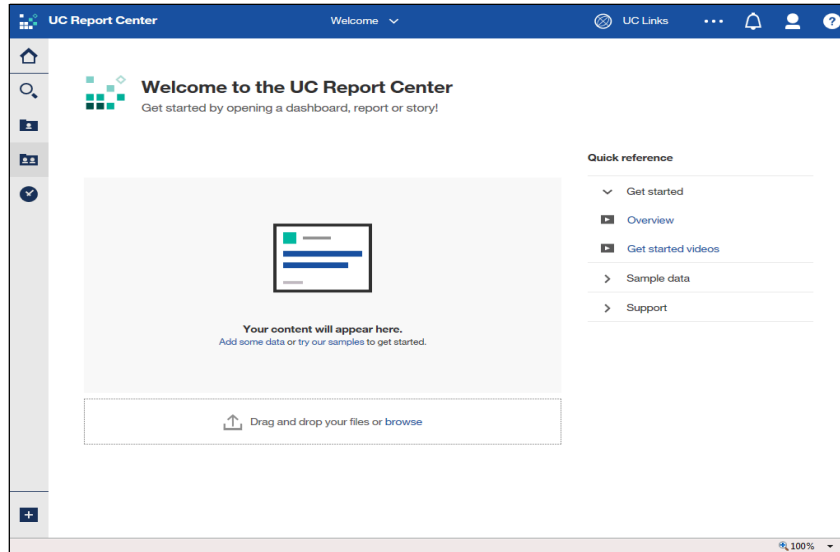



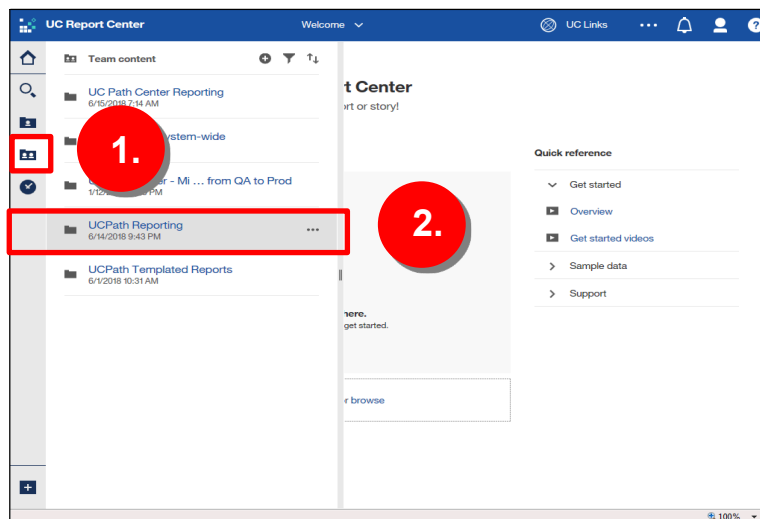
Run Cognos Report

Use this job aid to run a Cognos report.

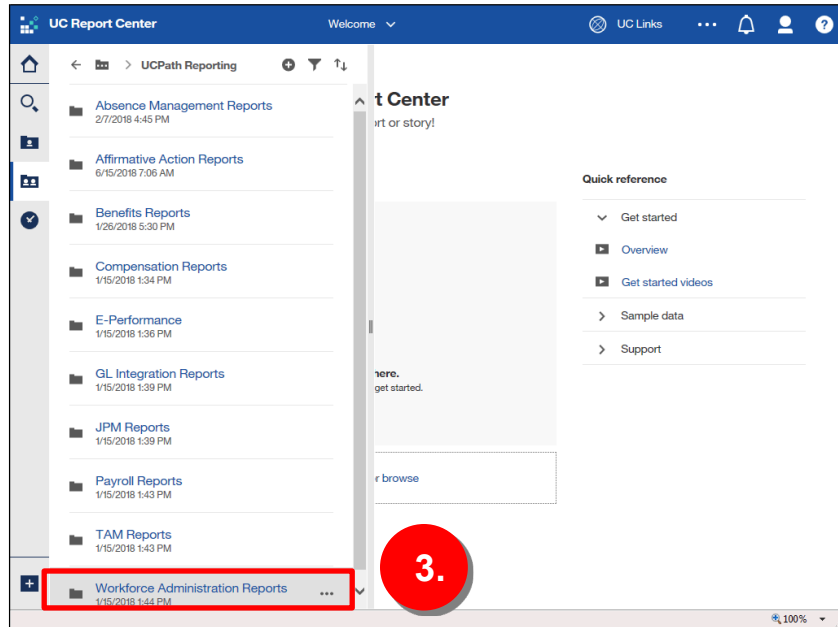
UCPath Navigation: Quicklinks > Cognos Reports



