The Cognos home page includes two tabs that appear at the top of the page.

- **Public Folders** tab: Provides access to standard reports that are accessible to all users. In the image below, the Public Folders tab is selected and you see a list of report folders.
- **My Folders** tab: Allows you to create folders to store and schedule copies of reports you frequently use. **Note:** If you want to schedule your report to run at a specific time, you should always save the report in the My Folders tab first.

The folders and reports are listed in alphabetical order, but you can modify the order to meet your needs. Refer to the Customize Cognos Folders/Views job aid for details about creating folders and adding reports to your folders.

**Browse Reports**

You can find reports by browsing the folders on the Public Folders tab. Each report is represented by a hyperlink for the report name.

- Click any folder to expand it and see the list of available folders or reports. The folder hierarchy is similar to the folder structure on your hard drive.
- Continue to browse through the folder structure until you find the report you want to run.
- The “breadcrumb trail” at the top of the page shows you the folders you opened when you browsed the folders. Click any link in the breadcrumbs to navigate back to that folder.
Search Reports

If you do not know the folder for a particular report, you also can search for the report.

1. Type the search criteria in the unlabeled text field in the Cognos header.
2. Click the Search Options button (the drop-down arrow to the right of the Search button), and then select whether you want to search for the criteria from the list of options (for example, Name field and Description field).
3. Click to display the reports that match your search criteria.
Home and Return Buttons

As you browse through folders or search for reports, you navigate away from the home page. Two buttons on the header allow you to quickly navigate in Cognos.

- Click [Home] to go back to the Cognos home page and the **Public Folders** tab. You can navigate to any report.
- Click [Return] to navigate back to the previous page in Cognos. This button is not available from all pages. It is available on the report results page after you run a report.