What should I see when I log in to Cognos?

Once you have logged into Cognos, the Public Folder page will be the default home page, unless you have updated your settings.

Home page

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 Section 3.</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. To check your access, in the Public Folders tab, click on:

- the LIVE folder > your school folder > Departmental (Shared) Reports folder

You will have access to either the Grants folder, General Ledger folder or both, depending on what you specified on your access form.
Reports in the *Departmental (Shared) Reports* folder are the standard General Ledger or Grants reports that are available to all Cognos users, regardless of school. If you use your *named* departmental folder instead, the reports will be unique to that department. In some cases, widely used reports may also be in the *Other* folder.

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

**Grants folder**

The standard Grants reports are available from the *Departmental (Shared) Reports > Grants Reporting* folder.

**General Ledger folder**

The current standard GL reports are available from the *Departmental (Shared) Reports* folder.

(These may be moved into the GL Reporting folder when the old format reports are archived.)
Action icons

These appear on the right hand side of your screen once you have drilled down to either the Grants or GL reporting folder.

<table>
<thead>
<tr>
<th>The Icon</th>
<th>The Name</th>
<th>The function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Set properties</td>
<td>Specify the properties for this entry. In the Report view tab, can set prompt values and make default.</td>
</tr>
<tr>
<td></td>
<td>Run With Options</td>
<td>Allows you to run the report, specify the output and input parameters. Advanced option enables you to run it a specified time.</td>
</tr>
<tr>
<td></td>
<td>Schedule</td>
<td>Enables you to schedule reports to run on a regular basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provides the following functions</td>
</tr>
</tbody>
</table>

![Available actions:](image)

- Set properties
- View report output versions
- View my permissions...
- Run with options...
- View the schedule
- View run history
- Alert me about new versions
- Copy...
- Create a shortcut to this entry...
- Add to bookmarks...
- Cancel