



Finding and running reports

To find and run reports log on to Cognos Analytics and follow either one of these two methods to locate a report:

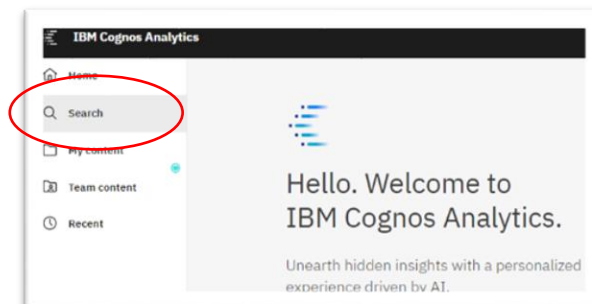
- navigate via the folders; or
- use the **Search** feature.

Navigate to the report location

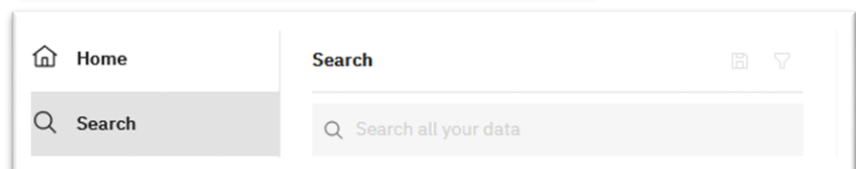
- Select **Team Content** (equivalent to Public Folder in Cognos 10).
- Then navigate to **Live**, select your school folder, and then **Departmental (Shared) Reports** to find a standard report.

Alternatively, using the search function

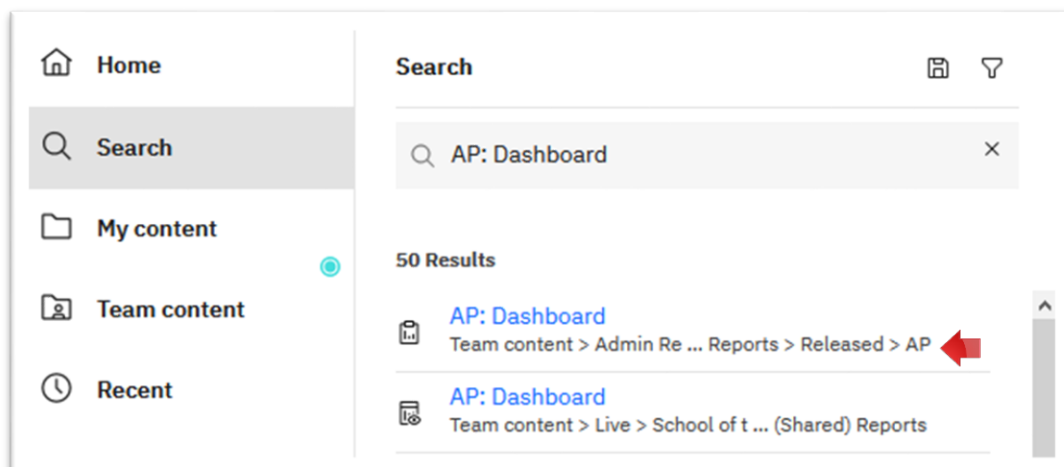
1. Click on **Search**



2. Then enter all or the partial name of the required report.



Note that as you type the report name some results containing the name or partial name will start to show up in the result box. Ensure that the path of the report (in the result – as shown below) is correct.





Running a report

- To run using all the default settings - simply select the report link
- To change the parameters - click on the ellipsis ... next to the report to reveal more run options. Click on **Run as** to change the report output format e.g. HTML, PDF or Excel.

