# *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.
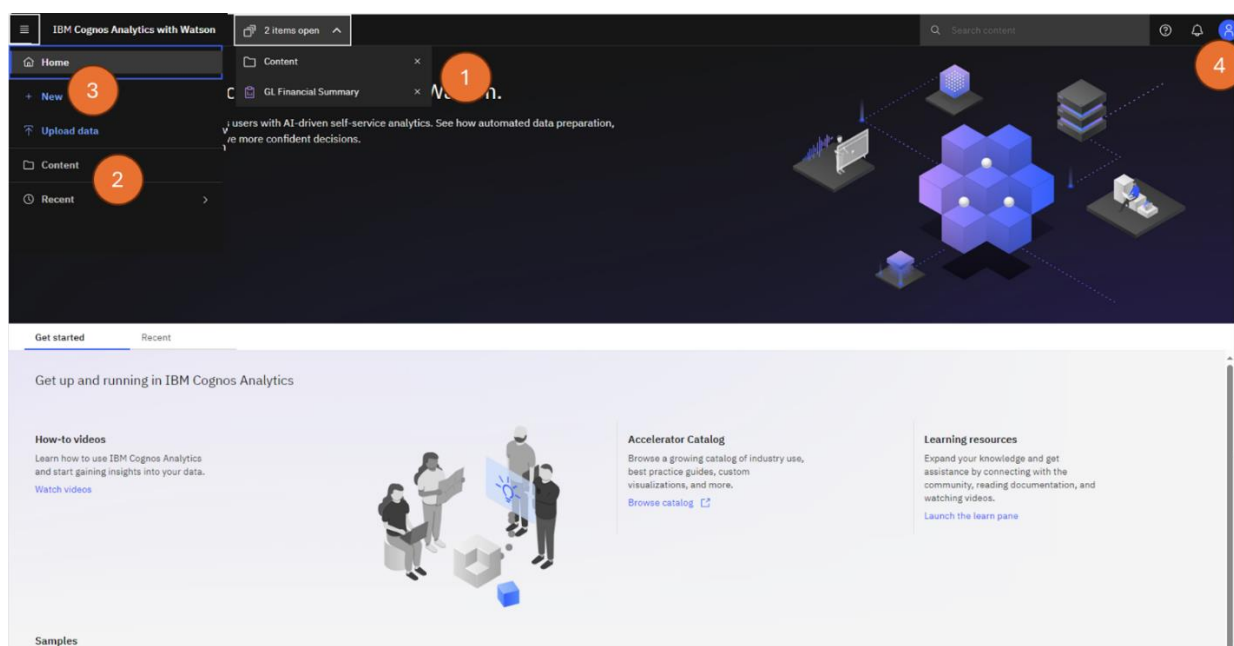
1. To view reports currently opened or executing

Click on the **items open** text on the Cognos Analytics banner; this will reveal any opened or executing report(s).
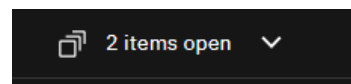
2. To locate, or access, an existing report

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.

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

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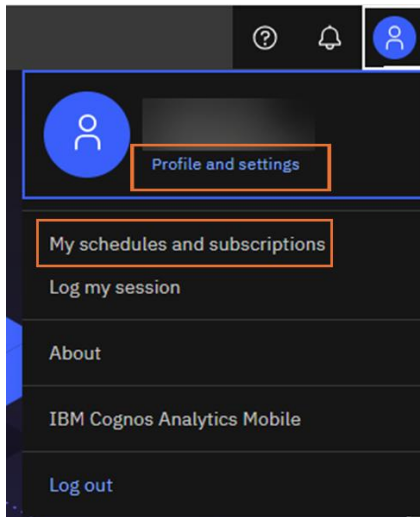
From this menu, users can also check any current personal schedules created for reports.