

Introduction to Cognos Connection



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Cognos BI 8

Instructor

Dave Campen

Contact info:

Email:

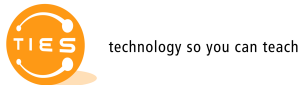
David.Campen@ties.k12.mn.us

Phone: 651-999-6312



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Introduction to Cognos Connection
Manage Reports in Cognos Connection



Objectives

■ **In this module, we will:**

- examine Cognos Connection
- organize content in Cognos Connection
- personalize Cognos Connection
- explore reports in Cognos Connection
- create a report view
- view report outputs



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What is Cognos Connection?

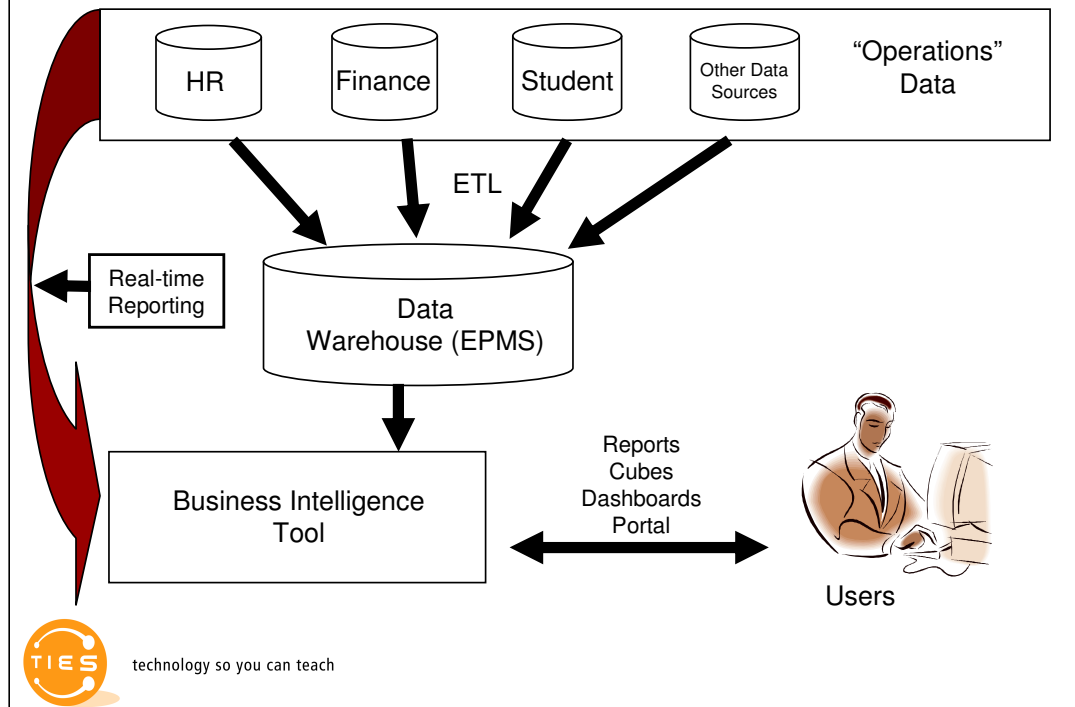
ReportCenter = Cognos Connection

- **Cognos Connection is a Web application used to:**
 - create and run reports
 - perform administrative tasks, such as scheduling reports
 - organize data by creating entries and storing the entries in folders



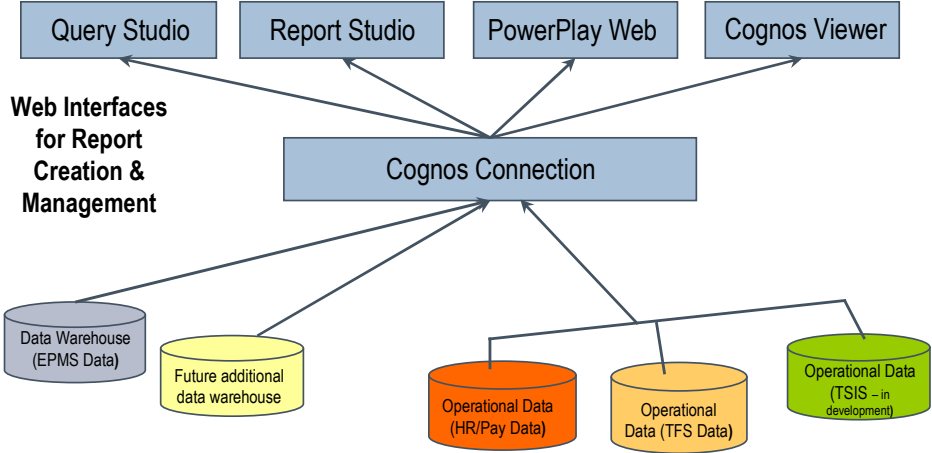
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Cognos and Reporting Capabilities



What is Report Center?

■ Report Center is the Web-based business intelligence reporting solution from Cognos.



Cognos System requirements

- **Internet access**

For full functionality,

- **PC - Internet Explorer (6.0 +)**

- **Mac – Firefox is recommended**

- **If you use a popup blocker, you need to allow popup for Cognos Connection**

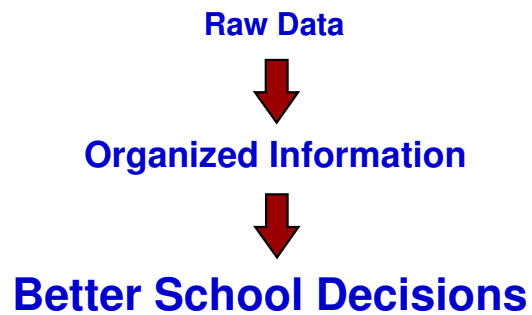


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What is Business Intelligence?

