

Cognos Reports User Guide

1. Navigate to **Cognos**.
2. Login with your Montclair State University NetID and password.

IBM Cognos Analytics

Sign in with your **MSU ID**



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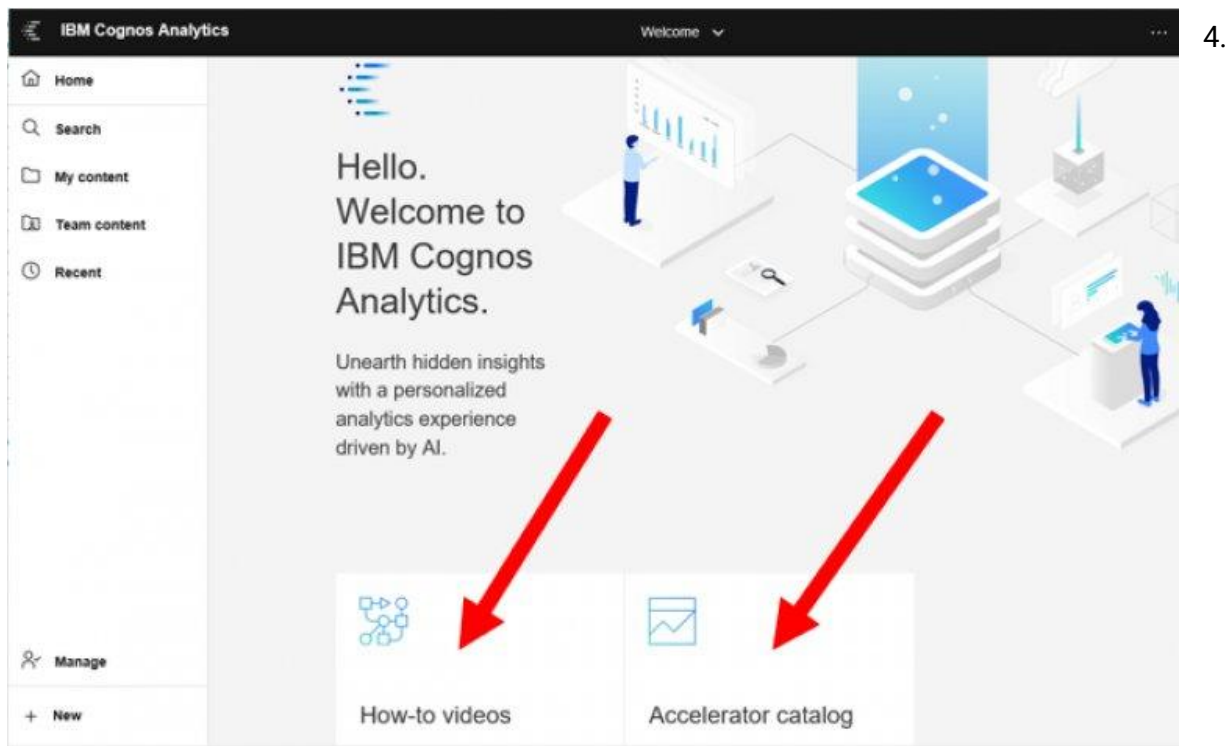


