![Texas Tech University Health Sciences Center El Paso logo]

The Cognos System's latest version 11.2.1 provides new, user-friendly, enhanced functions to allow an improved user experience.
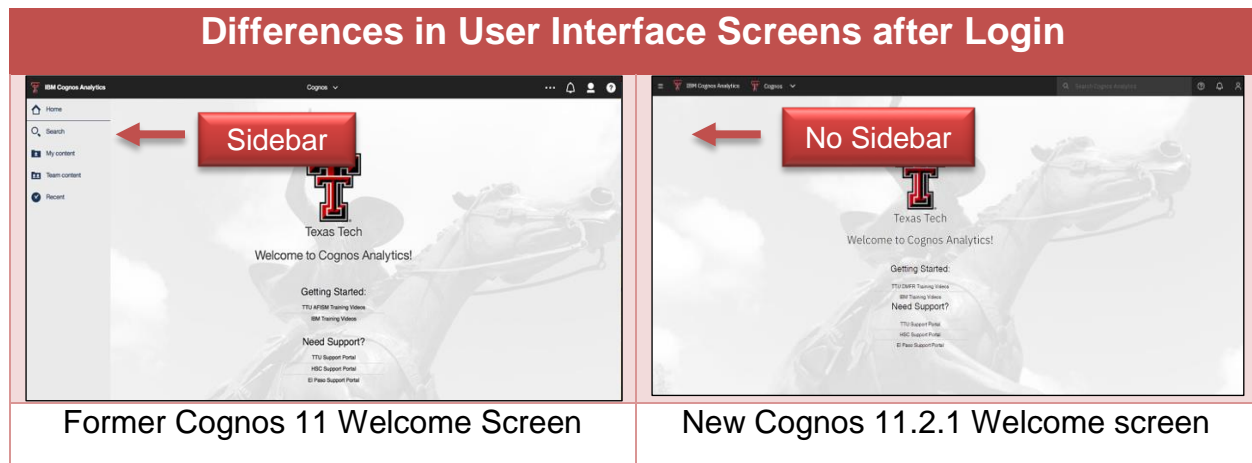
Microsoft's Internet Explorer 11 browser will no longer support Cognos. Please only use the following browsers to access Cognos:

- Apple Safari version: 10, 11, 13, 14 and future fix packs.
- Google Chrome version: Latest Release and future fix packs.
- Microsoft Edge version: Latest Release and future fix packs.
- Mozilla Firefox ESR version: 68, 78 and future fix packs.

PDF drill-throughs are now available in Google Chrome, Microsoft Edge, Safari and Firefox. Cognos may be accessed through the WebRaider/Raiderlink Portal, under the Cognos Tab.

Home Page

Users will notice the sidebar once on the left side of the page no longer appears on the Home page upon login.

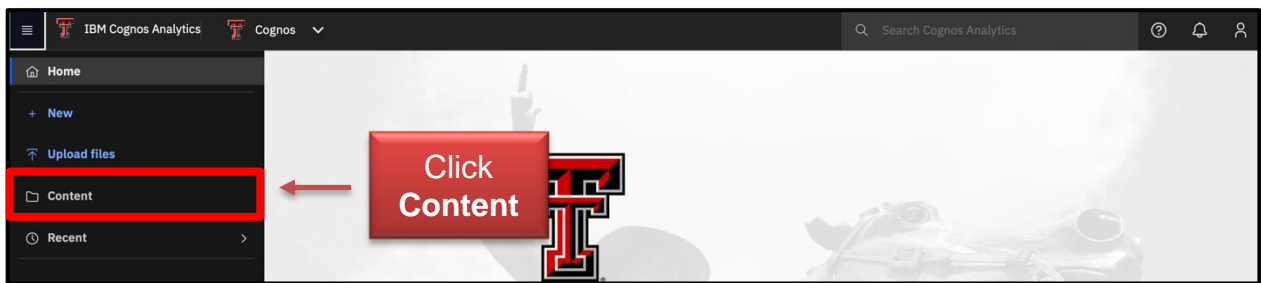| Differences in User Interface Screens after Login	
Former Cognos 11 Welcome Screen	New Cognos 11.2.1 Welcome screen

The new update allows user to select the Open Menu icon located on the upper left corner of the Home page. The Open Menu icon is the main access point to Cognos content and functions.