- **Business intelligence allows you to:**

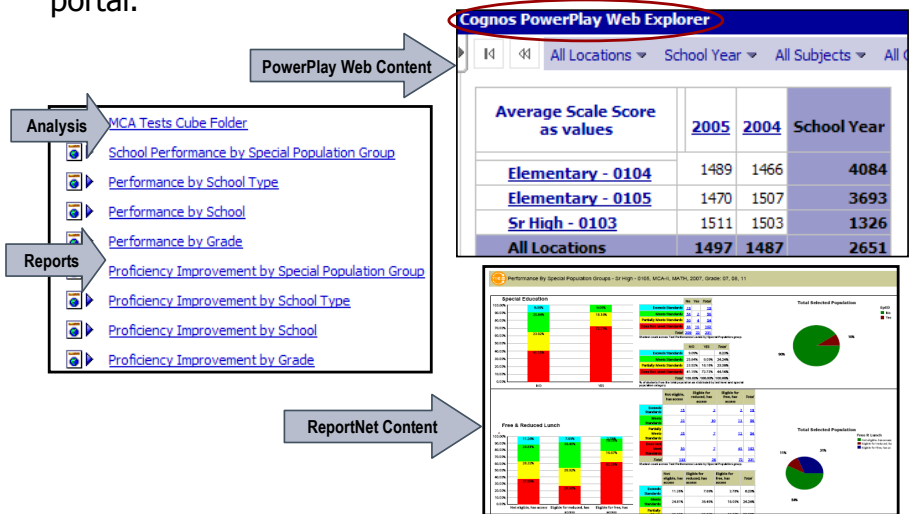
- use district data to support decision-making
- explore and analyze data to reveal trends within a school/your district



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Centralized Access

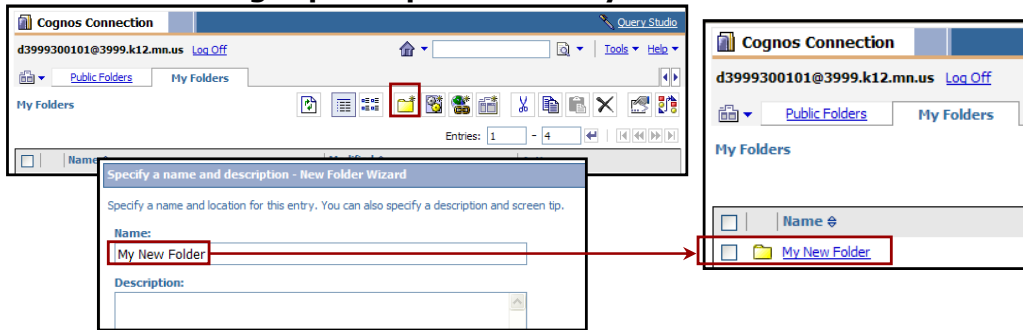
- You can access all BI content in Cognos Connection from the TIES portal.



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Organize Content with Folders

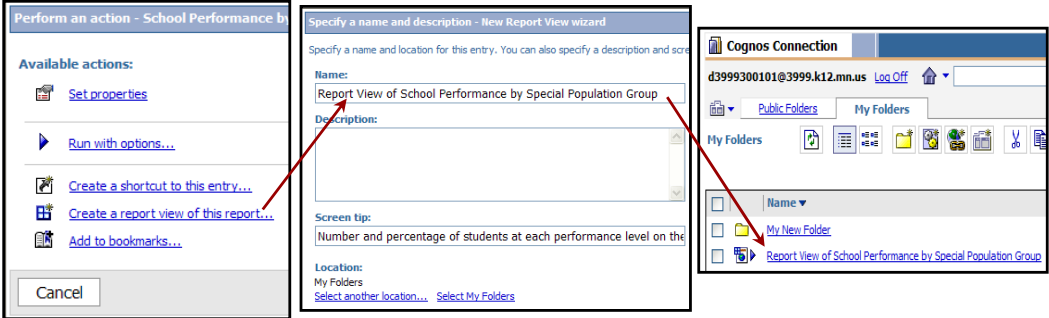
- You can arrange reports and other content in Cognos Connection by creating folders.
- Ensure that your folders are logically labeled and organized to make locating reports quick and easy.



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Organize Content with Report Views

- Create a Report View to point to another entry in Cognos Connection, such as a report or Web link.
- You can organize information that you use regularly. For example, if you frequently use a report in Public Folders, you can create a Report View in My Folders.



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Specify Properties of an Entry

- In Cognos Connection, you can set the default properties for an entry.

Report View of School Performance by Special Population Group January 2, 2008 1:55:34 PM

Set properties - Report View of School Performance by Special Population Group

General | Report view | Permissions

Select the default options to use for this entry.

Default action:
Run the report

Report options:
 Override the default values

Format:
PDF

Orientation:
Portrait

Paper size:
Letter

Language:
English (United States)

Set properties - Report View of School Performance by Special Population Group

General | Report view | Permissions

Specify access permissions for this entry. By default, an entry acquires its access permissions from its parent entry. You can override those permissions with the permissions set explicitly for this entry.

Override the access permissions acquired from the parent entry

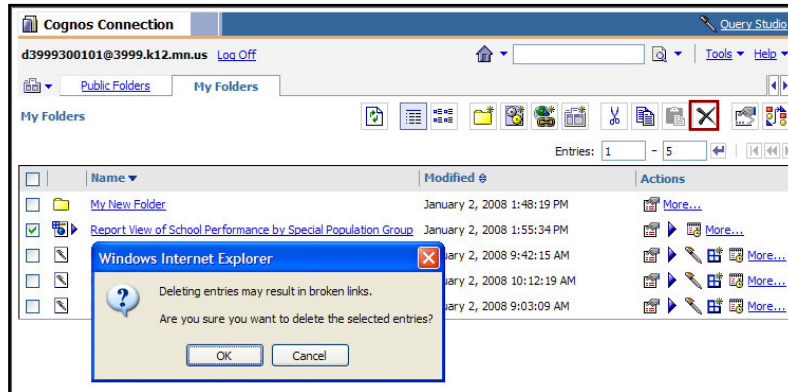
Name	Type	Permissions
...-> Directory Administrators	Role	✎ ⚙ ⚡ ⬇
...-> d3999300101@3999.k12.mn.us (d3999300101)	User	✎ ⚙ ⚡ ⬇



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Delete Entries

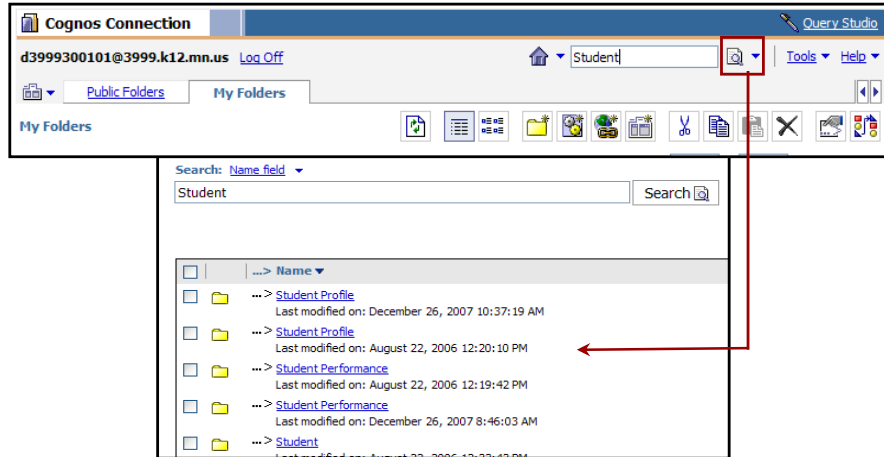
- Delete an entry from your My Folders list if you want to permanently remove it from the portal. For example, you may want to remove your entries that are outdated.