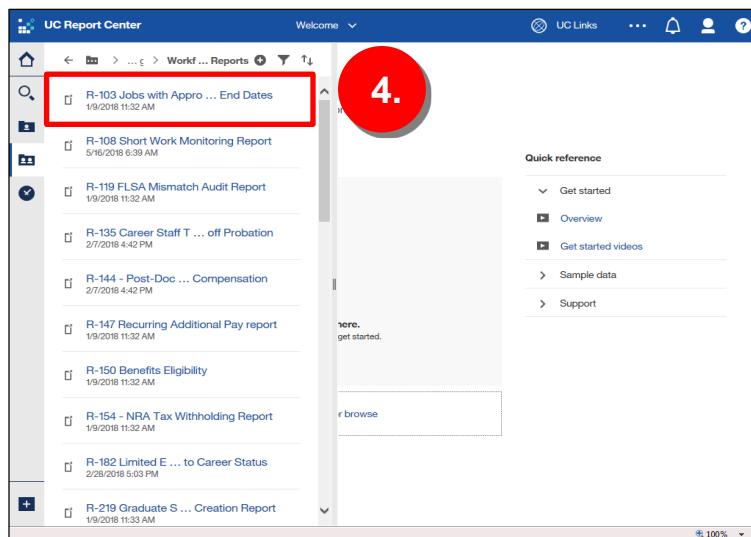
Step	Action
1.	<p>Start by finding the report or shortcut.</p> <p>For this example, click the Team content button from the Navigation Panel.</p> 




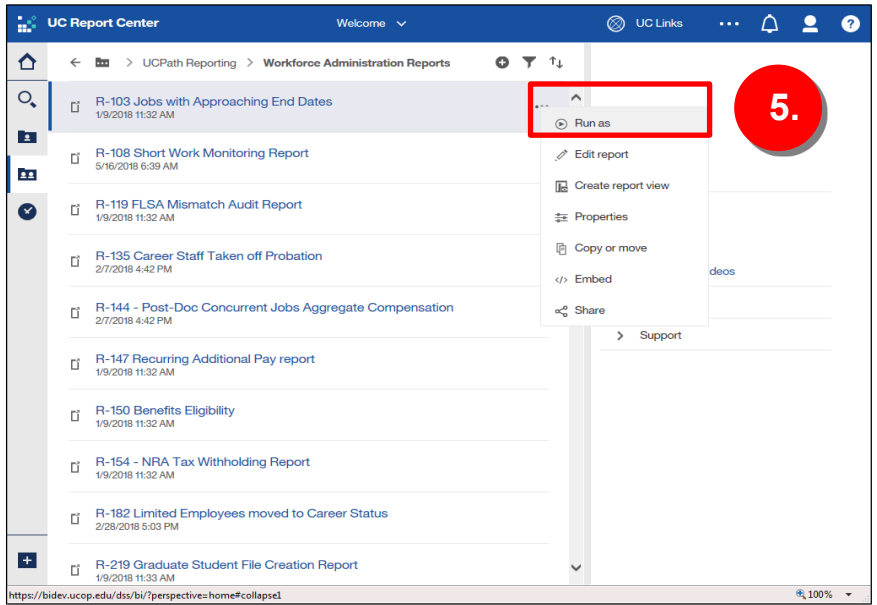
Step	Action
2.	For this example, click the UCPath Reporting link. UCPath Reporting

