



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.

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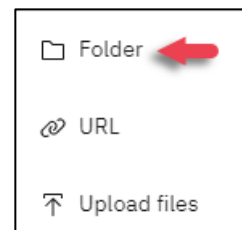
1. Create new folder

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 **My content**, select the **+** sign



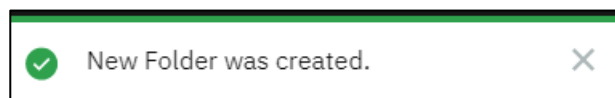
From the context menu, select **Folder**



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:

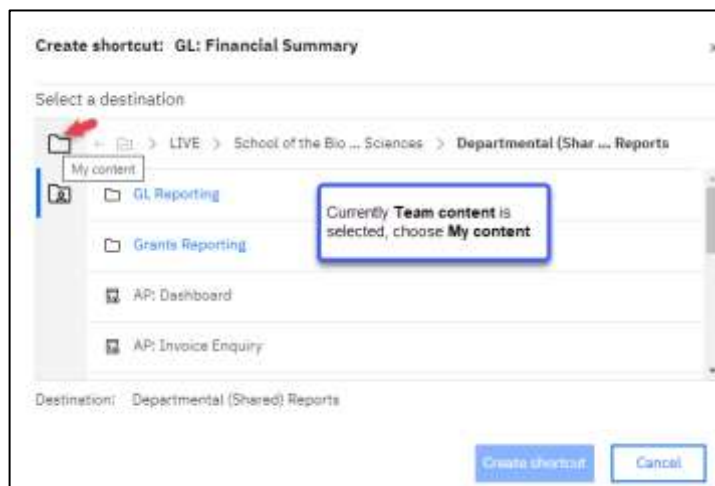
Team Content > Live > School of the Biological Sciences > Departmental (Shared) Reports > GL: Financial Summary



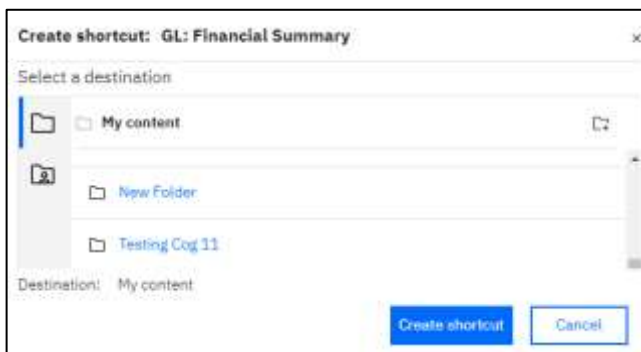
Select the **ellipses ...** next to **GL: Financial Summary** to reveal the context menu, then select **Create shortcut**



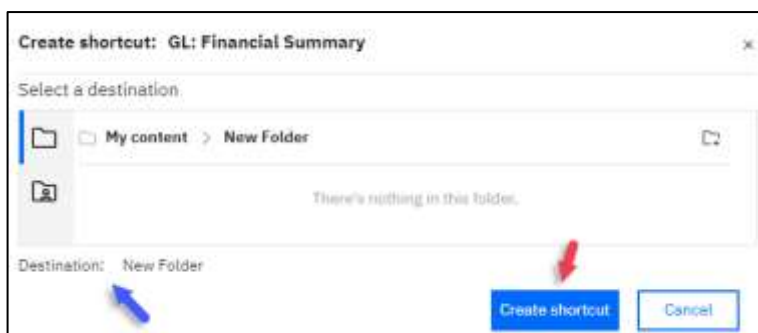
In the dialogue box, select **My Content**



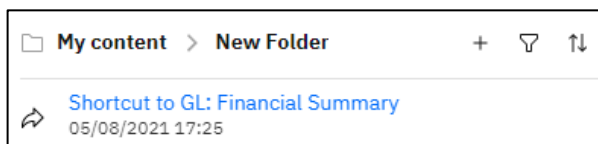
Select **New Folder**



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**.

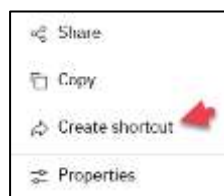
Search or navigate to the location of the report.

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

Select the **ellipsis ...** next to the folder to reveal the context menu



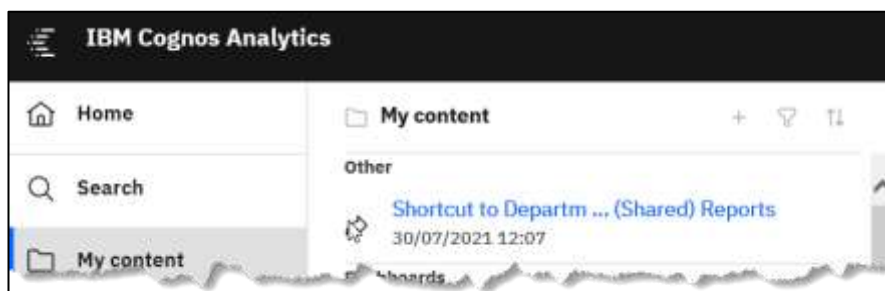
Select **Create shortcut**



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

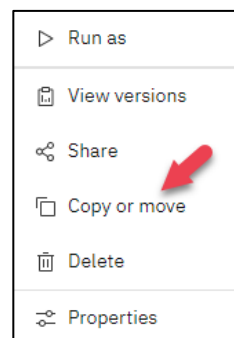


A shortcut to the report will now be placed in the selected folder



4. Move or copy a shortcut

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

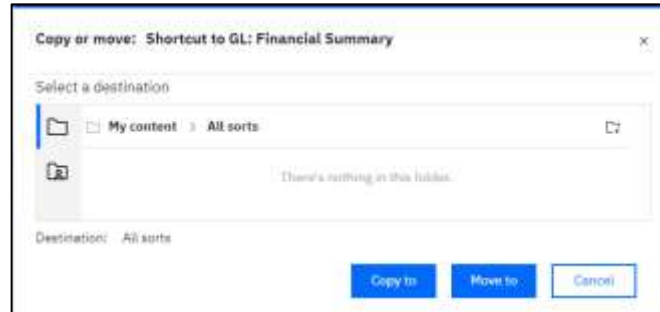




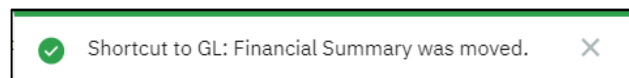
Select a destination



Choose **Copy to** OR **Move to**

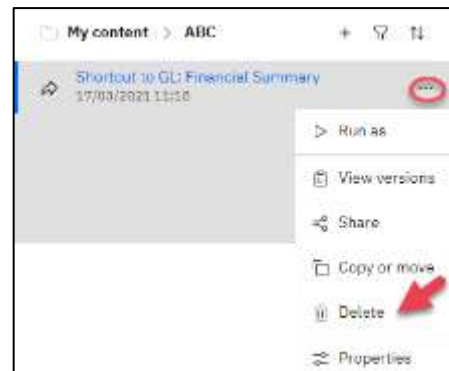


A confirmation of successful action appears briefly at top of screen



5. Delete a shortcut

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



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

