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

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](mailto:onestop@nmsu.edu) or 646-7383.
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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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<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Indicates if the report is to run now or for a scheduled later date.</td>
</tr>
<tr>
<td>Formats</td>
<td>Provides a choice for the format a report is ran.</td>
</tr>
<tr>
<td>Delivery</td>
<td>Allows you to view, save, print, or e-mail the report.</td>
</tr>
<tr>
<td>Formats</td>
<td>Provides a choice for the format a report is ran.</td>
</tr>
<tr>
<td>Prompt Values</td>
<td>Allows you to define the values displayed of the predefined filter each time the report is run.</td>
</tr>
<tr>
<td>Languages</td>
<td>Provides a choice in the language a report is produced.</td>
</tr>
</tbody>
</table>

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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