Instructions for Running a Report in Cognos 11

1. Using Internet Explorer (IE), log in to the Cognos Production environment by navigating to this URL: https://cognos.ar53.wfu.edu/.

2. Cognos functions best when used in IE. You should log in using the Generic GoogleID, except if you are running a report in the Financial End User Reports folder. You will see the following screen.

3. Choose between Generic Google OpenID (this selection does not require entering a username and password) or WFU_LDAPS (this selection requires entering a network username and password).

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

8. When you have made your report folder selection, the list of reports and/or sub-folders available in the folder will display.

9. Navigate to the report that you want to run.

10. You may be prompted to choose a Data source. Select the appropriate EDW (EDWFINPROD/EDWFINPPRD) or Banner (BANPROD/BANPPRD) Data source.

11. Complete the prompts as required (or optional) on the Prompt Page for the report.

12. 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.

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