Password

Sign in

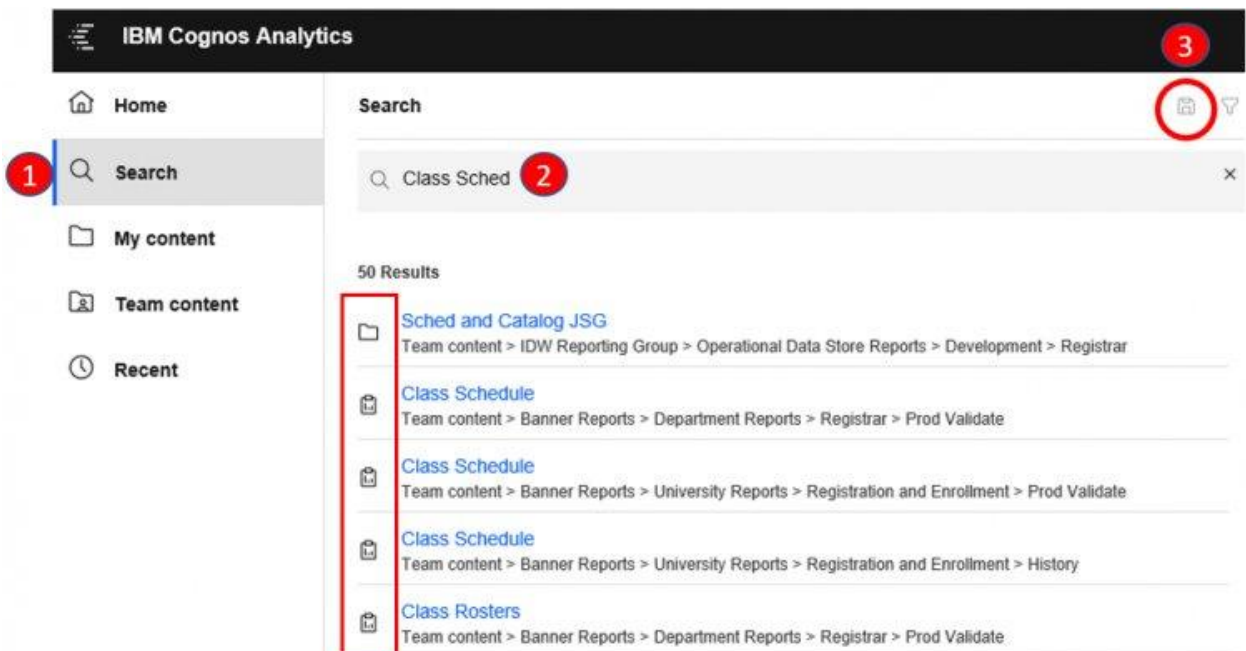
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3. Once in Cognos, we recommend that users check out the “How-to videos” and “Accelerator catalog” menus provided by IBM to get familiar with new features and tutorials, especially if you will be designing your own reports.

