



## Cognos Analytics –Shortcuts

You are able to create shortcuts to both folders and reports. Shortcuts are stored within **My content**, and you can create many shortcuts to the same report or folder as required, depending on your folder setup. A shortcut is not the same as a copied report and cannot be used to set up a report view or a schedule.

In this document:

[Create new folder](#)

[Create a shortcut to a report](#)

[Create a shortcut to a folder](#)

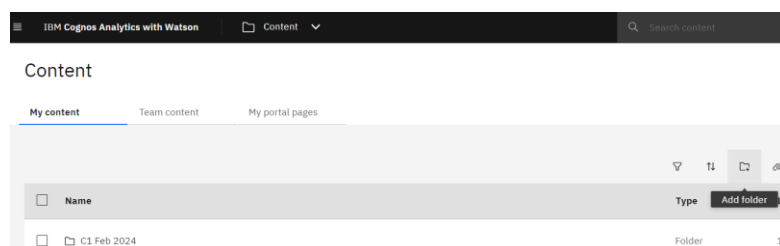
[Move or copy a shortcut](#)

[Delete a shortcut](#)

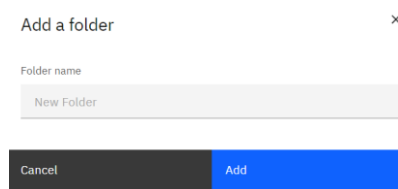
### 1. Create new folder

For this illustration a shortcut to the report **GL: Financial Summary** will be created in a folder called **New Folder** within **My Contents**.

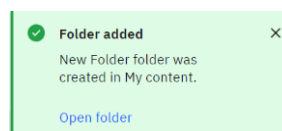
Navigate to **Content > My content**, select the **Add Folder** icon



Type in a name for the new folder, and **Enter**



A pop up confirmation appears



The created folder is listed in alphabetic order

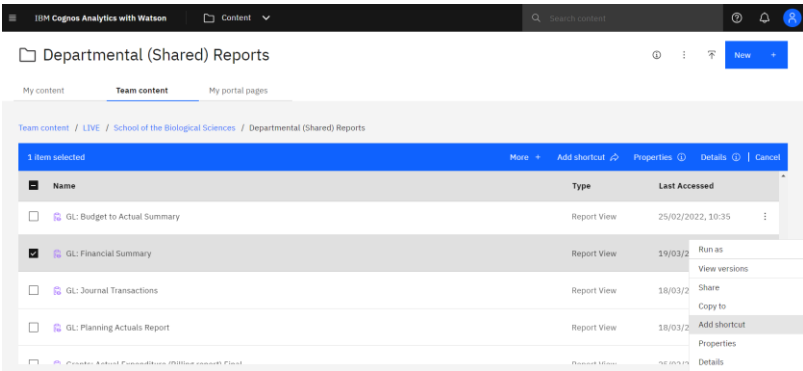
### 2. Create a shortcut to a report

Search or navigate to the location of the report. In this case the search path is as follows:

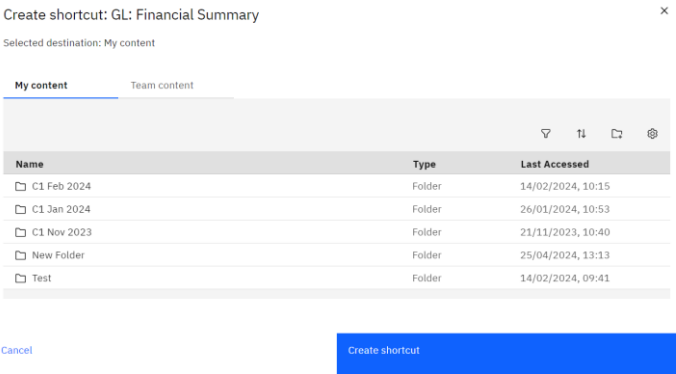
**Team Content > Live > School of the Biological Sciences > Departmental (Shared) Reports > GL: Financial Summary**