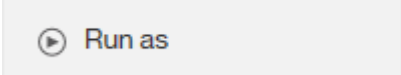


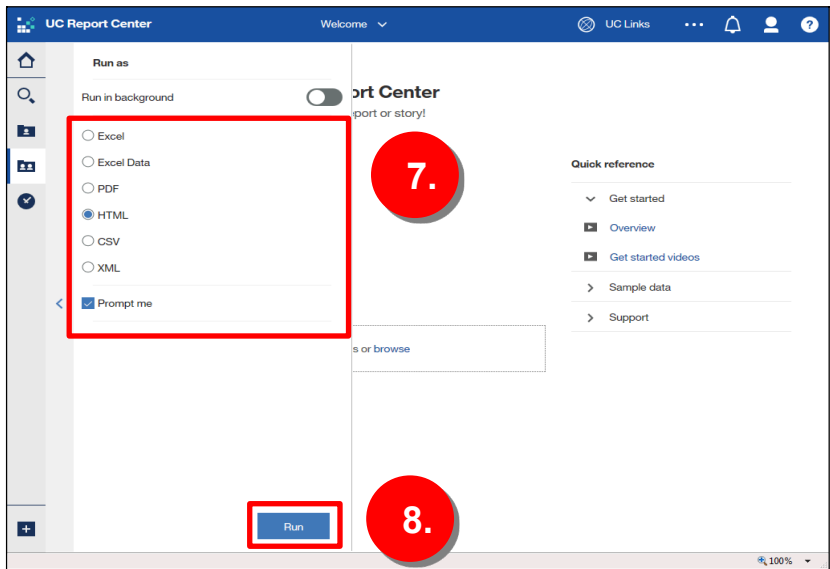
Step	Action
3.	For this example, click the Workforce Administration Reports link. Workforce Administration Reports




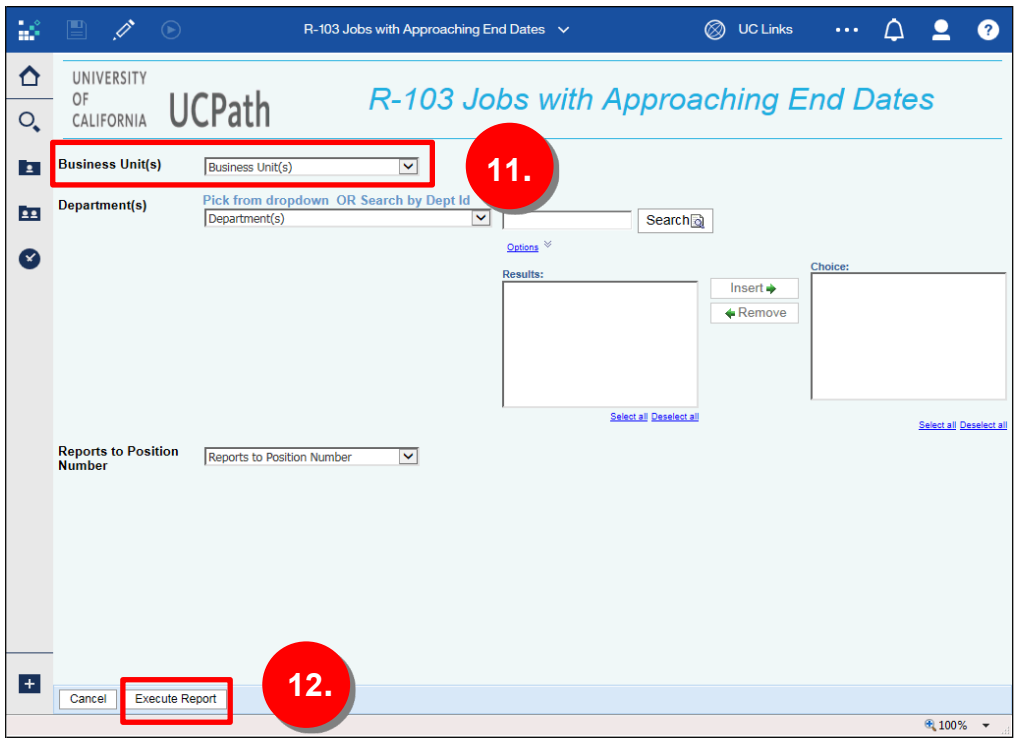
Step	Action
4.	You can click a report or shortcut title to run the report in the default format (HTML), but you also can use the More menu.
5.	For this example, click the More button for the R-103 report. 


