



## Reporting Using IBM Cognos

### Logon Process

1. In the URL address bar or at URL type <http://cognos-p.nmsu.edu>
2. Log on using your my.NMSU **User Name** and **Password**.
3. Several tabs will be available across top of page.
4. By default the **NMSU** tab will be selected.
  - a. First time users should set browser setting prior to running your reports. You will find steps and instruction under the **Support** tab (from the main tab listing), look under the **Help** link for **Browsers Settings** and view **Preparing Your Browser Settings** (PDF).
5. Select desired tab to display data needed, (example: **Administration and Finance** or **Student** tab).







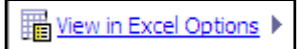



### Navigation to Reports

- Additional sub tabs will be displayed based on initial tab selection.
- Select desired tab for use (examples: under **Administration and Finance** tab: **Dept, PI** or **Administrative**, etc. Under **Student** tab: **Operational** or **Point-in-Time**, etc.).
- Tab portlets will display category of reports available under each portlet (example: Under the **Administration and Finance** tab: **Employees, Finances, Instruction** or **Research** etc. Under the **Student** tab: **Academic History** or **Academic Interests**, etc.). Find a list of standard reports available for selection.
- To run a report, click on report link desired.

### Remember....

- Always **Log Off** when you are ready to exit Cognos.
- Footer on reports will display freeze date.

### Quick Options Review

Options	Select Icon
Email Report	
Include a link to the report	
Attach report and send via email	
Run button, depending on the report selection different options may be available.	
Return to the previous drill-down report (available if a drill-down link was previously selected)	
View in HTML Format	
View in PDF Format	
View in XML Format	
View in Excel Format Place cursor over link to display options	
View in Excel 2007 Format	
View in Excel 2002 Format	
View in CSV Format	

**Note:** Files can be exported to desired format and saved on your computer for future access or use MyFolders to save most frequently used reports.

For assistance, send email to [Cognos\\_help@nmsu.edu](mailto:Cognos_help@nmsu.edu) or call 646-1840.