Select **Menu icon** to access Cognos content and functions

From the menu icon, users have the following options:

- **Content** – access the existing Cognos Analytics content.
- **Recent** – view recently used content.
- **Manage** – access to the administrative user interfaces. This option is only available for users with administrative permission.
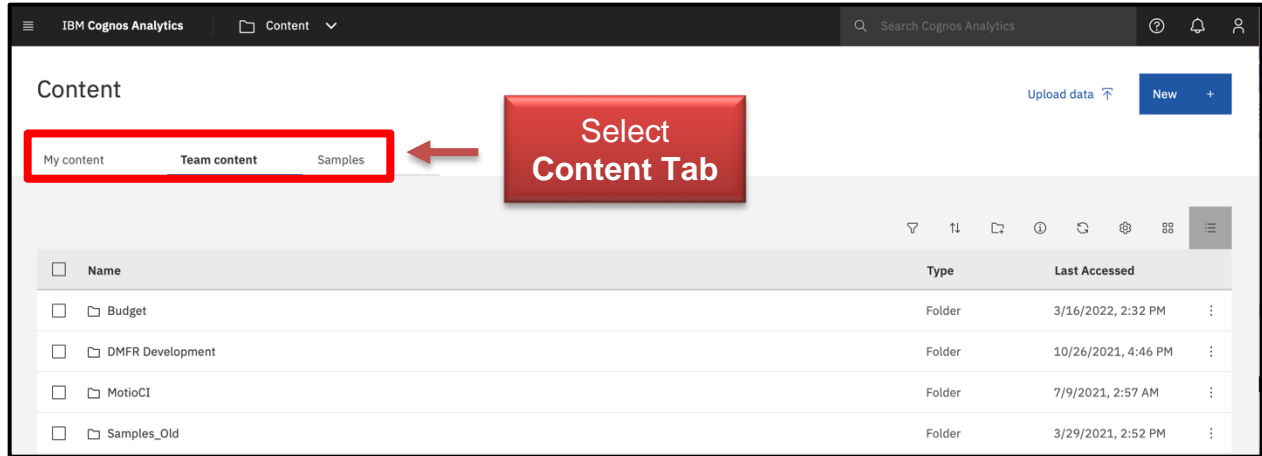
Click the **Content** option to view the My content, Team content and other folders.

Click **Content**

Content View

Users will be taken to the Content page that displays the following tabs:

- **Team content** – the main folder where all shared folders and reports are housed. The items in **Team content** are public and available to all Cognos users with proper permissions.
- **My content** – items in this folder are private and only the user can see them.
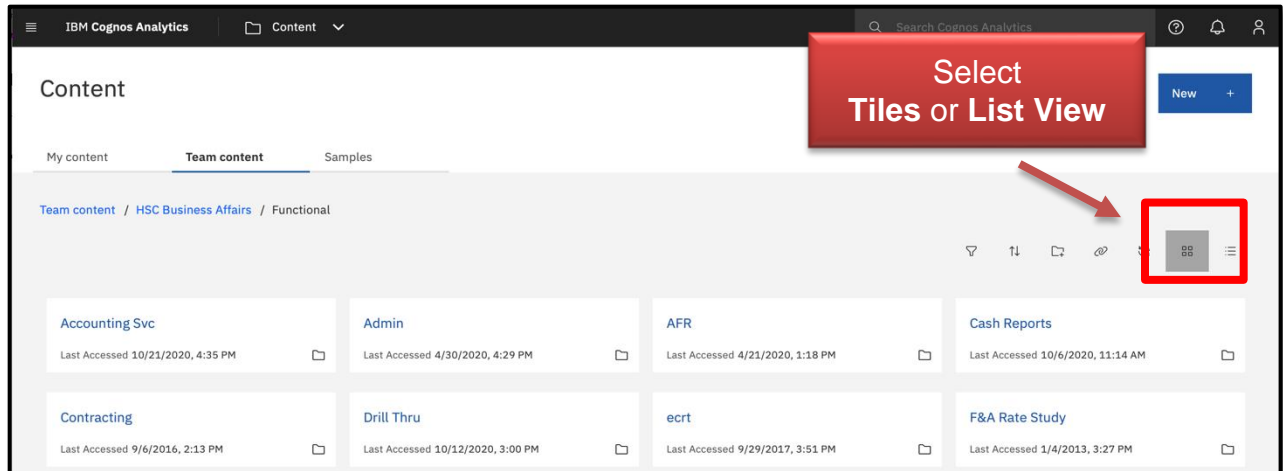- **Samples** – this folder is available when product samples are installed.

