

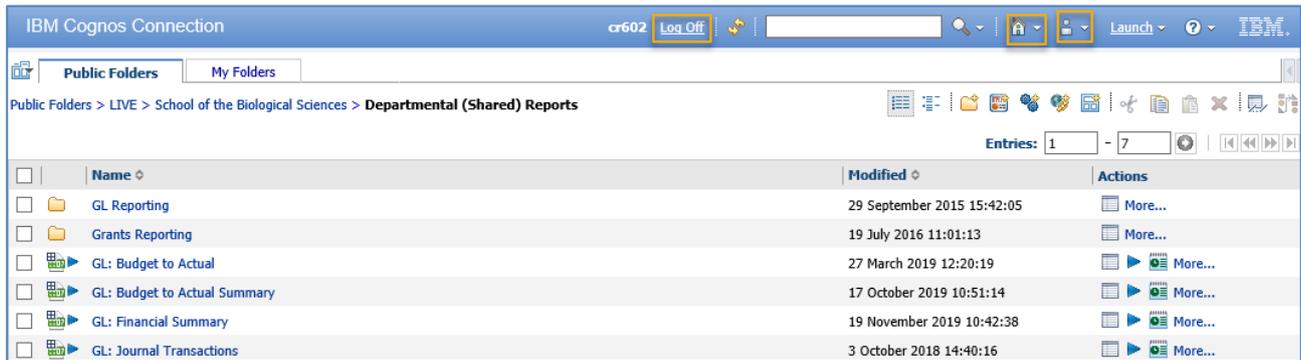


# What should I see when I log in to Cognos?

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

## Home page

The *Public Folders* page will display. Always use the *Log Off* button when ending your Cognos session, and then close the browser.



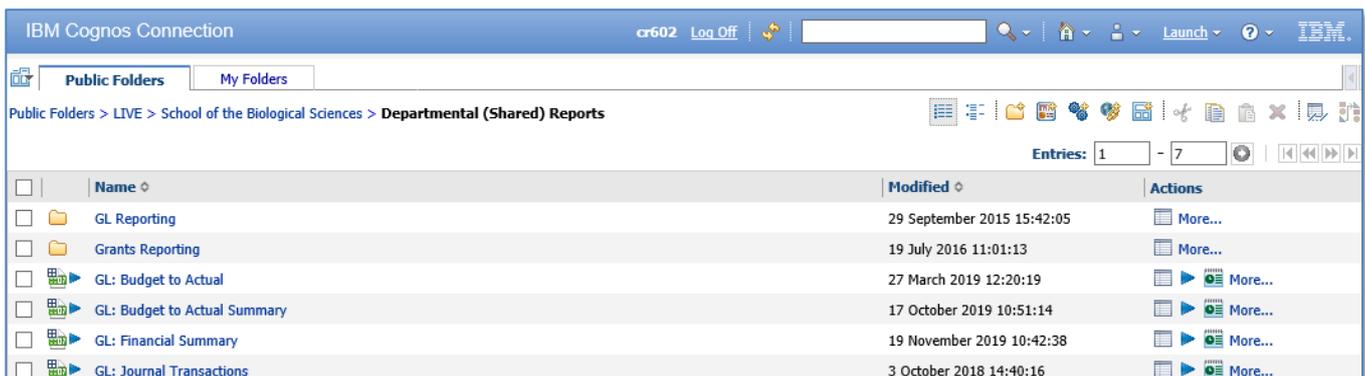
There are various buttons on this page, which will assist you when navigating Cognos, particularly *Home* and *My Area Options*.

The Icon	The Name	The function
	My Area Options	Enables you to set up output preferences and review any reports you have scheduled. Refer to Section 3.
	Home	Displays the page you set as your <i>Home</i> page.

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 Reporting* folder, *GL Reporting* folder or both, depending on what you specified on your access form. The General Ledger (GL) reports were rationalised in 2019, and the current reports are NOT in the *GL Reporting* folder, but appear directly in the *Departmental (Shared) Reports* folder.



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 or department. If you use your *specifically named* departmental folder instead, the reports will be unique to that department.

If you are unable to view the list of *Departmental (shared) reports* for your school, please contact [fsg.system.support@admin.cam.ac.uk](mailto:fsg.system.support@admin.cam.ac.uk) and ask them to check your set up.

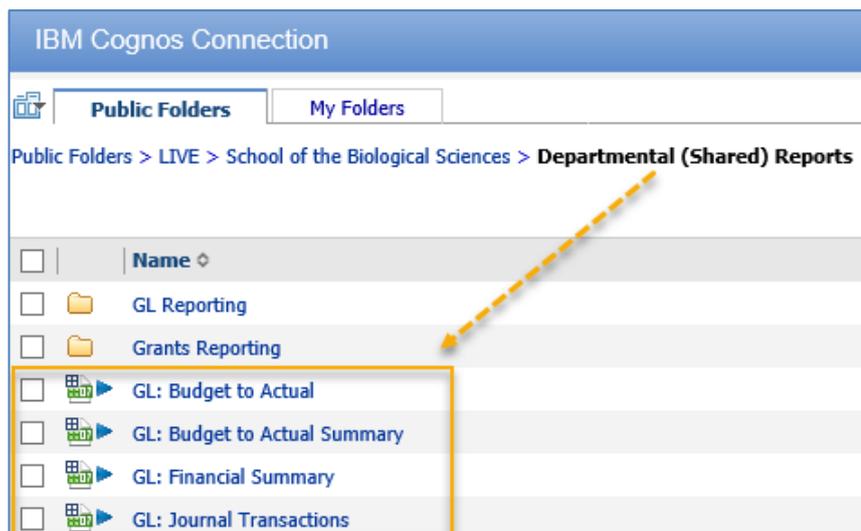
## Grants reports

The standard Grants reports are available from the *Departmental (Shared) Reports > Grants Reporting* folder. In some cases, widely used reports may also be in the Grants Reporting sub-folder, *Other*.



## General Ledger reports

The current standard GL reports are available from the *Departmental (Shared) Reports* folder. You do not need to open the GL reporting folder unless you are looking for old reports.



## Action icons

These appear on the right hand side of the Cognos application. The available actions are dynamic and number of options will vary. The most frequently used actions are:

The Icon	The Name	The function
	Set properties	In My Folders tab, use to change the name of folders and reports using General tab. The Report view tab allows you to set output options and parameters.
	Run With Options	Allows you to check/change output and input parameters. Advanced option enables you to run it a specified time.
	Schedule	Enables you to schedule reports to run on a regular basis.
	More	Provides all other options, as well as the above 