

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. EL PASO

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 <u>WebRaider/Raiderlink Portal</u>, 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.



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.



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.



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.

≡ IB	M Cognos Analytics 🗋 Content 🗸	Q Search Cognos Analytics		0	¢ ۴
Cor	tent Team content Samples Select Content Tab		Upload data 不	New	+
		2 tì Cì	0 C ¢	88	=
	Name	Туре	Last Accessed		
	🗅 Budget	Folder	3/16/2022, 2:3	82 PM	1
	DMFR Development	Folder	10/26/2021,4	:46 PM	1
	C MotioCI	Folder	7/9/2021, 2:57	7 AM	+
	🗅 Samples_Old	Folder	3/29/2021, 2:5	52 PM	1

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.

Content My content Samples	List View showing
Tance States / FridS Lakows Mark / Frankton / Frankton Network Networ	Image: Stread Crumbs of report path Agen: 12/2000.100 Agen: 12/2000.100
	Nor Anter search Anter search Anter search Anter search Search Reiden Taked Advects Norl Tradit Takes Advectations Norl Norl Tradit Takes Advectations New Coogging

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.

IBM Cognos Analytics 🛛 🗋 🕻	Content 🗸			Q Search Co	ognos Analytics	© \$
ontent			т	S il es o	elect r List View	New +
1y content Team content	Sam	ples				
am content / HSC Business Affairs / F	unctional					
					7 11 Ci @ ti	88 😑
Accounting Svc		Admin	AFR		∇ 1↓ C∓ @ to	88 \Xi
Accounting Svc Last Accessed 10/21/2020, 4:35 PM		Admin Last Accessed 4/30/2020, 4:29 PM	AFR Last Accessed 4/21/2020, 1:18 PM		♥ 1↓ [2] @ 5 Cash Reports Last Accessed 10/6/2020, 11:14 AM	□ :::
Accounting Svc Last Accessed 10/21/2020, 4:35 PM Contracting		Admin Last Accessed 4/30/2020, 4:29 PM Drill Thru	AFR Last Accessed 4/21/2020, 1:18 PM ecrt	D	♥ 1↓ C? @ 1 Cash Reports Last Accessed 10/6/2020, 11:14 AM	

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.

\equiv IBM Cognos Analytics	Content A		arch Cognos Analytics	i -	0	\$ ^
Contont	Content ×	Select Content				
Content	🛗 Purchases Valuati Comparison 🛛 🗙	Drop-Down Folder		Upload data 굮	New	+
My content To	eam c		-			
	1					
		Select		() C (\$	88	=
Name	Click	X to delete	Туре	Last Accessed		
🗌 🗅 Budget	any Item		Folder	3/16/2022, 2:3	32 PM	:
DMFR Dev			Folder	10/26/2021,4	:46 PM	1
🗌 🗅 MotioCI			Folder	7/9/2021, 2:55	7 AM	1

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.

	\rightarrow	Q TechBuy ×	0 ¢ %
Content	Enter Keywords	Suggestions TechBuy Account Codes and Budget Pools techbuydrillthru	New +
My content Samples		Techbuy Techbuy Dashboard 가 1년 다 ① 다 왕 T pe Last Accessed	
Budget DMFR Development MotioCI		Cognos Search Suggestions	PM : 6 PM : M :
Camples_Old		Folder 3/29/2021, 2:52	PM :

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**.

≣ IBM Cognos Analytics ☐ 2 items open ∨	Q. Tech	hBuy	× @ \$ %
Showing results for 'TechBuy'			Close Save search 因
Showing 20 items			
□ Name	Location	Туре	Click
C CechBuy Account Codes and Budget Pools	Team content > HSC Finance > Chart of Accounts	Report	Save Search
🗋 🗅 techbuydrillthru	Team content > HSC Business Affairs > Functional >	Folder	////2010, 1:51 PM :
C Techbuy	Team content > HSC Business Affairs > Departmental	Folder	6/29/2010, 9:16 AM :

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.

