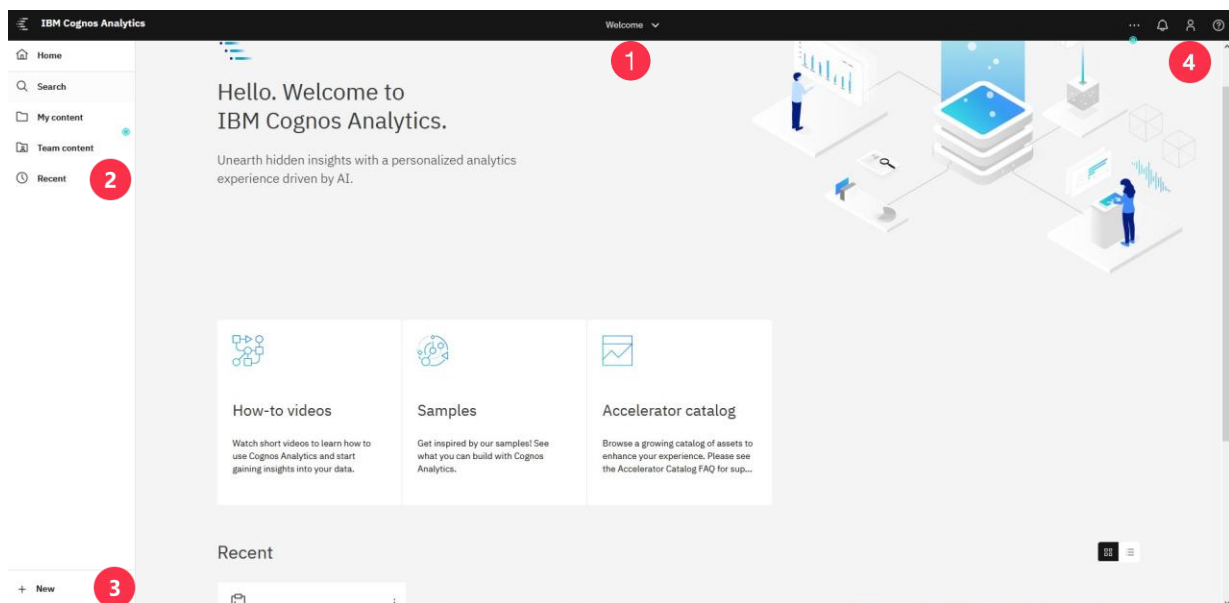




## Cognos Analytics - Navigation

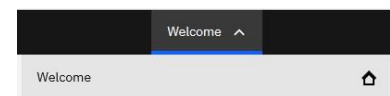
Navigation in the Cognos Analytics interface can be split into the following categories as depicted with the numbers in the diagram below.

- 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

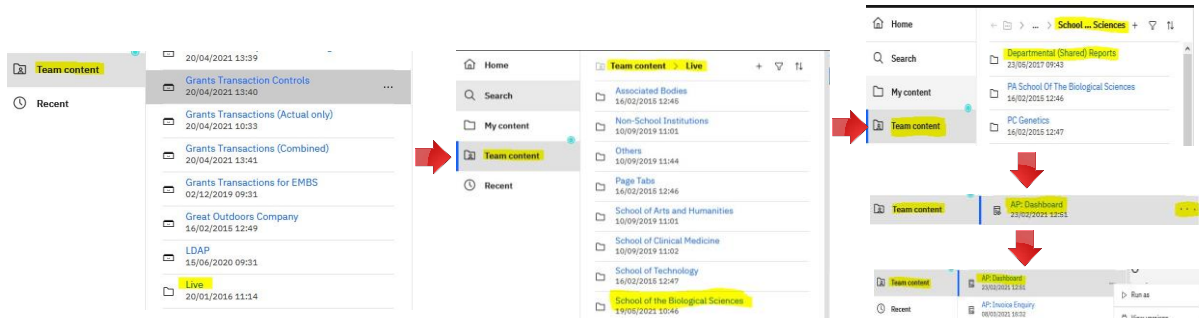
Click on the **Welcome** text on the Cognos Analytics banner; this will reveal any opened or executing report(s).