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Search for Entries

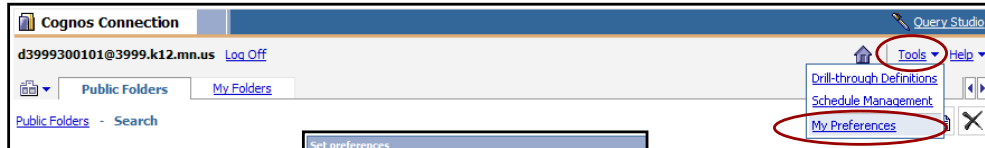
- You can search for entries in Cognos Connection whose name, description, or both, match the string entered in the search criteria.



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Personalize Cognos Connection

- You can change your preferences to customize the way entries appear.

A screenshot of the 'Set preferences' dialog box. The dialog has three tabs: 'General', 'Personal', and 'Portal Tabs'. The 'General' tab is selected. The dialog contains several settings:

- Number of entries in list view: 15
- Report format: HTML
- Separators in list view: No separator
- Automatic refresh rate in seconds: 30
- Style: Corporate
- Preview:
- Show the Welcome page at startup:
- Show a summary of the run options:
- Portal section:
 - Default view: List (selected)
 - Details:
 - Number of columns in details view: 3 columns



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Demo 1

- Explore Cognos Connection



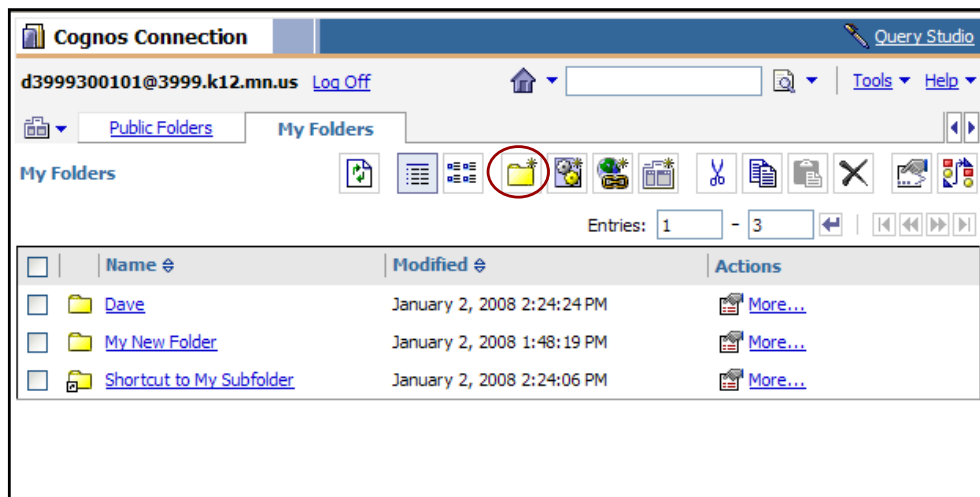
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Open Cognos Connection

The image shows two screenshots from the Cognos 8 interface. The left screenshot is the 'Welcome' page, where the 'View Cognos content' link is circled in red. The right screenshot is the 'Cognos Connection' interface, where the 'EPMS Data Warehouse' folder is circled in red. The TIES logo and tagline 'technology so you can teach' are visible at the bottom left of the main image area.

- From the **Start** menu, point to **Programs**, and then click **Internet Explorer**.
- Internet Explorer opens.
- In the Address box, type **https://reportcenter8.ties.k12.mn.us/cognos8**, and then press **Enter**. Click "Yes" to proceed when a security certificate dialog box appears.
- The Log on screen appears.
- In the User ID box, enter <d3999300###> (**##=training number**), in the Password box, type <**instructor assigned password**> and then click **OK**.
- Cognos Connection opens. From here, we can manage schedules, set personal preferences, log off, and access Help. We can also set the default portal view, add folders and pages, copy and paste, and search for entries using the Cognos Connection toolbar.
- Click the **Cognos Connection** link.
- By default, entries on the Public Folders tab are accessible to all users.
- Click **EPMS Data Warehouse**.
- This folder contains reports previously created in Query Studio or Report Studio.

Create a folder to hold reports

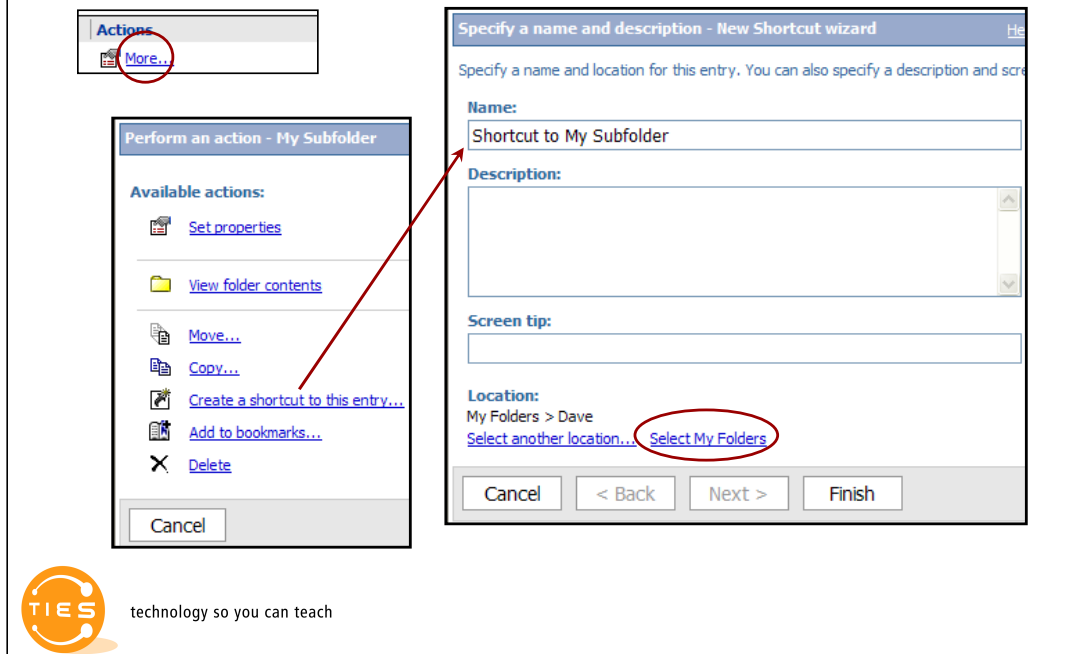


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- **Create a folder to hold reports**
- Click the **My Folders** tab, and then on the toolbar, click **New Folder** .
- The New Folder Wizard page appears.
- In the Name box, type **<enter your name>**, and then in the Description and Screen tip boxes, type **Reports created for <enter your name here>**.
- In the Screen Tip field, enter **<Can you see me?>**
- Click **Finish**.
- Your named folder is added to My Folders.