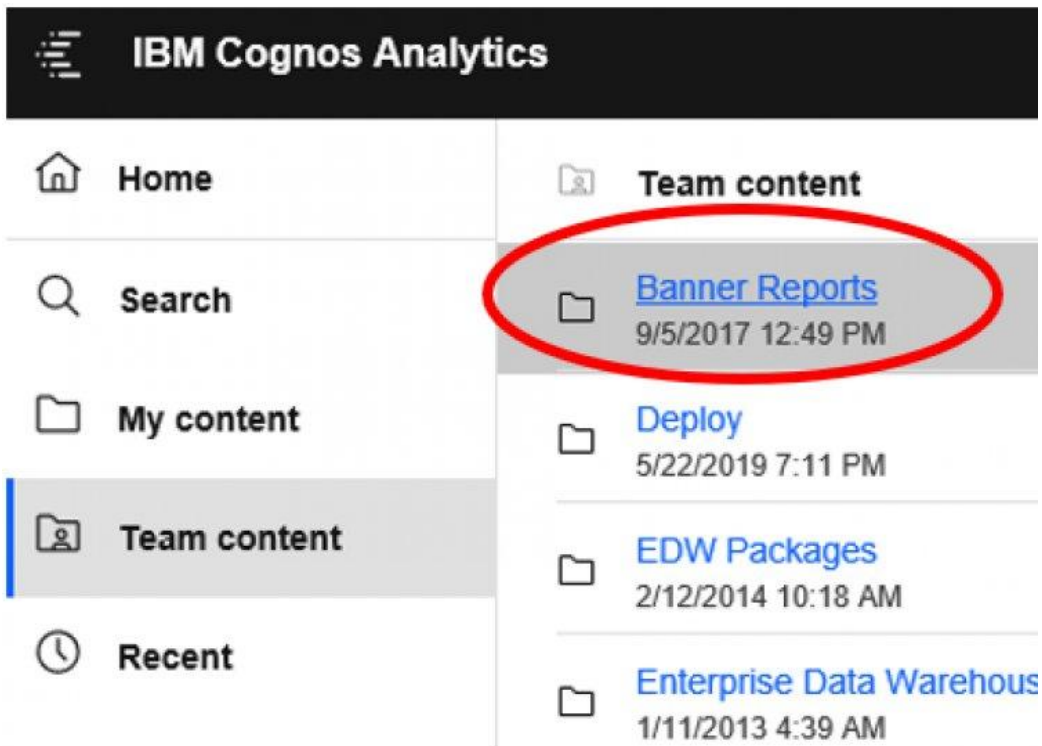


There are several ways of locating a report.

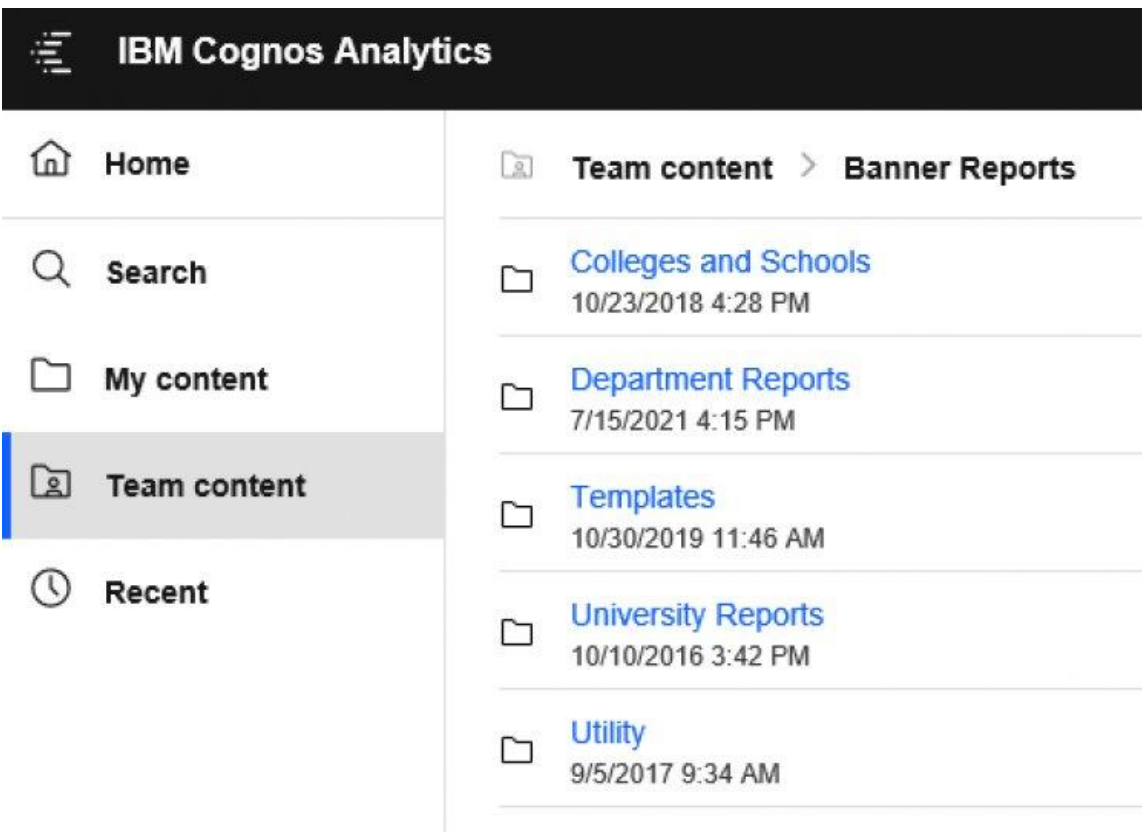
- From the *Top Left* menu, click on the (1) **Search** icon and (2) **type** in the name of the report. Cognos will list any objects that meet the search criteria. Icons on the left of the objects indicate if they are folders, reports or other objects. You can use the (3) **Save** button to save searches that you use frequently.