The Content view no longer provides a slide-out content window from the left. Instead, the contents of each folder can be displayed in a List view or Tiles view. Bread crumbs will now display just below the Content tab on each page. This is the report visual path that allows users the ability to retrace their steps if necessary.

Differences in Content Folders	
Former Cognos 11	New Cognos 11.2.1

☰ **List view** – this provides Content folders, reports and items in a vertical layout. As shown above.

⊞ **Tiles view** – this provides Content folders, reports and items in a horizontal layout. As shown below.
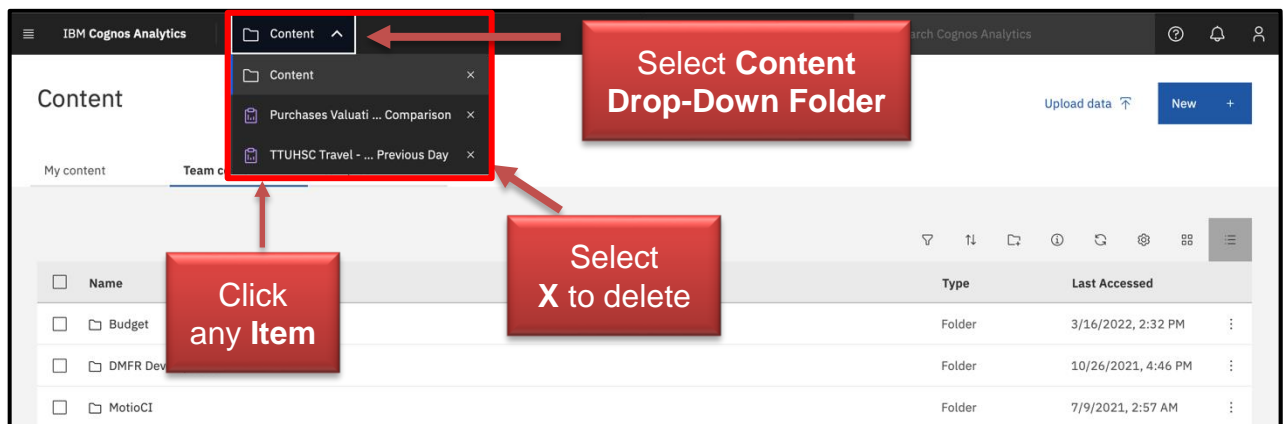
Cognos will now remember your settings if you navigate away from the Content window, then want to return later to that item.

