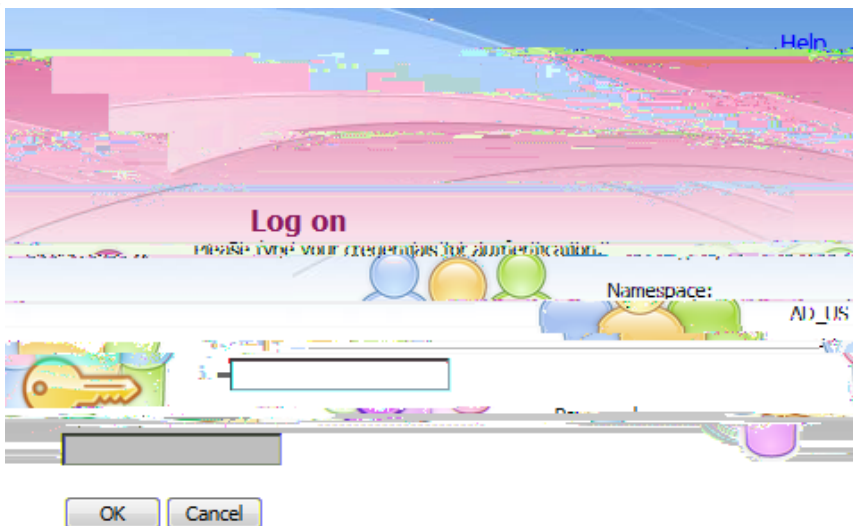

ITS CIS
9/2/2015

1. Quick Guide to running reports in Cognos 10

Step 1 - Navigate to v10 Business Applications login page (<http://www.sussex.ac.uk/its/services/staffservices/businessapplications>).



Step 2 - Enter your usual email login name and password.

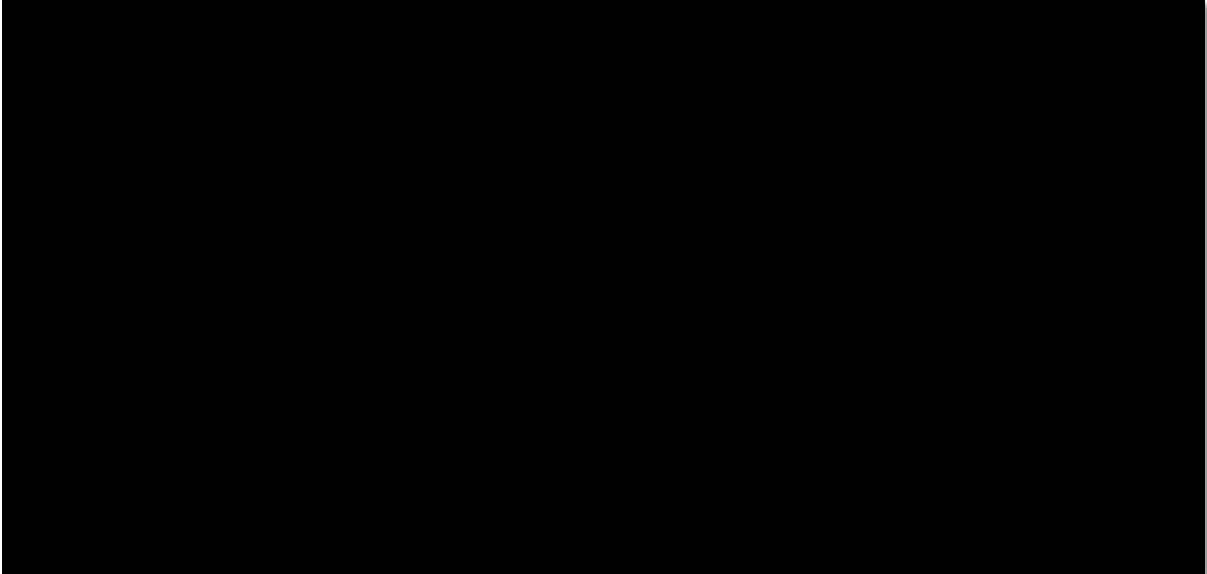
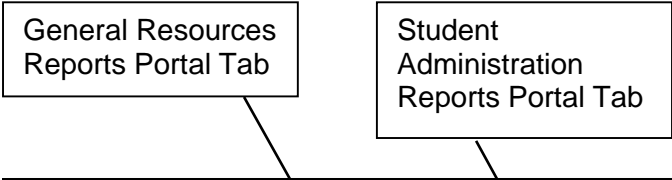


