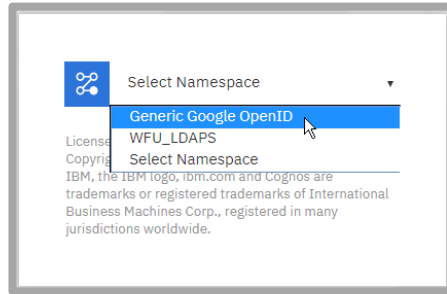


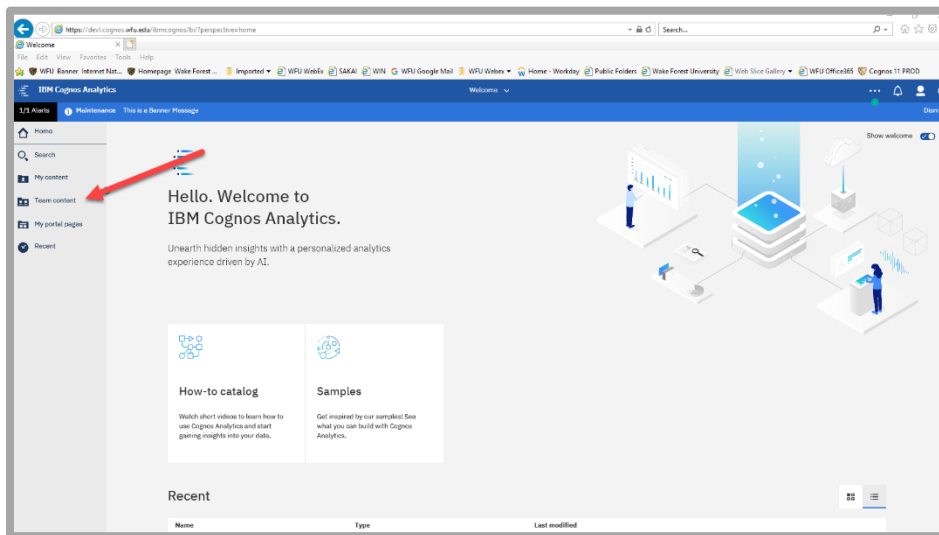
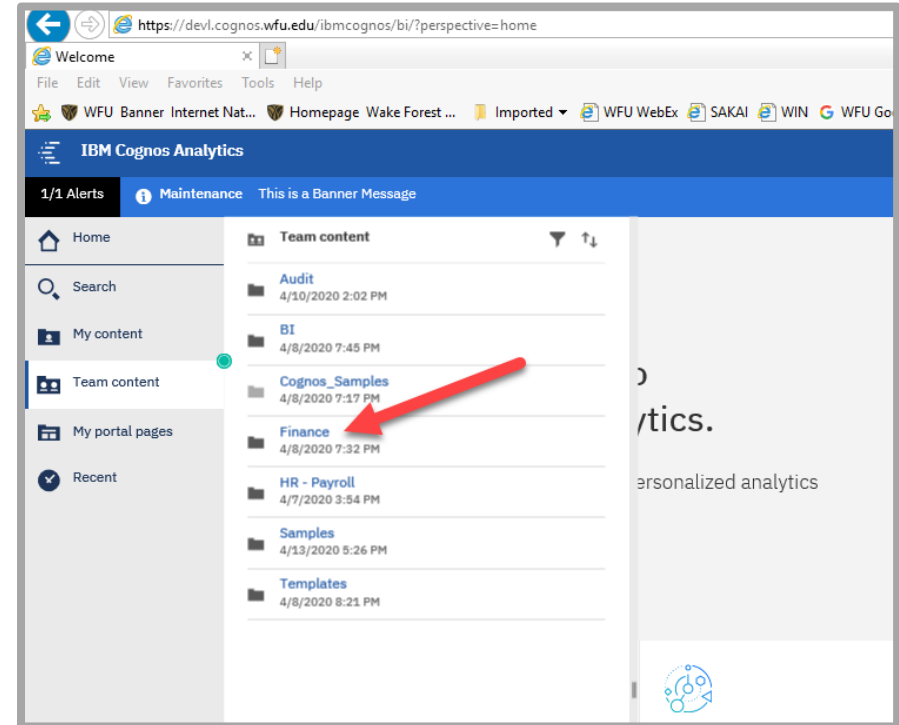
## Instructions for Running a Report in Cognos 11

1. Using Internet Explorer, Firefox, or Google Chrome to access the Cognos Production environment by navigating to this URL <https://cognos.wfu.edu/>.
2. You will see the following screen.