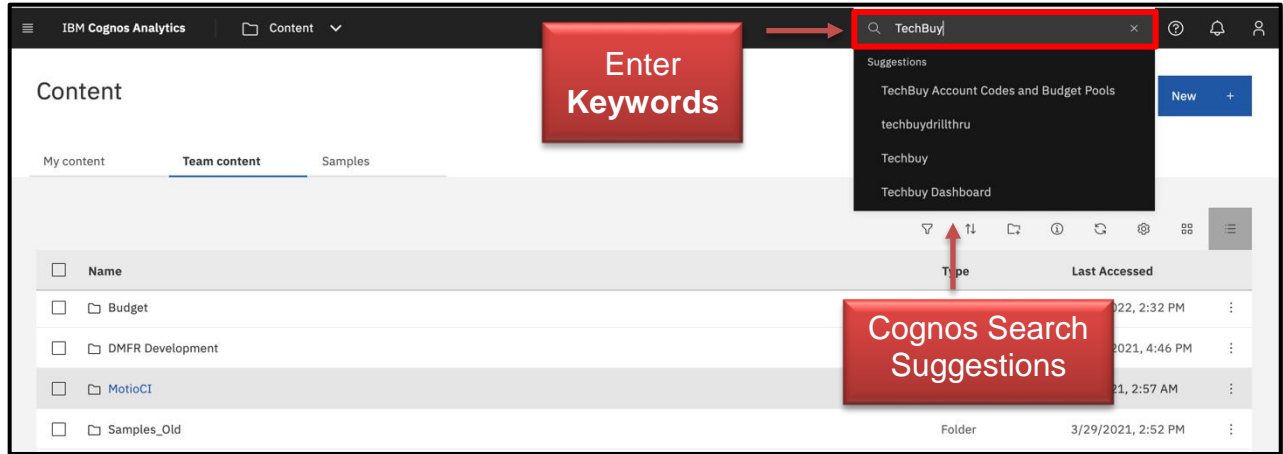## Saved Content and Searches

Saved Content

Content is added to the view switcher located in the top navigation bar of any page. Select the **Content drop-down folder** to reveal your previous content items. Click any **item** to display that material. The data will open in the exact folder, tab or data module as indicated. Select the "**X**" next to any item to delete it from your content.
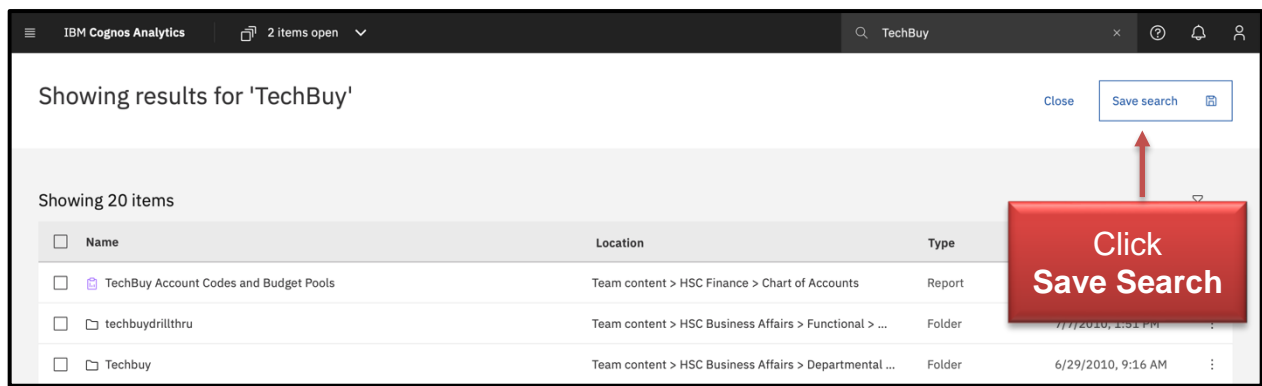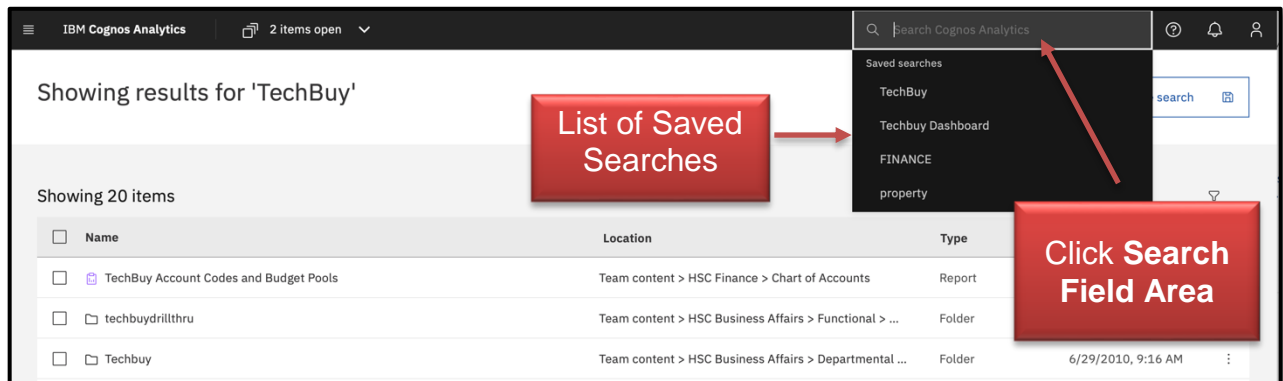