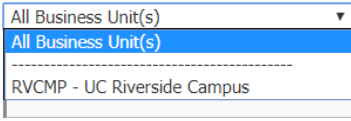
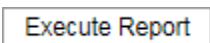


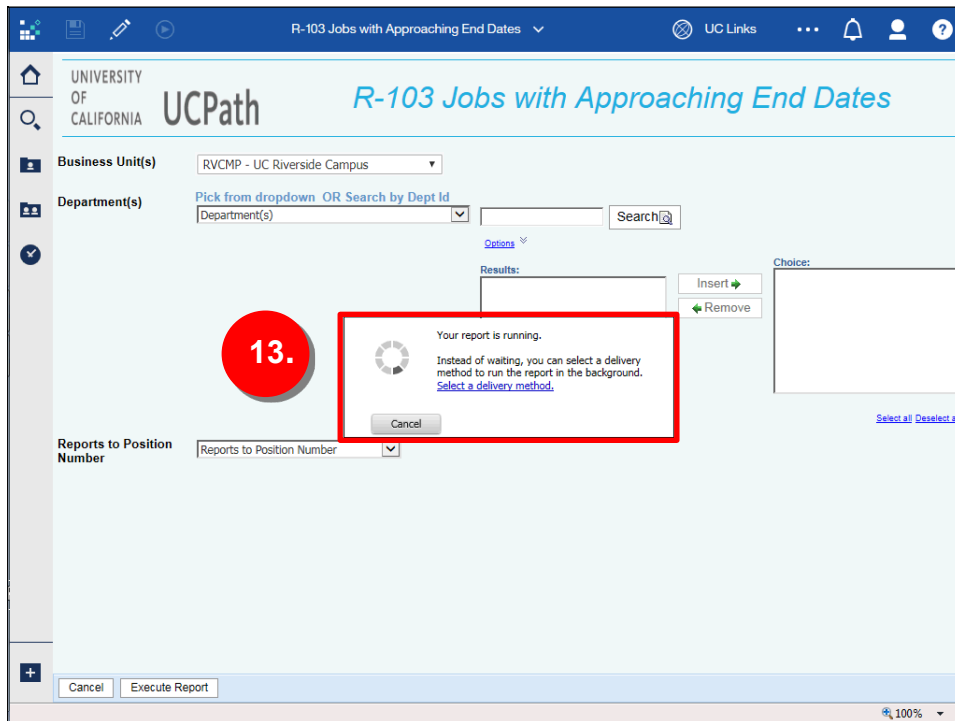
Step	Action
6.	Click the Run as menu to choose the output format. 



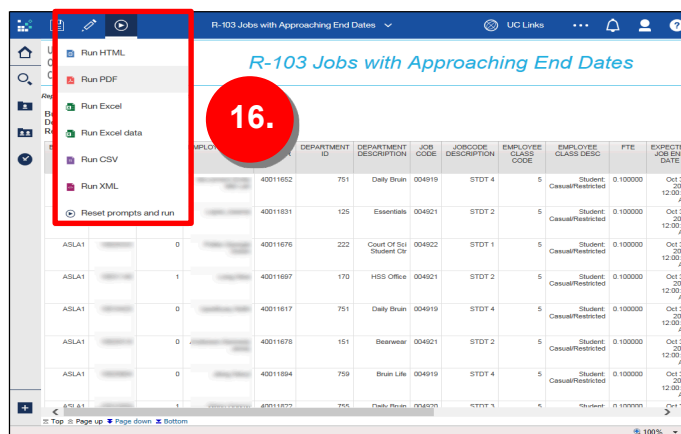
Step	Action
7.	The default output format is usually HTML. You may prefer Excel, PDF or CSV depending on what you want to do with the report results.
8.	Click the Run button. 




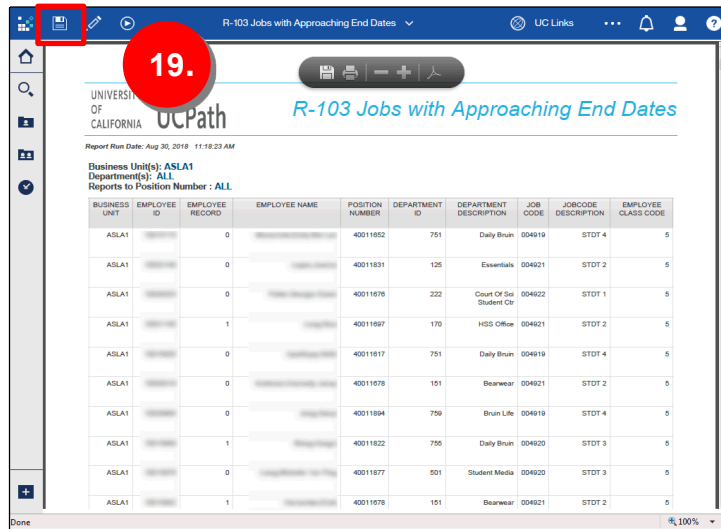
Step	Action
9.	If the report has parameters, the prompts appear. You must enter values for any parameter that displays an orange asterisk (*) next to the field. There are no required parameters for this report, but let's specify a business unit.
10.	Click the button to the right of the Business Unit(s) field. 
11.	The code for the UC Riverside campus is RVCMP, click the RVCMP list item. 
12.	Click the Execute Report button. 