- **Create a subfolder for more organization.**
- From the **My Folders** tab, click on your named folder, and then click **New Folder** .
- The New Folder Wizard page appears.
- In the Name box, type **<my subfolder>**, and then in the Description and Screen tip boxes, type **<my subfolder items are stored here>**.
- In the Screen Tip field, enter **<me too?>**
- Click **Finish**.
- The subfolder is added to your named folder.

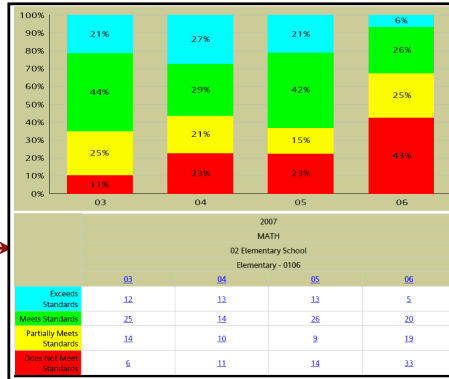
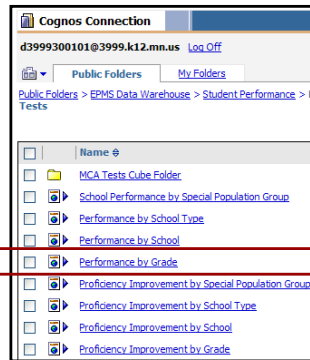
Create a shortcut



- **Create a shortcut.**
- Beside **My Subfolder**, under Actions, click **More**, and then click **Create a shortcut to this entry**.
- Then specify a name and description - New Shortcut Wizard page appears.
- Under Location, click **Select another location**, and then click the **My Folders** link.
- Click **OK**.
- Click **Finish**, and then click the **My Folders** link (not the My Folders tab).
- A shortcut to the **My Subfolder** folder was added to the **My Folders** subfolder. Notice the shortcut icon that appears beside the folder name.

Define Reports

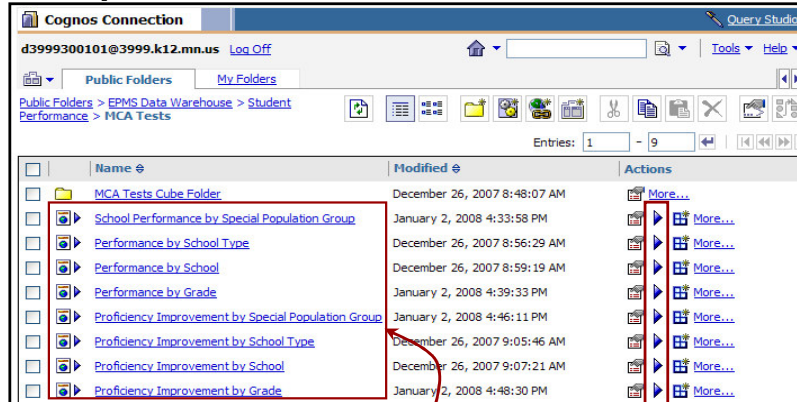
- A report can refer to either:
 - a specification that says which information to include in a report (template)
 - the report information itself (output)
- You can access reports from Cognos Connection.



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Run Reports

- Click a report name to run a report and view data.
- Run a report with options to run, print, or save it, using chosen options.



Run reports

Run a report with options

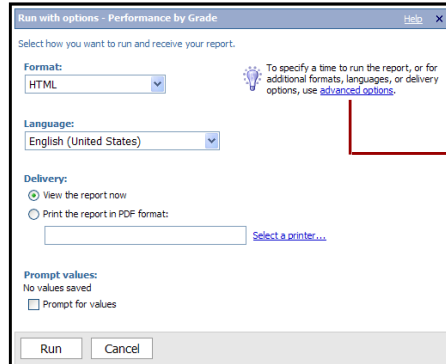


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Run a Report with Options

■ Run a report with options:

- to override the default run options set for the report
- to view data



Run with options - Performance by Grade

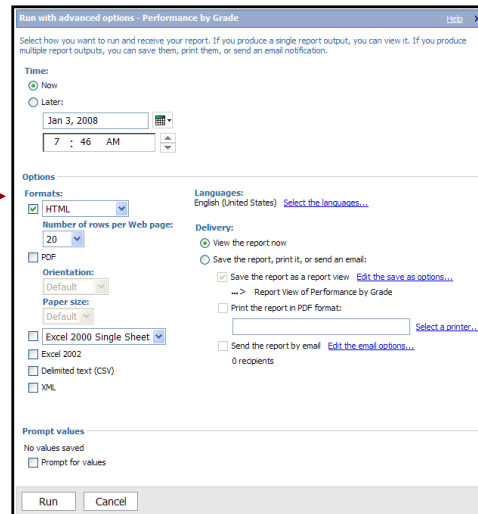
Select how you want to run and receive your report.