Saved Searches

Users have the option to save a search from the top navigation bar. Enter **keywords** in the search bar. Cognos may provide suggestions to help with your search.

After an entry is selected, a list of possible matches is displayed. Click the **Save Search** icon to save the entire search. To clear the search box, click "**X**". To close the search results, click **Close**.

The search criteria are located in the Search Cognos area. Clear any remaining search text still in the field, and click the area to the right of the hourglass in the black bar. A drop-down list of any saved searches will appear.
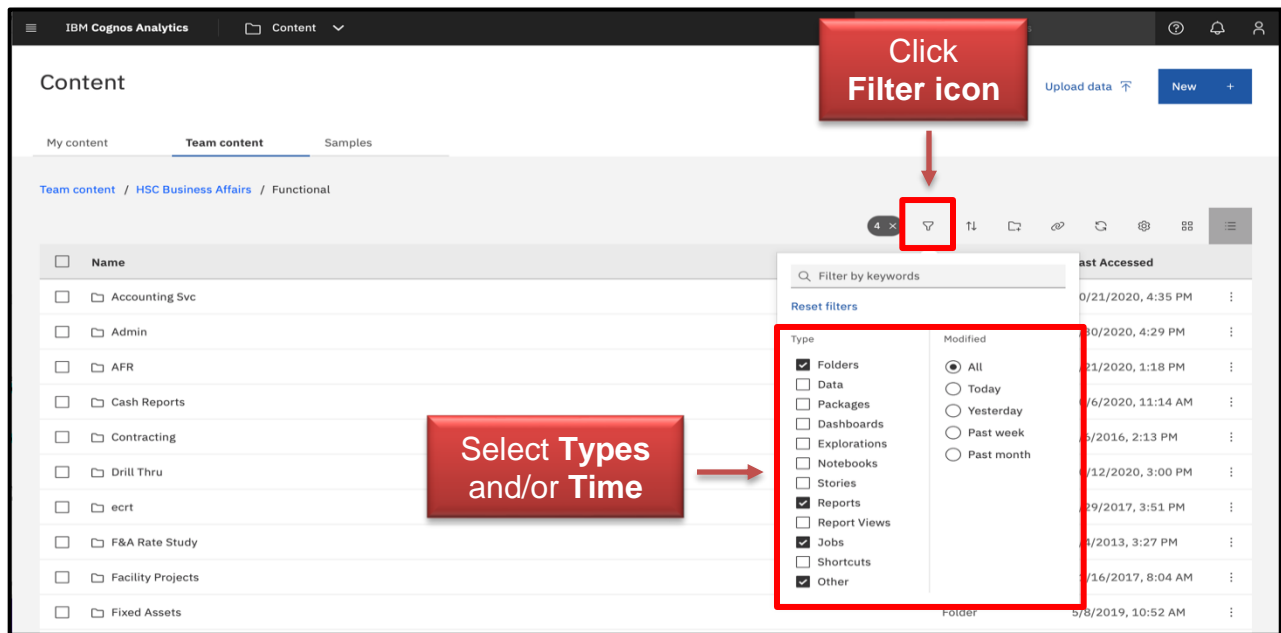

