Tipsheet - How to Run Reports in Cognos

Description: This tipsheet describes how to log into Cognos, navigate to a report, choose the report parameters, run, and view a report. Please note: Some of your screens may look slightly different from the screenshots below because of security settings, but the navigation will remain the same.

Step 1: Log into Cognos
  • Log into Cognos using your NetID and password at https://gureports.georgetown.edu/.

Step 2: Navigate to the report you want
  • Click on IBM Cognos Content.
• Click on Student.

• Click on Admissions Reports.

• Click on the report you want to run, in this example, the Department Record of Action.

Step 3: Choose your parameters
Each report may have different parameters, i.e. the Department Record of Action report may have slightly different parameters than the Applicant Listing Report, or a statistics report, so the Selection Criteria screen will not always look exactly like the example below.

• However, the parameters in RED are always required parameters.
  
  o For Admit Term, scroll about 2/3 of the way down the list to find the more recent terms.
    ▪ Select the term you want.
- You may multi-select terms by clicking on the Ctrl key and right-clicking your mouse at the same time.
  - For College, always choose Graduate School.
- The parameters in BLACK are optional.
  - You will always want to run your report by Program, not Department.

### Step 4: Run the report

- After you have chosen your parameters, scroll to the bottom of the screen and click on **Finish**.

- You will see a box like the one below while the report runs.
• You will see the results after the report has run.

Step 5: Report Options

• If you want to print the report, click on the icon and choose View in PDF Format.
• If you want to run the report to Excel, click on the icon and choose View in Excel Options. You will be prompted to select which version of Excel you want.

Note: Sometimes when exporting reports to Excel the pop up blocker in Internet Explorer will close the new window. To correct this you can apply the following configuration change to your browser.

1. Select Internet Options from the Tools menu in Internet Explorer
2. Select the Security tab in the new dialog window
3. Highlight the Local Intranet icon
4. Select the Sites button
5. Select the Advanced button
6. Enter the Cognos web address https://gureports.georgetown.edu inside the section labeled "Add this website to the zone" and select Add
7. Close all of the windows and restart your web browser
• If you just want to see your results on screen, you can click the **Top**, **Page up**, **Page down** and **Bottom** buttons to view results further up or down a report.