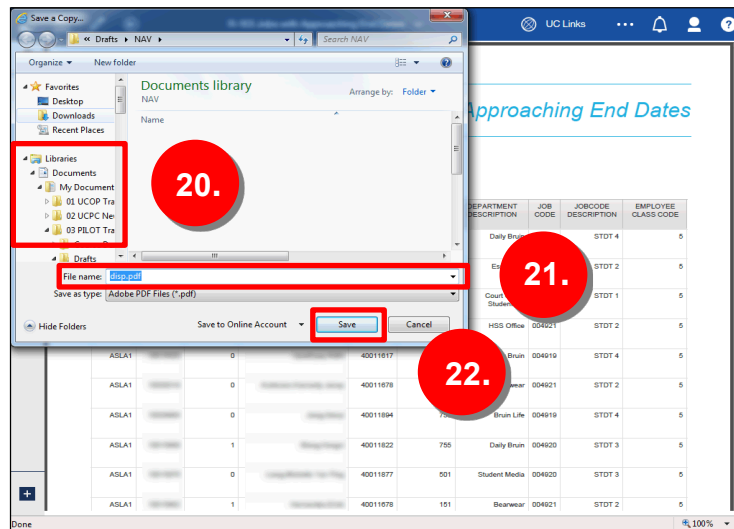
Step	Action
13.	A message indicates the report is running. You can click the Select a delivery method link if you want to save or print the output, but you also can choose these options when the report results appear.
14.	The report results appear. The run date and time, as well as the report parameters, appear at the top of the report.
15.	Use the scroll bars, as well as links at the bottom of the page, to navigate through the report results.
16.	After the report results appear, you can change the output format. Click the Run as button.

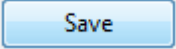


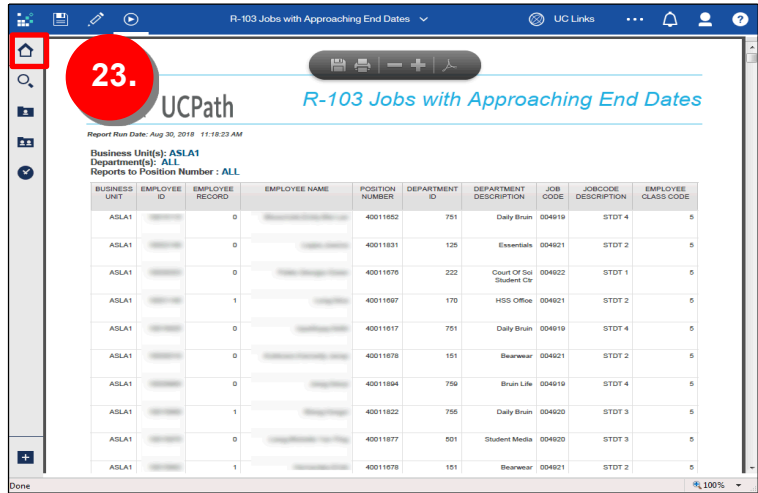
Step	Action
17.	You can choose a different output format. If you click the Reset prompts and run option, the parameters are cleared and you will be prompted to enter parameters again.
18.	For this example, click the Run PDF menu to display these results in the PDF format. 




