<u>Click</u> on "Team Content" [icon] in the left vertical menu bar and navigate to the report.
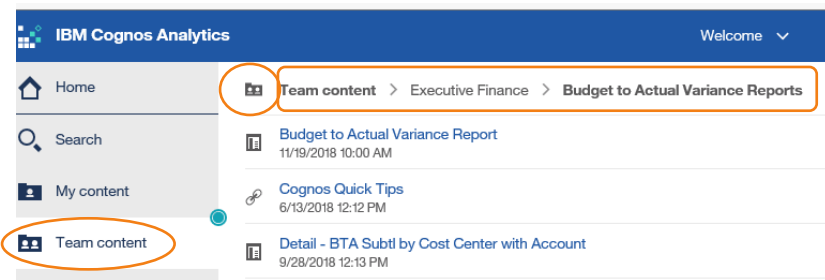
Note: To return to previous folders, click on the folder name in the breadcrumbs above. If the folder path is collapsed, click the folder icon.

Run to Screen (*required for drill to detail*):
<u>Click</u> the report name.

Run to Chosen Format:
Rest the cursor on the report name.
<u>Click</u> the ellipsis (. . .) to the far right.
Click **"Run As"**, select format, <u>click</u> **"Run"**

<u>Complete</u> mandatory prompts if any and optional prompts if you'd like to filter by them. <u>Click</u> **"Finish"**.

If running to Excel: You may be prompted to <u>choose</u>: [Open] [Save ▼]

If warning bar appears, <u>click:</u> [Enable Editing]

When running to Excel, be sure to save the Excel file with a new name before running another report to Excel.

Run reports with drill to detail ability:

<u>Run report to screen</u>
(Note: When running to Excel, the row labels will appear as links. However, there is no drill through from Excel.)

<u>Click</u> on a hyperlinked row label.

<u>Select</u> which version of detail you want to see by <u>clicking</u> on the Report name. <u>Click</u> "**OK**".

The detail report opens in new browser window.
<u>Click</u> the original report tab to return to the summary report.

Printing Reports:

➢ When viewing a report in HTML on screen, click the down arrow next to the play icon. [▶ ⌄]

➢ Select "Run as PDF" (Does not re-run but opens it in PDF view for printing.)

➢ Click the printer icon in the gray bar above the report.

Accessing Cognos:

URL: http://cogprod2:9300/bi/?perspective=home

HELP:

Report content and numbers: Elizabeth Bay x430**7**
Access or using the application: Denise Hidrogo x430**6**