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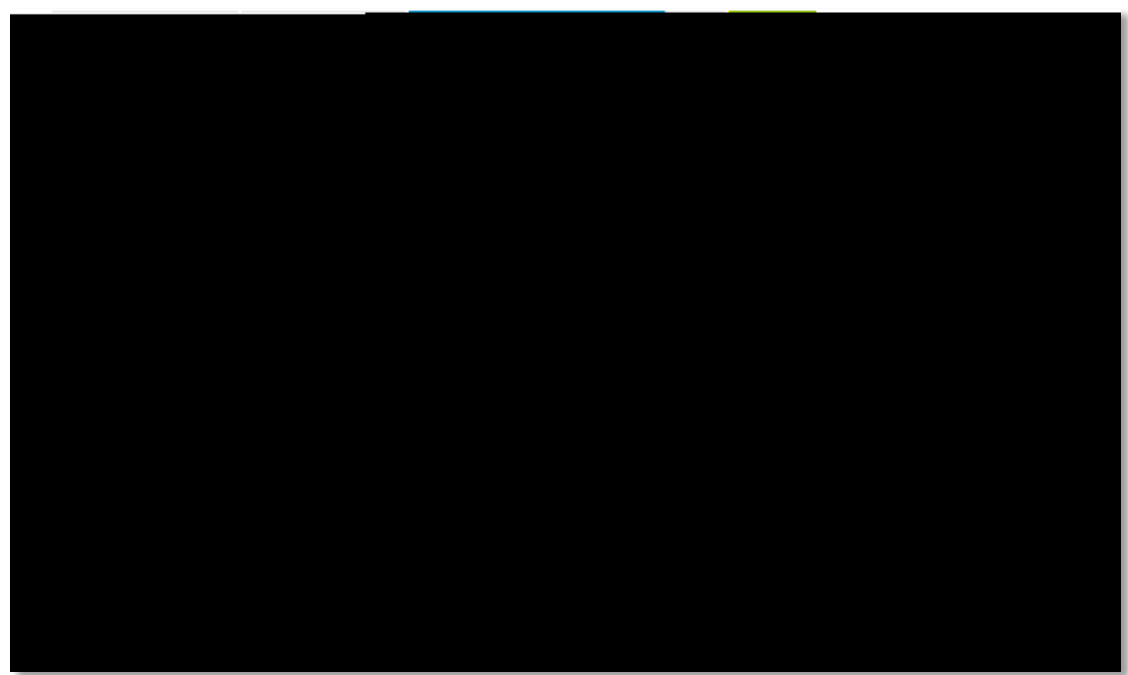


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Step 3 - Locate your report listing in the relevant Cognos portal tab. E.g. For Module Checking reports click on General Resources Portal Tab.



Step 4 - Click on your chosen report from the report listing and enter prompt selections where appropriate.



Student Administration search facility
described above and search for Student Administration or navigate to the parent tab below

Step 1 - On the tab menu to the left of Public Folders, click on the tab icon drop down and

Step 2 - Locate the Student Administration tab at the following location:
Cognos > Public Folders > Portal Tabs > Topic Based Portal Tabs > Student Administration
Portal Tabs

Step 3 - In the select portal tabs screen check the box next to the tab you want to add (in this case Student Administration) and click on the yellow arrow to the right of the selection area to add it to your list. Then click OK at the bottom left of your screen.

