to reveal all additional options that are available for those with appropriate licences.

- click on **Other** to reveal the option for **Query Studio**.
- clicking on Report, will launch Report Studio

Note that Query Studio is available only in Firefox web browser.
4. **To change any personal preference settings**

Click on the icon on the Cognos Analytics banner to reveal the options available. A separate documentation details how and what settings to change if needed.

From this menu, users can also check any current personal schedules created for reports.