- Or from the Top Left menu, click on **Team Content**, then select **Banner Reports**.

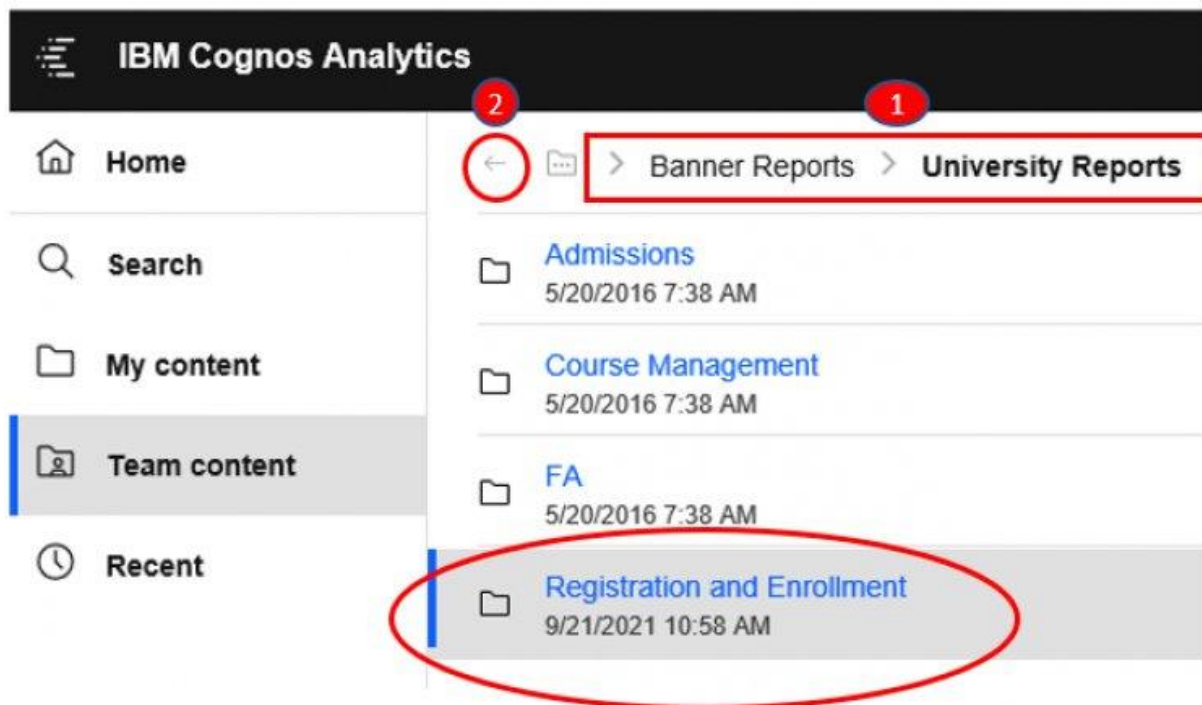


- Within the *Banner Reports* folder, reports are categorized by *Colleges and Schools*, *Departments*, and *registration/enrollment* related reports are under *University Reports*.



5. For this demo, we will be running “Class Schedule”. Click on the University **Reports** folder, and then select **Registration and Enrollment**.

NOTE: As you navigate through the Cognos folders, a (1) breadcrumb trail is created to show the folder hierarchy. If you want to go to the previous folder, click the (2) back arrow next to the breadcrumb trail, not the back arrow of the browser.



6. Scroll down or use **Filter** to find and select “Class Schedule” report.



7. Many reports are built with **prompts** (as in the case of “Class Schedule”) to make it easy for the users to narrow down their report to display only the information they are interested in.

Note: Prompts with asterisk (*) are required.

- Select “Fall 2021” from the drop-down next to *Academic Period* prompt; select “Humanities and Social Sciences” for *College* prompt and “Anthropology” for *Department* prompt. We will leave Subject prompt unselected because it is not required and also because we will like our report to display all subjects under anthropology department.
- Once all the necessary values are selected (1) especially the required prompt’s, click on (2) Finish.