≣ IBM Cognos Analytics ☐ 2 items open ∨		Q Search Cognos Analyti	cs	0	¢	8
Showing results for 'TechBuy'	List of Saved	Saved searches TechBuy Techbuy Dashboard		search	ß]
Showing 20 items	Searches	FINANCE property			7	
□ Name	Location	Туре	Click S	aaro	•h	
CechBuy Account Codes and Budget Pools	Team content > HSC Finance > Chart of Accou	unts Report	Field	Area	а а	
🗌 🗅 techbuydrillthru	Team content > HSC Business Affairs > Functi	ional > Folder		TO		
Techbuy	Team content > HSC Business Affairs > Depar	tmental Folder	6/29/2010, 9:	16 AM	:	-

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.

≣ IBM Cognos Analytics Content ✓	Click	@ \$ X
CONTENT My content Team content Samples Team content / HSC Business Affairs / Functional	Filter icon	ad data 🎓 New +
		য়ে ৩ট ৪৪ 🗮
C Accounting Svc	Reset filters	0/21/2020, 4:35 PM :
C Admin	Type Modified	,80/2020, 4:29 PM :
C AFR	Folders O All	,21/2020, 1:18 PM :
Cash Reports	Packages Yesterday	/6/2020, 11:14 AM :
	Dashboards Past week Explorations	,5/2016, 2:13 PM :
	Notebooks Stories Past month Past month	/12/2020, 3:00 PM :
	Reports	29/2017, 3:51 PM :
F&A Rate Study	Jobs	, 1/2013, 3:27 PM :
Facility Projects	Shortcuts ✓ Other	/16/2017, 8:04 AM :
Fixed Assets	Folder	5/8/2019, 10:52 AM :

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.

		Q Search Cognos Analytics	ଡ କ ୧
Content My content Samples		Click X	nta 🔨 New +
Team content / HSC Business Affairs / Functional			3 @ # ≡
□ Name	Click	Q. Filter by keywords	Accessed
Accounting Svc	Reset Filters	Reset filters 0/2:	1/2020, 4:35 PM :
Admin	Reset Filters	Type Modified /30/	/2020, 4:29 PM :

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.

IBM Cognos Analytics Content Content My content Team content	Q Search Cognes 7 Click Settings icon
□ Name	⊽ 1⊥ ⊡: ① S ⑧ ፡፡ := Type
Budget	Select O compact
DMFR Development	Row Size
MotioCI	
C Samples_Old	Folder 3/29/2021, 2:52 PM :

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.

≣ IBM Cognos Analytics □ Content ✓		Q Search Cognos Analytics	0 4 A
Content My content Samples		Click Sort icon	data
Team content / HSC Business Affairs / Functional / Property Inventory		TL C. @	© ⊛ ≋ ≡ beset
C Scheduled Jobs		Sort by Order	.0, 3:42 PM :
	Select Sort by	Name Ascending	.8, 1:39 PM :
Departmental Spot Checks	and/or Order	 Modified Type 	.9, 4:07 PM :
Asset Type Reconciliation		Folder 5/2	19/2010, 11:50 AM :
Retired/Terrminated Custodian/Delegate		Report 3/9	9/2020, 8:16 AM :

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.

■ IBM Cognos Analytics Content ∨		Q Search Cognos Analytics	· · · · · · · · · · · · · · · · · · ·
Content			Upload data 🗍 New +
My content Team content Samples			
1 item selected		More + Add shortcut 🖈 Pr	operties 🛱 🛛 Details 🛈 Cancel
Name		Туре	Last Accessed
	Right click alongside	Folder	3/16/2022, 2:32 PM :
Copy to	Item to reveal menu	Folder	10/26/2021, 4:46 PM
Add shortcut		Folder	7/9/2021, 2:57 AM
C San Properties		Folder	3/29/2021, 2:52 PM
		Folder	11/9/2020, 3:00 PM
Registration Metrics		Folder	10/23/2020, 9:59 AM
		Felder	0/05/0000 0/45 0/4

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

≡ IBM Cognos Analytics Content ∨	Q Search Cognos Analytic	s	?	ቆ ዳ
Content		Upload data 🕥	New	+
My content Samples				
2 items selected		Add shortcu	ut 🛷	Cancel
Name	Туре	Last Accessed	I	
	Folder	3/16/2022, 2:	32 PM	
	Folder	10/26/2021,4	1:46 PM	
	Folder	7/9/2021, 2:5	7 AM	
□ C Samples_Old	Folder	3/29/2021, 2:	52 PM	

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