Format:
HTML

Language:
English (United States)

Delivery:
 View the report now
 Print the report in PDF format:
 [Select a printer...](#)

Prompt values:
No values saved
 Prompt for values



Run with advanced options - Performance by Grade

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

Time:
 Now
 Later:
Jan 3, 2008
7 : 46 AM

Options:

Formats:
 HTML
 PDF

Number of rows per Web page:
20

Orientation:
Default

Paper size:
Default

Excel 2000 Single Sheet
 Excel 2002
 Delimited text (CSV)
 XML

Languages:
English (United States) [Select the languages...](#)

Delivery:
 View the report now
 Save the report, print it, or send an email:
 Save the report as a report view: [Edit the save as options...](#)
...> Report View of Performance by Grade
 Print the report in PDF format:
 [Select a printer...](#)
 Send the report by email: [Edit the email options...](#)
0 recipients

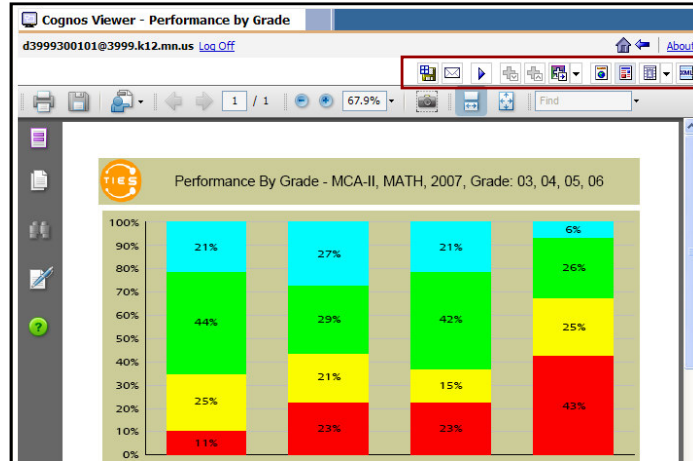
Prompt values:
No values saved
 Prompt for values



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Perform Report Actions in Cognos Viewer

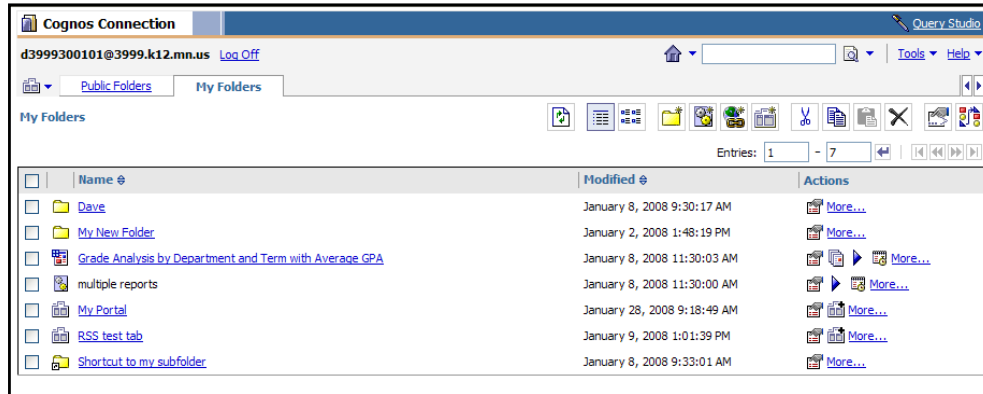
- While viewing a report in Cognos Viewer, you can perform many actions that are available from the Run with options and the Run with advanced options pages.



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View a Previously Run Report

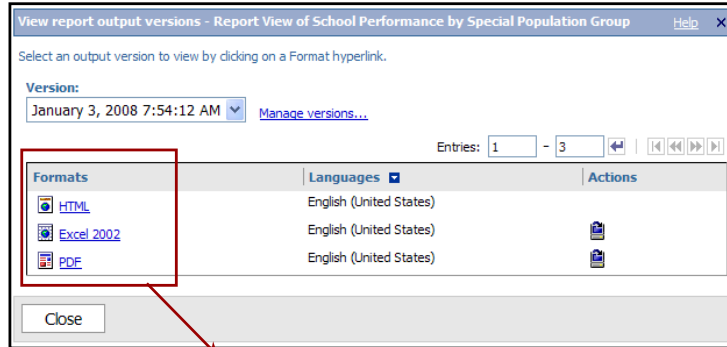
- In your "My Folders", Click a report name to view the most recently saved copy of the report.



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View Report Output Versions

- You can analyze older data in a report by viewing previous report output versions.



Previously saved versions of the School Performance by Special Populations Group report in HTML, Excel 2002 and PDF formats



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View the Run History of Reports

■ You can view the run history of a report to examine:

- when the report was requested
- the start time and completion time for the report
- whether the report executed successfully

Report View of School Performance by Special Population Group January 3, 2008 7:54:12 AM More...

View run history - Report View of School Performance by Special Population Group

View the run history for this entry. Refresh

Status: All statuses

Entries: 1 - 5

Request time	Start time	Completion time	Status	Actions
January 3, 2008 8:09:00 AM	January 3, 2008 8:09:00 AM	January 3, 2008 8:09:13 AM	Succeeded	
January 3, 2008 8:08:00 AM	January 3, 2008 8:08:00 AM	January 3, 2008 8:08:12 AM	Succeeded	
January 3, 2008 8:07:00 AM	January 3, 2008 8:07:00 AM	January 3, 2008 8:07:12 AM	Succeeded	
January 3, 2008 8:06:00 AM	January 3, 2008 8:06:01 AM	January 3, 2008 8:06:12 AM	Succeeded	
January 3, 2008 8:05:00 AM	January 3, 2008 8:05:00 AM	January 3, 2008 8:05:11 AM	Succeeded	

Close

Perform an action - Report View of School Performance by Special Population Group

Available actions:

- Set properties
- View most recent report in HTML
- View report output versions
- Run with options...
- New schedule...
- View run history
- Move...
- Copy...
- Create a shortcut to this entry...
- Add to bookmarks...
- Delete

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Create Report Views

- Create a report view to produce a customized version of a report.

[Grade Analysis by Department and Term with Average GPA](#)
January 2, 2008 5:15:32 PM More...

Grade Analysis by Department and Term with Average GPA - Sr High
Final Grade Enrolled Grade - 09, 10, 11, 12

		A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
		Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count
2007	ART	S1	50	24	21	24	12	6	9	6	2	4	2
		S2	52	28	19	29	2	11	5	11	3	2	2
	AS	S1	9	12	9	12	6	3	12	6	4	6	9
		S2	9	4	6	9	15	2	2	8	9	3	11
	CAR	S1	2	1	4	1	2	5	2	4	3		
		S2	2	2	6	2	6	4	5	2	6	5	
	COMP	S1	6	8	9	2	1	4	2	2	1	4	2
		S2	10	6	6	4	6	5	1		1		
	ELEC	S1	66	67	58	45	41	41	38	18	15	15	13
		S2	55	58	45	26	42	22	28	18	19	15	7
	ENG	S1	27	24	25	26	27	30	25	24	23	19	21
		S2	28	33	30	37	24	26	31	30	17	16	12
	HYDE	Q1	6	16	8	14	2	2	1				
		Q2	9	7	8	10	2	2	3	1	2		
		Q3	6	6	7	4	11	1	1				

