

New Mexico State University

Running a Report in Cognos

Through **Cognos Connection** you can access the reports that have been previously created and saved. Running the report is accessing a report to retrieve the predefined data.

Run an Existing Report

To view a report using the most recent data or report design, you can run the report by clicking the report name in the portal.

The following steps you through the process of running an existing report.

1. Select the valid **Folder**, this step may be repeated depending on the report location and the directory structure

The screenshot shows the Cognos Connection portal interface. At the top, there is a navigation bar with the New Mexico State University logo and the text 'NEW MEXICO STATE UNIVERSITY'. Below this, there are tabs for 'Query Studio', 'Analysis Studio', and 'Report Studio'. The main content area is divided into several sections. On the left, there is a 'Student' folder structure with a list of folders including 'Academic History', 'Academic Interests', 'Accounts Receivable', 'Admissions', 'Advising', 'Athletics', 'Catalog', 'Class Schedule', 'Cohorts', 'Cooperative Education', 'Crimson and Centennial Scholars', 'Crimson and Centennial Scholars - Internal', 'Dean's Office', 'Degrees and Graduation', 'Enrollment', 'Grading and Academic Sanctions', 'Honors College', 'Internal', 'Library', 'Pay For Print', 'Preliminary HED', 'Registration', 'Retention', 'Student Exchange', 'Transfer Credit', and 'Veterans'. The 'Academic Interests' folder is selected, and its contents are displayed in a table. The table has columns for 'Name' and 'Actions'. The reports listed are: 'ST-ACAD-INTERESTS-PODS', 'ST-SS-R0006-ACAD-INTEREST-BY-C-CMP-PODS', 'ST-SS-R0007-ACAD-INTEREST-BY-FIRST-INTEREST-PODS', and 'ST-Students Major Listing (WS)-PODS'. The 'ST-ACAD-INTERESTS-PODS' report name is highlighted with a red box. Below the 'Academic Interests' section, there are other sections for 'Admissions', 'Advising', and 'Athletics', each with a list of reports and their actions.

2. Select the report by clicking on the **Report Name**.
Across the top, you can view all the folders you selected to view the report listing.



For additional questions, please contact Student Information Management at onestop@nmsu.edu or 646-7383.


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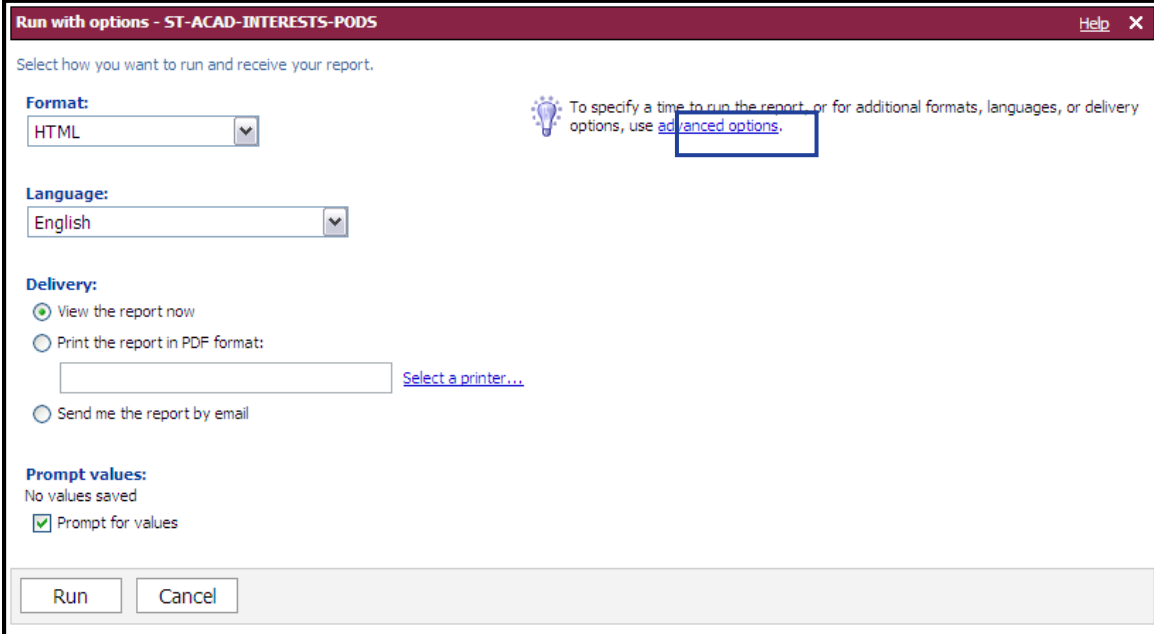
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Run an Existing Report with Options

Running a report with options allows you to specify a format, schedule the report, and distribute the report.

The following steps you through the process of running an existing report with options.

3. Click the **Run with options** icon  on the actions toolbar to the right of the report you want to run.
4. Select the following that apply:
 - a. Format
 - b. Language
 - c. Delivery
 - d. Prompt Values



If more options are necessary, they can be viewed by clicking the Advanced Options link.

5. Click the **Advanced Options** link and select the following that apply:



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Time	Indicates if the report is to run now or for a scheduled later date.
Formats	Provides a choice for the format a report is ran.
Delivery	Allows you to view, save, print, or e-mail the report.
Formats	Provides a choice for the format a report is ran.
Prompt Values	Allows you to define the values displayed of the predefined filter each time the report is run.
Languages	Provides a choice in the language a report is produced.

Time

Formats

Prompt Values

Delivery

6. Click **Run**.



*If you selected the **Prompt for values** checkbox, you will now be prompted with the criteria for the filter.*



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