

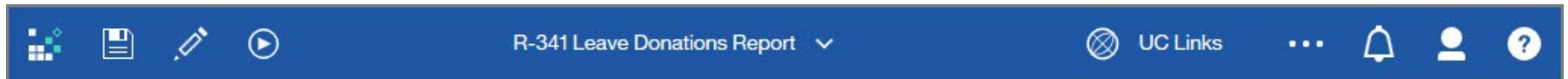
Cognos Application Toolbar

Note: Toolbars and buttons are based on security roles. You may not be able to see or use all buttons described in this job aid.



Cognos Application Toolbar



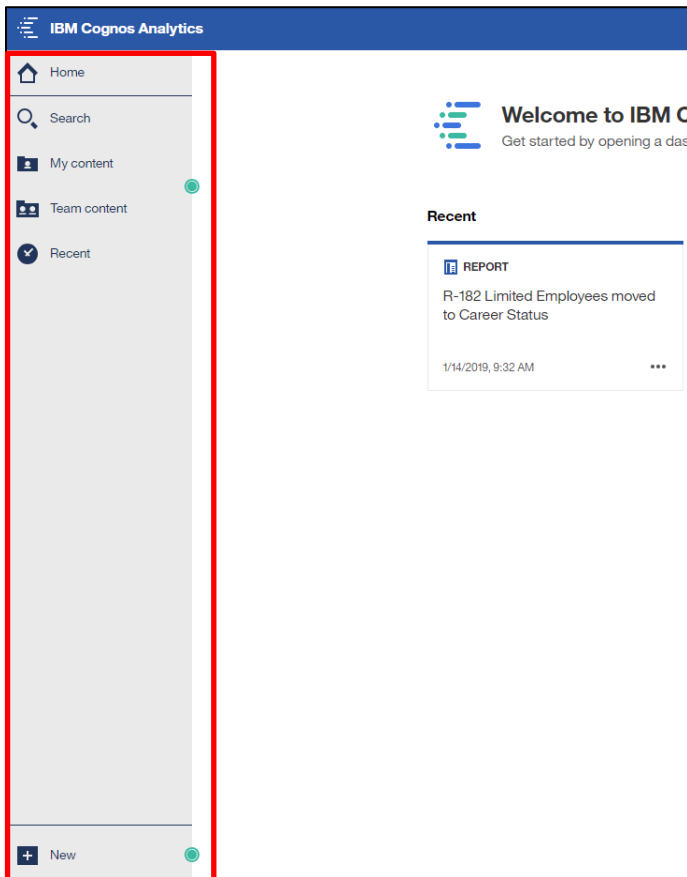
OR

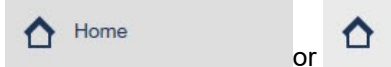
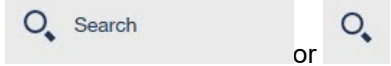
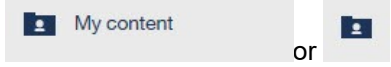
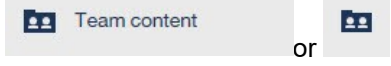
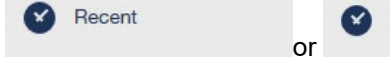
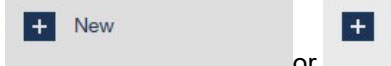


Button	Definition
 	<p>Toggle between the Cognos Reports home page and new/opened reports. This object displays Welcome when you are on the home page. It displays a report name when you are reviewing report output. Click the arrow to display a list of available options.</p> <ul style="list-style-type: none"> • The item with the home icon indicates the Cognos Reports home page. • Click the X next to any object in the list to close it.
	<p>The More menu allows you to set the displayed report as your default home page. Options on this menu vary depending on the item currently displayed in Cognos Reports.</p>
	<p>Display notifications for subscribed reports that have finished executing.</p>
	<p>The Person menu includes options to create subscriptions and view schedules, edit preferences, log a session, access the inbox, view watch items and sign out of Cognos.</p>
	<p>Click the Add this report button to save the report results as a report view in your My content folder.</p>

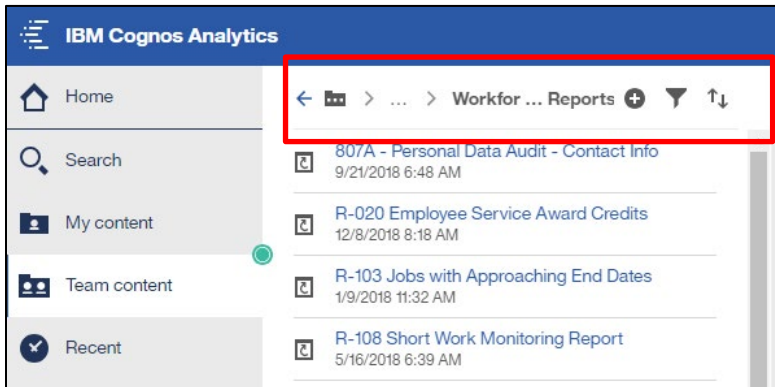
	Click the Edit in authoring button to modify the report layout. This option is restricted by Cognos security roles.
	Click the Run as button to display the report output in other formats, such as HTML (system default), PDF (.pdf file), Excel (.xlsx file <u>with</u> UC branding and query), Excel data (.xlsx file <u>without</u> UC branding and query), CSV (.csv file), XML (.xml file), and Reset prompts and run (used to reset query and re-run report).

