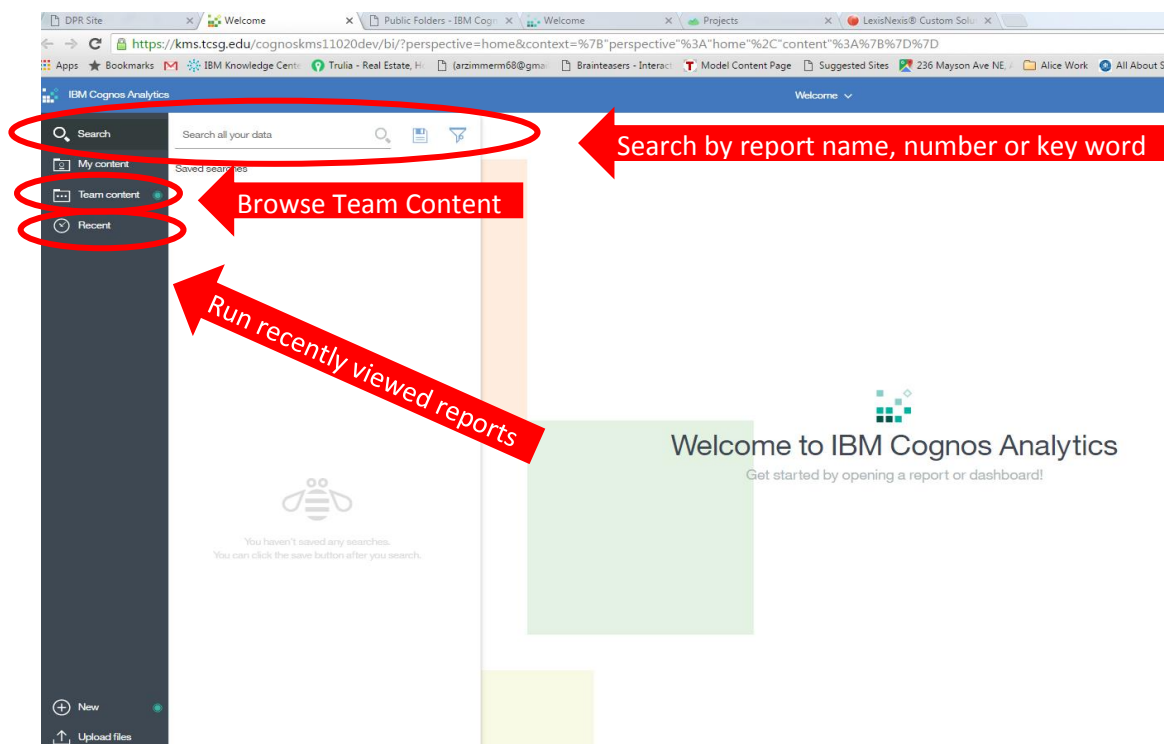# How to Run a Report in Cognos Analytics v11

Launching Cognos Analytics v11

1. Log on to KMS
2. Click the "Report Portal" link at the upper right hand corner of the KMS home page to launch the Cognos Analytics Welcome Portal.
3. Locate and run an existing reports using one of three methods:

   a) **Search**: Type a report name, report number or key word in the "Search" field in the upper left corner of the screen. Press Enter to find one or more report or folder with your search term.

   OR

   b) **Browse**: Click "Team Content" or "My Content", in the upper left part of page, to access the folders containing the Cognos reports. Browse folders and select the report that you would like to open. The standard KMS reports (system and college level) prepared by DPR are saved in the "Team Content, Technical Education" folder. At this time, only a portion of all KMS reports are available through Cognos. The "My Content" folder is reserved for your personalized reports and dashboards.

   OR

   c) **Recent**: You may also access and recently viewed reports by clicking "Recent".

4. If required, select the Report Year, Reporting Period, College and/or other criteria for your report values.
5. Press "Submit" or "Finish" to run the report.

Modifying a Cognos Analytics v11 Report

Pre-Designed Options

Cognos Analytics offers expanded self-service options. Some reports were designed to allow the user to filter the data from within the report view.

1. Select values (e.g. educational levels).
2. Press "Submit" to re-run the report.

User-Designed Options

Reports may also be modified by the user and customized to include additional data or dimensions.

1. Click the pencil in the upper left margin to view report in design editing mode.

2. Click the file cabinet icon in the left corner to access available report tables.
3. Select the desired package and dimension.
4. Drag field into report to add an additional level of detail to the data. (e.g., by gender).
5. Click the "Run Options" button on the top menu bar. You may run as HTML, PDF, Excel, Excel data and CSV.

6. Click appropriate prompts.
7. Press "Submit" to re-run the modified data.

Locked-Reports

TCSG has locked some reports to ensure that the data accessed by users is consumed in a standard format. These reports may be run and consumed but not modified by the user. The user will know that the report is locked by the absence of a pencil icon in the upper left corner.