To delete a saved search on the list, click the "**X**" next to the search name.
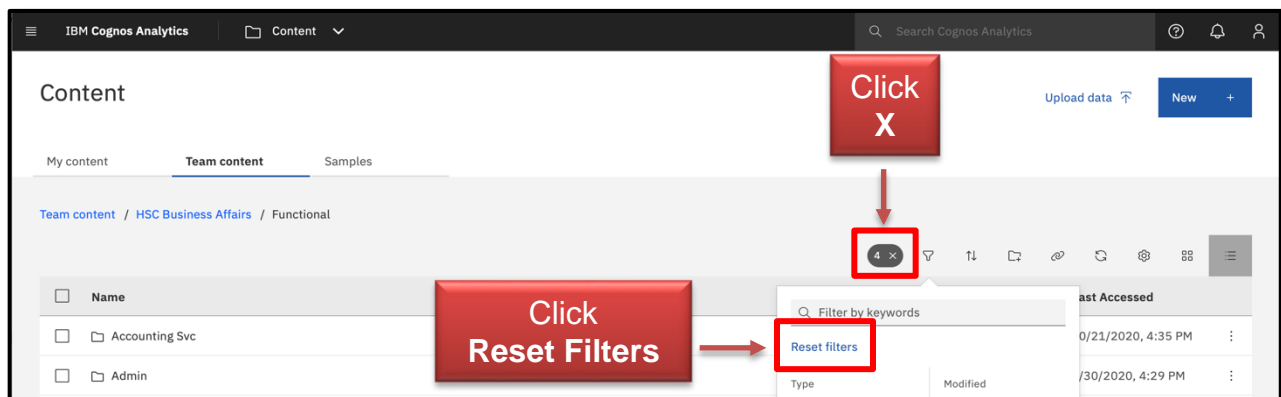
Actions Toolbar

The Actions toolbar is available in both List view and Tiles view and is always visible. Use the toolbar options to organize and find items in folders, change the Content view display or perform other functions.

Filter Icon

A new filter icon in the Actions toolbar updates the search feature. When viewing the Content folders, select the **types** from the object list to filter the search or filter by keywords. The search may also be modified by a specific time period.
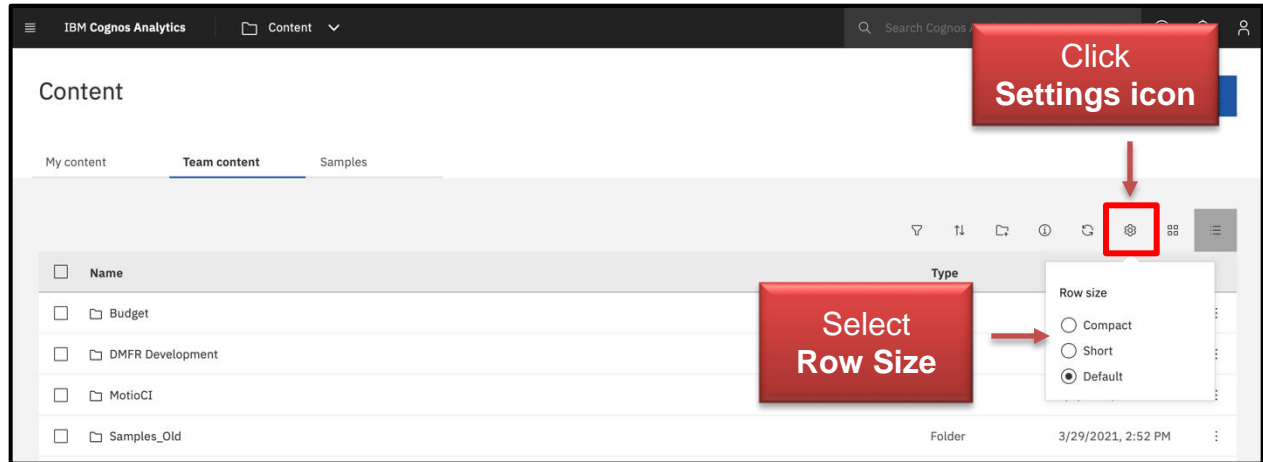