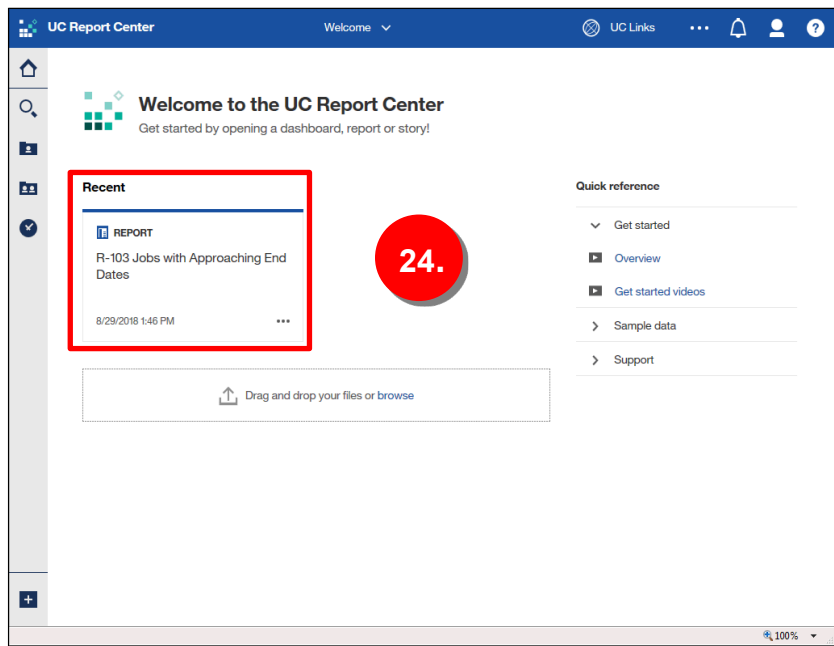
Step	Action
19.	The PDF format appears. You can print or save the results. For this example, click the Save button.




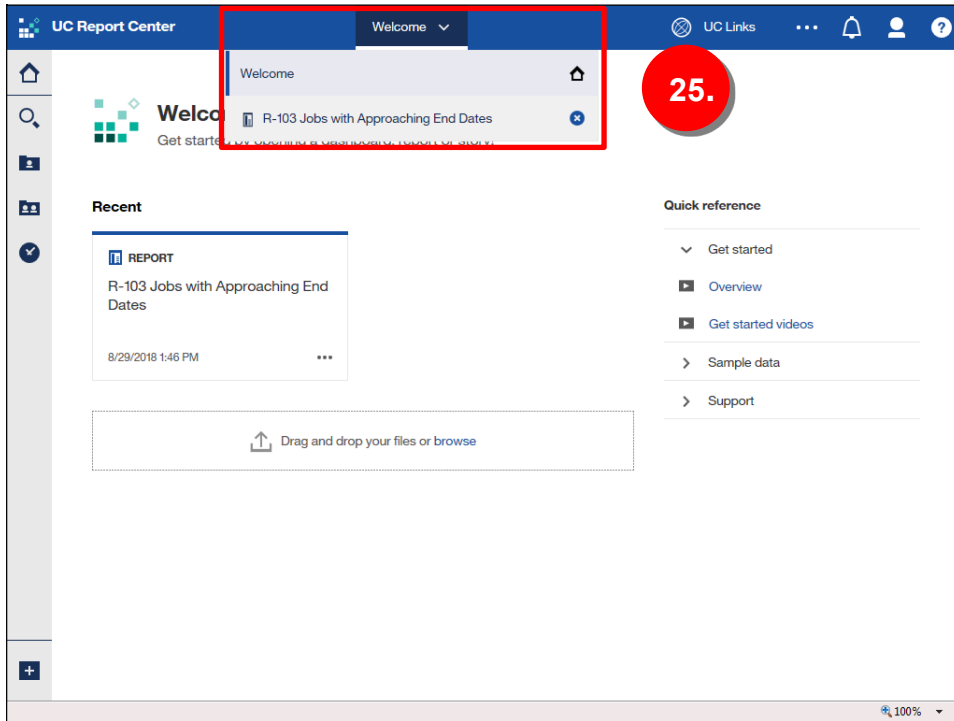
Step	Action
20.	Select the location where you want to save the report results.
21.	Enter the desired information into the File name field.
22.	Click the Save button. 




Step	Action
23.	Click the Home button. 



Step	Action
24.	Notice the report appears in the Recent list on your Cognos home page. You can also find this report on the Recent list on the Navigation menu.
25.	Click the Welcome button. 



Step	Action
26.	Notice the report results are still open in your Cognos session. The results were not closed when you clicked the Home button. You can use this to toggle between multiple reports. For this example, click the Close button. 
27.	Click the Welcome link to return to the home page. 