Accessing Cognos

The best way to access Cognos is through the Prime portal. Any bookmarks that you were using in the past to access Cognos reports may break.

Browser Recommendations

- Internet Explorer is the recommended web browser for Cognos. If you use another browser, formatting, data drill-throughs, and other functionality may not perform as described in this course. For some versions of Internet Explorer, you may need to use the compatibility feature.
- For Mac users, Mozilla Firefox is the recommended browser.
- Do not use the browser’s Back and Forward buttons while in Cognos. Use the links and toolbars within Cognos to navigate in the application.
- Your desktop screen resolution may affect how Cognos appears on your device. Look for horizontal and vertical scroll bars that you can use to display additional report information. You can also use browser zoom features to adjust the report view in your browser.
- Your browser preferences and settings, including pop-up blockers, may impact how Cognos works on your device.

Key Navigation Buttons

- Click (Run) to return to the prompt page for the current report. Note: This button is very useful as it takes you to the prompt page with all of your previously selected parameters. You can modify the report prompts and run the same report with new selection criteria.
- Click (Return) to go back to the folder from which you selected the report. You can select another report in the folder or navigate to another folder.
- Click (Home) to go back to the Cognos home page and the Public Folders tab. You can navigate to any report.

Printing a Report

By default, Cognos displays reports in HTML (web page) format. To change to a printable format, click the View icon ( ) on the top-right of the page and select the View in PDF Format link.
Displaying Prompt Selections in the Report Header

By default, the parameters you select on the prompt page will display in the report header. If you feel that the prompt selections clutter your report, deselect the **Display Prompt Selections in Header** check box on the prompt page. Instead, your report parameters will display on a summary page at the end of the report.