To remove the search, click **Reset filters**. You may also uncheck any filters to alter the search or click the "**X**" the same number of times as indicated by the number of filters added until the filter you want is removed or all filters are removed.
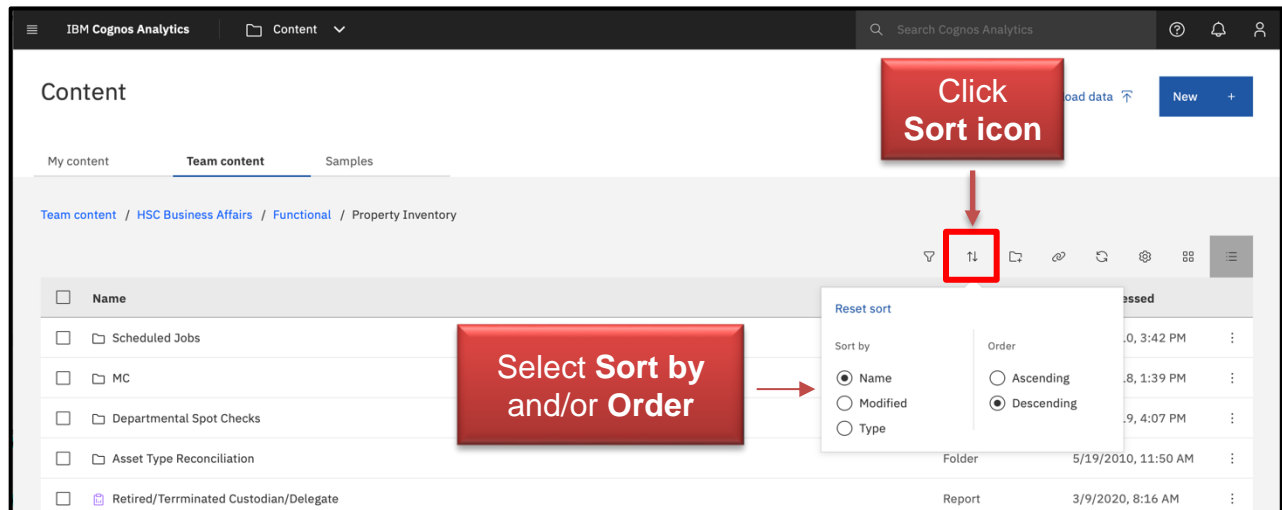
Settings Icon

The Settings icon is only available in List view. The default size is automatically selected. Users may change the row size to compact or short to display more items.