### 2. To locate, or access, an existing report

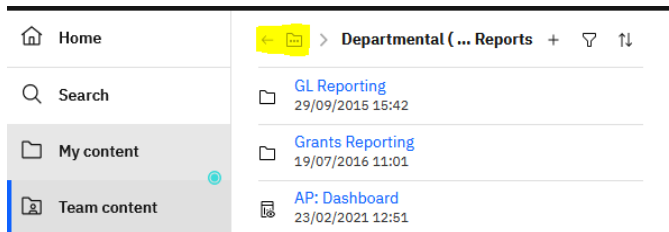
Using AP: Dashboard as an example:

- 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

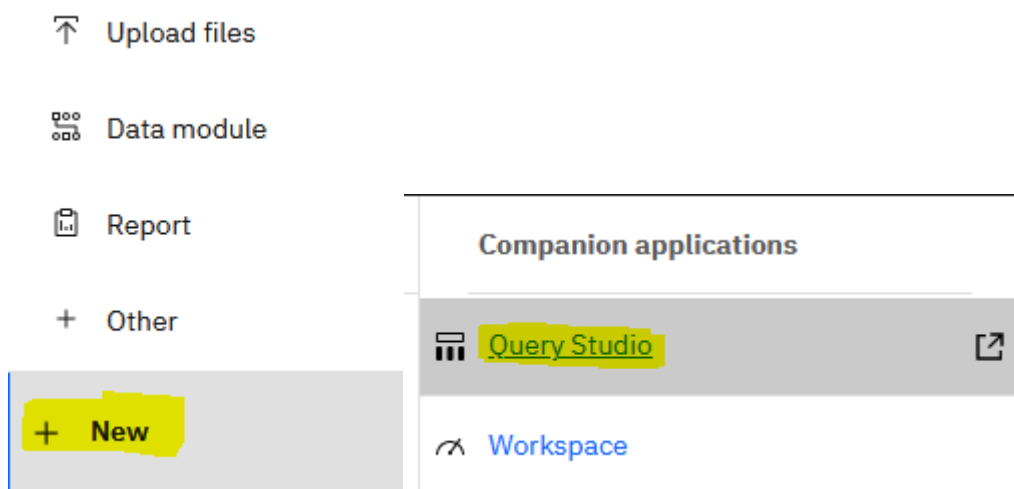


### 3. Accessing Cognos Analytics Query Studio

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

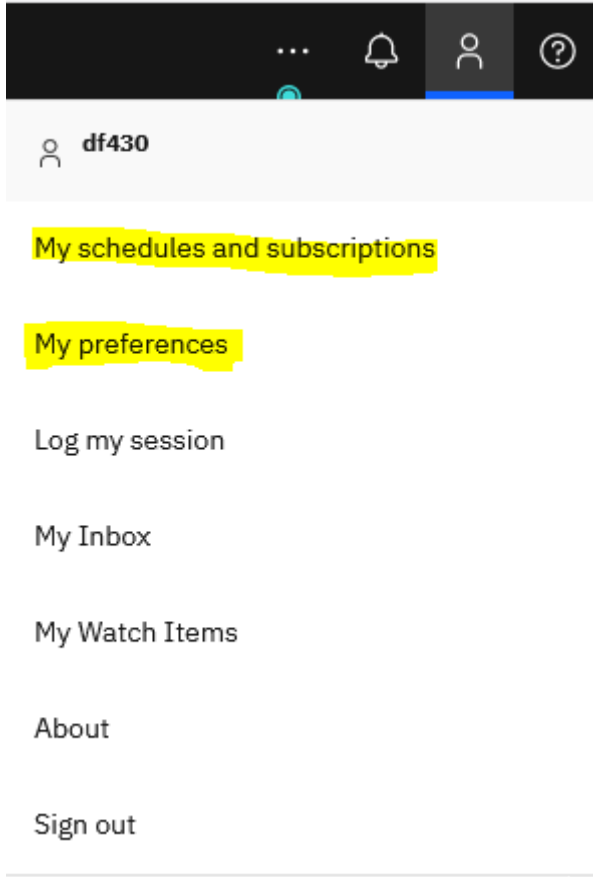
Note that Query Studio is available only in Firefox web browser.





#### 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.