Below are the steps to re-link a broken report view to the Source report in ‘My Folders’.

1. If a Report view is broken, the icon to the left of the report name appears broken. Click on the ‘Set Properties’ icon of the report view (See screenshot below)

2. Since the Report view is broken, the Source report shows ‘Unavailable’. Click on ‘Link to a report’ next to it.

3. Click on ‘Cognos’
4. Click on ‘Public Folders’

5. Click on ‘University Financials – Prime’ Folder

6. In the ‘University Financials – Prime’ folder, Select the ‘Reports’ Folder

7. Under the ‘Reports’ folder, select the appropriate folder based on the functional area of the report. In this example, FIN012 - Spendable Balance by Program is a Financial Management
report. So select ‘Financial Management’ folder. If trying to link the report view of FIN022 - Sponsored Project Summary, select the FIN022 – Sponsored Project Summary report from the ‘Sponsored Research’ folder.

8. Select the radio button to the left of the report name and click ‘OK’

9. The Source report on the Set Properties for the report view will now show the Source report path. Click ‘OK’

10. The Report view is now re-linked to the report.