Specify a name and description - New Report View wizard Help X

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
 None
[Select another location...](#) [Select My Folders](#)



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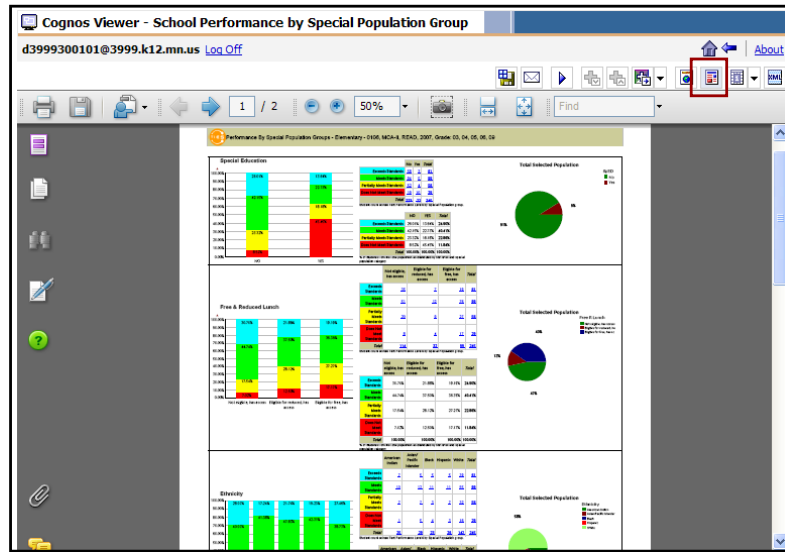
Demo 2

- **Create a Report View and Report Outputs**



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Run Report in Cognos Viewer to PDF



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- **View a Student report in Cognos Viewer.**
- Click the **Public Folders** tab, and then click **EPMS Data Warehouse**.
- Select the **Student Performance** folder
- Click on **School Performance by Special Population Groups** report name
- Select the following options (Select Year: 2007, School: Elementary – 0106, Select Test Subject: READ, Select all grades) then click Finish

- **Convert report to a PDF file**
- Select the view in PDF format icon – the report will run with the same options as you originally requested.

Run Report in Cognos Viewer to Excel

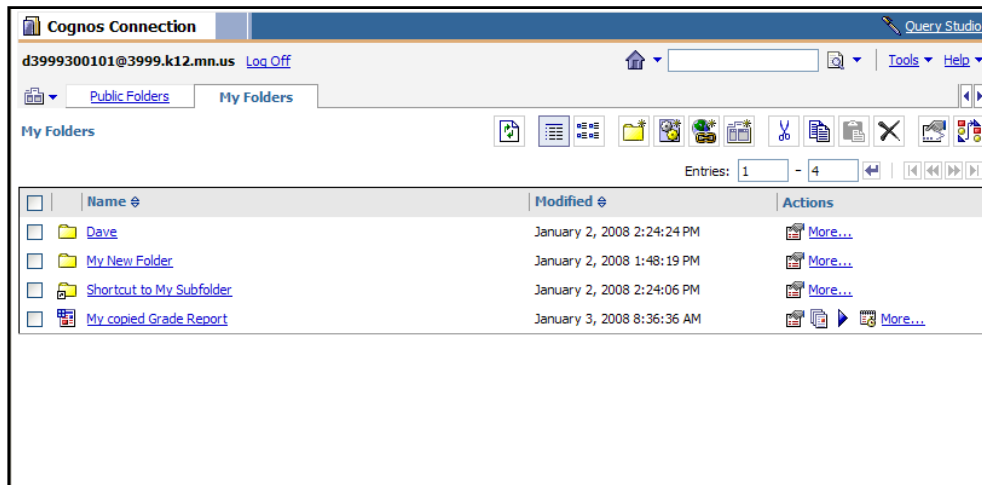
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Grade Analysis by Department and Term with Average GPA - Sr High - 0105 - 2007 - Final Grade Enrolled Grade - 09, 10, 11, 12																					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
2007 ART	S1	50	24	21	24	12	6	9	6	7	4	2	2	1	168	3.085					
	S2	52	28	19	29	7	11	5	11	2	3	2	2	5	170	2.095					
AS	S1	9	14	9	12	6	3	12	6	4	6	9	10	99	2.252						
	S2	9	9	6	9	10	7	7	8	9	3	11	8	99	2.121						
CAR	S1	2	1	4	1	2	5	2	4	3	1	3	3	27	2.209						
	S2	2	3	6	7	6	4	5	2	6	5	6	52	2.147							
COMP	S1	6	8	9	1	1	1	2	2	1	1	1	43	2.851							
	S2	10	6	5	4	6	5	1	1	1	1	1	49	3.422							
ELEC	S1	66	67	58	45	41	41	38	18	15	15	13	16	433	2.474						
	S2	55	58	45	36	42	27	28	18	15	15	7	18	368	2.400						
ENG	S1	27	24	25	26	27	30	24	24	23	19	21	43	334	2.199						
	S2	28	33	30	37	24	26	31	30	17	16	17	29	319	2.311						
HIDE	Q1	6	16	6	14	2	3	1	1	1	1	1	1	60	3.263						
	Q2	9	7	8	10	3	3	3	1	2	1	1	1	49	3.122						
	Q3	6	5	3	4	11	1	1	1	1	1	1	2	35	2.855						
	Q4	7	8	2	1	2	1	1	2	1	3	1	1	34	2.881						
MATH	S1	9	8	4	8	6	4	8	3	6	2	1	1	62	2.681						
	S2	7	5	5	5	2	1	6	1	2	1	1	1	29	2.658						
PE	S1	17	24	21	33	33	26	39	18	26	20	21	35	313	2.130						
	S2	23	14	23	32	20	23	30	29	28	11	23	52	289	2.049						
SCI	S1	17	13	5	8	7	7	5	5	1	1	1	1	73	2.902						
	S2	13	23	13	24	14	4	3	2	1	1	1	1	119	2.993						
SOC	S1	38	44	31	40	38	22	31	22	15	10	24	38	344	2.396						
	S2	47	41	39	27	23	31	15	15	21	15	17	18	309	2.608						
Summary	2007	566	522	422	496	389	332	341	235	235	184	200	305	4,257	2.460						



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- **View a Student report in Cognos Viewer.**
- Click the **Public Folders** tab, and then click **EPMS Data Warehouse**.
- Select the **Grades** folder
- Click on **Grade Analysis by Department and Term with Average GPA** report
- Select the following options (Select School: **Sr High - 0105**, Select School Year: **2007**, Select Grade Type: **Final Grade**, Select Enrolled Grades: **09-12**) then click Finish
- **Convert report to a Excel file**
- Select the “View in Excel 2000 single sheet format” icon – the report will run with the same options as you originally requested.