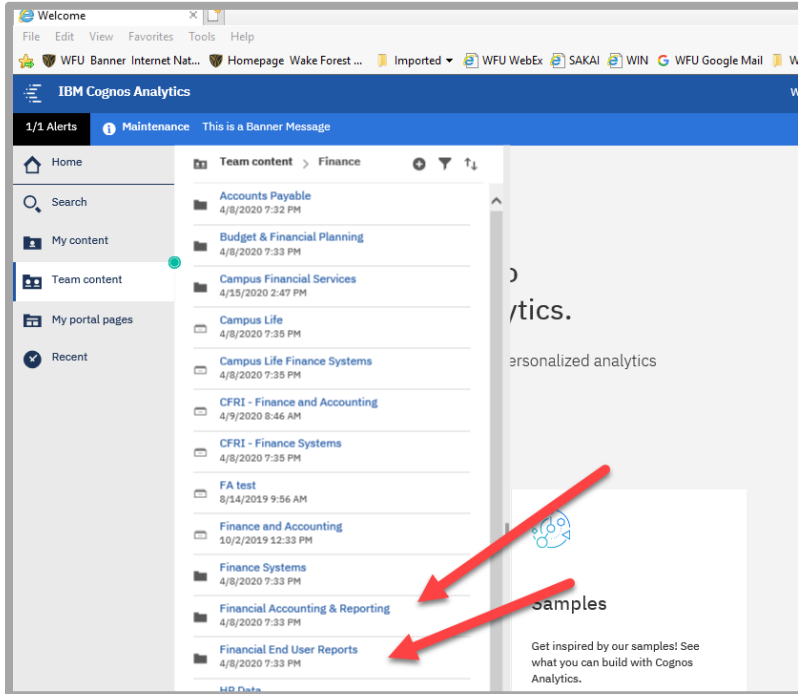
3. Choose Generic Google OpenID.
4. The **IBM Cognos Analytics** welcome page will be displayed. Follow these instructions to navigate to the Finance reports folder.
5. Click **Team Content**.

6. Click on the blue Finance section.



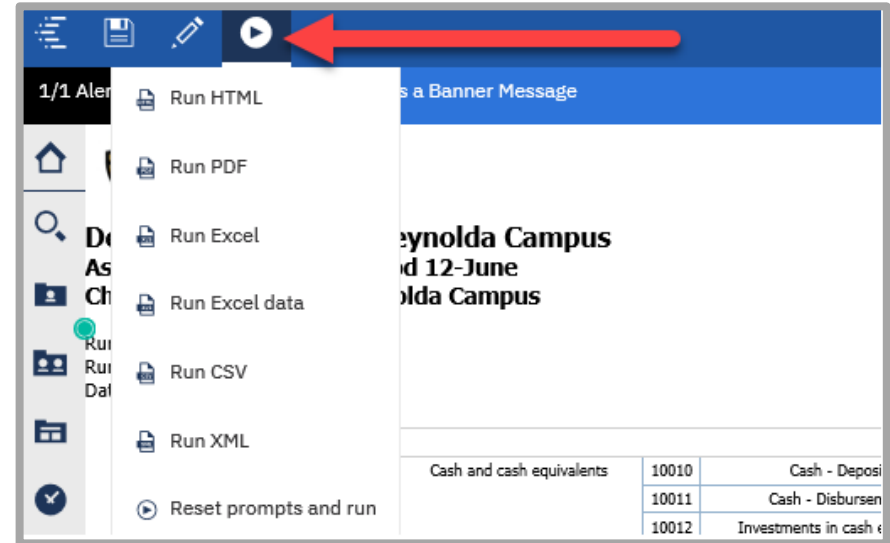
## Instructions for Running a Report in Cognos 11

- Click the blue folder title and select the folder in which the report(s) you want to run can be found.

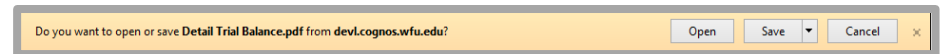


- When you have made your report folder selection, the list of reports and/or sub-folders available in the folder will display.
- Navigate to the report that you want to run.
- You may be prompted to choose a Data source. Select the appropriate EDW (EDWFINPROD/EDWFINPPRD) or Banner (BANPROD/BANPPRD) Data source.
- Complete the prompts as required (or optional) on the Prompt Page for the report.

- Your report will be rendered in HTML by default. If you need to have your report delivered in a different format use the "Run" button (▶), located at the top left corner of the screen.

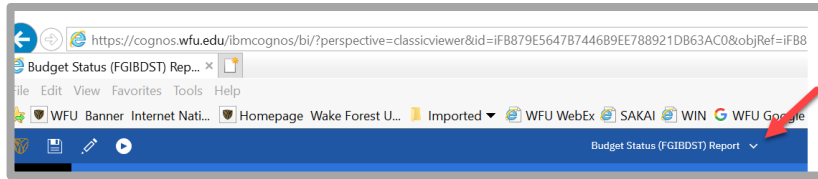


- You will get a message at the bottom of the screen when the report ready to be downloaded.

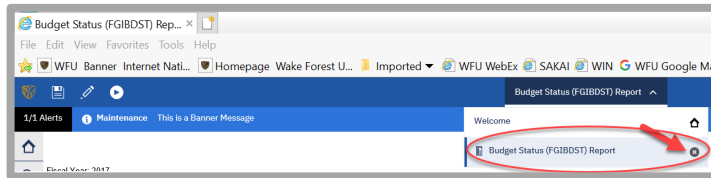


# Instructions for Running a Report in Cognos 11

14. If you want to run the report again, with a different set of prompts, click the pull-down menu next to the report name in the top blue banner.



15. Click the “X” next to the report name.



16. You return to the Welcome Page. Choose “Recent” on the **Welcome Page**; the report that you just ran will be the first selection. Click the report name and proceed as usual.