Navigation Panel



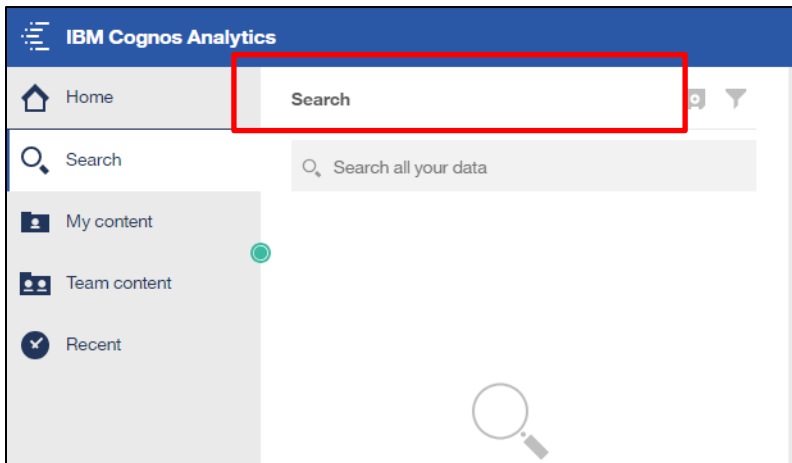
Button	Definition
	Return to home page.
	Open search area.
	Display My content folder.
	Display Team content folder.
	Display recently viewed objects up to 20 items.
	Create new reports. This option is not available for most users.

Folder Navigation Toolbar



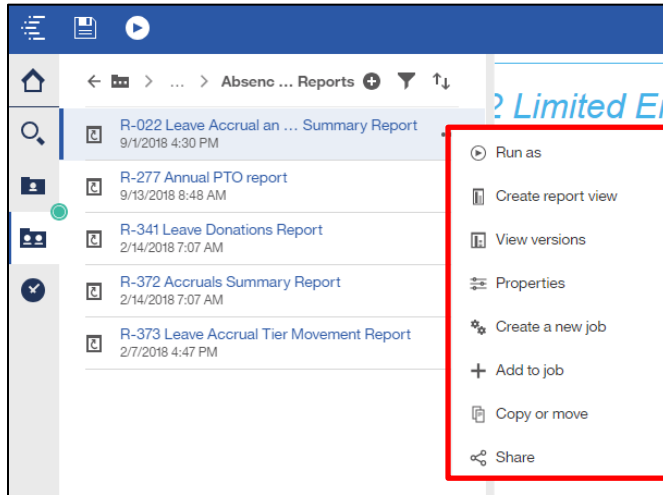
Button	Definition
	Previous: Move up in the folder hierarchy by one level.
	New: Create a new folder in the current folder structure. This is available to all users in the My content folder. Availability is restricted in the Team content folder.
	Type: Filter search results based on object type and modified date.
	Sort: Order folder contents by name or modified date in ascending or descending order. Default sort is by name in ascending order.

Search Area Toolbar

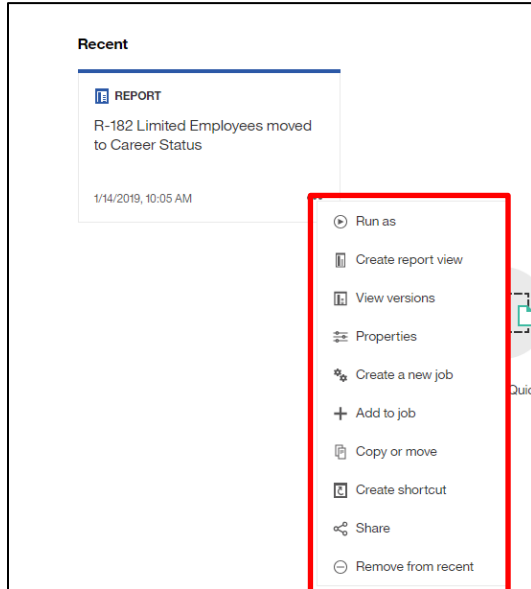


Button	Definition
	Save search: Save your search settings for future use.
	Narrow your search: Filter search results based on object type and modified date.

Report Actions Menu/More Menu



OR



Button	Definition
Run as	Select the report output type and run in background mode.
Edit report	Open the report in editing tool for changes/edits. Access to this option is restricted.
Create report view	Use this option to create a scheduled version of the report.
View versions	Display any previously saved report output.
Properties	Display the report owner, report creation/modification dates and report description, if available.
Create shortcut	Create a shortcut to the report in your My content folder.
Create a new job	Schedule a report to run automatically. A job identifies a collection of reports, report view, and other jobs that are scheduled to run together and share the same schedule settings.
Add to job	Add a report to an existing job to run automatically. A job identifies a collection of reports, report view, and other jobs that are scheduled to run together and share the same schedule settings.
Embed	Copy report URL (with iframe) to other applications. This is not recommended.
Share	Copy report link to share with other users, such as pasting it in an email.
Remove from recent	Delete the report from your recently accessed reports list.