Create a Report View in My Folders



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- Open Public Folders > EPMS Data Warehouse > Grades
- Under Actions on the report **Grade Analysis by Department and Term with Average GPA**, click on the Window pane icon.
- Then Specify a name and description - New Report View Wizard page appears.
- In the Name box, type **My copied Grade Report**, under Location, click the link **Select My Folders**, and then click **Finish**.
- A Report View of the report is saved to My Folders.

Create multiple outputs of a report

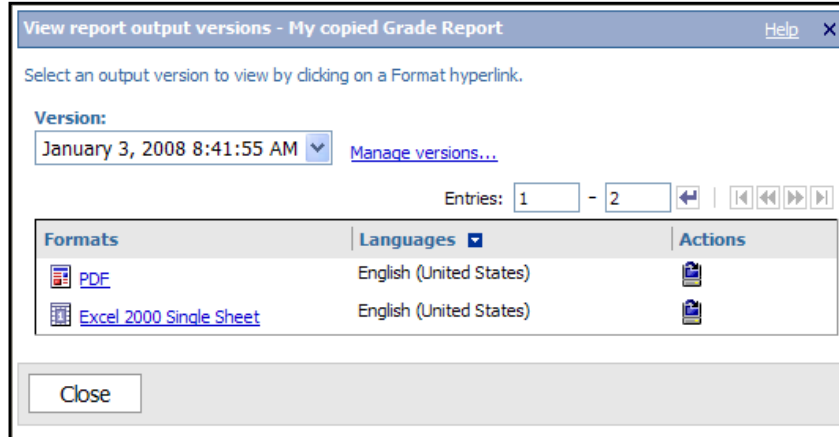
The image shows two overlapping dialog boxes from a Cognos 8 application. The larger dialog box, titled "Run with advanced options - My copied Grade Report", is used for configuring report execution. It includes sections for "Time" (with "Now" selected), "Options" (with "PDF" and "Excel 2000 Single Sheet" selected), "Delivery" (with "Save the report, print it, or send an email" selected), and "Prompt values" (with "Prompt for values" checked). The smaller dialog box, titled "Cognos 8", provides a summary of the selected report parameters: Time: now, Formats: PDF, Excel 2000 Single Sheet, Languages: English (United States), SCHOOL: 'Sr High - 0105', GRADETYPE: 'Final Grade', YEAR: '2007', and EnrolledGrade: '09', '10', '11', '12'. It also includes a checkbox for "Show this dialog in the future" and "OK" and "Cancel" buttons.



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- **Create multiple outputs of a report.**
- Beside **My copied Grade Report**, under Actions, click **Run with options – My copied report**.
- The Run with options – **My copied Grade Report** page appears.
- Click **Advanced options**.
- The Run with advanced options page appears.
- In the Delivery section, click the button beside **Save the report**, and then ensure that the Save box is selected.
- In the Time section, ensure that the button beside **Now** is selected, and then under Formats, clear the **HTML** check box, and then select the **PDF** and the **Excel 2000 Single Sheet** check boxes.
- Click **Run**,
- Select options: (Select School: **Sr High - 0105**, Select School Year: **2007**, Select Grade Type: **Final Grade**, Select Enrolled Grades: **09-12**)
- Review options and then click **OK**.
- The report outputs will be generated at the specified time.
- **View report output versions.**
- On the toolbar, click **Refresh**.
- Beside **My copied Grade Report**, under Actions, click **View the output versions for this report – My copied Grade Report**.
- The View report output versions – **My copied Grade Report** page appears.

View report output versions



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- **View report output versions**
- On the toolbar, click **Refresh** .
- Beside My copied report, under Actions, click **View the output versions for this report – My copied Grade Report** .
- The View report output versions – My copied report page appears.

Summary

■ **In this module, we have:**

- examined Cognos Connection
- organized content in Cognos Connection
- personalized Cognos Connection
- explored reports in Cognos Connection
- created a Report View
- viewed report outputs



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Question

How can you customize Cognos Connection?



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Manage Reports in Cognos Connection



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Cognos BI 8

Objectives

■ **In this module, we will:**

- view the run history of reports
- Discuss email and print options
- schedule reports



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Distribute Reports

- **You can distribute reports to other users to share information with them.**
- **You can distribute reports by:**
 - saving them where other users can access them
 - sending them to other users by email
 - printing them



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Save Reports

- You can share reports with others by saving them in a location that is accessible to other users, such as the public folders.
- Public folders typically contain reports that are of interest to many users.



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Send Reports by Email

- You can send the report by email for a report you have scheduled as a reminder. Using a link requires a user to have access to the location that the report is generated from – i.e. District reports folder would be the best location unless you are sending to yourself.

Delivery:

View the report now

Save the report, print it, or send an email:

Save the report

Print the report in PDF format:

[Select a p...](#)

Send the report by email [Edit the email options...](#)

0 recipients

set the email options - My copied Grade Report

Specify the recipients and contents of the email. To add recipients, click Select the recipients or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:

David.Campen@ties.k12.mn.us

Cc:

[Select the recipients...](#) [Show Rec](#)

Subject:

Report: My copied Grade Report

Body:

[Change to plain text >](#) **B** *I* U

Here is your weekly report as requested.

Include a link to the report

Attach the report

OK Cancel

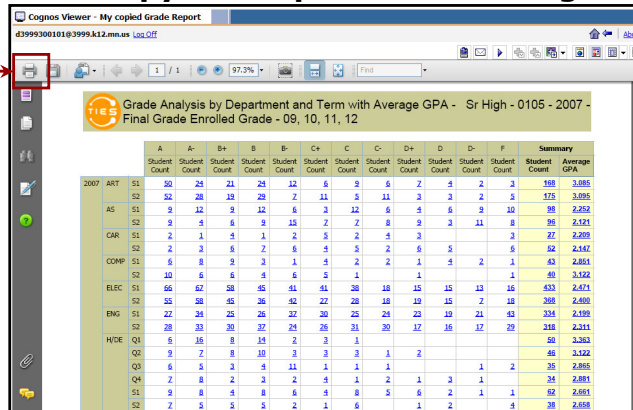


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Print Reports

- You can print a PDF version of a report to obtain a hard copy of the information.
- Print a report if your computer is not available, or if you want to take a copy of a report to a meeting.

