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 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 **ellipsis...**, 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