Finding the Grants Reports

Once you have logged into COGNOS the Public Folder page will be the default home page.

Home

Once you have logged in the Public Folders page will display as per the screen shot below.

There are various icons on this page, which will assist you when navigating COGNOS.

<table>
<thead>
<tr>
<th>The Icon</th>
<th>The Name</th>
<th>The function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>My Area</td>
<td>Enables you to set up output preferences and review any reports you have scheduled. Refer to separate guidance.</td>
</tr>
<tr>
<td></td>
<td>Home</td>
<td>Displays the page you set as your Home page</td>
</tr>
</tbody>
</table>

It is important to ensure you have the right access to be able to use the system to its full potential. You will have access to either the Grants folder, General Ledger folder or both depending on what you specified on the form.

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Version: 1.0
The standard Grants reports are available from the Departmental Shared folder.

**Public Folders > LIVE > Schools > Departmental (Shared) Reports > Grants Reporting**

The following is a list of standard Grants reports that you should see regardless of which school you are in by using the navigation path above.

![IBM Cognos Connection](image)

This icon indicates your output preference, which can be changed via ‘My Area, My Preferences’

If you are unable to view folders, the list of Departmental (shared) reports for your school then please contact FIN_Reporting_helpdesk@admin.cam.ac.uk and ask them to check your set up.