

GETTING STARTED WITH COGNOS

WHAT IS COGNOS?

Cognos is “Business Intelligence” software which allows you to pull data stored in Banner using a pre-made “report”. You can pull this data into PDF or Excel format. For example, one can use Cognos to pull a list of students who meet some criteria, or a list of courses for a certain term.

DO I NEED TO KNOW HOW TO BUILD REPORTS?

Offices that maintain Banner data have dedicated report writers who take data requests. If you need data that isn't available in an existing report, contact the office that maintains that data.

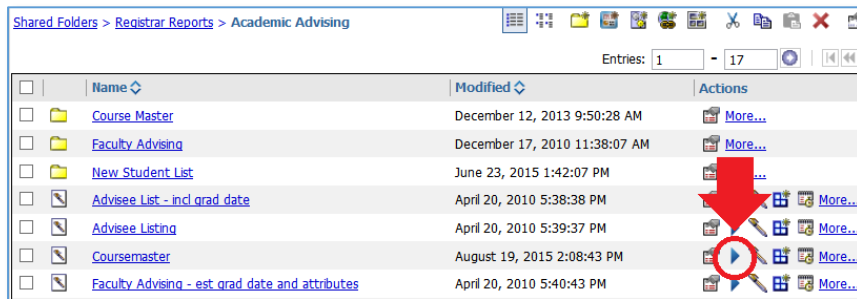
HOW DO I RUN A REPORT?

To run an existing report, you would simply **login** to cognos.emerson.edu using your Emerson credentials. You would then click **IBM Cognos content**.

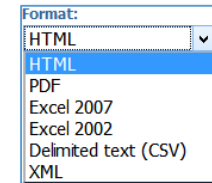


This will take you to the main folder. From here you can navigate to your office's folder to find a report and run it.

Run reports by clicking the *Run with Options* (▶) to the right of a report.



You'll then be prompted for the desired format, along with any information the report needs.



HTML mode will let you view the data directly in your browser. If you pick this format, you can navigate the different pages of the report by using the controls on the bottom-left of the page:



If you pick Excel or PDF, your browser will prompt you to save the file.