Class Schedule

An asterisk (*) indicates required values.

Academic Period: 202140 - FALL 2021

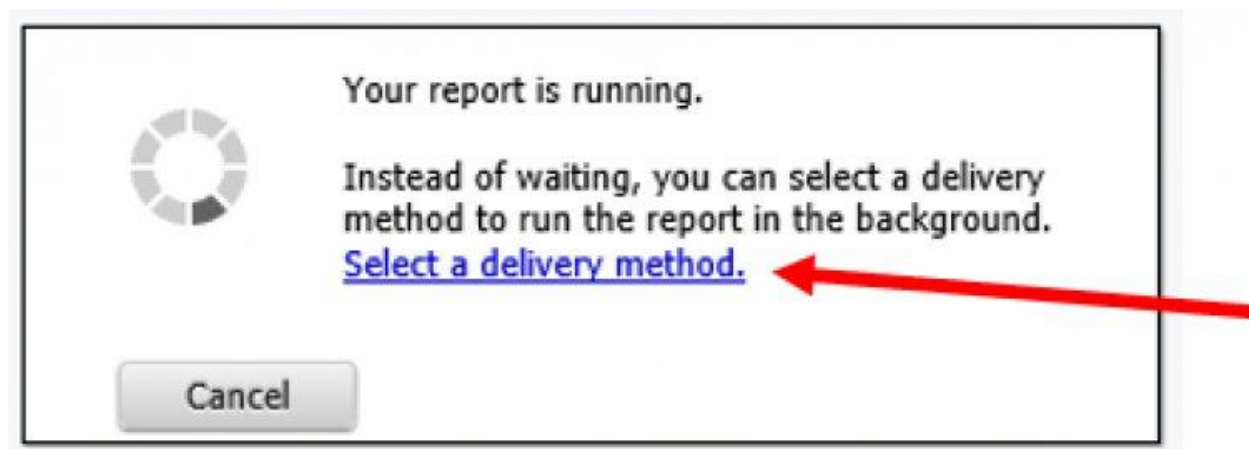
College: Humanities and Social Sciences

Department: Anthropology

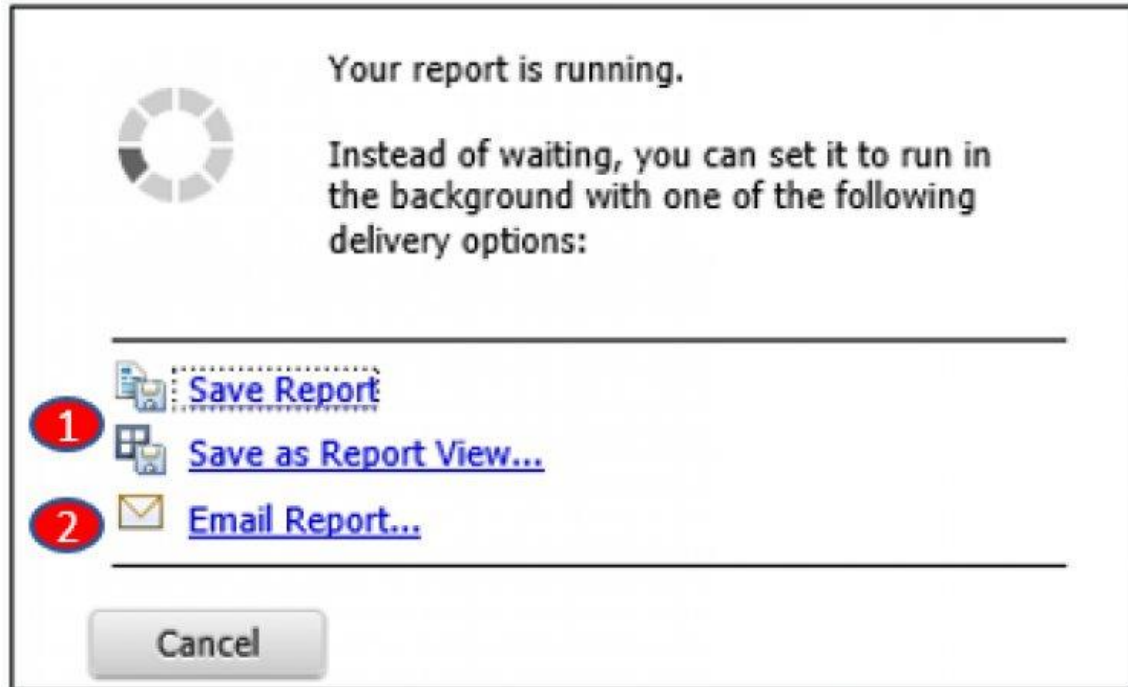
Subject: (empty)