Sort Icon

The Sort icon allows users to sort content by Name, Modified or Type. Content order can also be changed from descending to ascending order.
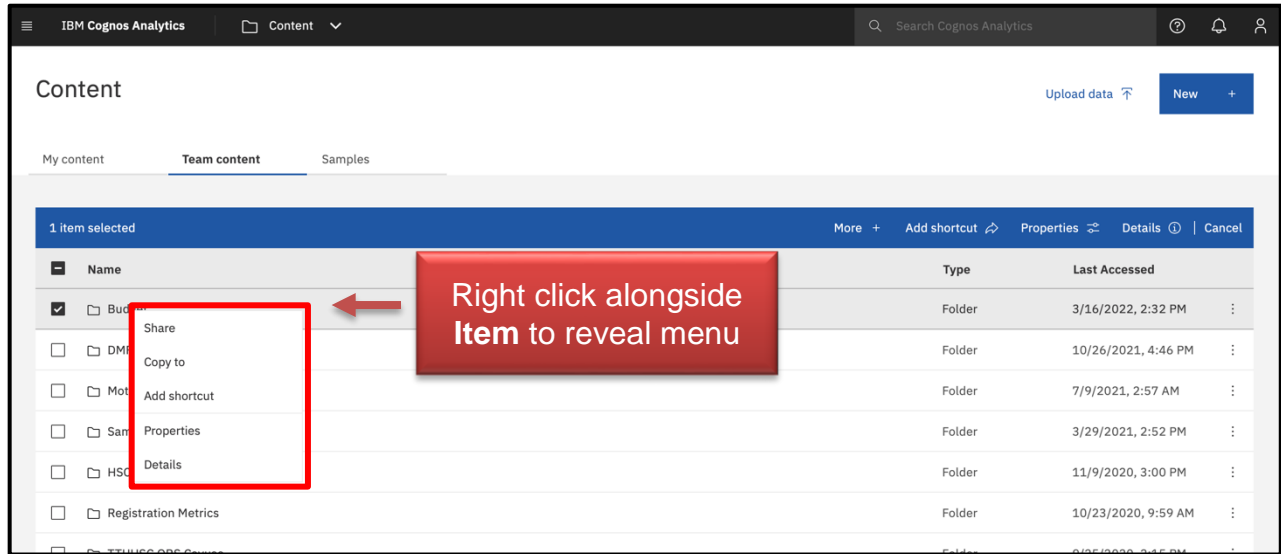

Click **Reset sort** to clear the changes made to a sort and return to the default settings.
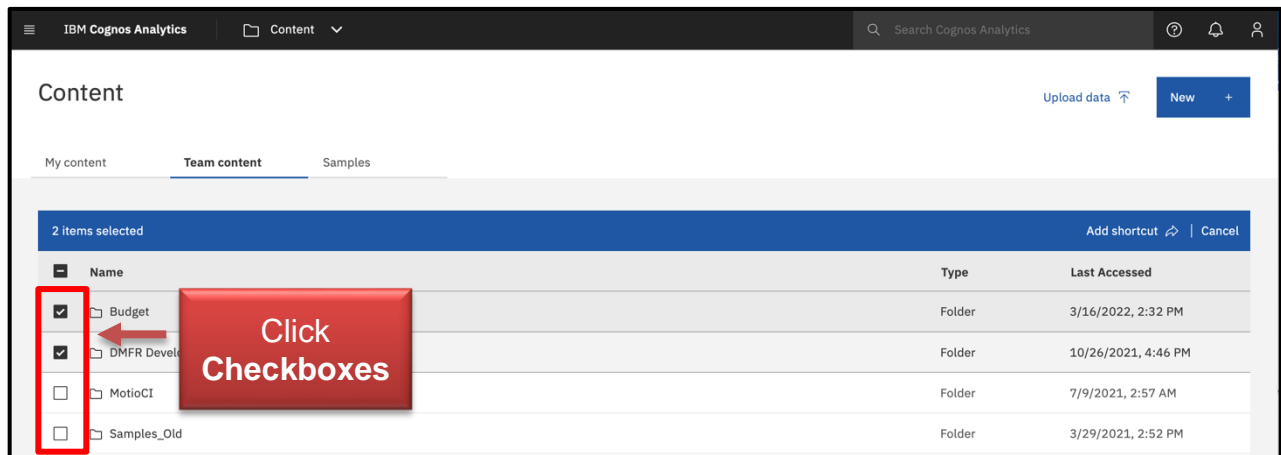
Remember any customizations you make to the Cognos toolbar as it affects how and what you can view in the Content tabs.

Additional Feature Updates

Once an item is selected using the checkbox feature, the additional Blue Navigation bar appears. Besides selecting **More** to see menu options, users can now right click alongside an item to reveal a menu of available options for the object.

Multi-select is also easy now. Just click the **checkboxes** to the left of the objects you want to choose.

If you have additional questions or issues with Cognos, please refer to the Web Content Display portlet under the Cognos tab in the WebRaider/Raiderlink Portal.