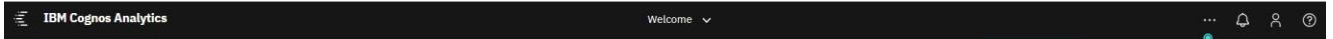





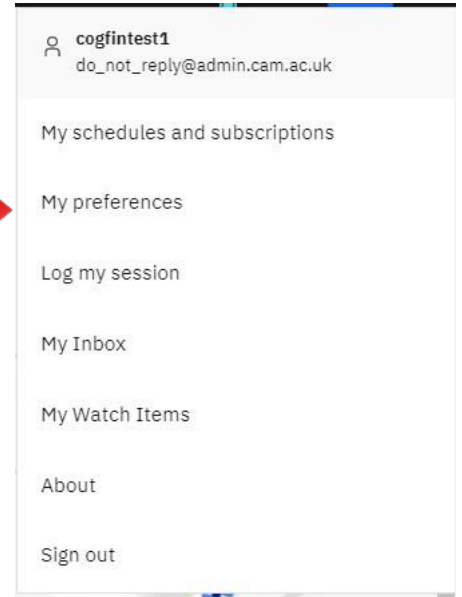
Setting My Preferences



On the Cognos Analytics banner - shown above, locate and click on the icon 



To reveal more options, then select **My preferences**



The only setting that requires changing here is the **Report Format** - set this option to your personal default preference.

