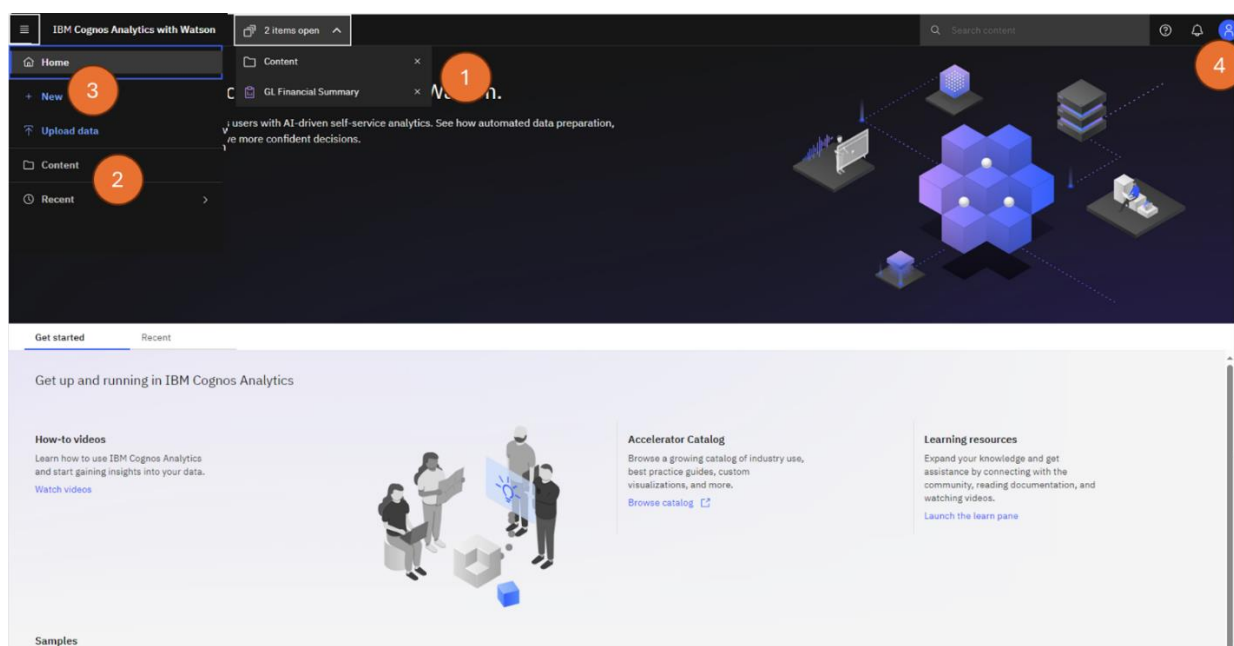




## Cognos Analytics - Navigation

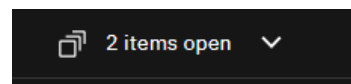
Navigation in the Cognos Analytics interface can be split into the following categories as depicted with the numbers in the diagram below.

- 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 **items open** 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 **Content > Team Content**
- 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.



The screenshot shows the IBM Cognos Analytics interface. The top navigation bar includes 'IBM Cognos Analytics with Watson', a 'Content' dropdown, a search bar, and user icons. The main area is titled 'Departmental (Shared) Reports'. Below this, there are tabs for 'My content', 'Team content', and 'My portal pages'. The 'Team content' tab is active, showing a breadcrumb trail: 'Team content / LIVE / School of the Biological Sciences / Departmental (Shared) Reports'. A table lists several items, including 'Grants Reporting' (Folder) and several 'Report View' items. A context menu is open over the 'AP: Dashboard' report, showing options like 'Run as', 'View versions', 'Share', 'Copy to', 'Add shortcut', 'Properties', and 'Details'.

Name	Type	Last Accessed
Grants Reporting	Folder	19/07/2016, 11:01
AP: Dashboard	Report View	25/02/2
AP: Invoice Enquiry	Report View	25/02/2
AP: Supplier Enquiry	Report View	25/02/2
GL: AZZY FKAA Report	Report View	12/01/2

To view existing Schedules: click on **Properties** – see [Scheduling a report](#) for guidance on creating or editing schedules.

To navigate back one-step: click the relevant item in the breadcrumb trail that you wish to go to.


### 3. Accessing Cognos Analytics Report Studio (for those with access)

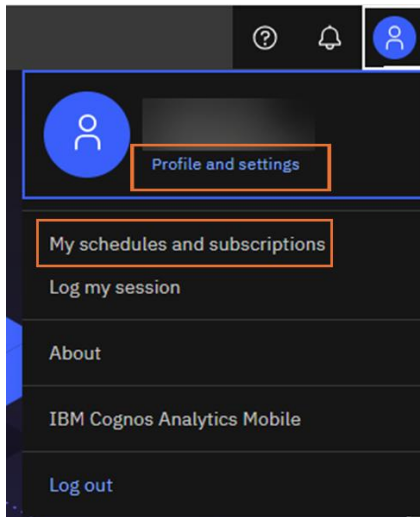
Select **New** to reveal all additional options that are available for those with appropriate licences. Then click on Report to launch Report Studio

The screenshot shows the 'New' menu in IBM Cognos Analytics. The left sidebar has a 'New' button highlighted with a red box. The 'New' menu is open, showing options under 'Data' (Data module) and 'Present' (Dashboard, Report, Story). The 'Report' option is highlighted with a red box.



#### 4. To change any personal preference settings

Click on the  icon on the Cognos Analytics banner to reveal the options available. A separate guide on "[Setting User Preferences](#)" details how and what settings to change if needed



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