Print →



The screenshot shows a Cognos Viewer window titled "Cognos Viewer - My copied Grade Report". The window displays a report titled "Grade Analysis by Department and Term with Average GPA - Sr High - 0105 - 2007 - Final Grade Enrolled Grade - 09, 10, 11, 12". The report is a table with columns for grade categories (A, A-, B+, B, B-, C+, C, C+, D, D-, F) and a Summary column. The rows represent different departments and terms (e.g., 2007 ART, AS, CAR, COMP, ELEC, ENG, H/DCE, Q1, Q2, Q3, Q4, S1, S2). The table contains student counts for each grade category and an average GPA for each row.

		A	A-	B+	B	B-	C+	C	C+	D	D-	F	Summary			
		Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count	Average GPA		
2007	ART	S1	50	24	21	24	12	6	9	6	2	4	2	3	168	3.085
		S2	52	28	19	29	2	11	5	11	3	3	2	5	175	3.095
	AS	S1	9	12	9	12	6	3	12	6	4	6	9	10	16	2.252
		S2	9	4	6	9	15	2	2	8	9	3	11	8	95	2.121
	CAR	S1	2	1	4	1	2	5	2	4	3			3	22	2.209
		S2	2	3	6	2	6	4	5	2	6	5		6	62	2.147
	COMP	S1	6	8	9	3	1	4	2	2	1	4	2	1	43	2.881
		S2	10	6	6	4	6	5	1		1			1	40	3.152
	ELEC	S1	66	62	58	65	61	61	30	18	15	13	16	53	523	2.671
		S2	55	58	45	36	42	22	28	18	19	15	2	18	368	2.450
	ENG	S1	22	34	25	26	32	30	25	24	23	19	21	41	334	2.199
		S2	28	33	30	32	24	26	31	30	12	16	12	29	318	2.311
	H/DCE	Q1	6	16	8	14	2	3	1						50	3.363
		Q2	9	2	8	10	3	3	3	1	2				46	3.122
		Q3	6	5	3	4	11	1	1	1				1	35	2.865
		Q4	2	8	2	3	2	4	1	2	1	3	1		24	2.881
		S1	9	8	4	8	6	4	8	5	6	2	1	1	62	2.661
		S2	2	5	5	5	2	1	6		1	2		4	38	2.658



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Schedule Reports

- You can schedule reports to run at a time that is convenient for you, such as during off hours when demands on the system are low.
- You can schedule reports individually or by using a job.
- You can schedule reports to run by minute, hourly, daily, weekly, monthly, or yearly.
- After you create a schedule, the report or job runs at the date and time specified.



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Demo 3

■ Schedule a Report



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Schedule a Single Report

- You can schedule a single report to run at a later time or on a recurring date and time.

The screenshot shows a 'Schedule' dialog box for a report titled 'My copied Grade Report'. The dialog includes a 'Disable the schedule' checkbox, a 'Start' date and time field (Jan 3, 2008, 3:54 PM), and a 'Frequency' section with tabs for 'By Day', 'By Week', 'By Month', 'By Year', and 'By Trigger'. The 'By Week' tab is selected, showing 'Every 1 week(s) on:' with checkboxes for days of the week, where 'Thursday' is checked. There is also an 'End' section with radio buttons for 'No end date' and 'End by:' (Jan 3, 2008, 3:54 PM). An 'Options' section contains checkboxes for 'Override the default values' under 'Formats', 'Languages', and 'Delivery'. A 'Prompt values' section has a checked checkbox for 'Override the default values' and a 'Save' button. 'OK' and 'Cancel' buttons are at the bottom.



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Demo 4

■ Schedule Multiple Reports



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Schedule Multiple Reports

- You can set the same schedule for multiple reports by creating a job.

A job identifies a collection of reports, report views, and other jobs that are scheduled to run together and share the same schedule settings

Select the steps - New Job wizard

Select the entries to include as steps of this job and the options to use when this entry runs.

Steps:	Name	Options and prompt values
<input type="checkbox"/>	...> My copied Grade Report	Default
<input type="checkbox"/>	...> Report View of School Performance by Special Population Group	Default

[Add...](#) [Remove](#) [Modify the sequence...](#) [Reset to default value](#)

Submission of steps:
Submitting steps in sequence implies that a step is submitted only upon completion of the step before it.

All at once
 In sequence
 Continue on error

Defaults for all steps:
Select this option to specify default values for all steps of this job.
Produce report outputs, HTML, PDF, Excel 2000 Single Sheet, English (United States), Save the reports
[Edit...](#) [Clear](#)

Cancel < Back Next > Finish



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View and Manage Schedules

- You can use the Schedule Management tool to view and manage the schedules you have created.

The screenshot displays the Cognos Query Studio interface. The top window shows the main interface with the 'Schedule Management' tool highlighted in the navigation pane. The bottom window shows the 'Schedule Management' tool in detail, including filters for period, scope, and status, and a table of scheduled runs.

Period: Last 4 hours
From: Jan 2, 2008 4:00 PM
To: Jan 3, 2008 4:00 PM

Scope: Entries I ran
Status: All statuses

Summary:
8 Total
0 Pending
0 Executing
0 Failed
8 Succeeded
0 Suspended
0 Terminated
0 Purged
0 Cancelled

Name	Request time	Start time	Completion time	Status	Actions
My copied Grade Report	January 3, 2008 8:47:11 AM	January 3, 2008 8:47:11 AM	January 3, 2008 8:47:15 AM	Succeeded	[Icons]
My copied Grade Report	January 3, 2008 8:41:52 AM	January 3, 2008 8:41:53 AM	January 3, 2008 8:41:56 AM	Succeeded	[Icons]
My copied Grade Report	January 3, 2008 8:17:36 AM	January 3, 2008 8:17:36 AM	January 3, 2008 8:17:39 AM	Succeeded	[Icons]
Report View of School Performance by Special Population Group	January 3, 2008 8:10:00 AM	January 3, 2008 8:10:00 AM	January 3, 2008 8:10:12 AM	Succeeded	[Icons]
Report View of School Performance by Special Population Group	January 3, 2008 8:09:00 AM	January 3, 2008 8:09:00 AM	January 3, 2008 8:09:13 AM	Succeeded	[Icons]



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Summary

■ **In this module, we have:**

- viewed the run history for reports
- saved reports to a publicly accessible location
- printed reports
- scheduled reports



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Question

Why would you view the run history of a report?



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Question

Why would you create a job?



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