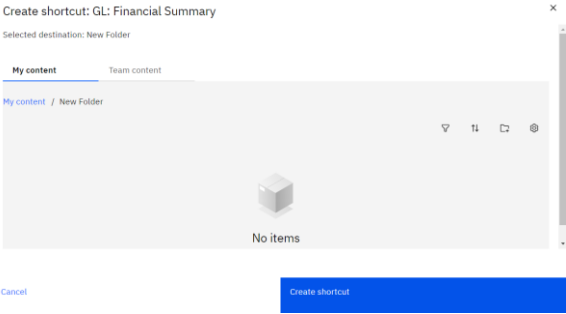
Select the **action menu** next to **GL: Financial Summary** to reveal the context menu, then select **Add shortcut**



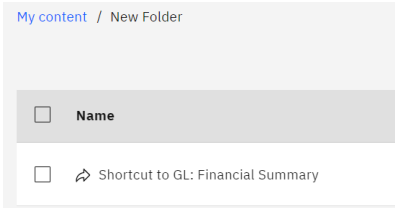
In the dialogue box, go to **My Content** and select the **New Folder** you created



Choose **Create shortcut**.



A shortcut to the report will now be placed in the selected folder



The result is prefixed with **Shortcut to**. This is the default a naming convention but it can be renamed as required.



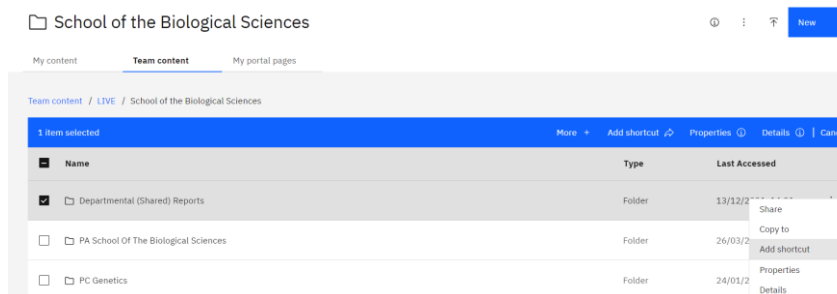
### 3. Create a shortcut to a folder

For this illustration a shortcut to the **Departmental (Shared) Reports** folder will be created in a within **My Contents**.

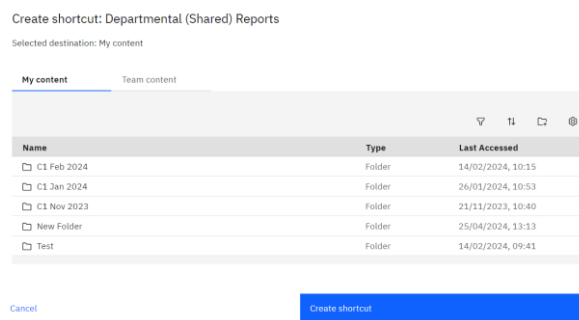
Search or navigate to the location of the report.

In this case the search path is as follows **Team Content > Live > School of the Biological Sciences > Departmental (Shared) Reports**

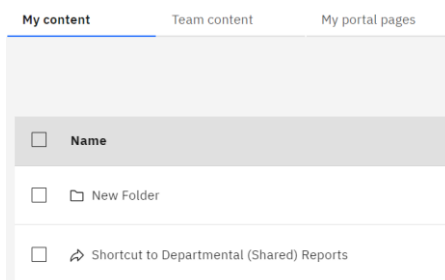
Select the **action menu** next to the folder and click **Add shortcut**



In the action box, choose **My content**, and a sub-folder, if appropriate. Check **Destination** is correct, then select **Create shortcut**.



A shortcut to the folder will now be placed in your **My content** folder





4. Move or copy a shortcut

Locate the shortcut to be moved or copied, select the **action menu**, choose **Copy or move to** from the action list

- Share
- Copy or move to
- Edit name and description
- Properties
- Details
- Delete

Select a destination and choose **Copy** OR **Move**

Copy or move: Shortcut to Departmental (Shared) Reports

Selected destination: New Folder

My content

Team content

My content / New Folder

Name	Type	Last Accessed
Shortcut to GL: Financial Summary	Shortcut	25/04/2024, 13:21

Cancel

Copy

Move

A confirmation of successful action appears briefly at top of screen

✓

Shortcut to GL: Financial Summary was moved.

✕

5. Delete a shortcut

Locate the shortcut to be deleted, select the **ellipses...**, choose **Delete**

- Share
- Copy or move to
- Edit name and description
- Properties
- Details
- Delete

Select **OK** to **Confirm delete**

Confirm delete

Deleting entries can break links. Are you sure you want to delete the selected entries?

Cancel

OK