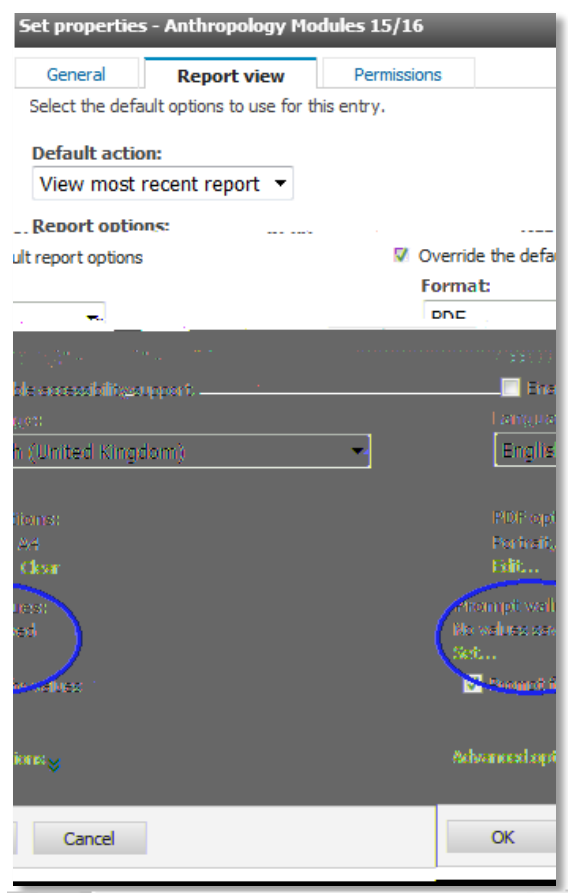
Saving your own copy of the report allows you to configure the following:

- i. Change the def

B. CHANGE REPORT FORMAT

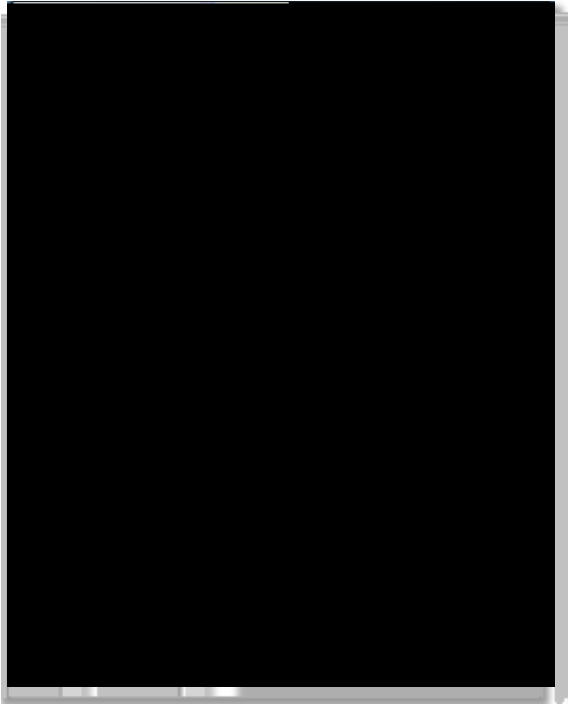
Step 1 -

Step 2 -



Step 3 - make the prompt selections you wish to save in the report prompt page and click finish.

Step 4 - the prompt values section of the report properties page will show your pre-selected prompts. Click Edit to change the prompt selections or Clear to continue to prompt for values. Click OK to save the changes. In the example screen below the prompt selections are being saved for the Module Checking Form report and selections have been saved for academic year and department.



B. PDF REPORTS DO NOT DISPLAY IN BROWSER

To get full functionality from PDF versions of Cognos reports they need to open within the web browser and NOT in Adobe Reader. If your pdf report is opening a separate window in Adobe Reader the settings in Adobe Reader need to be changed to allow PDFs to be viewed inside the web browser. To change these settings:

[For Adobe Reader X or below]

Open Adobe Reader (**Start** then **All Programs** then **Accessories**)
Go to **Edit**, then **Preferences** and click on **Internet**
In the right-hand panel, click the box to **Display PDF in browser**

[For Adobe Reader XI or above]

Open Adobe Reader (**Start** then **All Programs** then **Accessories**)
Go to **Edit**, then **Preferences** and click on **Internet**
Click on **Internet Setting** button
In the dialog box go to **Programs** and click on **Manage add-ons**
Under **Add-on Types**, select **Toolbars And Extensions**.
In the list of add-ons, select **Adobe PDF Reader**.

Note:

If you do not see the Adobe PDF Reader add-on, try the other options on the menu. For example, on some systems, the add-on appears when you select Run Without Permission.

Click the **Enable** or **Disable** button (it toggles depending on the status of the selected add-on):

Enable sets the Adobe PDF Reader add-on to open PDFs in the browser.

Disable turns off the add-on so it does not open PDFs in the browser.

Then close Adobe Reader and try opening the report again