Cancel Finish

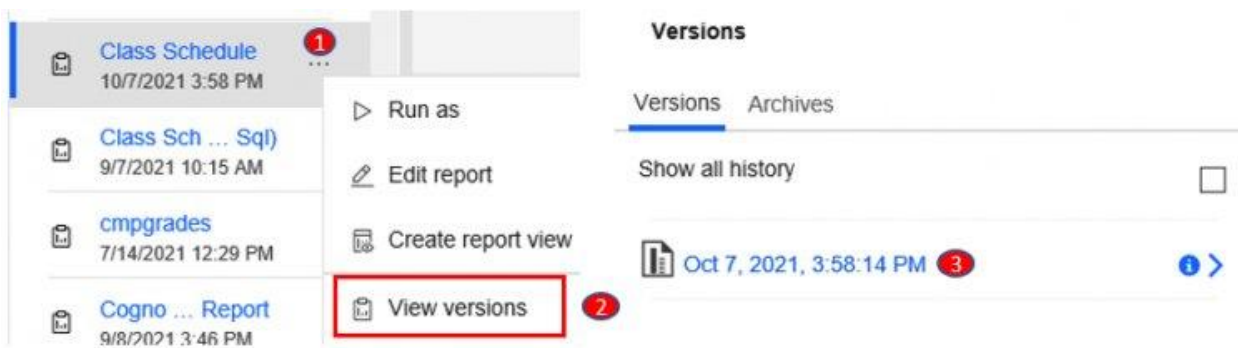
- Once the finish button is clicked, the message below will appear, indicating the report is being executed. You have several options to receive the report. You can wait until the report finish running and display it on the screen or export to other predefined formats (e.g. Excel, PDF etc.)



- Or you can click on the “Select a delivery method” hyperlink (indicated by the arrow in the image above) to save it in the system (1, 2) for you to access it later or even to have the report emailed (3) to you.



- If you click **Save Report** or **Save as Report View** (which will allow you to save it in a location of your choice and rename it), the message box will close and return you to the Home screen. Once the report is done running, you can check to see the output by clicking on the **Ellipses** (1) next to the name of the report, and then click on **View Versions**, you will see a list of reports that were saved (3).



- If you choose to let the report run on its own without selecting a delivery method, then it will display as the image below.

