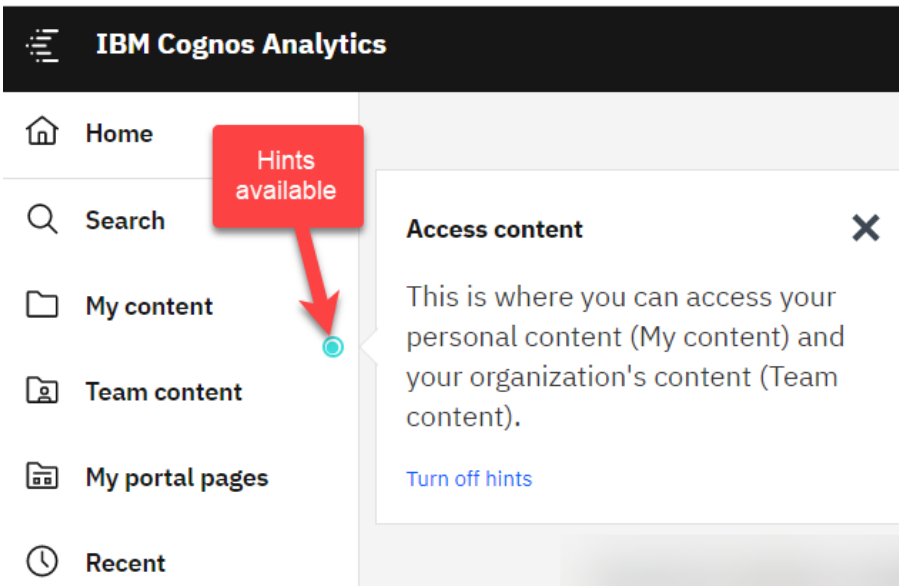


New look Home page and navigation

Side bar navigation and tips



Previously saved a report review or shortcut? Go to **My content**

Options to view/go to your recent reports ⌚

Either as lists from the side menu or as tiles at the bottom of the Home page

No changes to:

- where reports are stored
- the reports themselves
- your saved reports and schedules

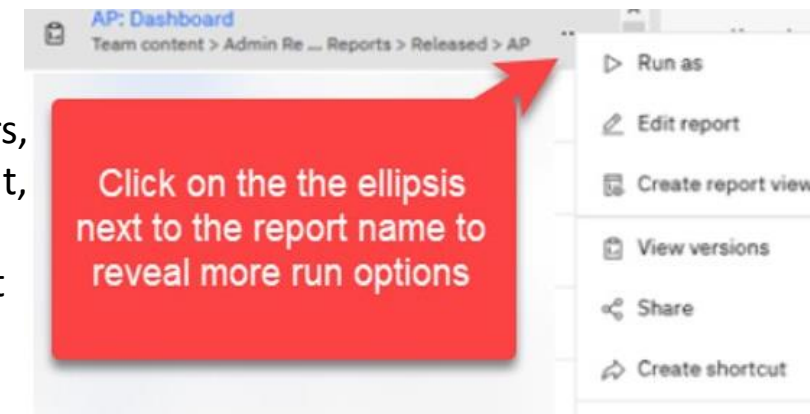
To find a report ...

Go to **Team content**  and then navigate to Live > School > Departmental Shared folder as before.

Or try the **Search** function 

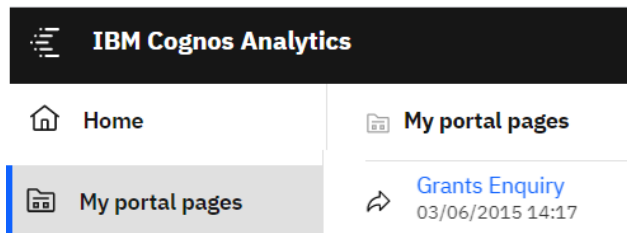
Running a report

To edit parameters, email it out, change the output format



Grants users

The Grants Enquiry portal tab is now available again.



Emailing reports

Available from Delivery options when you select the **Run in background**

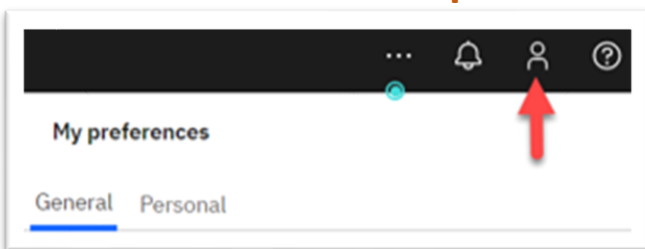
Error message

Please ignore , the emails do work.

An internal error occurred when submitting the request to run Team Content > Admin Reporting Master Reports > Released > School Finance > Report view of GL: Journal Transactions v023.



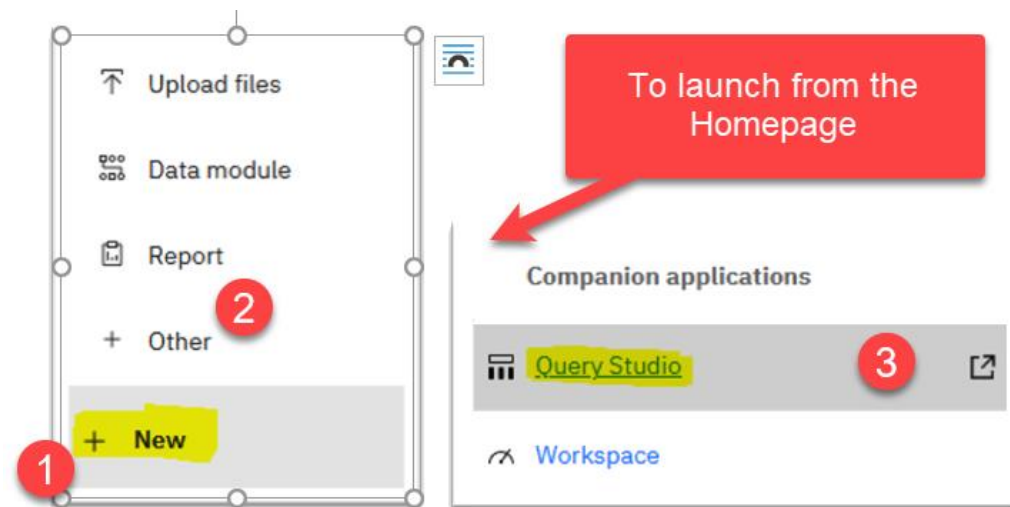
Need to edit your email address or set a default report format....



Query Studio users

For those with a licence to generate and save their own queries

  **Use the FireFox or IE web browsers**



How to build and run queries has not changed.



Guidance and How to videos available at
<https://www.finance.admin.cam.ac.uk/training/guidance-and-FAQ/cognos-11>