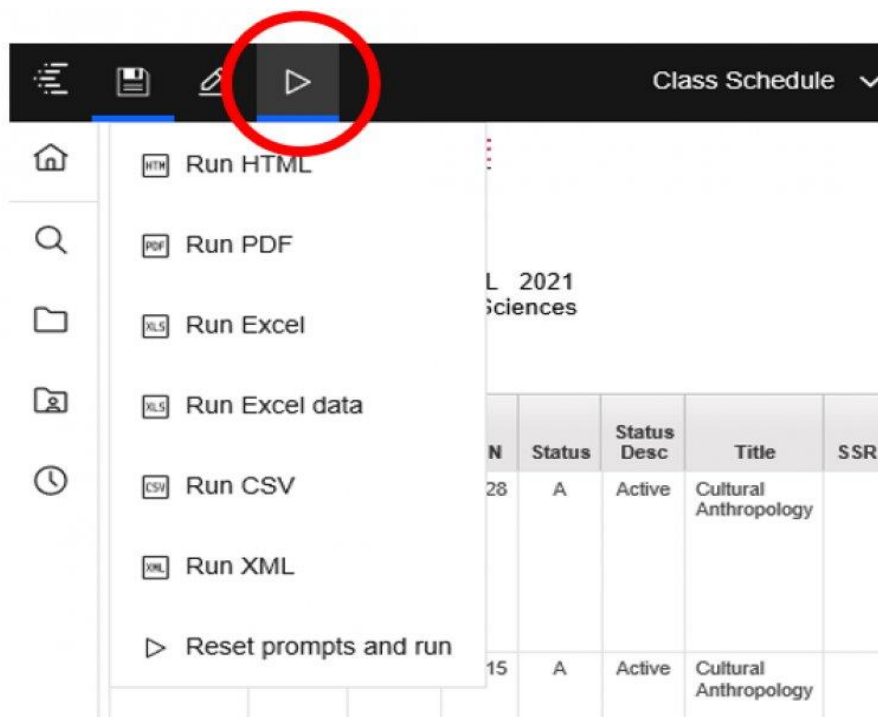
Note: If the report spans more than one page (as in the example below), use the navigation controls in the *lower left* of the screen to see subsequent report pages.

Academic Period: 202140 - FALL 2021
College: Humanities and Social Sciences
Department: Anthropology
Subject: Not Specified

Subject	Course Number	Section	CRN	Status	Status Desc	Title	SSRSYN_LONG_COURSE_TITLE	COLLEGE_DESC	DEPARTMENT_DESC
ANTH - Anthropology (ANTH)	100	01	40028	A	Active	Cultural Anthropology		Humanities and Social Sciences	Anthropology
		02	45315	A	Active	Cultural Anthropology		Humanities and Social Sciences	Anthropology
		03	44366	A	Active	Cultural Anthropology		Humanities and Social Sciences	Anthropology

Navigation controls: Top, Page up, Page down, Bottom

8. If you wish to export the report in a different format outside of the browser, click on **Run as** button. It will open up a list of *report output options* such as Excel, PDF etc.



9. For instance, if you select **Excel** (which is often preferred by many for familiar filtering experiences), the report will run in excel and prompt you with the standard dialog asking if you want to open or save the excel.

The screenshot shows the Montclair State University Cognos report interface. The report is titled "Class Schedule" and displays a filtered view of the class schedule for the Academic Period 202140 - FALL 2021, College: Humanities and Social Sciences, Department: Anthropology, and Subject: Not Specified. The report data is presented in a table with columns: Subject, Course Number, Section, CRN, Status, Status Desc, Title, SYLN_LONG_COURSE_TITLE, COLLEGE_DESC, and DEPARTMENT_DESC. The table shows two rows of data for ANTH - Anthropology (ANTH) with Course Number 100, Section 01 and 02, CRN 40028 and 45315, Status A, Status Desc Active, and Title Cultural Anthropology. A large blue arrow points from the report data to an Excel download dialog box. The dialog box is titled "Do you want to open or save Class Schedule a8144d7d9.xlsx (56.6 KB) from cognos.montclair.edu?" and has buttons for Open, Save, and Cancel.

Subject	Course Number	Section	CRN	Status	Status Desc	Title	SYLN_LONG_COURSE_TITLE	COLLEGE_DESC	DEPARTMENT_DESC
ANTH - Anthropology (ANTH)	100	01	40028	A	Active	Cultural Anthropology		Humanities and Social Sciences	Anthropology
		02	45315	A	Active			Humanities and Social Sciences	Anthropology

Congratulations! You have now run a filtered Cognos report. Once you have extracted report data, you must handle it in a manner consistent with MSU data security standards. *

NOTE: As a reminder, the Family Educational Rights and Privacy Act (FERPA) requires that student record information be used only for "legitimate educational interest" and not be dispersed to any third party outside of Montclair State University.

And Always remember to **log off** when you are done with Cognos Reporting activity.